



# Federal Compliance Filing by Institutions Form

## Federal Compliance Filing by Institutions

Effective September 1, 2016 – August 31, 2017

This document outlines the information institutions should provide in a separate federal compliance section of their Assurance Argument or Comprehensive Quality Review. Institutions should answer the questions below and provide supporting documentation where necessary. The information requested in this document should be uploaded in the Assurance System in a separate federal compliance document **before** the visit unless otherwise noted. The institution should refer to the *Federal Compliance Overview: Information for Institutions and Peer Reviewers* in completing this template. This guide identifies applicable HLC policies and provides an explanation of each requirement. Note that some federal requirements are related to the Criteria for Accreditation or Assumed Practices. This document identifies those related Criteria and Assumed Practices so that the institution may cross-reference any material it prepares to address them. The document also provides cross-references to the Code of Federal Regulations; while these cross-references will provide context for HLC's requirements, it is important that institutions write to HLC's requirements and not to the federal regulations cited.

Institution name: **HAWKEYE COMMUNITY COLLEGE**

Main contact in the financial aid office:

**Gisella Baker, [gisella.baker@hawkeyecollege.edu](mailto:gisella.baker@hawkeyecollege.edu) (319) 296-4465**

Number of staff members in the financial aid office: **8**

Identify when the last U.S. Department of Education training for the staff of the financial aid office occurred: **12/1/2015-12/4/2015**

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### Assignment of Credits, Program Length and Tuition

1. Complete the [Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours](#). Submit the worksheet and the attachments listed in it as **Appendix A**.
2. What is the length in semester or quarter hours or other applicable units of each of the institution's degree programs? Institutions offering programs at a single degree level may be able to identify a specific number of semester or quarter hours to which all their programs conform; institutions with programs at different degree levels may need to expand their answer, and if so should include a list in Part A, Section 1 of the *Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours* (Appendix A).

**See Part A, Section 1 of the Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours (Appendix A).**

3. Are there any differences in tuition for specific programs?

Yes

**No**

If so, please identify the programs and explain the rationale for the difference in tuition.

**Not applicable.**

For more information see Federal Requirements 34 CFR §602.16(a)(1)(viii), 34 CFR §602.24(f), 34 CFR §600.2, and 34 CFR §668.8(k) and (l).

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## Institutional Records of Student Complaints

4. What is the institution's process for handling student complaints?

**Hawkeye Community College is committed to providing students a safe and supportive environment in which to learn. The College welcomes input from students about their experiences.**

**Student concerns are directed to academic deans or the dean of students and are usually resolved before the complaint rises to the level of a formal written complaint. The College uses both formal and informal processes to address student complaints. Students are encouraged to first meet with the individual with whom they have a dispute. For example, when a student has a complaint about an instructor, the student is encouraged to discuss their concern with the instructor and then, if the issue is not resolved, meet and discuss their concerns with the academic dean who supervises that instructor.**

**In many cases, the issue can be resolved through the process of talking with appropriate members of the campus.**

**When students feel that their complaints have not been adequately addressed, they have the option of filing a formal written complaint. This document is available online. Students are to write down the steps they have taken to resolve the issue, and then meet with the dean of students to review their concern and the steps they have taken for resolution. The dean of students will then work with the appropriate supervisor to reach a resolution.**

**Please note the College does provide processes for students to appeal final grades, file discrimination complaints, and appeal financial policies. These are separate processes from the formal complaint procedure.**

5. Provide the institution's complaint policy and procedure and the web address where the public can find this information:

**The complaint policy, procedure and form can be found at this site:**

**<https://www.hawkeyecollege.edu/webres/File/students/student-handbook/student-complaint-procedures-and-form.pdf>**

**Attached as Appendix B.**

6. Provide an aggregated report of the number and type of complaints received since the last comprehensive evaluation by HLC and explain their resolutions.

**Two formal written complaints have been filed with the dean of students since the last accreditation visit.**

**Attached as Appendix C.**

7. How does the institution integrate what it has learned from the complaint process into improvements in services or in teaching and learning?

**The College strives to resolve complaints and to address students' concerns as quickly as possible. Academic deans, the dean of students, and the heads of departments are usually readily available to listen to a student's concern and to attempt to resolve an issue before the complaint rises to the level of a formal written complaint.**

**Student issues brought before the deans are discussed in deans' meetings which include the Vice President for Academic Affairs.**

**In order to provide easier access to the complaint form, the complaint form is now available on the College's website.**

For more information see Federal Requirement 34 CFR §602.16(a)(1)(ix).

Related HLC Requirement: Assumed Practice A.4.

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## Publication of Transfer Policies

8. Where are the institution's transfer policies published?

### **Publication of Transfer Policies**

**Information regarding policies on transfer credit to Hawkeye Community College can be found in our College Catalog (2016-2017). Website location:**

**<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>**

**Transferring Credits to Hawkeye: <http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx>**

Provide copies of the published transfer policies (such as those included in the institution's catalog, on the website or in other appropriate publications) **Attached as Appendix D.**



9. How does the institution disclose articulation agreements, at both the institutional level and the program level, to current and prospective students? (Ensure that the disclosures clearly identify whether the institution 1) accepts credits from the other institution(s) through the articulation agreement; 2) sends credits to the other institution(s) through the articulation agreement; 3) both offers and accepts credits with the institution(s) in the articulation agreement; and 4) what specific credits articulate through the agreement [e.g., general education only; pre-professional nursing courses only; etc.]?)

***The College website provides links to the three State regent universities and the HCC course transfer equivalencies/articulation information. In addition to the State universities, the College also includes private university links with respective articulation information. The landing page for all of these university links is:***

***<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>***

Provide a list of articulation agreements as **Appendix E** and the web address where the public can access this list. Note that you do not need to provide the full articulation agreements, only the list of agreements that you make public.

***<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>***

***<http://www.hawkeyecollege.edu/academics/transfer/articulation-agreements.aspx>***

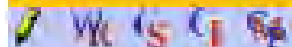
10. What is the process implemented by the institution to align the disclosed transfer policies with the criteria and procedures used by the institution in making transfer decisions?

***The Registrar's Office audits all incoming transcripts and evaluates courses for purposes of awarding articulated credit based on defined Hawkeye Community College policy and procedures. The awarded transfer credit by Hawkeye Community College is based on the program of application for the student at the time of transcript evaluation. These credits are transferred to the official student record. A degree audit helps the student see where the awarded transfer-in credits are applied toward their overall program course requirements. If a student changes majors during their time at Hawkeye, the degree audit allows for re-evaluation and automatically applies the credit where applicable. This process helps to ensure the college awarding of transfer-in credit remains legitimate and communicated on an on-going basis to the student and all advising personnel.***

***Hawkeye Community College has been a leader in the Iowa Community College System in using technology for course articulation. The State utilizes a web-based curriculum approval and workflow system "[CurricUNET](#)" for all career and technical program information. Hawkeye Community College has been a veteran user of this system prior to the State adopted system, and has been actively interacting with designated regent university representatives. [Hawkeye's "CurricUNET"](#) system allows for these designated articulation representatives to log into HCC's site and provide course-to-course articulation information for all liberal arts courses. Hawkeye's innovation in creating this process has been noted as a best practice by the Iowa Department of Education and is already being adopted statewide for inclusion in the new deployment of the system scheduled for release fall 2017. A view of how this looks to Hawkeye staff and the Regent staff is shown on the following two pages:***

## CHM 260 Organic Chemistry I

Status Active  
Launch 2015-03-21 18:20:27.0  
Process Version NEW COURSE-LIBERAL ARTS  
Implementation Date Fall 2016  
Visual [Visual](#)



Transfer Articulation Representative (UIU) 3 (required)  
Connie Buhr Done  
Action: Reviewed 04/08/2015

### Cert

Course Articulation between: UIU - Upper

Iowa University

Course Title: Organic Chemistry I

Course Number: CHEM 261

Department:

Credit Hours: 4

Effective Date: 04/08/2015

**PRIVATE UNIV**

Additional Comments: Prerequisite CHEM-152 or consent of instructor (UIU).

Transfer Articulation Representative (UIU) [Action](#)

<b>Transfer Articulation Representative (UNI)</b>	<b>3 (required)</b>
Paul Sapp	Done
Action: Reviewed	03/27/2015
<u>Cert</u>	
Course Articulation between: UNI	<b>Regent Univ</b>
University of Northern Iowa	
Course Title: Organic Chemistry I	
Course Number: CHEM 2210	
Department: Chemistry	
Credit Hours: 3	
Effective Date: 03/27/2015	
Additional Comments:	
Transfer Articulation Representative (UNI)	<b>Action</b>
<b>Transfer Articulation Representative (UI)</b>	<b>3 (required)</b>
Judy Saluri	Done
Action: Reviewed	03/26/2015
<u>Cert</u>	
Course Articulation between: UI	<b>Regent Univ</b>
University of Iowa	
Course Title: Organic Chemistry I	
Course Number: CHEM:2210	
Department: Chemistry	
Credit Hours: 3 SH	
Effective Date: 03/26/2015	
Additional Comments:	
Transfer Articulation Representative (UI)	<b>Action</b>
<b>Transfer Articulation Representative (ISU)</b>	<b>3 (required)</b>
Mary Dubberke	Done
Action: Reviewed	03/30/2015
<u>Cert</u>	
Course Articulation between: ISU	<b>Regent UNIV</b>
State University	
Course Title: Organic Chemistry i	
Course Number: 331	
Department: CHEM	
Credit Hours: 3	
Effective Date: 03/30/2015	
Additional Comments:	
Transfer Articulation Representative (ISU)	<b>Action</b>

Provide evidence (e.g., charts, data, etc.) that institutional decisions regarding transfer of academic credit align with the policy:

**Provided as Appendix F.**

For more information see Federal Requirement 34 CFR §602.249(e).

*Related HLC Requirement: Assumed Practice A.5.*

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## Practices for Verification of Student Identity

11. Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

**Yes**

No

12. How does the institution verify the identity of students enrolled in these courses?

***Each Hawkeye student is issued a unique student ID number and username to be used with a student-generated password. The same secure username and password combination is used to login to myHawkeye (campus portal), Hawkeye email, Learning Management System (Canvas), and Hawkeye computers and network. Passwords must be alpha-numeric (have letters and numbers), be six or more characters, and cannot be one of the last two passwords used. Passwords expire every 120 days, and user accounts are temporarily locked after three failed login attempts. Only designated personnel are authorized to reset student passwords, and students are responsible for providing their complete and true identity information in any identification verification process.***

***All users are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's account is prohibited. Users are responsible for all activity on their accounts as defined by the student handbook, acceptable use policy, and Communication and Information Systems (CIS) policies and procedures.***

***Proctoring of exams in online courses is at the discretion of each instructor. Students taking an online course may be asked to take exams in the college's testing center or arrange an approved proctoring location at a distance at no additional cost to the student. High school concurrent enrollment students taking distance learning courses via video conference are proctored at their location when taking exams.***

13. Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

Yes

**No**

14. What are these additional costs?

**NONE**

15. How are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

**NOT APPLICABLE**

Provide copies of the disclosures and the web address where the public can access such information as **Appendix G-NOT APPLICABLE**

16. How does the method of verification make reasonable efforts to protect student privacy?

***Hawkeye Community College takes seriously its obligation to safeguard and preserve student academic records. The college employs many varied systems designed to ensure the safety, recoverability, and integrity of its data resources. Storage is accomplished with redundant systems separated geographically in a remote data center and local data center. Both of which have fire suppression, authorized access, climate control, and are monitored and tested to maintain integrity.***

***These storage systems are fed through our backup process which features encrypted VPN pathways for the transmission of backup data. Backups are accomplished using incremental and full backups on a schedule that ensures a full backup is always available and each day's incremental changes as well. Hawkeye complies with all FERPA regulations.***

For more information see Federal Requirement 34 CFR §602.17(g).

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## Title IV Program Responsibilities

This requirement has several components the institution must address. The institution staff compiling this information should work with the financial aid office and the chief financial officer or comptroller. For more information see Federal Requirement 34 CFR §602.16(a)(1)(x).

### 17. General Program Responsibilities

- a. What is the current status of the institution's Title IV program (e.g., recertified on date x, provisionally certified on date x, etc.)?

**Re-certified through December 31<sup>st</sup>, 2016. New application will be submitted by September 30, 2016.**

- b. When was the institution's most recent Title IV program review?

**The College's next Program Participation Agreement is due by September 30, 2016. In reviewing internal College records, the last Title IV program review occurred prior to 1997.**

- c. Has the institution been audited or inspected by the Office of the Inspector General of the U.S. Department of Education since the last comprehensive evaluation by HLC?

Yes

**No**

- d. Attach the most recent Title IV program review, or other inspection or audit reports since the last comprehensive evaluation by HLC, as **Appendix H-NOT APPLICABLE**

**Not applicable. Last Title IV program review was prior to 1997 and last comprehensive evaluation by HLC was 2009.**

List any limitation, suspension or termination actions imposed on the institution by the U.S. Department of Education (hereafter referred to as "the Department") since the last comprehensive evaluation by HLC and the reason for such actions.

**Not applicable.**

- e. List any fines, letters of credit or heightened monitoring imposed on the institution by the Department since the last comprehensive evaluation by HLC and the reason for such actions.

**Not applicable.**

- f. What response and corrective actions has the institution taken in regard to these Department actions?

**Not applicable.**

- g. What are the consequences of these challenges for the institution's short- and long-term financial health?

**Not applicable.**

- h. What are the findings from the OMB Circular A-133 portion of the institution's three most recent audited financial statements, which identifies material weaknesses in the processing of financial aid?

**The institution's three most recent audited financial statements identified no material weaknesses in the processing of financial aid. The most recent report link is provided here:**

**[https://auditor.iowa.gov/sites/default/files/audit\\_reports/1531-0700-C00F.pdf](https://auditor.iowa.gov/sites/default/files/audit_reports/1531-0700-C00F.pdf)**



- i. In which of the following Title IV federal financial aid programs does the institution participate? Select all that apply:

- Pell Grant**
- Federal Family Education Loan
- Federal Direct Stafford Loan**
- Direct PLUS Loan**
- Federal Supplemental Educational Opportunity Grant**
- Federal Work Study**
- Perkins Loans
- Academic Competitiveness Grant

Provide all correspondence with the Department and other documents that explain the above responses as **Appendix I**.

For more information see Federal Requirement 34 CFR §668.16.

#### 18. Financial Responsibility Requirements

- a. What were the outcomes of the three most recent Department reviews of the institution's composite ratios and financial audits?  
**No findings were reported.**
- b. Have there been any fines, penalties, letters of credit or other requirements imposed by the Department as a result of these reviews?  
**No**

*Note:* HLC also annually analyzes each institution's financial ratios to determine whether there might be financial concerns. The peer review team checks with the institution and the HLC staff to determine whether HLC or the Department has previously raised concerns about the institution's finances based on these ratios.

- c. What actions has the institution taken or does it plan to take in response to any concerns raised by HLC or the Department? (*Related HLC Requirements: Core Components 5.A, 2.B; Assumed Practice D.1.*)  
**Not applicable.**

Provide all correspondence with the Department and other documents that explain the above actions as **Appendix J-Not applicable since there is no communication provided when "No Findings"**.

For more information see Federal Requirements 34 CFR 668.15, 34 CFR 668.23, 34 CFR 668.171, 34 CFR 668.173, and 34 CFR 668.174.

*Related HLC Requirements: Criterion 5, Core Components A (resources) and B (administrative capacity).*

19. Default Rates. The institution should take steps to avoid excessive loan default rates.

*Institutions and teams should use the three-year default rate to complete this section.*

- a. What are the student loan default rates as provided by the Department for the three years leading up to the visit? (Institutions with evaluations after September must include the most recent cohort default rate in the Federal Compliance Filing or ensure that the most recent rate is provided to the team on-site if the rate was not available when the Federal Compliance Filing was submitted.)

Year 1: **FY2012: 18%**

Year 2: **FY2011: 20.3%**

Year 3: **FY2010: 16.9%**

**At the time of filing, the College had received a DRAFT communication of the FY2013 figure. The DRAFT figure provided was 16%. The College anticipates receiving an official figure by October 2016 and will share that with the visiting team.**

- b. If the institution's default rates are higher than those of its peer institutions, if the institution's rates are rising, or if the rates have exceeded Departmental thresholds or triggered a Department review, what actions has the institution taken in response?

**The three-year cohort default rate for Hawkeye Community College has not exceeded Department thresholds or triggered a Department review. Hawkeye Community College's default rate has gone down by 2.3% from FY2011 to FY2012, and it is expected to decrease one more time (to 16%) according to the FY2013 draft CDR report. It remains one of the lowest in the state of Iowa, and below the national average for community colleges (19.1%). The following is a comparison table with our peer institutions:**

Iowa Community Colleges	*Enrollment	FY2010	FY2011	FY2012	FY2013
DMACC	23,526	23.10%	28.70%	25.80%	
Indian Hills	4,412	25.30%	29.70%	24.60%	
Ellsworth	949	21.90%	23.20%	23.60%	
Southeastern	2,987	26.00%	23.50%	22.40%	
Marshalltown	2,041	24.80%	28.70%	22.30%	
Iowa Central	5,686	21.60%	22.40%	22.20%	
Eastern Iowa	8,143	19%	21%	21.20%	
Iowa Western	6,547	23.60%	20.10%	21%	
Western Iowa Tech	6,399	22.70%	24.30%	20.50%	
North Iowa	2,950	20.80%	20.20%	20.30%	
Southwestern	1,600	20.80%	21.40%	20.20%	
Kirkwood	14,190	22.90%	24.60%	18.50%	
Northeast Iowa	4,934	18.80%	22.90%	18.30%	
Iowa Lakes	2,340	20.00%	21.50%	18%	
<b>Hawkeye Community C.</b>	<b>5,291</b>	<b>16.40%</b>	<b>20.30%</b>	<b>18%</b>	<b>Draft: 16%</b>
Northwest	1,562	12.00%	11.70%	10.20%	

**National CDRs**

FY2010: 14.7%

FY2011: 13.7%

FY2012: 11.8%

**National Community College CDRs**

FY2010: 20.9%

FY2011: 20.6%

FY2012: 19.1%

**Source:** \* IPEDS, 2014-15 college navigator

**The Financial Aid Office has been working on Default Prevention efforts for many years, and continues to explore and implement new initiatives:**

- **The Loan and Outreach Advisors' duties include heavy Outreach and Financial Literacy efforts. A continuous improvement approach is utilized to further explore best practices.**
- **Work-study students hired as Peer Assistants in our office assist with creating default initiatives from a student's perspective.**
- **Utilize a Mandatory Federal Entrance Loan Counseling session (as required by federal regulations), and an additional Mandatory In Person Exit Counseling for Graduates session.**
- **All of our loan borrowers are highly encouraged to do an online Loan Game Plan session, in conjunction with research about their existing loans and loan servicers as part of our Responsible Borrowing.**
- **Monthly Campus Building tours; Class Presentations to ALL College 101 and College Experience class sections each semester; participate in Campus Events like Health Fair, Fall Fest and Spring Splurge Days to engage with students to remind them of their responsibilities as loan borrowers, the effects of defaulting on them, and to further educate them in other financial literacy aspects of life in general.**
- **Actively participate with the Financial Literacy Student Club. Utilizing direct feedback of suggestions from last year's club members and club's academic advisor. The advisor will teach a Financial Class and as added incentive to their students, advisory challenges them to do additional research/attend out-of-classroom financial literacy opportunities.**
- **Effective September 2015, the College has partnered with Inceptia Services to take our default prevention outreach to the next level. This relatively new partnership will allow for better utilization of staff work time focused on current students and their needs. Recognizing the importance of staying connected with delinquent students is where Inceptia Services will provide more effective and efficient means of regular contact with these students on behalf of the college. The Financial Aid Outreach, and Loan Advisors along with the Director continue to monitor and work with Inceptia and students that are directed to the Financial Aid office for miscellaneous student inquiries.**

Provide any correspondence with the Department related to default rates and any default rate management plan required by the Department as **Appendix K-Not applicable.**

- c. Does the institution participate in private loan programs or any loan services that it provides to students directly or that a related corporation provides to its students?

**Yes**

**No**

If yes, provide a list of companies that provide loan services to the institution's students and explain the relationship of these companies to the institution.

**Hawkeye Community College Foundation**

Provide samples of the loan agreements and disclosure information as **Appendix L**

For more information, see Federal Requirements 34 CFR §668.201, §668.204, and §668.217.  
*Related HLC Requirements: HLC Criterion 2, Core Component A (integrity); Criterion 5, Core Components A (resources) and B (administrative capacity); Assumed Practices D.1–5.*

20. Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures. Title IV responsibilities include the legal obligation to disclose information to students and to the public about campus crime, athletic participation and financial aid.

**Hawkeye Community College complies with the Federal Student Right-to-Know and Campus Security Act; Public Law No. 101-542 and House File 2028, through annual publication of its security report and fire safety procedures. This report contains policy statements, crime statistics, and the fire safety report for the institution. The policy statements address the institution's policies, procedures and programs concerning safety and security.**

**Hawkeye is committed to providing safety and security for all members of the College community. The Annual Security and Fire Safety Report contains information regarding campus security and personal safety, including topics such as crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters related to campus safety and security.**

**Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the institution, and on public property within or immediately adjacent to the campus. The crime statistics in the report include arrest and referral statistics reported to designated College officials and law enforcement agencies. Crime offenses are classified and counted from the records of calls for service, complaints, and investigations, not the findings of a court, coroner, jury, or the decision of a prosecutor. Reported offenses may involve individuals not associated with the institution. The report also includes fire safety regulations and procedures for on-campus student housing at the farm.**

**The Annual Security and Fire Safety Report is made available on the College website. Students, staff, and faculty are notified annually of the publication. A paper copy can be requested from the Public Safety Office, located in the Hawkeye Center, 2<sup>nd</sup> floor.**

**The College website allows for quick--two-clicks--level access to the Student and Consumer Information page that includes various links to the required Financial Aid, Student Right-to-Know, and general Institutional Information links.**

**Regarding the College's status for Athletic participation, the US Department of Education information has not yet been produced for Hawkeye Community College since it reflects the prior year participation information. Hawkeye Community College was approved to offer intercollegiate athletic teams by the US Department of Education beginning Fall 2016. <http://www.redtailathletics.com/navbar-inside>**

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

***Gisella Baker-Director of Financial Aid***

***Resource Team: John Beckman-Director of Public Safety and Emergency Management;  
David Ball-Director of Admissions, Recruitment, and Student Life***

- b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 20?

Yes

**No**

- c. Does the institution have any findings from the Department regarding these disclosures?

Yes

**No**

Explain any findings related to any of the required disclosures listed in question 20 and corrective action plans the institution may have put together to remedy the findings.

***Not applicable.***

- d. Provide copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix M.**

For more information see Federal Requirements 34 CFR §668.40, 668.41, 668.42, 668.43, 668.44, 668.46, and 668.49.

21. Student Right to Know/Equity in Athletics. Title IV responsibilities require that institutions provide to students and the public graduation/completion rates for the student body by gender, ethnicity, receipt of Pell grants and other data as well as information about the process for withdrawing as a student, cost of attendance, policies on refund and return of Title IV financial aid, current academic programs and faculty, names of applicable accrediting agencies, description of facilities for disabled students, and the institution's policy on enrollment in study abroad. In addition, certain institutions need to disclose their transfer-out rate. Also, institutions with athletic programs are required to disclose athletic participation rates and financial support data.

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

***Gisella Baker, Director of Financial Aid***

***Resource Team:***

- ***David Ball, Director of Admissions, Recruitment, Athletics and Student Life***
- ***John Beckman, Director of Public Safety and Emergency Management***
- ***Connie Buhr, Director of Institutional Research***
- ***Patricia East, Director of Records and Registration***
- ***Nancy Henderson, Dean of Students***

- b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 21?

Yes

**No**

- c. Does the institution have any findings from the Department regarding these disclosures?  
 Yes  
 **No**
- d. Explain any findings related to any of the required disclosures listed in question 21 and corrective action plans the institution may have put together to remedy the findings.  
**Not Applicable.**
- e. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix N.**

For more information see Federal Requirements 34 CFR §668.41, 668.45, 668.48, and 668.8. *Related HLC Requirement: Assumed Practice A.6.*

22. Satisfactory Academic Progress and Attendance Policies. The institution is required to have a Satisfactory Academic Progress policy and an attendance policy as part of the Title IV program.

- a. Are these policies readily available to students?  
 **Yes**  
 No
- b. Do they satisfy state or federal requirements?  
 **Yes**  
 No
- c. Does the institution have any findings from the Department regarding these disclosures?  
 Yes  
 **No**

Explain any findings related to any of the required disclosures listed in question 22 and corrective actions that may have been required by the Department related to these findings.

**Not applicable**

- d. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix O.**
- e. Are the policies being appropriately applied by the institution in individual student situations?

*Note:* HLC does not necessarily require that the institution take attendance unless required to do so by state or federal regulations but does anticipate that institutional attendance policies provide information to students about attendance at the institution.

- Yes**  
 No

For more information see Federal Requirement 34 CFR §668.34.

*Related HLC Requirements: Criterion 3, Core Component A; Assumed Practice A.5.*



23. Contractual Relationships. List any contracts related to academic programs with third-party entities not accredited by a federally recognized accrediting agency. Attach as **Appendix P-NOT APPLICABLE**. Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.  
**Not applicable.**

(The institution should have previously disclosed to HLC all existing contracts and received approval for those contracts as required by HLC policy. Institutions can see the list of HLC-approved contractual arrangements on its *Institutional Status and Requirements (ISR) Report*. HLC's substantive change policy requires that the institution notify HLC of any new contracts for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any contract for 25 to 50 percent of a program, and that HLC approve contracts for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirements 34 CFR §668.5 and 602.22(a)(2)(vii). *Related HLC Requirements: Assumed Practices A.10–11.*

24. Consortial Relationships. List any consortial relationships with other entities accredited by a federally recognized accrediting agency. Attach as **Appendix Q-NOT APPLICABLE**. Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.  
**Not applicable.**

(The institution should have previously disclosed to HLC all existing consortiums and received approval for those consortial arrangements as required by HLC policy. Institutions can see the list of HLC-approved consortial arrangements on its *Institutional Status and Requirements (ISR) Report*. HLC's substantive change policy requires that the institution notify HLC of any new consortiums for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any consortiums for 25 to 50 percent of a program, and that HLC approve consortiums for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirement 34 CFR §668.5.

*Related HLC Requirements: Assumed Practices A.10–11.*

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## Required Information for Students and the Public

25. Provide course catalogs and student handbooks.

**Attached as Appendix R.**

26. Which sections of the institution's website include required disclosure information? Provide the webpage name and link for each.

### HEA Required Disclosure Information for Hawkeye Community College

- **(Notice of Availability of Institutional and Financial Aid Information & Contact Information for Assistance in Obtaining Institutional or Financial Aid Information):**

<http://www.hawkeyecollege.edu/financial-aid/default.aspx>



- **General Institutional Information**

- **Privacy of Your Records (Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA))**  
<http://www.hawkeyecollege.edu/academics/records-registration/records/privacy-of-your-records.aspx>
- **Student Disability Services (Facilities and Services for Student with Disabilities)**  
<http://www.hawkeyecollege.edu/students/services/student-disability-services/default.aspx>  
<http://www.hawkeyecollege.edu/students/services/student-disability-services/resources.aspx>  
<http://www.hawkeyecollege.edu/about/locations/main-campus/facility-accessibility.aspx>
- **Student Body Diversity (Student Diversity)**  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-body-diversity.aspx>
- **Cost of Attendance (Price of Attendance)**  
<http://www.hawkeyecollege.edu/financial-aid/cost-of-attendance.aspx>
- **Net Price Calculator**  
<http://www.hawkeyecollege.edu/financial-aid/net-price-calculator.aspx>
- **Tuition Refund for Credit Classes (Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid)**  
<http://www.hawkeyecollege.edu/students/paying-for-college/tuition-refunds.aspx>  
<http://www.hawkeyecollege.edu/academics/records-registration/changing-your-course-schedule/drop-withdraw-from-a-course.aspx>  
<http://www.hawkeyecollege.edu/financial-aid/managing-your-award/schedule-or-program-change.aspx>  
<http://www.hawkeyecollege.edu/go/financial-aid/forms-documents.aspx>
- **Hawkeye Bookstore (Textbook Information)**  
<http://www.hawkeyecollege.edu/academics/bookstore.aspx>  
[http://www.hawkeyebookstore.com/site\\_textbook\\_info.asp](http://www.hawkeyebookstore.com/site_textbook_info.asp)  
<http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/courses.aspx> (example of how this information displays for a program)

#### **Educational Programs**

- <http://www.hawkeyecollege.edu/academics/programs/default.aspx>
- **Campus Map (Instructional Facilities)**  
<https://www.hawkeyecollege.edu/webres/File/about/campus-map.pdf>  
<http://www.hawkeyecollege.edu/about/locations/main-campus/hawkeye-center.aspx>
- **Faculty Directory (Faculty)**  
<http://www.hawkeyecollege.edu/contact-us/faculty-directory/>
- **Transferring Credits to Hawkeye (Transfer of Credit Policies and Articulation Agreements)**  
<http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx>  
<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>
- **Hawkeye Community College Accreditation (Accreditation, Approval, and Licensure of Institution and Programs)**  
<http://www.hawkeyecollege.edu/about/accreditation.aspx>  
<https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=1236>

<http://www.hawkeyecollege.edu/webres/File/about/accreditation/lowa-doe-interim-accreditation-visit-approval-letter.pdf>

- **Copy Infringement and Peer-to-Peer File Sharing Policy (Copyright Infringement-Policies and Sanctions)**  
<http://www.hawkeyecollege.edu/students/handbook/copyright-infringement-and-peer-to-peer-file-sharing-policy.aspx>  
<http://www.hawkeyecollege.edu/students/handbook/conduct/default.aspx>  
<http://www.hawkeyecollege.edu/students/handbook/academic-integrity.aspx>
- **Computer Misconduct (Computer Use and File Sharing)**  
<http://www.hawkeyecollege.edu/students/technology/computer-policies/computer-misconduct.aspx>  
<http://www.hawkeyecollege.edu/students/handbook/copyright-infringement-and-peer-to-peer-file-sharing-policy.aspx>
- **Student Life (Student Activities)**  
<http://www.hawkeyecollege.edu/students/student-life/default.aspx>  
<http://www.hawkeyecollege.edu/calendars/student-activities/default.aspx>  
<http://www.hawkeyecollege.edu/students/student-life/clubs-and-orgs/default.aspx>  
<http://www.redtailathletics.com/landing/index>
- **Career Services Center (Career and Job Placement Services)**  
<http://www.hawkeyecollege.edu/students/services/career-services-center/default.aspx>
- **Teacher Preparation Program Report**  
<http://www.hawkeyecollege.edu/webres/File/employees/teaching-and-learning-services/quality-faculty-plan.pdf>  
<http://www.hawkeyecollege.edu/employees/teaching-and-learning-services/professional-development/default.aspx>
- **Student Financial Assistance**
  - **Applying for Financial Aid and Your Award (Assistance Available from Federal, State, Local, and Institutional Programs)**  
<http://www.hawkeyecollege.edu/financial-aid/award-process.aspx>  
<https://fafsa.ed.gov/>  
<http://www.hawkeyecollege.edu/financial-aid/types-of-aid/grants-and-scholarships/scholarships.aspx>  
<http://www.hawkeyecollege.edu/financial-aid/web-resources.aspx>  
<http://www.hawkeyecollege.edu/about/support-hawkeye/scholarships/default.aspx>
  - **Financial Aid Handbook (Federal Student Financial Aid Penalties for Drug Law Violations)**  
<http://www.hawkeyecollege.edu/webres/File/students/financial-aid/handbook-2015-16.pdf>  
(page 4, item 10)
- **Student Loan Information**
  - **Financial Aid Award Disbursement (Initial Loan Counseling for Student Borrowers)**  
<http://www.hawkeyecollege.edu/financial-aid/award-disbursement.aspx>  
<http://www.hawkeyecollege.edu/financial-aid/entrance-loan-counseling.aspx>  
<http://www.hawkeyecollege.edu/financial-aid/student-loan-game-plan.aspx>
  - **Exit Loan Counseling (Exit Counseling for Student Borrowers)**  
<http://www.hawkeyecollege.edu/financial-aid/managing-your-award/exit-loan-counseling.aspx>

- **Institutional Code of Conduct for Education Loans**  
<http://www.hawkeyecollege.edu/financial-aid/institutional-code-of-conduct-for-educational-loans.aspx>
- **Health and Safety**
  - **Policies Regarding Alcohol and Illegal Drugs (Drug and Alcohol Abuse Prevention Program)**  
<http://www.hawkeyecollege.edu/about/public-safety/security-report/policies-regarding-alcohol-and-illegal-drugs.aspx>  
<https://www.getsmartaboutdrugs.com/find-help>
  - **Immunizations (Vaccination Policies)**  
<http://www.hawkeyecollege.edu/students/services/health/immunizations.aspx>
  - **Public Safety (Campus Security Policies, Crime Statistics and Crime Log)**  
<http://www.hawkeyecollege.edu/about/public-safety/default.aspx>  
<http://www.hawkeyecollege.edu/about/public-safety/security-report/default.aspx>  
<http://www.hawkeyecollege.edu/about/public-safety/security-report/crime-statistics.aspx>  
<http://www.hawkeyecollege.edu/about/public-safety/security-report/security-awareness-and-crime-prevention-programming.aspx>
  - **Annual Security and Fire Safety Report (Fire Safety Policies, Fire Statistics and Fire Log)**  
<http://www.hawkeyecollege.edu/about/public-safety/security-report/campus-emergency-response-and-immediate-notification.aspx>  
<http://www.hawkeyecollege.edu/about/public-safety/security-report/default.aspx>
- **Student Outcomes Data**
  - **Retention Rate**  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/retention-rate.aspx>
  - **Graduation Rate**  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/graduation-rate.aspx>
  - **Transfer-Out Rate**  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/transfer-out-rate.aspx>
  - **Community Job Openings (Graduate Placement Services)**  
<http://www.hawkeyecollege.edu/articles/students/jobs-employers-post-openings.aspx>  
<http://www.hawkeyecollege.edu/students/services/career-services-center/web-resources.aspx>  
<http://www.hawkeyecollege.edu/students/services/career-services-center/web-resources.aspx>  
<http://www.hawkeyecollege.edu/students/services/career-services-center/graduate-survey.aspx>  
<http://www.hawkeyecollege.edu/students/services/career-services-center/exploring-careers.aspx>
- **Voter Registration**  
<http://www.hawkeyecollege.edu/about/government-relations/voter-registration.aspx>

27. What policies and processes does the institution have in place to ensure required information for current and prospective students about institutional programs, fees, policies and related required information is accurate, timely and appropriate? Attach copies of these policies and procedures as **Provided in Appendix S**.

**The College follows Iowa Administrative Code (IAC) Education Department [281], Chapter 21 for policies on assignment of credit hours, program content, and fees.**

<https://www.legis.iowa.gov/docs/iac/rule/12-14-2011.281.21.2.pdf>

For more information see Federal Requirement 34 CFR §602.16(a)(1)(vii).

Related HLC Requirements: Criterion 2, Core Component B; Assumed Practice A.5.

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## Advertising and Recruitment Materials and Other Public Information

28. Do the institution's advertisements and recruiting materials provide accurate, timely and appropriately detailed information to current and prospective students, and is information about the institution's accreditation status with HLC and other accrediting agencies clear and accurate? If the institution has been placed on a sanction or its programmatic accreditation has been withdrawn, do the disclosures accurately explain this information?

Yes

No

Provide copies of these advertising and recruiting materials as **Appendix T**.

29. Which sections of the institution's website include advertising and recruiting information? Provide the webpage name and link for each.

**College Programs/Majors**

<http://www.hawkeyecollege.edu/academics/programs/default.aspx>

**Program Specific Information with Programs/Majors – Example: Medical Laboratory Technology Overview**

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/default.aspx>

**Admission Requirements**

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/admission.aspx>

**Careers**

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/careers.aspx>

**Courses and Fees**

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/courses.aspx>

**Liberal Arts AA and AS Degrees**

<http://www.hawkeyecollege.edu/academics/programs/transfer/liberal-arts-degrees/default.aspx?=&rotators-homepage>

**Transferring to**

<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>

**Accreditation**

<http://www.hawkeyecollege.edu/about/accreditation.aspx>

**Application or Applying to Hawkeye**

<http://www.hawkeyecollege.edu/admissions/apply.aspx>

**Visiting the Campus**

<http://www.hawkeyecollege.edu/admissions/visit.aspx>

**International Students**

<http://www.hawkeyecollege.edu/admissions/international-students/default.aspx>

**Paying for College – Financial Aid and Scholarships**

<http://www.hawkeyecollege.edu/students/paying-for-college/default.aspx>

**Types of Aid**

<http://www.hawkeyecollege.edu/financial-aid/types-of-aid/default.aspx>

**Tuition and Fees**

<http://www.hawkeyecollege.edu/students/paying-for-college/tuition-and-fees.aspx>

**Scholarships**

<http://www.hawkeyecollege.edu/financial-aid/types-of-aid/grants-and-scholarships/scholarships.aspx>

<http://www.hawkeyecollege.edu/about/support-hawkeye/scholarships/default.aspx>

**New Student Checklist**

<http://www.hawkeyecollege.edu/admissions/new-student-checklist.aspx>

**Housing**

<http://www.hawkeyecollege.edu/students/housing/default.aspx>

**Bookstore**

<http://www.hawkeyecollege.edu/academics/bookstore.aspx>

**Concurrent Enrollment:**

<http://www.hawkeyecollege.edu/admissions/high-school-counselors/college-now.aspx>

**Registering for Classes**

<http://www.hawkeyecollege.edu/academics/records-registration/register/default.aspx>

**Academic Calendar**

<http://www.hawkeyecollege.edu/calendars/academics/default.aspx>

**Services for Students:**

<http://www.hawkeyecollege.edu/students/services/default.aspx>

**Student Disability Services**

<http://www.hawkeyecollege.edu/students/services/student-disability-services/default.aspx>

**Athletics:**

<http://www.redtailathletics.com/landing/index>

**Study Abroad**

<http://www.hawkeyecollege.edu/academics/programs/study-abroad/default.aspx>

**Locations**

<http://www.hawkeyecollege.edu/about/locations/default.aspx>

**Student Handbook**

<http://www.hawkeyecollege.edu/students/handbook/default.aspx>

**College Catalog**

<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>

**Add/Drop a Course**

<http://www.hawkeyecollege.edu/academics/records-registration/changing-your-course-schedule/drop-withdraw-from-a-course.aspx>

**Grades**

<http://www.hawkeyecollege.edu/academics/records-registration/grades/default.aspx>

**Tuition Refund for Withdraw:**

<http://www.hawkeyecollege.edu/students/paying-for-college/tuition-refunds.aspx>

**Military Absence & Withdrawal**

<http://www.hawkeyecollege.edu/academics/records-registration/course-policies/military-absence-policy.aspx>

**College Employment:**

<http://www.hawkeyecollege.edu/employment/default.aspx>

**Public Safety**

<http://www.hawkeyecollege.edu/about/public-safety/default.aspx>

**Emergency and Safety**

<http://www.hawkeyecollege.edu/emergency/default.aspx>

**Sample Ads Evening Programs**

<http://www.hawkeyecollege.edu/academics/programs/adult/evening.aspx?=&rotators-homepage>

**General Recruitment**

<http://www.hawkeyecollege.edu/academics/programs/connect.aspx>

- 30. What policies and processes does the institution have in place to ensure advertising and recruiting information to current and prospective students about its programs, locations and policies is accurate, timely and appropriate? Provide copies of these policies and procedures as **Appendix U. Provided in Appendix U.**

- 31. What webpage displays the Mark of Affiliation on the institution’s website? Provide a link.

<http://www.hawkeyecollege.edu/about/accreditation.aspx>



For more information, see Federal Requirements 34 CFR §602.16(a)(1)(vii) and 602.23(d).

*Related HLC Requirements: Criterion 2, Core Component B; Assumed Practices A.5, A.7.*



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## Review of Student Outcome Data

Institutions in their program review and institutional improvement processes are required to consider student outcome or performance data on the full range of their offerings where such data are available. Data can be at the institutional or the program level. Student achievement data typically include retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study or other similar information.

32. How does the institution gather or receive information about student outcomes from academic programs across the institution?

***The Office of Institutional Research provides Retention Reports for programs based on a cohort start term. These are made available to all staff via the intranet myHawkeye site. In addition, the College posts its most recent IPEDS reported figures for Graduation Rate, Retention Rate, and Transfer-Out Rate on the College website. Health & Emergency Service programs licensure exam rates are posted on the College website and reviewed annually through a Board Monitoring Report. In addition, based on an approved Assessment Cycle, student outcome data is collected from programs at various intervals throughout the academic year based on the programs and disciplines identified in the cycle.***

***The College also utilizes State published outcome data for Hawkeye Community College such as the annual Community College Transfer Reports and the Iowa Community Colleges Education Outcomes Report.***

***The various reports and information regarding student outcomes is reviewed by program deans, the Assessment Committee, Enrollment Management team members, and the Vice President of Academic Affairs.***

33. List the types of student outcome data available to the institution:

***Attached as Appendix V.***

34. Explain how information about student outcomes informs planning, academic program review, assessment of student learning, consideration of institutional effectiveness, and other topics.

***Student outcome data are used to guide the college in many operational aspects. Three major uses of the data are identified here. First, the data are monitored throughout the year and used for decision making as concerns are identified on an "as needed" basis. Second, the data are also routinely and systematically reviewed through the Academic Program Review (APR) process required of all college academic programs. And third, student outcome data is also being used by the college to set goals and identify exemplary areas for sharing best practices.***

***Enrollment trends of the college and of individual programs are reviewed every term by the VPAA and Academic Deans. If enrollment in an area of the college is declining, a study of the student outcome data is conducted to help in determining the cause. The VPAA and appropriate dean identify those areas that need attention and the deans then meet with the faculty to review the data and form a plan to address the concerns. This study includes, but is not limited to, a review of admission to registration, term-to-term and year one to year two retention. Graduation and employment data are also reviewed to determine if students are***



**being employed before graduation in high need areas or if employment is lagging and students are moving to other career options. A review of program faculty to student ratios is calculated and used to determine if there is a need for additional faculty if a program is demonstrating substantial growth, or if the program needs to be right-sized by reassigning or reducing faculty. The VPAA keeps the college top leadership team informed about these discussions at regular meetings of the president's cabinet.**

**Student outcome data for all credit programs at the college are reviewed regularly through the APR process. The APR reports must be completed by each career and technical program and the liberal arts program every five years so that approximately 20% of the programs at the college are reviewed annually. Faculty are asked to provide an analysis of data for retention, completion and employment of graduates from each program. They are asked to describe efforts and initiatives they have planned for improving retention, graduation and student success through student engagement. Facility, equipment and personnel needs are reviewed along with the program budget. Analysis of student learning assessments and course grades is also included. A faculty led assessment committee reviews the APR followed by the appropriate dean and the Vice President of Academic Affairs. The process culminates in a face-to-face meeting of program faculty, assessment committee faculty, dean and the VPAA. Concerns are discussed and needs for support and resources are reviewed. This conversation is designed to improve communication and planning to strengthen and continue the program. The APR process is tied to personnel, facilities, equipment and budget planning. As needs are identified for each program, the dean and VPAA review budgets and resources to see how needs can be addressed through new allocations or reallocations of personnel and funding. Those programs undergoing program review are given priority for equipment purchases and facility planning in the following academic year.**

**The college has identified career and technical programs with the best fall to spring retention, year one to year two retention and/or graduation by 150% program length time and recognized them as "exemplar" programs. The outcome data for these programs is being used to set target goals for all other programs. Best practices have been identified by the faculty in these exemplar programs through a survey and interviews. These best practices are being shared with all faculty as a resource for improving outcomes in all programs as well as the overall outcomes of the college.**

35. The federal government is increasingly concerned that institutions and accreditors are taking into account federal metrics in the review of student outcome data. These metrics are best found in the [College Scorecard](#).

Explain how information from the Scorecard is incorporated in the institution's review of its student outcome data. Please note the loan repayment rate identified on the Scorecard and explain how the institution uses this metric in its review of its own data.

**The college uses both state and federal data to benchmark itself on several key performance indicators (KPIs), such as those reported in the [College Scorecard](#). State data is provided by the Department of Education in the annual [Condition of](#)**

**Iowa's Community Colleges report. The data for all 15 of Iowa's community colleges is included in this report providing a rich data source for similar institutions under similar governance. Along with other Iowa community colleges, Hawkeye Community College also now participates in the Voluntary Framework of Accountability (VFA) which allows benchmarking of KPIs with member institutions across the U.S as well as participating annually in the National Community College Benchmarking Project (NCCBP). Our institutional research department provides IPEDS data to the college on a regular basis which are also used for benchmarking purposes. Hawkeye has been fortunate to be at or better than average on most measures. For example, our average cost of attending is well below the national average and our graduation rate, salary after attending and students paying down their debt are all at the national average. The Cohort Default Rate is another metric that the college watches closely and which is above the national average but still within a reasonable range when benchmarked against community colleges in Iowa.**

For more information see Federal Requirement 34 CFR 602.16(a)(1)(i).

*Related HLC Requirements: Criterion 4, Core Components A–C; Assumed Practice C.7.*

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## Publication of Student Outcome Data

Student outcome data should be made available to the public through the institution's website—for instance, linked to from the institution's home page, included within the top three levels of the website or easily found through a search of related terms on the website—and should be clearly labeled as such. Any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included. Data may be provided at the institutional or department level or both, but the institution must disclose student outcome data that address the broad variety of its programs.

36. Are student outcome data published on the institution's website following the specifications above?

Yes

No

37. How does the institution ensure that the publication of these data accurately reflects the range of programs at the institution?

***The Graduation, Retention, and Transfer-Out Rates follow federal guidelines put forth by the [Integrated Postsecondary Education System \(IPEDS\)](#). The College reports on all programs to be in compliance. The institutional Program Cohort Retention Reports exist for all Career and Technical programs and for the Liberal Arts program. Any programs with external accreditation requirements for posting pass rate data are displayed on the College website program's page. The State-level Educational Outcomes and Transfer Reports are made available through both the internal myHawkeye site as well as on the College webpage. Information for participation in the Voluntary Framework of Accountability and HCC's published report are also posted on the College website.***

38. Provide a link to the webpage(s) that contains the student outcome data.

<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

For more information see Council for Higher Education Accreditation (CHEA) Recognition Standard 12B.1.

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## Standing With State and Other Accrediting Agencies

39. List any relationships the institution has with a specialized, professional or institutional accreditor or with any governing or coordinating bodies in states in which the institution has a presence. Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

Agency Name:	Standing:
Accreditation Council for Occupational Therapy Education	In good standing
Commission on Accreditation for Respiratory Care	In good standing
Commission on Accreditation in Physical Therapy Education	In good standing

Commission on Dental Accreditation	Dental Hygiene-Approval without Reporting Requirements Dental Assisting-Approval with reporting requirements
Committee on Accreditation of Education Programs for the Emergency Medical Services	Recommended for Accreditation at last site visit
Iowa Board of Nursing	Approved
National Accrediting Agency for Clinical Laboratory Sciences	In good standing
North American Wildlife Technology Association	In good standing

Provide the most recent comprehensive evaluation report and action letter from each institutional or specialized accrediting agency as well as any interim monitoring prepared for that agency. Attach as **Appendix W**.

40. Explain how the institution makes its standing with state agencies and accrediting bodies available to students. Provide samples of those disclosures as **Appendix X** and indicate the web address where students and the public can find these disclosures.

For more information see Federal Requirements 34 CFR §602.28, 34 CFR 668.41, and 668.43.

*Related HLC Requirements: Criterion 2, Core Component B; Assumed Practices A.5, A.7.*

### Public Notification of Opportunity to Comment

Local newspapers, institutional websites and alumni magazines are appropriate choices of media in which to solicit public comments. Notices of the opportunity to comment should reach all constituencies but should not unduly burden the institution. Notices of the visit should be published following the format prescribed in the [Procedure on Third-Party Comments](#).

Notices should include:

- The purpose and dates of the visit.
- The institution's accreditation status with HLC.
- An invitation to send written, signed comments directly to HLC.
- Contact information for HLC.

Notices should specify that comments must be sent to HLC no later than four weeks before the start of the visit.

In cases where comments are of a sensitive nature, HLC ensures that the commenter is aware that comments are typically forwarded to the institution and the evaluation team with identifying information intact. In some cases, HLC may redact the identifying information of the commenter or summarize the comment.

41. Submit a list of constituencies that have received the notice of opportunity to comment. (These groups may include students, parents, alumni, taxpayers, donors, community groups and local businesses.)

- **Current students via college website posting**
- **Advisory Committee members**

- **Alumni and donors**
- **Greater Cedar Valley Alliance & Chamber members.**

42. What media did the institution use to solicit comments?

- **College website**
- **Serving-Area newspapers**
- **Facebook account**
- **LinkedIn**
- **Twitter**
- **Letters to members listed in #41**

43. Copies of the institution's notices must be sent in PDF format to HLC ([legalaffairs@hlcommission.org](mailto:legalaffairs@hlcommission.org)) at least one month before the comprehensive evaluation visit. The comments and notices are compiled by HLC staff members and sent to the evaluation team and the institution three weeks prior to the visit. As third-party comments are an important part of the comprehensive evaluation, HLC also reviews and forwards comments received after the deadline lapses and even during the visit. Attach a copy of the notices as **Appendix Y**.

**Competency-Based Programs Including Direct Assessment Programs / Faculty-Student Engagement** ***THIS SECTION IS NOT APPLICABLE TO THE COLLEGE.***

44. Does the institution offer any direct assessment programs, as defined in 34 CFR §668.10?

- Yes  
 **No**

*Note:* HLC policy and federal regulations require that direct assessment programs be reviewed and approved by the accrediting agency before they are initiated. Contact your HLC liaison if the institution offers direct assessment programs that have not been approved by HLC.

45. Does the institution offer any competency-based programs?

- Yes  
 **No**

*Note:* The definition of competency-based and direct assessment programs (as taken from 34 CFR §668.10) can be found on the substantive change application for new competency-based or direct assessment programs.

46. Provide a list of direct assessment or competency-based programs offered by the institution.

***THIS IS NOT APPLICABLE TO THE COLLEGE.***

47. How does the institution ensure that faculty in these programs regularly engage with students?

Please respond to the following questions:

- a. Do the faculty members initiate communication on some regular basis with the students in the course(s)? If yes, provide examples of how and when this occurs in each program.

**THIS IS NOT APPLICABLE TO THE COLLEGE.**

- b. Do the students have a responsibility to initiate communication with the faculty members on some regular basis that is at least equivalent to contact in a traditional classroom? If yes, provide examples of how and when this occurs.

**THIS IS NOT APPLICABLE TO THE COLLEGE.**

- c. Describe the manner in which faculty respond to questions from students about the academic content of the program. Describe the interaction between faculty and students about demonstrating competencies in the program material.

**THIS IS NOT APPLICABLE TO THE COLLEGE.**

- d. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about critical thinking, analytical skills, written and oral communication abilities, etc., in the context of the course(s) in question with appropriate guidance by faculty.

**THIS IS NOT APPLICABLE TO THE COLLEGE.**

- e. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about core ideas, important theories, current knowledge, etc., in the context of the course(s) in question with appropriate guidance by faculty.

**THIS IS NOT APPLICABLE TO THE COLLEGE.**



**Appendix A:**  
**Worksheet for Institutions on**  
**the Assignment of Credit Hours**  
**and Clock Hours**

**&**

**Supplements A1, A2, A4, A5**

**&**

**Supplements B1,B2,B3**



## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

### Part A: Assignment of Credits and Program Length

#### Section 1: Institutional Calendar, Term Length and Type of Credit

Institution Name: Hawkeye Community College

Calendar	Term	Term Length: Number of Weeks	Number of Starts		
			FALL	SPRING	SUMMER
Semester	Standard Format: 14 to 17 week term	16	2015/FA - 1	2016/SP - 1	
	Compressed Formats: 4, 8 or other week terms within the semester calendar <sup>1</sup>	12	2015/FA - 1	2016/SP - 1	2016/SU - 1
		8	2015/FA - 2	2016/SP - 2	2016/SU - 2
		5	2015/FA - 3	2016/SP - 3	2016/SU - 2
	3		2016/SP - 1	2016/SU - 2	

<sup>1</sup>If an institution offers a summer term that is different in length than the typical fall semester, it should report summer term information in this section.

**Degree Programs: What is the length in semester hours of each of the institution's degree programs?**

2016-2017 Academic Year				
CIP #	Program Name	Award Level	Total Semesters Required	Summer Term Required from Total Semester Count
101050200	Ag Business Management	AAS	4	0
101050200	General Agriculture	Diploma	2	0
101050200	Precision Agriculture	Certificate	3	0
102040200	Ag Power Technology	AAS	4	0
103020200	Animal Science	AAS	4	0
103020200	Veterinary Assisting	Diploma	3	1
103020200	General Agriculture	Diploma	2	0
106050200	Landscape and Turf Management	AAS	5	0
302010200	Natural Resources Management	AAS	4	0
907020200	Digital Mass Media	AAA	4	0
1003030200	Graphic Communications	AAA	4	0
1108010200	Web Programming & Development	AAS	4	0
1109010200	Network Administration & Engineering	AAS	4	0
1109010200	Computer Networking Technician	Diploma	2	0

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

CIP #	Program Name	Award Level	Total Semesters Required	Summer Term Required from Total Semester Count
<b>1110990200</b>	<b>Information Systems Management</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>1502010200</b>	<b>Civil &amp; Construction Engineering Technology</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>1503030200</b>	<b>Electronics Engineering Technology</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
1503030200	<i>Electronics Technician</i>	Diploma	3	0
1503030200	<i>Electronics Assistant</i>	Certificate	2	0
<b>1504030200</b>	<b>Electromechanical Engineering Technology</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
1504030200	<i>Electromechanical Technician</i>	Diploma	3	1
1504030200	<i>Product Development Technician</i>	Certificate	1	0
<b>1504060200</b>	<b>Industrial Automation Technology</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
1504060200	Industrial Equipment Maintenance	Diploma	2	0
<b>1907090200</b>	<b>Early Childhood Education</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
1907090200	Early Childhood Education	Diploma	2	0
<b>3103020200</b>	<b>Golf Course and Country Club Management</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
<b>4301070200</b>	<b>Police Science</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>4302030200</b>	<b>Fire Science</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>4602010200</b>	<b>Sustainable Construction and Design</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
<b>4702010100</b>	<b>Heating and Air Conditioning</b>	<b>AAS</b>	<b>3</b>	<b>1</b>
<b>4706030200</b>	<b>Collision Repair &amp; Refinishing</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
4706030200	<i>Basic Collision Repair</i>	Diploma	2	0
<b>4706040200</b>	<b>Automotive Technology</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>4706050200</b>	<b>Diesel Truck Technology</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>4805010200</b>	<b>CNC Machining &amp; Tool-Making Technology</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
4805010200	<i>CNC Machining Technology</i>	Diploma	3	0
4805010200	<i>CNC Machine Set-Up Specialist</i>	Certificate	2	0
4805010200	<i>CNC Machine Operator</i>	Certificate	1	0
4805080100	Welding	Diploma	2	0
4805080100	<i>Advanced Welding</i>	Diploma	3	0
4805080100	<i>Welding</i>	Certificate	1	0
4902020100	Construction Equipment Operation	Diploma	3	1
4902051000	Truck Driving & Transportation Training	Certificate	1	0
<b>5004060200</b>	<b>Professional Photography-Portrait</b>	<b>AAA</b>	<b>4</b>	<b>0</b>
<b>5004060200</b>	<b><i>Professional Photography-Commercial</i></b>	<b>AAA</b>	<b>4</b>	<b>0</b>
<b>5004060200</b>	<b><i>Professional Photography-Digital</i></b>	<b>AAA</b>	<b>4</b>	<b>0</b>
5106010100	Dental Assisting	Diploma	3	1
<b>5106020200</b>	<b>Dental Hygiene</b>	<b>AAS</b>	<b>5</b>	<b>0</b>
<b>5107130200</b>	<b>Medical Billing and Coding Associate</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
5107130200	<i>Medical Insurance and Coding Specialist</i>	Diploma	3	0

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

CIP #	Program Name	Award Level	Total Semesters Required	Summer Term Required from Total Semester Count
<b>5107160200</b>	<b>Medical Administrative Assistant</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
5107160200	<i>Medical Secretary</i>	Diploma	3	0
<b>5108030200</b>	<b>Occupational Therapy Assistant</b>	<b>AAS</b>	<b>6</b>	<b>2</b>
<b>5108060200</b>	<b>Physical Therapist Assistant</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
<b>5109046200</b>	<b>Emergency Medical Services</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
5109046200	<i>Paramedic</i>	Certificate	3	1
<b>5109080200</b>	<b>Respiratory Care</b>	<b>AAS</b>	<b>6</b>	<b>2</b>
<b>5110040200</b>	<b>Medical Laboratory Technology</b>	<b>AAS</b>	<b>6</b>	<b>2</b>
<b>5138010200</b>	<b>Associate Degree Nursing</b>	<b>AAS</b>	<b>3</b>	<b>1</b>
5139010100	Practical Nursing	Diploma	2	0
<b>5203010200</b>	<b>Accounting</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
5203010200	<i>Accounting Technician</i>	Diploma	2	0
<b>5204020200</b>	<b>Executive Assistant</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>5204020200</b>	<b><i>Legal Office Assistant</i></b>	<b>AAS</b>	<b>4</b>	<b>0</b>
5204020200	<i>Administrative Assistant</i>	Diploma	3	0
5204020200	<i>Office Assistant</i>	Certificate	2	0
<b>5209010200</b>	<b>Hospitality Management</b>	<b>AAS</b>	<b>5</b>	<b>1</b>
<b>5210010200</b>	<b>Human Resource Management</b>	<b>AAS</b>	<b>4</b>	<b>0</b>
<b>5218010200</b>	<b>Marketing Management</b>	<b>AAS</b>	<b>4</b>	<b>0</b>

*\*Orange highlight denotes option within program CIP*

# Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

## SUPPLEMENT A1 – Pattern of Instructional Hours

### Section 2: Format of Courses and Number of Credits Awarded

College: <b>Hawkeye Community College</b>								
Term: <b>Fall</b>								
Length: <b>16 weeks</b>								
Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent /Directed Study	Weekend College	Internship or Practica
<b>1 Credit</b>	Number of Courses	20		5		1		1
	Number of Meetings	15 - 31						
	Meeting Length	1.03 - 1.57hrs						
<b>2 Credits</b>	Number of Courses	51	1	2		2		3
	Number of Meetings	15 - 62	15					
	Meeting Length	2.0 - 2.54hrs	1.08hrs					
<b>3 Credits</b>	Number of Courses	209	18	61		1		
	Number of Meetings	15 - 62	15 - 31					
	Meeting Length	3.01 - 4.01hrs	1.07 - 3.04hrs					
<b>4 Credits</b>	Number of Courses	55	4	3				
	Number of Meetings	16 - 77	16 - 31					
	Meeting Length	4.01 - 4.88hrs	2.07 - 3.04hrs					
<b>5 Credits</b>	Number of Courses	6						
	Number of Meetings	31 - 77						
	Meeting Length	5.48 - 7.19hrs						
<b>6 Credits</b>	Number of Courses	4						
	Number of Meetings	46 - 47						
	Meeting Length	6.61 - 7.4hrs						
<b>7 Credits</b>	Number of Courses	1						1
	Number of Meetings	77						
	Meeting Length	7.2hrs						

<sup>1</sup>Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

See attachment: [Justification for Courses with Six or More Credit Hours](#)

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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College:	Hawkeye Community College							
Term:	Fall							
Length:	12 weeks							
Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent /Directed Study	Weekend College	Internship or Practica
1 Credit	Number of Courses	1				1		
	Number of Meetings	12						
	Meeting Length	1.1hrs						
3 Credits	Number of Courses	7	6	12				
	Number of Meetings	51	25 - 38					
	Meeting Length	3.01 - 3.33hrs	2.48 - 2.58hrs					
4 Credits	Number of Courses	1	1					
	Number of Meetings	25	26					
	Meeting Length	4.36hrs	2.58hrs					
<p><sup>1</sup>Institutions offering courses with <b>six or more credits awarded</b> should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. <b>In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.</b></p>								
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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College: **Hawkeye Community College**  
 Term: **Fall**  
 Length: **1st 8 weeks**

Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent /Directed Study	Weekend College	Internship or Practica
<b>1 Credit</b>	Number of Courses	2						
	Number of Meetings	8 - 15						
	Meeting Length	1.1hrs						
<b>2 Credits</b>	Number of Courses	6	2	1				2
	Number of Meetings	15 - 22	16					
	Meeting Length	2.10 - 2.2hrs	1 hr					
<b>3 Credits</b>	Number of Courses	9	6	1				
	Number of Meetings	15 - 38	15-16					
	Meeting Length	3.02 - 3.34hrs	1.4 - 1.5hrs					
<b>4 Credits</b>	Number of Courses	4	1					
	Number of Meetings	31 - 38	16					
	Meeting Length	4.24 - 4.75hrs	2.20hrs					
<b>5 Credits</b>	Number of Courses	1						
	Number of Meetings	38-39						
	Meeting Length	5.41 - 5.56hrs						
<b>6 Credits</b>	Number of Courses	1						
	Number of Meetings	38						
	Meeting Length	7.04hrs						
<b>7 Credits</b>	Number of Courses	3						
	Number of Meetings	31 - 38						
	Meeting Length	7.83 - 7.84hrs						

<sup>1</sup>Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College: <b>Hawkeye Community College</b>								
Term: <b>Fall</b>								
Length: <b>2nd 8 weeks</b>								
Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent /Directed Study	Weekend College	Internship or Practica
<b>1 Credit</b>	Number of Courses	3		2		1		1
	Number of Meetings	8 - 16						
	Meeting Length	1.1 - 1.2hrs						
<b>2 Credits</b>	Number of Courses	9	2	1				
	Number of Meetings	8 - 23	7 - 15					
	Meeting Length	2.04 - 2.26hrs	1.08 - 1.10hrs					
<b>3 Credits</b>	Number of Courses	9	5	10				
	Number of Meetings	15 - 31	8 - 15					
	Meeting Length	3.10-4.35hrs	1.41 - 1.84hrs					
<b>4 Credits</b>	Number of Courses	2						
	Number of Meetings	37 - 38						
	Meeting Length	4.19 - 4.54hrs						
<b>5 Credits</b>	Number of Courses	1						
	Number of Meetings	31 - 38						
	Meeting Length	5.00 - 5.38hrs						
<b>6 Credits</b>	Number of Courses	1						
	Number of Meetings	38						
	Meeting Length	6.71hrs						
<b>7 Credits</b>	Number of Courses	1						
	Number of Meetings	31						
	Meeting Length	7.54hrs						
<p><sup>1</sup>Institutions offering courses with <b>six or more credits awarded</b> should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. <b>In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.</b></p>								
<p>See attachment: <a href="#">Justification for Courses with Six or More Credit Hours</a></p>								
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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College:	Hawkeye Community College							
Term:	Fall							
Length:	5 weeks							
Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent/ Directed Study	Weekend College	Internship or Practica
2 Credits	Number of Courses	2						
	Number of Meetings	12						
	Meeting Length	2.23hrs						
3 Credits	Number of Courses	2	5					1
	Number of Meetings	23	5					
	Meeting Length	3.16hrs	1.5hrs					
4 Credits	Number of Courses	9						
	Number of Meetings	16 - 21						
	Meeting Length	4.28 - 4.90hrs						
<p><sup>1</sup>Institutions offering courses with <b>six or more credits awarded</b> should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. <b>In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.</b></p>								
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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

<b>College:</b>	Lawkey Community College							
<b>Term:</b>	Summer							
<b>Length:</b>	12 weeks							
<b>Number of Credits Awarded</b>	<b>Instructional Time</b>	<b>Course Formats</b>						
		<b>FTF</b>	<b>Mixed FTF</b>	<b>Distance</b>	<b>Corresp</b>	<b>Independent /Directed Study</b>	<b>Weekend College</b>	<b>Internship or Practica</b>
<b>3 Credits</b>	Number of Courses							2
	Number of Meetings							
	Meeting Length							
<p><b>*Institutions offering courses with six or more credits awarded should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.</b></p>								
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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College: <b>Hawkeye Community College</b>								
Term: <b>Summer</b>								
Length: <b>8 weeks</b>								
Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent /Directed Study	Weekend College	Internship or Practica
<b>1 Credit</b>	Number of Courses	3		2				
	Number of Meetings	8-16						
	Meeting Length	1.00-1.20hrs						
<b>2 Credits</b>	Number of Courses	7	1	3				2
	Number of Meetings	8 - 37	6					
	Meeting Length	2.10 - 2.30hrs	8.25hrs					
<b>3 Credits</b>	Number of Courses	30	1	49				2
	Number of Meetings	16 - 35	8					
	Meeting Length	3.00 - 3.40hrs	1.70hrs					
<b>4 Credits</b>	Number of Courses	16	1	3				2
	Number of Meetings	25 - 40	16					
	Meeting Length	4.10 - 4.43hrs	2.20hrs					
<b>6 Credits</b>	Number of Courses	1						
	Number of Meetings	40						
	Meeting Length	6.9 hrs						

Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

See attachment: [Justification for Courses with Six or More Credit Hours](#)

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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College:	Hawkeye Community College
Term:	Summer
Length:	6 weeks

Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent/ Directed Study	Weekend College	Internship or Practica
3 Credits	Number of Courses	1						
	Number of Meetings	6						
	Meeting Length	3.6hrs						
4 Credits	Number of Courses	2						
	Number of Meetings	30						
	Meeting Length	4.19 - 4.60hrs						
5 Credits	Number of Courses	1						
	Number of Meetings	23						
	Meeting Length	6.5hrs						
6 Credits	Number of Courses	1						
	Number of Meetings	25						
	Meeting Length	6.82hrs						

<sup>1</sup>Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College:	Hawkeye Community College
Term:	Summer
Length:	5 weeks

Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent/ Directed Study	Weekend College	Internship or Practica
2 Credits	Number of Courses	2						
	Number of Meetings	20						
	Meeting Length	2.25hrs						
3 Credits	Number of Courses		4					
	Number of Meetings		5					
	Meeting Length		1.5hrs					
4 Credits	Number of Courses	1						
	Number of Meetings	20						
	Meeting Length	4.5hrs						

Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

<b>College:</b>	Hawkeye Community College							
<b>Term:</b>	Summer							
<b>Length:</b>	4 weeks							
Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent/ Directed Study	Weekend College	Internship or Practica
1 Credit	Number of Courses	2						
	Number of Meetings	7-8						
	Meeting Length	1.05 - 1.15hrs						
2 Credits	Number of Courses	3						
	Number of Meetings	20 - 32						
	Meeting Length	2.1-2.25hrs						
3 Credits	Number of Courses	2	2					
	Number of Meetings	32 - 40	12					
	Meeting Length	2.25 - 3.38hrs	2.23hrs					
4 Credits	Number of Courses	1						
	Number of Meetings	20						
	Meeting Length	5hrs						
5 Credits	Number of Courses	1						
	Number of Meetings	18						
	Meeting Length	6.4-6.8hrs						
<p><sup>1</sup>Institutions offering courses with <b>six or more credits awarded</b> should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. <b>In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.</b></p>								
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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

College:	Hawkeye Community College							
Term:	Summer							
Length:	3 weeks							
Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp	Independent/ Directed Study	Weekend College	Internship or Practica
2 Credits	Number of Courses	4						
	Number of Meetings	10 - 18						
	Meeting Length	2.21 - 2.30hrs						
3 Credits	Number of Courses	3		10				
	Number of Meetings	8 - 16						
	Meeting Length	3.45 - 4.20hrs						
<p>*Institutions offering courses with <b>six or more credits awarded</b> should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. <b>In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.</b></p>								
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## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

### SUPPLEMENT A1-continued - Pattern of Instructional Hours

#### *Rationale for course offerings of six or more credits*

Course	Course Title	Course Credits	Rationale for Credit Allocated
ADN-531	Advanced Adult Health Nrsg I	6	This course provides the student with advanced nursing content necessary to pass the NCLEX-RN exam and practice as a registered nurse. The student will develop critical thinking skills and enhance their application of the management of adults with complex medical conditions in a variety of acute care settings. This course is a study of the concepts of health and illness and of the nursing process in providing comprehensive nursing care for adults requiring advanced medical or surgical nursing care. The content includes a review of shock, stress, pain, immunity, fluids, electrolytes, acid-base, eye, ear, respiratory, endocrine, reproductive and musculoskeletal disorders. The course includes both classroom and clinical experiences which were approved by the Iowa Board of Nursing, the curriculum committee and the nursing program advisory board.
ADN-532	Advanced Adult Health Nrsg II	6	This course provides the student with advanced nursing content necessary to enter pass the NCLEX-RN exam and practice as a registered nurse. The course includes both classroom and clinical experiences which were approved by the Iowa Board of Nursing. The student will expand their critical thinking skills and enhance their nursing assessment skills commensurate with a new graduate nurse. The student will also increase their awareness of the psychosocial aspects of nursing care. This course is a continuation of Advanced Adult Health Nursing I. Emphasis is placed on the nursing process in providing comprehensive care of the complex medical-surgical adult patient. The content includes cardiac, peripheral vascular, digestive, hematologic, oncologic, urinary and neurologic disorders. Clinical experiences are provided in acute care and community settings. Selected experience in the nurse manager role is included. The course includes both classroom and clinical experiences in the acute care and community settings which were approved by the Iowa Board of Nursing, the curriculum committee and the nursing program advisory board.
AGM-107	Gas Engine Rebuild	7	This course is designed as 3 credits of lecture and 4 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of gasoline engines and the lab portion allows for student skill building. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
AGM-327	Equipment Maintenance	7	This course is designed as 3 credits of lecture and 4 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of equipment maintenance and the lab portion allows for student skill building in the many varied types of agricultural equipment. An emphasis is placed on safety so the extended lab eliminates the

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

			need for the students/instructor to rush for completion of material/competencies.
AGM-408	Power Transfer Systems	7	This course is designed as 3 credits of lecture and 4 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of power distribution and transfer and the lab portion allows for student skill building. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
AGM-417	Ag Equipment Repair	7	This course is designed as 3 credits of lecture and 4 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of equipment repair and the lab portion allows for student skill building in the many varied types of agricultural equipment. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
CRR-306	Intro To Collision Repair	6	This course is designed as 3 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed introductory concepts of collision repair (EPA requirements, hazardous waste, safety/health, tools, assembly, etc.) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
CRR-331	Basic Collision Procedures	6	This course is designed as 3 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed basic concepts of collision repair procedures (panel repair, sheet metal work, glass servicing, trim repair, stress relief, repair techniques, etc.) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
CRR-510	Collision Production Tech	7	This course is designed as 4 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of collision repair procedures (disassembly/assembly, welding techniques and AC repair) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

CRR-657	Advanced Collision Repair	7	This course is designed as 4 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of collision repair procedures (advanced tooling, suspension and alignment, braking systems, air bag technology) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
CRR-806	Intro To Refinishing	6	This course is designed as 3 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed introductory concepts of refinishing procedures (abrasives, products, tools, masking procedures, corrosion protection, paint prep, etc.) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
CRR-836	Refinishing II	6	This course is designed as 3 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed advanced concepts of collision refinishing procedures (techniques for paint application, computer use in color mixing/matching, etc.) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
CRR-877	Refinishing Applications	7	This course is designed as 4 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of basic collision refinishing procedures (color matching, blending, top coating, etc.) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
CRR-881	Refinish Production Technology	7	This course is designed as 4 credits of lecture and 3 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of advanced collision refinishing procedures (preparation techniques, top coat applications/systems, troubleshooting problems) and the lab portion allows for student skill building in the concepts covered in lecture. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

DHY-175	Funds of Clinical Dental Hyg	6	This course is the foundational instruction for the subsequent clinical courses in the Dental Hygiene curriculum (Clinical Dental Hygiene II, III, and IV). Students obtain information to begin their clinical journey through lecture to obtain the didactic skills sets and lab sessions to obtain the "hands-on" skill sets. The student will learn the skills of dental hygiene practice and client management through simulated clinical situations, peer-peer partnering, and lecture/discussion sessions as required by the Commission on Dental Accreditation Standards for Dental Hygiene Education for first term Dental Hygiene clinical and didactic exposure to instrumentation and clinic preparation. The course was approved by the curriculum committee with input from the dental advisory board.
DSL-377	Diesel Engine Rebuild	7	This course is designed as 3 credits of lecture and 4 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of diesel engines repair and rebuild and the lab portion allows for student skill building in the disassembly and assembly of diesel engines. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
DSL-447	Diesel Fuel Systems	7	This course is designed as 3 credits of lecture and 4 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of diagnosis, theory and repair of mechanical and electronic fuel systems and the lab portion allows for student skill building in the repair of different fuel systems. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
DSL-807	Diesel Truck Equipment Repair	7	This course is designed as 3 credits of lecture and 4 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed concepts of diesel truck repair including heating and a/c and the lab portion allows for student skill building by working on customer projects in a setting that closely simulates a repair facility. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

EMS-201	Emergency Medical Technician	7	This course prepares the student for National EMT certification, and entrance into Emergency Medical Technician positions as a volunteer or paid EMS provider. The course meets the United States Department of Transportation – National Highway Traffic Safety Administration National EMS education standards. The standards require a minimum number of contact hours in the course, as well as clinical and field experience hours. The course includes all required contact hours, thus resulting in a credit award of 7. The large number of hours required for this course include the lecture and lab A needed to assure competency in the 266 terminal objectives required for the Nationally Certified EMT as prescribed by the National Registry of EMT's (NREMT), and the National EMS Education Standards (2010). Hawkeye Community College's Course is based on input from Stakeholders, faculty, EMS providers, and the advisory committee.
HCR-516	HVACR Systems II	6	<i>Not offered in 2016-2017. HAS BEEN REPLACED WITH HCR 517 HVACR Systems II 5 credits</i>
MFG-404	Basic Diemaking	6	<i>Changed course number to MFG-408 for 2016-2017.</i> This course is designed as 2 credits of lecture and 6 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed basic concepts of die-making including blanking, bending, punching, and construction and the lab portion allows for student skill building by practicing the concepts covered by the lecture in a working machine shop setting. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.
MLT-240	Clinical Chemistry I	7	This course provides the MLT student with the technical and didactic experiences in all areas of clinical chemistry as required for preparation for certification by ASCP. This course provides the student the experiences to practice specific clinical chemistry psychomotor tasks in a discipline established practice with instructor supervision prior to entry into a medical laboratory practicum.
RCP-690	Clinical Intensive Care	8	This course builds on the previous clinical course and provides experience in advanced care areas, including intensive care units and emergency rooms. The time spent in clinic prepares students for national Board examinations, which contain significant content related to advanced care topics. Set hours reflect a typical day in the profession, preparing students to enter the workforce and preceptorship, while also satisfying accreditation and stakeholder needs. The course also provides exposure to different aspects of respiratory care, including sleep studies, pulmonary function testing, and pulmonary rehabilitation. Concepts covered also appear on Board examinations.

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

TDT-118	Driving Range I	6	<p>This course is designed as 1 credit of lecture and 5 credits of lab. The concepts covered in this course require an extended period of time for the students to develop the skills needed to become competent. The lecture portion covers the detailed basic concepts of truck and trailer operation and the lab portion allows for student skill building by practicing the concepts covered by the lecture (basic maneuvering, starting, clutching, shifting, cornering, backing, etc.) on a state of the art road course. An emphasis is placed on safety so the extended lab eliminates the need for the students/instructor to rush for completion of material/competencies.</p>
WEL-710	Robotic Welding	6	<p>This course is designed as 3 credits of lecture and 3 credits of lab. This course covers the advanced concepts of robotic welding and require an extended period of time for the students to develop the skills needed to become competent. The lecture portion of this course covers the concepts of modern manufacturing using robotic welding with an intense emphasis on safety. The lab portion of this class allows the students the opportunity to develop the applicable skills that were discussed in lecture and become entry level proficient on the use of the machines.</p>

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours Direct Assessment or Competency-Based Programs

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- **Not applicable for Hawkeye Community College**

### Section 3: Policy on Credit Hours

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Does the institution have a policy specific to the assignment of credit?

**Yes**

No

**Hawkeye Community College follows Iowa Administrative Code (IAC) [281] 21.2(12) and aligns credit assigned to courses to the credit hour minimum contact hours as defined in paragraphs 21.2(12) “h” to “m”. <https://www.legis.iowa.gov/docs/iac/chapter/08-03-2016.281.21.pdf>**

The institution has policies specific to the assignment of credit at the following levels (check all that apply):

**Institution-wide**

Delivery-format-specific

Department-specific

Program-specific

Attach copies of all applicable policies related to the assignment of credit as **Supplement A2**.



1. If a student gives misleading or incorrect information for the purpose of evading payment of nonresident tuition, the student must pay the nonresident tuition for each term the student was not officially classified as a nonresident.

2. The procedures described in paragraph 21.2(11) "b" shall be administered by the registrar or staff designated by the community college.

(2) Residency of minor students. The domicile of a minor shall follow that of the parent with whom the minor resides, except where emancipation of said minor can be proven. The word "parent" herein shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than the minor's actual parents. A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment. The residency status of an emancipated minor shall be based upon the same qualifications established for a student having attained majority.

(3) Residency of students who are not citizens of the United States. The residency status of students who are not citizens of the United States shall be determined consistent with the following procedures:

1. A student who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A student may be accorded resident status for admission and tuition purposes when the student comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

2. A student who has immigrant status, and the student's spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

3. A student who has nonimmigrant status and who holds a nonstudent visa, and the student's spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has nonimmigrant status and whose primary purpose for being in Iowa is educational is classified as nonresident.

4. A student who is a resident of an Iowa sister state may be classified as a resident or nonresident, in accordance with rules adopted by the college's board of directors.

(4) Residency of federal personnel and dependents. A student, or the student's spouse or dependent child, who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such student, is immediately an Iowa resident.

(5) Residency of veterans and family members and individuals covered under Section 702 of the Veterans Access, Choice and Accountability Act of 2014. A veteran of a uniformed service, a member of the National Guard, or the veteran's or member's spouse or dependent child shall be classified as an Iowa resident student and be eligible for resident tuition and fee amounts, if the veteran or national guard member meets the requirements of paragraph 21.2(11) "b"(5) "1," "2," or "3."

1. The veteran has separated from a uniformed service with an honorable or general discharge, is eligible for benefits, or has exhausted benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal authorizing veteran educational benefits program.

2. The individual is an active duty military person or activated or temporarily mobilized National Guard member.

3. The individual is a covered person under Section 702 of the Veterans Access, Choice and Accountability Act of 2014 or subsequent legislation.

(6) Reclassification of residency status. It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

(7) Appeal. The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by the community college. The findings of the review committee may be appealed to the community college's board of trustees, whose decision shall be a final administrative decision.

**21.2(12) Credit hours.** Credit hours shall be determined consistent with the following procedures.



## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

- a. Specifically stated criteria are minimal requirements only, which institutions may exceed at their discretion.
- b. Conventional instruction is subdivided into four instructional methods as herein defined.
  - (1) Classroom work — lecture and formalized classroom instruction under the supervision of an instructor.
  - (2) Laboratory work — experimentation and practice by students under the supervision of an instructor.
  - (3) Clinical practice — applied learning experience in a health agency or office under the supervision of an instructor.
  - (4) Work experience — employment-related experience planned and coordinated by an institutional representative and the employer, with control and supervision of the student on the job being the responsibility of the employer.
- c. No registration or orientation hours may be included when determining credit hours.
- d. Institutions shall take into account the soundness of the learning environment being created by the scheduling sequence and length of classroom, laboratory, clinical, and work experience sessions. However, the final decision on these matters is left to the institutional administration so long as minimal standards are met.
- e. Only minutes for students officially registered for courses or programs, including audit registration, may be included when determining credit hours.
- f. Each community college must establish a policy that defines its methods of equating alternative instruction to credit hours and the process for evaluating the effectiveness of the alternative instruction to meet or exceed the expected student outcomes as if the course were taught utilizing conventional methods in paragraph 21.2(12)“b.” Colleges will be held accountable for evaluating and maintaining high-quality programs, and their evaluations may be subject to department review. Students shall be expected to meet all approved course requirements and shall be expected to demonstrate the acquisition of knowledge and competencies/outcomes at the same level as those obtained in traditional classroom settings, in the time frames set by the institution. Alternative courses or programs of study must be approved by the college’s review processes including faculty review and input. Courses shall be listed in the college catalog. Instructional formats for which alternative methods of determining credit hours are applicable include the following:
  - (1) Accelerated courses (study, programs). Courses or programs of study that allow students to complete courses or programs at a faster pace than if offered by conventional methods. Courses and programs shall be tailored to involve more student participation and self-directed study. Instructors may teach in traditional classroom settings or by alternative methods specified in this subrule.
  - (2) Distance education. Courses or programs of study taught over the Internet, Iowa Communications Network (ICN), or other electronic means that allow students to receive instruction in the classroom or other sites, over personal computers, television, or other electronic means. Courses may or may not be interactive with direct communication between the teacher and students. Credit hours shall be awarded in accordance with the credit hours that would have been assigned if the course or program were taught by conventional methods.
    1. Correspondence courses. Courses offered outside the classroom setting in which the instruction is delivered indirectly to the student. Instruction is provided through another medium, such as written material, computer, television, or electronic means. Course materials are sent to a student who follows a detailed syllabus to complete assignments. Students correspond with and transmit assignments to the instructor by telephone, computer, mail, or electronic means. A third party may administer tests.
    2. Television courses. Courses or programs delivered primarily via broadcast television such as Iowa Public Television, digital video disc, or other media allowing students to receive instruction in a classroom or equipped remote location.
    3. Video conference courses. Courses or programs delivered via a closed synchronous audio-video conferencing system such as the Iowa Communications Network or similar system which allows students to receive instruction in a classroom or any equipped remote location via an audio-video feed to a television, computer, or other electronic device.



## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

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4. Internet courses. Courses or programs delivered via the Internet. Courses may be taken using computers in a classroom setting or using personal computers or other electronic devices from the student's home or other location using an online content management system or mixed-media methods. Students may be linked at times directly with the instructor or with other students electronically. Interaction may be direct (synchronous) or indirect (asynchronous) allowing students to participate during their own time frames.

5. In-class hybrid courses. Courses or programs that combine traditional classroom and computer-based instruction. In-class sessions are offered with online instructional activities to promote independent learning and reduce seat-time.

(3) Self-paced instruction. Courses or programs that permit a student to enter at variable times or progress at the student's own rate of speed. Start and end dates may or may not correspond to the official college calendar. Contact or credit hours for self-paced programs or courses shall be computed by assigning to each registration the total number of credit or contact hours the student would have received if the student enrolled in a conventional program or course with stipulated beginning and ending dates.

(4) Arranged study. Instruction offered to students at times other than stated or scheduled class times to accommodate specific scheduling or program needs of students. Credit hours shall be awarded in accordance with the credit hours that would have been assigned if the course or program were taught by conventional methods.

(5) Multifformat nontraditional instruction. Instruction utilizing a variety of nontraditional methods that may incorporate self-paced learning, text, video, computer instructional delivery, accelerated training, independent study, Internet delivery, or other methods that do not follow standard classroom work guidelines. Credit hours shall be awarded in accordance with the credit hours that would have been assigned if the course or program were taught by conventional methods.

g. Individualized learning experiences for which an equivalent course is not offered shall have the program length computed from records of attendance using such procedures as a time clock or sign-in records. Individualized learning experiences means independent study courses in which an equivalent course is not offered by the college or listed in the college catalog. Independent study permits in-depth or focused learning on special topics of particular interest to the student.

h. Each course must have a minimum length of one credit hour. A fractional unit of credit may be awarded provided the course exceeds the minimum length of one credit hour.

i. Each credit hour shall consist of a minimum number of contact hours as defined in paragraphs 21.2(12) "h" to "m." One contact hour equals 50 minutes.

j. Classroom work.

(1) The minimal requirement for one semester hour of credit shall be 800 minutes (16 contact hours) of scheduled instruction.

(2) The minimal requirement for one quarter hour of credit shall be 533 minutes (10.7 contact hours) of scheduled instruction.

k. Laboratory work.

(1) The minimal requirement for one semester hour of credit shall be 1,600 minutes (32 contact hours) of scheduled laboratory work.

(2) The minimal requirement for one quarter hour of credit shall be 1,066 minutes (21.3 contact hours) of scheduled laboratory work.

l. Clinical practice.

(1) The minimal requirement for one semester hour of credit shall be 2,400 minutes (48 contact hours) of scheduled clinical practice.

(2) The minimal requirement for one quarter hour of credit shall be 1,599 minutes (32 contact hours) of scheduled clinical practice.

m. Work experience.

(1) The minimal requirement for one semester hour of credit shall be 3,200 minutes (64 contact hours) of scheduled work experience.

(2) The minimal requirement for one quarter hour of credit shall be 2,132 minutes (42.6 contact hours) of scheduled work experience.



# Appendix A: Worksheet for Institutions on the Assignment of Credit Hours



ACADEMIC AFFAIRS DIVISION  
**Policy: Credit Hour Calculation**  
 Est.: March 4, 2013

## I. POLICY STATEMENT

Credit Hour Calculation will follow Iowa Administrative Code **281—21.2 (260C) Administration 21.2(12)**. These calculations will be utilized in both credit course section building and for use with calculating faculty workload at the credit and contact hour.

## II. GUIDING PRACTICES

281—21.2 (260C) Administration 21.2(12) <i>Credit hours.</i>		<b>CREDIT HOUR CALCULATION</b>		
Credit hours shall be determined consistent with the following procedures. <i>a.</i> Specifically stated criteria are minimal requirements only, which institutions may exceed at their discretion.				
<i>b.</i> Conventional instruction is subdivided into four instructional methods as herein defined.		281—21.2 (260C) Administration 21.2(12) <i>Classroom</i>	HCC Definitions	HCC Specificities
LECTURE	(1) <b>Classroom work</b> — lecture and formalized classroom instruction under the supervision of an instructor.	<i>j.</i> <b>Classroom work.</b> (1) The minimal requirement for one semester hour of credit shall be 800 minutes (16 contact hours) of scheduled instruction.	<b>Lecture</b> Formalized classroom instruction under the supervision of an instructor.	<ul style="list-style-type: none"> <li>• 16 contact hours = 1 credit (contact hour weight factor = 1.0)</li> <li>• 800 minutes per contact hour</li> <li>• One contact hour equals 50 minutes</li> <li>• For each hour of class it is anticipated there will be approximately two hours of student preparation.</li> </ul>
LAB-A	(2) <b>Laboratory work</b> — experimentation and practice by students under the supervision of an instructor.	<i>k.</i> <b>Laboratory work.</b> (1) The minimal requirement for one semester hour of credit shall be 1,600 minutes (32 contact hours) of scheduled laboratory work.	<b>Lab A - (Instruction Oriented)</b> Involves the student in theory application and experimentation in the learning experiences under the supervision of an instructor. A significant amount of instruction is provided while students are involved in the learning experiences.	<ul style="list-style-type: none"> <li>• 32 contact hours = 1 credit (contact hour weight factor = .50)</li> <li>• 1600 minutes per contact hour</li> <li>• One contact hour equals 50 minutes</li> <li>• For each two hours of lab it is anticipated there will be approximately one hour of student preparation.</li> </ul>
LAB-B (Clinic)	(3) <b>Clinical practice</b> — applied learning experience in a health agency or office under the supervision of an instructor.	<i>l.</i> <b>Clinical practice.</b> (1) The minimal requirement for one semester hour of credit shall be 2,400 minutes (48 contact hours) of scheduled clinical practice.	<b>Lab B - (Clinic, Practice Oriented)</b> Clinic: Skill development experience is at a health agency or campus facility. Students are involved in performing patient care procedures.	<ul style="list-style-type: none"> <li>• 48 contact hours = 1 credit (contact hour weight factor = .33)</li> <li>• 2400 minutes per contact hour</li> <li>• One contact hour equals 50 minutes</li> <li>• Minimal, if any, student preparation is anticipated</li> </ul>
LAB-C	(4) <b>Work experience</b> — employment-related experience planned and coordinated by an institutional representative and the employer, with control and supervision of the student on the job being the responsibility of the employer.	<i>m.</i> <b>Work experience.</b> (1) The minimal requirement for one semester hour of credit shall be 3,200 minutes (64 contact hours) of scheduled work experience.	<b>Lab C - (Work Experience/Coop/Practicum/Field Experience)</b> Work experience planned and coordinated by an institutional representative and the employer, with control and supervision on the job being delegated to the employer.	<ul style="list-style-type: none"> <li>• 64 contact hours = 1 credit (contact hour weight factor = .25)</li> <li>• 3200 minutes per contact hour</li> <li>• One contact hour equals 50 minutes</li> <li>• Identification and coordination of coop sites and experiences is the responsibility of the program instructor</li> </ul>

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

### Section 4: Total Credit Hour Generation

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How many credits does a typical full-time or part-time undergraduate student take during a regular term?

- Average of full-time students: **14.09 AY 2015-2016 average credits (12 or more credits)**
- Average of part-time students: **5.89 AY 2015-2016 average credits (less than 12 credits)**

Provide the head count of students earning more than the typical credits taken during a regular term in the most recent fall and spring semesters/trimesters (or the equivalent, for institutions with quarters or non-standard terms).

- Most Recent Fall term: **917 FT students; 1,552 PT students** Year: **2015**
- Most Recent Spring term: **816 FT students; 1,569 PT students** Year: **2016**

### Section 5: Clock Hours

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Does the institution report clock hours to the U.S. Department of Education with regard to some programs for Title IV purposes?

- Yes  
 **No**



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**UNITED STATES DEPARTMENT OF EDUCATION**

**FEDERAL STUDENT AID  
SCHOOL ELIGIBILITY CHANNEL**

**PROGRAM PARTICIPATION AGREEMENT**

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education  
Approval Expiration Date: **December 31, 2016**  
Reapplication Date: **September 30, 2016**

Name of Institution: **Hawkeye Community College**

Address of Institution: **1501 East Orange Road  
Waterloo, IA 50704-8015**

OPE ID Number: **00459500**

DUNS Number: **073485716**

Taxpayer Identification Number (TIN): **420925362**

**The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.**

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

**SCOPE OF COVERAGE**

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM**, 20 U.S.C. §§ 1070a *et seq.*; 34 C.F.R. Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM**, 20 U.S.C. §§ 1071 *et seq.*; 34 C.F.R. Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM**, 20 U.S.C. §§ 1087a *et seq.*; 34 C.F.R. Part 685.
- **FEDERAL PERKINS LOAN PROGRAM**, 20 U.S.C. §§ 1087aa *et seq.*; 34 C.F.R. Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**, 20 U.S.C. §§ 1070b *et seq.*; 34 C.F.R. Part 676.
- **FEDERAL WORK-STUDY PROGRAM**, 42 U.S.C. §§ 2751 *et seq.*; 34 C.F.R. Part 675.
- **ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS**, 20 U.S.C. §§ 1070a-1 *et seq.*; 34 C.F.R. Part 691.
- **IRAQ AND AFGHANISTAN SERVICE GRANT**, 20 U.S.C. §§ 1070d *et seq.*

### GENERAL TERMS AND CONDITIONS

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 C.F.R. Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 C.F.R. Part 668.  
***The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.***
2.
  - a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
  - b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Campus Crime Statistics).
3. The Institution agrees to comply with --
  - a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 C.F.R. Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
  - b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 C.F.R. Part 106 (barring discrimination on the basis of sex);
  - c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 C.F.R. Part 99;

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

- d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 C.F.R. Part 104 (barring discrimination on the basis of physical handicap); and
  - e. The Age Discrimination Act of 1975 and the implementing regulations, 34 C.F.R. Part 110.
  - f. The Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of student records and information as a demonstration of a potential lack of administrative capability as stated in 34 C.F.R. 668.16(c). Institutions are strongly encouraged to inform its students and the Department of any such breaches.
4. The Institution acknowledges that 34 C.F.R. Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
  5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

### SELECTED PROVISIONS FROM GENERAL PROVISIONS REGULATIONS, 34 C.F.R. PART 668.14

An institution's program participation agreement applies to each branch campus and other location of the institution that meets the applicable requirements of this part unless otherwise specified by the Secretary.

(b) By entering into a program participation agreement, an institution agrees that--

(1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for the purposes specified in and in accordance with that program;

(2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;

(3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;

(4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--

(i) The Secretary;

(ii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;

(iii) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;



## **Appendix A: Worksheet for Institutions on the Assignment of Credit Hours**

(iv) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and

(v) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State agency;

(5) It will comply with the provisions of § 668.15 relating to factors of financial responsibility;

(6) It will comply with the provisions of § 668.16 relating to standards of administrative capability;

(7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;

(8) It will not provide any statement to any student or certification to any lender in the case of an FFEL Program loan, or origination record to the Secretary in the case of a Direct Loan Program loan that qualifies the student or parent for a loan or loans in excess of the amount that the student or parent is eligible to borrow in accordance with sections 425(a), 428(a)(2), 428(b)(1)(A) and (B), 428B, 428H and 455(a) of the HEA;

(9) It will comply with the requirements of Subpart D of this part concerning institutional and financial assistance information for students and prospective students;

(10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that those students apply for enrollment--

(i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and

(ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;

(11) In the case of an institution participating in the FFEL Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;

(12) It will provide the certifications described in paragraph (c) of this section;

(13) In the case of an institution whose students receive financial assistance pursuant to section 484(d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;

(14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;

(15) (i) Except as provided under paragraph (b)(15)(ii) of this section, the institution will use a default management plan approved by the Secretary with regard to its administration of the FFEL or Direct Loan programs, or both for at least the first two years of its participation in those programs, if the institution --

(A) Is participating in the FFEL or Direct Loan programs for the first time; or

(B) Is an institution that has undergone a change of ownership that results in a change in control and is participating in the FFEL or Direct Loan programs.

(ii) The institution does not have to use an approved default management plan if --

(A) The institution, including its main campus and any branch campus, does not have a cohort default rate in excess of 10 percent; and

(B) The owner of the institution does not own and has not owned any other institution that had a cohort default rate in excess of 10 percent while that owner owned the institution.

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

(16) For a proprietary institution, the institution will derive at least 10 percent of its revenues for each fiscal year from sources other than Title IV, HEA program funds, as provided in § 668.28(a) and (b), or be subject to sanctions described in § 668.28(c);

(17) The Secretary, guaranty agencies and lenders as defined in 34 CFR part 682, nationally recognized accrediting agencies, the Secretary of Veterans Affairs, State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

(i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those programs, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or

(iii) Contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that is co-educational and has an intercollegiate athletic program, it will comply with the provisions of § 668.48;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22)(i) It will not provide any commission, bonus, or other incentive payment based directly or indirectly upon success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the awarding of Title IV, HEA program funds, except that this limitation does not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Title IV, HEA program funds.

(ii) Activities and arrangements that an institution may carry out without violating the provisions of (b)(22)(i) of this section include, but are not limited to:

(A) The payment of fixed compensation, such as a fixed annual salary or a fixed hourly wage, as long as that compensation is not adjusted up or down more than twice during any twelve month period, and any adjustment is not based solely on the number of students recruited, admitted, enrolled, or awarded financial aid. For this purpose, an increase in fixed compensation resulting from a cost of living increase that is paid to all or substantially all full-time employees is not considered an adjustment.

## **Appendix A: Worksheet for Institutions on the Assignment of Credit Hours**

(B) Compensation to recruiters based upon their recruitment of students who enroll only in programs that are not eligible for Title IV, HEA program funds.

(C) Compensation to recruiters who arrange contracts between the institution and an employer under which the employer's employees enroll in the institution, and the employer pays, directly or by reimbursement, 50 percent or more of the tuition and fees charged to its employees; provided that the compensation is not based upon the number of employees who enroll in the institution, or the revenue they generate, and the recruiters have no contact with the employees.

(D) Compensation paid as part of a profit-sharing or bonus plan, as long as those payments are substantially the same amount or the same percentage of salary or wages, and made to all or substantially all of the institution's full-time professional and administrative staff. Such payments can be limited to all, or substantially all of the full-time employees at one or more organizational level at the institution, except that an organizational level may not consist predominantly of recruiters, admissions staff, or financial aid staff.

(E) Compensation that is based upon students successfully completing their educational programs, or one academic year of their educational programs, whichever is shorter. For this purpose, successful completion of an academic year means that the student has earned at least 24 semester or trimester credit hours or 36 quarter credit hours, or has successfully completed at least 900 clock hours of instruction at the institution.

(F) Compensation paid to employees who perform clerical "pre-enrollment" activities, such as answering telephone calls, referring inquiries, or distributing institutional materials.

(G) Compensation to managerial or supervisory employees who do not directly manage or supervise employees who are directly involved in recruiting or admissions activities, or the awarding of Title IV, HEA program funds.

(H) The awarding of token gifts to the institution's students or alumni, provided that the gifts are not in the form of money, no more than one gift is provided annually to an individual, and the cost of the gift is not more than \$100.

(I) Profit distributions proportionately based upon an individual's ownership interest in the institution.

(J) Compensation paid for Internet-based recruitment and admission activities that provide information about the institution to prospective students, refer prospective students to the institution, or permit prospective students to apply for admission on-line.

(K) Payments to third parties, including tuition sharing arrangements, that deliver various services to the institution, provided that none of the services involve recruiting or admission activities, or the awarding of Title IV, HEA program funds.

(L) Payments to third parties, including tuition sharing arrangements, that deliver various services to the institution, even if one of the services involves recruiting or admission activities or the awarding of Title IV, HEA program funds, provided that the individuals performing the recruitment or admission activities, or the awarding of Title IV, HEA program funds, are not compensated in a manner that would be impermissible under paragraph (b)(22) of this section.

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary and nationally recognized accrediting agencies;

(24) It will comply with the requirements of § 668.22;

(25) It is liable for all--

(i) Improperly spent or unspent funds received under the Title IV, HEA programs, including any funds administered by a third-party servicer; and

(ii) Returns any title IV, HEA program funds that the institution or its servicer may be required to make;

(26) If the stated objectives of an educational program of the institution are to prepare a student for gainful employment in a recognized occupation, the institution will--

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- (i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by the State in which the program is offered, if the State has established such a requirement, or as established by any Federal agency; and
- (ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student.

(27) In the case of an institution participating in a Title IV, HEA loan program, the institution --

- (i) Will develop, publish, administer, and enforce a code of conduct with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs in accordance with 34 CFR 601.21; and
- (ii) Must inform its officers, employees, and agents with responsibilities with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs annually of the provisions of the code required under paragraph (b)(27) of this section;

(28) For any year in which the institution has a preferred lender arrangement (as defined in 34 CFR 601.2(b)), it will at least annually compile, maintain, and make available for students attending the institution, and the families of such students, a list in print or other medium, of the specific lenders for loans made, insured, or guaranteed under Title IV, of the HEA or private education loans that the institution recommends, promotes, or endorses in accordance with such preferred lender arrangement. In making such a list, the institution must comply with the requirements in 34 CFR 682.212(h) and 34 CFR 601.10;

(29) (i) It will, upon the request of an enrolled or admitted student who is an applicant for a private education loan (as defined in 34 CFR part 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, to the extent the institution possesses such information, including --

(A) The applicant's cost of attendance at the institution, as determined by the institution under part F of Title IV, of the HEA;

(B) The applicant's estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and

(C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

(ii) It will, upon the request of the applicant, discuss with the applicant the availability of Federal, State, and institutional student financial aid;

(30) The institution --

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include --

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in § 668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria. No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

## **Appendix A: Worksheet for Institutions on the Assignment of Credit Hours**

- (ii) Will, in consultation with the chief technology officer or other designated officer of the institution--
  - (A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;
  - (B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students through a Web site or other means; and
  - (C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution; and
- (31) The institution will submit a teach-out plan to its accrediting agency in compliance with 34 CFR 602.24(c), and the standards of the institution's accrediting agency upon the occurrence of any of the following events:
  - (i) The Secretary initiates the limitation, suspension, or termination of the participation of an institution in any Title IV, HEA program under 34 CFR 600.41 or subpart G of this part or initiates an emergency action under § 668.83.
  - (ii) The institution's accrediting agency acts to withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.
  - (iii) The institution's State licensing or authorizing agency revokes the institution's license or legal authorization to provide an educational program.
  - (iv) The institution intends to close a location that provides 100 percent of at least one program.
  - (v) The institution otherwise intends to cease operations.
- (c) In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it--
  - (1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and
  - (2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and
  - (ii) Has complied with the disclosure requirements of § 668.47 as required by section 485(f) of the HEA.
- (d)(1) The institution, if located in a State to which section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b)) does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make those forms widely available to students at the institution.
  - (2) The institution must request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution is not liable for not meeting the requirements of this section during that election year.
  - (3) This paragraph applies to elections as defined in Section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1)), and includes the election for Governor or other chief executive within such State.
- (e)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.
  - (2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.
- (f)(1) Except as provided in paragraphs (g) and (h) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.
  - (2) An institution may terminate a program participation agreement.
  - (3) If the Secretary or the institution terminates a program participation agreement under paragraph (f) of this section, the Secretary establishes the termination date.
- (g) An institution's program participation agreement automatically expires on the date that--

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

- (l) The institution changes ownership that results in a change in control as determined by the Secretary under 34 CFR part 600; or
- (2) The institution's participation ends under the provisions of § 668.26(a)(1), (2), (4), or (7).
- (h) An institution's program participation agreement no longer applies to or covers a location of the institution as of the date on which that location ceases to be a part of the participating institution.

### WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by 20 U.S.C. §§ 1087a *et seq.* (Part C) and 34 C.F.R. Part 685.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Title IV, Part D of the HEA at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.
3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Title IV, Part B and Part D of the HEA for the same period of enrollment.
4. Provide for the implementation of a quality assurance system, as established by the Secretary and



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developed in consultation with Institutions of higher education, to ensure that the Institution is complying with program requirements and meeting program objectives.

5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Title IV, Part D of the HEA.
6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Title IV, Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).
7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).
8. Comply with other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Title IV, Part D of the HEA.
9. Accept responsibility and financial liability stemming from its failure to perform its functions under this Program Participation Agreement.

### **CERTIFICATIONS REQUIRED FROM INSTITUTIONS**

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with the certification requirements under 34 C.F.R. Part 82, "New Restrictions on Lobbying," 34 C.F.R. Part 84, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 34 C.F.R. Part 85, "Governmentwide Debarment and Suspension (Nonprocurement)," and 34 C.F.R. Part 86, "Drug and Alcohol Abuse Prevention." Breach of any of these certifications constitutes a breach of this Agreement.

#### **PART CERTIFICATION REGARDING LOBBYING; DRUG-FREE WORKPLACE; 1 DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG AND ALCOHOL ABUSE PREVENTION**

##### ***1. Lobbying***

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 C.F.R. Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 C.F.R. Part 82, Sections 82.105, and 82.110, the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

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- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Institution shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

### ***2a. Drug-Free Workplace (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart B, for grantees, as defined at 34 C.F.R. Part 84, Sections 84.200 through 84.230 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a drug-free workplace statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The Institution's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
  - (1) Abide by the terms of the statement, and
  - (2) Notify the employer in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).



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### ***2b. Drug-Free Workplace (Grantees Who Are Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart C, for recipients who are individuals, as defined at 34 C.F.R. Part 84, Section 84.300 -

1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and
2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

### ***3. Debarment, Suspension, and Other Responsibility Matters***

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

### ***4. Drug and Alcohol Abuse Prevention***

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

## **Appendix A: Worksheet for Institutions on the Assignment of Credit Hours**

- A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
- A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the Institution of its program to:

- Determine its effectiveness and implement changes to the program if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

### **PART CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND 2 VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS**

**The Institution is to obtain the signatures of Lower Tier Contractors on reproduced copies of the certification below, and retain the signed certification(s) in the Institution's files.**

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

### CERTIFICATION BY LOWER TIER CONTRACTOR (Before Completing Certification, Read Instructions for This Part 3, below)

- (1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name of Lower Tier Organization

---

PR/Award Number or Project  
Name

---

Name of Authorized Representative

---

Title of Authorized Representative

---

Signature of Authorized Representative

---

Date

## **Appendix A: Worksheet for Institutions on the Assignment of Credit Hours**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## **Appendix A: Worksheet for Institutions on the Assignment of Credit Hours**

**NOTE:** A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

### IN WITNESS WHEREOF

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of

Institution's Chief

Executive Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

\_\_\_\_\_

For the Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

U.S. Department of Education



# Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

## SUPPLEMENT A5 – Institution's ECAR



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

### UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 08/17/2016

PAGE A - 1

NAME AND ADDRESS OF INSTITUTION: Hawkeye Community College  
1501 East Orange Road  
Waterloo, IA 50704-8015

TYPE OF INSTITUTION: Public

CONGRESSIONAL DISTRICT: 01

DEPARTMENT REGION: 07

SCHOOL PARTICIPATION TEAM: 07

ACTION DATE: 02/03/2011

ACTION: Reapprove Elig/Full Cert

OPE ID: 00459500

TIN: 420925362

IPEDS ID: 153445

DUNS NBR: 073485716

FEDERAL PELL GRANT ID: 004595

FEDERAL FAMILY EDUCATION LOAN ID: 004595

FEDERAL DIRECT STUDENT LOAN ID: G04595

FEDERAL PERKINS LOAN ID: 001436

FEDERAL SCHOOL CODE: 004595

FEDERAL WORK STUDY ID: 001436

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT ID: 001436

ACADEMIC CALENDAR: Semester Hours

EDUCATIONAL PROGRAM LEVELS OFFERED:

Non-Degree (600-899 hours)

Non-Degree 1 Year (900-1799 hours)

Associate's Degree

Two-Year Transfer

ELIGIBLE: Y

INITIAL APPROVAL DATE: 07/10/1967

CERTIFIED: Certified

LOAN DEFERMENT: Y

WAIVER(S):

\*\*\* End of Waivers \*\*\*

PROGRAM PARTICIPATION AGREEMENT

EFFECTIVE DATE: 03/08/2011

EXPIRATION DATE: 12/31/2016

THE INSTITUTION IS ELIGIBLE TO APPLY FOR PARTICIPATION IN THE FOLLOWING PROGRAMS AUTHORIZED UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED:

TITLE I: Y

TITLE IV: Y

TITLE VII: Y

TITLE X: Y

TITLE XIII: Y

TITLE II: Y

TITLE V: Y

TITLE VIII: Y

TITLE XI: Y

TITLE XIV: Y

TITLE III: Y

TITLE VI: Y

TITLE IX: Y

TITLE XII: Y

TITLE XV: Y

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

Program: TEACH GRANT

Certified:

DATE:

### TITLE IV STUDENT FINANCIAL ASSISTANCE PROGRAMS

<u>PROGRAM</u>	<u>CERTIFIED</u>	<u>APPROVAL DATE</u>	<u>PROGRAM</u>	<u>CERTIFIED</u>	<u>APPROVAL DATE</u>
FWS Com Serv	Y	07/10/1967	FWS Priv Sec Empl	Y	08/06/2001
FWS Job Loc Dev	Y	07/10/1967	FFEL Staff	Y	07/10/1967
FFEL Staff Unsub	Y	08/06/2001	FFEL PLUS	Y	08/06/2001
FPerkins	Y	07/10/1967	FSEOG	Y	07/10/1967
FPell	Y	07/01/1972	FDSLPL Staff	Y	04/01/1995
FDSLPL Staff Unsub	Y	04/01/1995	FDSLPL PLUS	Y	04/01/1995

\*\*\*\* End of Section A \*\*\*\*



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## UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 08/17/2016

ACCREDITATION SECTION

PAGE B - 1

INSTITUTION NAME : Hawkeye Community College

OPE ID : 004595 00

INSTITUTION TYPE : Public

### ACCREDITATION

<u>ACCREDITING AGENCY</u>	<u>DESIGNATION</u>	<u>SCOPE</u>	<u>EFFECTIVE YEAR</u>	<u>NUMBER OF YEARS</u>
North Central Assoc of Colleges and Schools, the Higher Learning Commission	Primary	Institutional	2010	7

\*\*\*\* End of Accreditation Section \*\*\*\*



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## UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION



# Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

## ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 08/17/2016

STATE AUTHORIZATION SECTION

PAGE C - 1

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INSTITUTION NAME : Hawkeye Community College

OPE ID : 004595 00

INSTITUTION TYPE : Public

### STATE AUTHORIZATION

#### STATE AGENCY

IA Department of Education

\*\*\*\* End of State Authorization Section \*\*\*\*



## UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 08/17/2016

OFFICIALS SECTION

PAGE D - 1

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INSTITUTION NAME : Hawkeye Community College

OPE ID : 004595 00

INSTITUTION TYPE : Public

### OFFICIALS

<u>NAME AND ADDRESS</u>	<u>TITLE</u>	<u>PHONE FAX</u>	<u>E-MAIL</u>
Allen, Linda PO Box 8015 1501 East Orange Road Waterloo, IA 50704-8015	President	(319) 296-4201 (319) 296-4220	<a href="mailto:linda.allen@hawkeyecollege.edu">linda.allen@hawkeyecollege.edu</a>
Baker, Gisella C PO Box 8015 1501 East Orange Road Waterloo, IA 50704-8015	Director of Financial Aid	(319) 296-4465 (319) 296-4495	<a href="mailto:gisella.baker@hawkeyecollege.edu">gisella.baker@hawkeyecollege.edu</a>
Gillen, Daniel L PO Box 8015 1501 East Orange Road Waterloo, IA 50704-8015	Vice President Administration and Finance	(319) 296-4268 (319) 296-4474	<a href="mailto:daniel.gillen@hawkeyecollege.edu">daniel.gillen@hawkeyecollege.edu</a>

# Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

\*\*\*\* End of Officials Section \*\*\*\*



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## UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 08/17/2016

ADDITIONAL LOCATIONS SECTION

PAGE E - 1

INSTITUTION NAME : Hawkeye Community College

OPE ID : 004595 00

INSTITUTION TYPE : Public

### ADDITIONAL LOCATIONS

<u>OPE ID</u>	<u>NAME AND ADDRESS</u>	<u>APPROVED FOR CERTIFICATION</u>	<u>INITIAL APPROVAL DATE</u>
00459501	Hawkeye Community College - Waverly Outreach 215 20th Street NW Waverly, IA 50677-2059	Y	02/03/2011
00459502	Hawkeye Community College - Independence Center 23496 Jamestown Avenue Independence, IA 50644-9709	Y	02/03/2011
00459503	Hawkeye Community College - Western Outreach 17040 Market Avenue Holland, IA 50642-8123	Y	02/03/2011
00459504	Hawkeye Community College - Cedar Falls Center 5330 Nordic Drive Cedar Falls, IA 50613-6960	Y	02/03/2011

\*\*\*\* End of Additional Locations Section \*\*\*\*



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## UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 08/17/2016

EDUCATIONAL PROGRAMS SECTION

PAGE F - 1

INSTITUTION NAME : Hawkeye Community College

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

OPE ID : 004595 00

INSTITUTION TYPE : Public

### EDUCATIONAL PROGRAMS

CIP	INSTITUTION'S PROGRAM NAME	APPROVED FOR CERTIFICATION	FULL CREDIT TO DEGREE	INITIAL APPROVAL	CREDIT HOURS	TYPE	DURATION	
							CLOCK HOURS	IN WEEKS
01.0105	Ag Business Management Diploma	Y	Y	09/28/2009	36	Semester	704	32
01.0302	General Agriculture Diploma	Y	Y	09/28/2009	38	Semester	720	32
01.0302	Vet Assisting Diploma	Y	Y	09/28/2009	38	Semester	944	40
01.0605	Grounds Maintenance Diploma	Y	Y	09/28/2009	30	Semester	592	32
03.0201	Natural Resource Management Diploma	Y	Y	09/28/2009	34	Semester	672	32
11.0901	Computer Networking Technician Diploma	Y	Y	11/06/2009	33	Semester	640	32
15.0303	Electronic Engineering Technology Certificate	Y	Y	09/28/2009	35	Semester	880	32
15.0303	Electronic Engineering Technology Diploma	Y	Y	05/13/2013	42	Semester	1056	40
15.0303	Electronic Engineering Technology Diploma-Mechanical	Y	Y	09/28/2009	47	Semester	1168	40
15.0403	Industrial Equipment Maintenance Diploma	Y	Y	02/24/2012	31	Semester	752	32
15.0613	Industrial Automation Technology Certificate	Y	Y	02/24/2012	20	Semester		32
15.0613	Industrial Automation Technology Certificate-Machine Maintenance	Y	Y	02/24/2012	25	Semester		32
19.0709	Early Childhood Education Diploma	Y	Y	09/28/2009	33	Semester	624	32
47.0201	Heating and Air Conditioning	Y	Y	04/07/1997	44	Semester	1232	48
47.0603	Collision Repair and Refinishing	Y	Y	07/12/2001	30	Semester	672	32
48.0501	CNC Machining and Tool - CNC Operator Certificate	Y	Y	02/03/2011	18	Semester	416	16
48.0501	CNC Machining and Tool -CNC Set Up Specialist Certificate	Y	Y	02/24/2012	36	Semester	832	32
48.0501	CNC Machining and Tool Technician Diploma	Y	Y	07/12/2001	45	Semester	1072	48
48.0508	Welding Advance Diploma	Y	Y	04/07/1997	43	Semester	1520	40
48.0508	Welding Certificate	Y	Y	05/13/2013	16	Semester	480	16
48.0508	Welding Diploma	Y	Y	05/13/2013	29	Semester	944	32

## Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

49.0202 Construction Equipment Operation	Y	N	05/16/2014	46	Semester	1456	44
49.0205 Truck Driving and Transportation	Y	N	07/12/2001	19	Semester	608	16
51.0699 Dental Assistant Diploma	Y	Y	04/07/1997	45	Semester	1120	48
51.0713 Medical Insurance Coding Specialist	Y	Y	05/16/2014	41	Semester	736	48
51.0716 Medical Secretary Diploma	Y	Y	07/12/2001	41	Semester	832	48
51.0904 Paramedic	Y	Y	05/16/2014	35	Semester	1104	40
51.3901 Practical Nurse (L.P.N. Training)	Y	Y	04/07/1997	44	Semester	912	48
52.0301 Accounting Technician	Y	Y	09/28/2009	33	Semester	592	32
52.0402 Administrative Assistant	Y	Y	05/13/2013	42	Semester	896	40
52.0402 Office Assistant Certificate	Y	Y	05/13/2013	29	Semester	512	32
52.0408 Office Specialist	N	Y	04/07/1997	35	Semester	640	32

\*\*\*\* End of Educational Programs Section \*\*\*\*



## UNITED STATES DEPARTMENT OF EDUCATION

### SCHOOL PARTICIPATION MANAGEMENT DIVISION

#### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 08/17/2016

SERVICER INFORMATION SECTION

PAGE H - 1

INSTITUTION NAME : Hawkeye Community College

OPE ID : 004595 00

INSTITUTION TYPE : Public

#### SERVICER INFORMATION

<u>SERVICER NAME</u>	<u>CONTACT NAME</u>	<u>SERVICES OFFERED</u>
ACT (American College Testing) 500 Act Drive Iowa City, IA 52243	John Roth	Ability To Benefit Tester
Inceptia 1300 O Street Lincoln, NE 68508	Staci Stewart	Other
National Student Clearinghouse 2300 Dulles Station Boulevard Herndon, VA 20171	Mr. Daniel R. Boehmer	Performing Loan Servicing

\*\*\*\* End of Servicer Information Section \*\*\*\*

# Appendix A: Worksheet for Institutions on the Assignment of Credit Hours

Return to the [Application Index](#)



**Academic Year**  
**2015 – 2016**  
**Course Descriptions**

***Supplement: B1***

### **ACC111 Introduction to Accounting**

**3 credits**—This course covers the terminology, concepts, and procedures involved in financial accounting for businesses. Topics include accounting for cash and accounting for payroll.

**Lecture Hours:** 48

### **ACC115 Introduction to Accounting**

**4 credits**—This course presents the fundamental concepts, procedures, and applications of the accounting cycle for service and merchandising businesses. The proprietorship form of ownership is studied. Topics include the special journals, payroll accounting, and accounting for cash.

**Lecture Hours:** 64

### **ACC116 Introduction to Accounting II**

**4 credits**—This course is a continuation of Introduction to Accounting (ACC-115) emphasizing the principles of accrual accounting. Emphasis is placed on accounting for corporations and a manufacturing business. Topics include accounting for receivables, inventory, and long-term assets.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC131 Principles of Accounting I**

**4 credits**—This course is an introduction to basic financial accounting concepts and procedures for service and merchandising businesses. Topics included are the accounting cycle; accounting systems; financial statements; accounting for cash, receivables, payables, inventories, plant assets, partnerships, corporations, and bonds.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D- in MAT063 or equivalent COMPASS or ACT math score.

### **ACC132 Principles of Accounting II**

**4 credits**—The course continues to address topics in financial accounting that began in Principles of Accounting I. Primary emphasis is on managerial accounting and the corporate form of ownership. Topics include accounting for bonds, the statement of cash flows and financial statement analysis. Managerial accounting topics include job order and process cost systems, cost-volume-profit analysis, budgeting and standard cost systems. Capital investment analysis and activity-based costing are also addressed.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in ACC131.

### **ACC190 Financial Analysis**

**2 credits**—This course provides the student with a general framework of corporate finance. The emphasis is limited to financial analysis of business performance and evaluation of alternative choices for investments and working capital.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC222 Cost Accounting**

**4 credits**—This course provides an introduction to the accounting concepts of manufacturing systems. In addition to job order and process costing systems, profit planning and control programs are emphasized.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC231 Intermediate Accounting I**

**4 credits**—This course emphasizes accounting theory as students work with detailed applications of various balance sheet and income statement accounts. Applicable generally accepted accounting principles are emphasized as they relate to each subject area. Time values of money concepts are also introduced.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC232 Intermediate Accounting II**

**4 credits**—This course continues the detailed applications that began in Intermediate Accounting I. Emphasis is on corporate debt and equity. The statement of cash flows is addressed extensively as well as the accounting for business combinations. The course will conclude with financial statement analysis.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC231 Intermediate Accounting I.

### **ACC250 Review for the LPA Exam**

**3 credits**—This course reviews and summarizes the accounting, law, and ethics information received in the accounting program over four semesters to prepare students for the licensing exam.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116 or instructor approval.

### **ACC265 Income Tax Accounting**

**4 credits**—Emphasis is placed on the understanding of the federal tax system. The student will gain hands on experience preparing the most current tax forms for sole proprietorship businesses and individuals. Tax planning is addressed as it relates to the current and forthcoming year. Students will be provided with an opportunity to use computer software to prepare returns.

**Lecture Hours:** 64

### **ACC311 Computer Accounting**

**3 credits**—This course presents an introduction to a computerized accounting system. Two popular software packages will be used to accumulate, classify, and summarize data about a business.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

**ACC360 Accounting Spreadsheets**

**2 credits**—This course provides the student with an in depth working knowledge of how to use an integrated spreadsheet program to assist in routine jobs. Writing formulas is emphasized along with planning and creating spreadsheets.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA205.

**ACC801 Payroll Accounting**

**1 credit**—This course involves the study of the federal, as well as the state forms and regulations concerning payroll. Students will be completing a comprehensive payroll simulation.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

**ACC803 Accounting Simulations**

**1 credit**—This course provides hands-on experience using a manual and computerized simulation of an accounting cycle. The proprietorship form of business, accrual accounting and other concepts learned in the first accounting course will be the basis for the simulation.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

**ACC924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

Can be completed for up to three credits.

**Lecture Hours:** 16

**ADM105 Introduction to Keyboarding**

**1 credit**—This course presents the technique and development of touch keyboarding. Basic functions of a computer are introduced with emphasis on learning alphabetic, numeric and symbolic keys, and the numeric keypad. The minimum competency of 25 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required.

**Lab Hours:** 32

**ADM108 Keyboarding Skill Development**

**1 credit**—The skill building process is continued. This course assists students to improve speed and accuracy. The minimum competency of 40 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in ADM105.

**ADM131 Office Calculators**

**1 credit**—The 10-key electronic calculator is used in business related applications. The emphasis is on speed and accuracy as the student performs the basic arithmetical procedures.

**Lab Hours:** 32

**ADM148 Transcription**

**2 credits**—This course builds and strengthens skills in machine transcription. Students are provided instruction for using transcription equipment with emphasis on language skills, including spelling, capitalization, punctuation, and word usage. Emphasis will be on editing, proofreading, and mailability of documents.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA134 and ADM105.

**Pre/Co-requisite(s):** A minimum grade of D- in ADM159 Proofreading and Editing.

**ADM159 Proofreading and Editing**

**2 credits**—This course emphasizes the applications designed to sharpen skills in detecting and correcting errors in written communications including memos, letters, reports, databases, presentation slides, advertisements, and spreadsheets. It also introduces the student to proofreading and editing skills necessary when using current and new technology (i.e. email messages and voice recognition).

**Lecture Hours:** 48

**ADM162 Office Procedures**

**3 credits**—This course provides preparation for employment in today's rapidly changing office environment by exposing a variety of topics including the working environment, oral and written communication, and administrative support services.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA134 and ADM159.

**ADM180 Administrative Management**

**3 credits**—Administrative management is studied including organization, site location, office layout, environment, communication processes, job analysis, job evaluation, salary administration, performance appraisal, and employer/employee relations.

**Lecture Hours:** 48

**ADM200 Legal Document Processing**

**3 credits**—This course familiarizes students with various fields of law and the proper preparation of legal documents utilized in each. Students will apply various skills in preparing legal documents, including transcription skills, communication skills, problem-solving skills, and technical skills.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ADM105, BCA134, and ADM148.

**ADM203 Legal Office Concepts and Procedures**

**3 credits**—This course provides an understanding of the legal office environment and offers a broad spectrum of legal concepts and procedures.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in BCA134.



**ADM208 Legal Terminology**

**3 credits**—This course is designed to familiarize students with the most commonly used legal terms in today's workplace. It emphasizes correct spelling and defining of legal terms.

**Lecture Hours:** 48

**ADM222 Career Capstone**

**3 credits**—Career skills, techniques and strategies that will assist the student in securing and maintaining employment are developed. Students will learn the fundamentals of the job search process, including interviewing skills and employment correspondence.

International, legal, and ethical issues as well as technological developments affecting workplace communication skills are incorporated throughout the course. An individual capstone portfolio will be created. It is required that this course be taken the semester in which the student will be graduating.

**Lecture Hours:** 48

**Prerequisite(s):** Can only be taken in the term in which the student will be completing their program of study.

**ADN122 Advanced Nursing Skills**

**2 credits**—This course provides supervised practice of advanced nursing skills in a laboratory setting. The student is assisted in gaining skill and accuracy through demonstration, supervised practice and evaluation

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** Admission to the Associate Degree Nursing program.

**Co-requisite(s):** ADN123 Physical Assessment

**Pre/Co-requisite(s):** A minimum grade of C in ADN531 Advanced Adult Health Nursing I.

**ADN123 Physical Assessment**

**2 credits**—This course covers basic physical assessment with history taking and data collection, analysis and planning for care, nursing interventions and documentation.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** Admission to the Associate Degree Nursing program. This course begins the 3 year time limit for completion of the ADN curriculum. A minimum grade of C in BIO168.

**Co-requisite(s):** A minimum grade of C in ADN122 Advanced Nursing Skills.

**Pre/Co-requisite(s):** A minimum grade of C in ADN531 Advanced Adult Health Nursing I.

**ADN281 Diet Management**

**1 credit**—This course continues the study of food nutrients and body utilization for good health. There is emphasis on special diets, food exchanges, socio-economic and cultural implications of nutrition.

**Lecture Hours:** 16

**Prerequisite(s):** Admission without conditions to the Associate Degree Nursing program.

**ADN315 Professional Roles of Nursing Practice**

**2 credits**—This course focuses on the role of professional nursing, the implementation of leadership and managerial aspects within the nursing discipline. This course will discuss ethical and legal issues, roles of the registered nurse, the nursing process, critical thinking, and Evidence Based Practice guidelines within nursing practice. Preparation for the licensing exam is also included.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, PNN217 Nursing Clinical II, BIO151, BIO185, and SPC101.

**Co-requisite(s):** ADN531 Advanced Adult Health Nursing I, ADN122 Advanced Nursing Skills, and ADN123 Physical Assessment.

**ADN410 Advanced Nursing in OB and PEDS**

**5 credits**—This course provides comprehensive care for childbearing and pediatric clients in wellness and illness with special emphasis on health interruptions and variations and the nursing process needed to meet these variations. Clinical experiences are provided in selective acute care and community settings.

**Lecture Hours:** 48

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN122, ADN123, ADN315, and ADN531.

**ADN477 Psychiatric Nursing**

**5 credits**—This course focuses on the study and application of modern concepts of psychiatric nursing and effective interactions with people. The student will respond therapeutically to clients with maladaptive behaviors through utilization of the nursing process by applying the principles of mental health and psychiatric nursing.

**Lecture Hours:** 48

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN123 and ADN315.

**ADN531 Advanced Adult Health Nursing I**

**5 credits**—This course is a study of the concepts of health and illness and of the nursing process in providing comprehensive nursing care for adults requiring advanced medical and surgical care. The content includes a review of shock, stress, immunity, fluid, electrolyte, acid base, eye, ear, respiratory, endocrine, reproductive and musculoskeletal disorders. Clinical experiences are provided in selected acute care settings.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ADN122, ADN123, and ADN315.

### **ADN532 Advanced Adult Health Nursing II**

**6 credits**—This course is a continuation of Advanced Adult Health Nursing I. Emphasis is placed on the nursing process in providing comprehensive care of the complex medical- surgical adult patient. The content includes cardiac, peripheral vascular, digestive, hematologic, oncologic, urinary and neurologic disorders. Clinical experiences are provided in acute care and community settings. Selected experience in the nurse manager role is included.

**Lecture Hours:** 64

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN122, ADN123, ADN315, and ADN531.

### **ADN924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **AGA114 Principles of Agronomy**

**3 credits**—This course presents introductory principles of plant-soil-climate relationships in crop production, plant anatomy, crop plant classification and identification, crop physiology, climate, soils, soil water, tillage and seeding, plant breeding, seed and grain quality, weeds, insects, crop diseases, crop management, harvesting and storage. Global Positioning and Geographic Information Systems in crop systems is discussed.

**Lecture Hours:** 32 **Lab Hours:** 32

### **AGA154 Fundamentals of Soil Science**

**3 credits**—This course presents information on soils and soil fertility, land use, soil formation, soil types, soil testing, soil physical characteristics, soil classes, primary nutrients, secondary nutrients, micro-nutrients, fertilizer materials, fertilizing, and using soil test information. The use of Global Positioning and Geographic Information Systems in recording soil data is covered.

**Lecture Hours:** 32 **Lab Hours:** 32

### **AGA214 Cash Grains**

**3 credits**—This course introduces the production of Iowa's main cash crops; corn and soybeans. Units include: crop history, crop development, seed selection, fertilization, insect and weed control, harvesting, grain handling, marketing, storage and the economic importance of each crop. New and experimental production practices are discussed for practical application.

**Lecture Hours:** 32 **Lab Hours:** 32

### **AGA284 Pesticide Application Certification**

**3 credits**—This course will introduce students to the safe use of agricultural chemicals. Safety precautions and prevention of chemical exposure will be stressed when discussing types of chemicals, usage, application, equipment, and mixing. First aid and responding to chemical contamination will also be discussed. This course prepares the students for taking the Iowa Commercial Pesticide Applicators Certification Exam.

**Lecture Hours:** 32 **Lab Hours:** 32

### **AGA376 Integrated Pest Management**

**3 credits**—This course is designed to make application and use of some materials learned in other courses. Decision making as it deals with the total cropping plan is stressed. An individual will determine from observation weed problems, plant populations, disease problems, insect problems, do yield checks, make recommendations for handling any problems. COURSE PREREQUISITE: NONE

**Lecture Hours:** 32 **Lab Hours:** 32

### **AGA924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **AGB101 Agricultural Economics**

**3 credits**—This course introduces students to basic concepts in economics, including various aspects of an economy-like agriculture, industry, population, food supply, government policies and physical environmental affect on each other and the economy as a whole. Resources used in agricultural production, organization price determination, supply, demand, and profit modernization is studied.

**Lecture Hours:** 32 **Lab Hours:** 32

### **AGB111 Agriculture Enterprise Lab**

**1 credit**—Agriculture Enterprise lab offers students the opportunity to gain hands-on educational experiences by working at the Hawkeye farm laboratory under the supervision of an instructor. Students will be assigned projects with specific enterprises. They will be responsible for completing them in a timely manner for a limited time. This course may be repeated up to three times.

**Lab Hours:** 48

### **AGB235 Introduction to Agriculture Markets**

**3 credits**—This course provides the student with an introduction to grain merchandising and farm marketing. It is taught from the standpoint of a country elevator; however, the same principles apply to many other aspects of the grain industry. We emphasize the elevators relationship and responsibility to its customers. The basic fundamentals of marketing are discussed along with the more advanced aspects of managing basis positions, basis trading and managing risks. Some prior knowledge of country elevators and the futures market is useful but not required.

**Lecture Hours:** 32 **Lab Hours:** 32

**AGB303 Agriculture Leadership**

**3 credits**—This course is designed to enhance students' abilities in the area of leadership. The course includes activities that enable students to develop skills in communication, problem solving, committee work, and parliamentary procedure. Students may be involved in many local, state and nationally organized activities.

**Lecture Hours: 32 Lab Hours: 32**

**AGB331 Entrepreneurship in Agriculture**

**3 credits**—This course introduces students to basic principles of organizing, financing, and managing a business. Including product merchandising and marketing, personnel management, credits, and risk management.

**Lecture Hours: 32 Lab Hours: 32**

**AGB336 Agricultural Selling**

**3 credits**—This course presents aspects of the sales process including: selling success, types of sales questions, creating the selling climate, motivation, attitude, referral prospecting, no referral prospecting, phone sales, sales presentations and demonstrations, qualifying the prospect, overcoming objectiveness, closing twelve power closes, and sales paper work.

**Lecture Hours: 32 Lab Hours: 32**

**AGB466 Agricultural Finance**

**3 credits**—This course introduces the principles and practices employed by today's agriculture and business lending institutions. Instruments used in financing ag production and ag business are covered. Areas of study include interest, investing, payroll, taxes, and financial instruments.

**Lecture Hours: 32 Lab Hours: 32**

**AGC103 Ag Computers**

**3 credits**—This course will introduce students to the hardware, software, word processing, database and spreadsheet programs, as well as various utility software. Applications of various agricultural management uses are covered throughout. Networks, telecommunication, Global Positioning and Geographic Information Systems are also introduced.

**Lecture Hours: 32 Lab Hours: 32**

**AGH107 Horticulture Lab**

**1 credit**—Horticulture lab offers students the opportunity to work in the Hawkeye horticulture laboratory under the supervision of an instructor. Students will be assigned projects and will be responsible for completing them on a timely basis for a limited time. This course may be repeated up to five times.

**Lab Hours: 48**

**AGH112 Introduction to Turfgrass Management**

**3 credits**—This course introduces the types of grass species and their uses; their growth habits, and development as a unique plant species. Proper culture and establishment procedures are studied, as well as their importance to the environment.

**Lecture Hours: 48**

Supplement B1

**AGH119 Herbaceous Plant Materials**

**2 credits**—This course covers identification, adaptation, cultural characteristics and uses of selected annuals, perennials and bulbs suitable for use in landscape and gardens in Iowa. Students will identify the plants covered and will also be required to incorporate them into four flower garden design projects.

**Lecture Hours: 32**

**AGH123 Woody Plant Materials**

**2 credits**—The identification, morphology, landscape use and culture of native and nonnative woody plants of the Upper Midwest. First part of course will include emphasis on deciduous plants. Last part of course will include emphasis on evergreens.

**Lecture Hours: 32**

**AGH134 Greenhouse Production**

**3 credits**—This course explores various employment opportunities in the greenhouse career field. Production theories and practices are studied. Emphasis is on proper techniques of watering, potting, transplanting, fertilizing and various other aspects of greenhouse production. Cultural practices used to produce the most common greenhouse crops are also covered.

**Lecture Hours: 48**

**AGH140 Equipment Operations**

**2 credits**—This course introduces the general care and use of horticultural equipment in turf and landscape maintenance, and construction. Emphasis is on operation, preventative maintenance performed by the operator, daily lubrications and minor adjustments. Students will also mount and dismount accessories used on the equipment. Safe operation of machinery is emphasized.

**Lecture Hours: 16 Lab Hours: 32**

**AGH142 Landscape Construction**

**2 credits**—Principles and practices of landscape construction will be explained. Curriculum encompasses process from initial client contact to installation of plant material and hardscape. Laboratory work in the course involves landscape installation using various materials and techniques

**Lecture Hours: 32**

**AGH143 Equipment Repair**

**3 credits**—This course is an introduction to basic maintenance of mechanical, hydraulic, and electrical systems of gasoline and diesel engines. Maintenance, up-keep and repair techniques on reel mowers, rotary mowers, and other horticulture equipment are covered.

**Lecture Hours: 32 Lab Hours: 32**

**AGH152 Landscape Design Techniques**

**3 credits**—Concepts and applications of landscape design principles are utilized in completing landscape plans. Emphasis is placed on the design principles for preparing, evaluating and selling landscape plans.

**Lecture Hours: 32 Lab Hours: 32**

**AGH159 Landscape Graphics**

**2 credits**—This course is an introduction to landscape graphics associated with drafting equipment and materials, and computer aided drawings

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C in AGH152 Landscape Design Techniques.

**AGH161 Irrigation Systems**

**2 credits**—This course presents various types of irrigation equipment: heads, valves, controllers, pipe, and the accessories used in an irrigation system. The course presents the function of water, its relationships to plants and soil, and an introduction to water hydraulics.

**Lecture Hours: 32 Lab Hours: 32**

**AGH200 Landscape Estimating and Bidding**

**2 credits**—This course focuses on the fundamentals of creating a landscape project estimate including material take-offs, plant pricing, labor rates, measuring, reading landscape plans and math calculations.

**Lecture Hours: 16**

**AGH211 Advanced Turfgrass Management**

**2 credits**—The course provides opportunities for students to learn techniques of golf course management and operation. Proper construction of specific golf course areas such as: greens, trees, bunkers, basic golf course design is presented. Budgets, irrigation, maintenance and an integrated pest management program are presented.

**Lecture Hours: 48**

**AGH221 Principles of Horticulture**

**3 credits**—This course provides students with an overall view of how man utilizes horticulture plant materials. Topics covered are fruits, vegetables, ornamental plants and their proper use and care. Proper culture and environmental conditions are also included.

**Lecture Hours: 48**

**AGH233 Plant Propagation I**

**3 credits**—Introduces students to techniques used in reproducing plants through sexual and asexual methods. Seedlings, vegetative cuttings, grafts and buddings are practiced in the laboratory.

**Lecture Hours: 32**

**AGH270 Nursery Production**

**2 credits**—This course introduces the student to theory and techniques of springtime nursery production. Students will plant trees, shrubs and evergreens in the horticulture lab nursery, and participate in other nursery cultural practices, such as: weed control, pruning, cultivation, etc.

**Lecture Hours: 16 Lab Hours: 32**

**AGH273 Nursery Management**

**2 credits**—Basic management functions are applied to a plant nursery. Advertising, harvest and sale of trees and shrubs from the school nursery provide students with hands-on experiences. Chemical selection for pest control in a nursery will also be covered. Students will be involved in planning the planting of the horticulture lab nursery.

**Lecture Hours: 32 Lab Hours: 32**

**AGH280 Botany for Horticulture**

**3 credits**—This course presents the basic structure of plant life, plant nomenclature, botanical terminology, the function of plant parts: cells, tissues, roots, and leaves. The physiological processes of plant life; osmosis, photosynthesis, respiration, transpiration, reproduction and the basic principles of genetics, and the plants metabolism is discussed.

**Lecture Hours: 32 Lab Hours: 32**

**AGH281 Arboriculture**

**3 credits**—A study of tree culture with emphasis on propagation, pruning, transplanting, pest control, urban environment concerns and recognition of hazards and liabilities. Methods of evaluation of values of trees also studied.

**Lecture Hours: 48**

**AGH292 Garden Center Management**

**3 credits**—Display, promotion and merchandising in the modern garden center will be stressed. Problems of distribution functions of marketing and their costs will be studied. Management's role in organizing a business and financial planning will be discussed.

**Lecture Hours: 48**

**AGH400 Athletic Field Maintenance**

**3 credits**—Studies specific sport facilities utilizing turf grasses including football, soccer, field hockey, baseball, and softball fields. Techniques of operation, management, maintenance, budgets, construction, and irrigation will be covered.

**Lecture Hours: 32 Lab Hours: 32**

**AGH425 Grounds Maintenance**

**3 credits**—This course introduced basic maintenance practices used on a golf course; golf course etiquette, procedures such as top dressing, aerifying, mowing, verticutting, fertilizing, watering, and changing cups on a green. Introduces maintenance practices used in sports complexes, parks and recreation areas, and commercial and industrial grounds.

**Lecture Hours: 32 Lab Hours: 32**

**AGM104 Electricity**

**3 credits**—This course is an in-depth study of theory in the diagnosing and repair of electrical components and circuitry.

**Lecture Hours:** 48

**AGM107 Gas Engine Rebuild**

**7 credits**—This course covers the theory of gas engines and the construction, diagnosis, and repair of all the systems. Fuel, ignition, and supportive systems are also included.

**Lecture Hours:** 80

**AGM113 Hydraulics I**

**3 credits**—This course covers theory and symbols of hydraulic components. Testing and repair of components is performed according to manufacturer's specifications.

**Lecture Hours:** 32

**AGM126 Diesel Engine Sub Systems**

**3 credits**—A study of diesel fuel systems, air intake systems, cooling systems and exhaust systems.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

**AGM128 Fundamentals of Diesel Engine**

**5 credits**—Students are introduced to diesel engine application, design, construction, theory and operating principles of diesel engines. This course also covers diagnosis, disassembly, and assembly of diesel engines.

**Lecture Hours:** 32

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

**AGM142 Diesel Power Transfer Systems**

**4 credits**—Students are introduced to application, design, construction, theory and operating principles of transmission, differentials and final drives.

**Lecture Hours:** 16 **Lab Hours:** 96

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

**AGM224 Hydraulics II**

**4 credits**—This course covers theory and symbols of hydraulic systems. Testing and repair of hydraulic systems is performed with the use of meters and gauges for proper diagnosis.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

**AGM327 Equipment Maintenance**

**7 credits**—This course presents background on theory of operation, diagnosis, and repair of brakes and suspension systems. Students gain knowledge and skill in performing preventive maintenance, service, and inspection of equipment. Arc welding and flame cutting will also be taught. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377. AGM333 Electronics

**3 credits**—This course is a continuing study of electricity in electronic components covering circuitry, diagnosis and repair.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

**AGM408 Power Transfer Systems**

**7 credits**—A study of the power train from the clutch through the rear driving axles. Emphasis is placed on clutch types, transmissions, and drive axles. Key goals of the course are failure analysis and troubleshooting malfunctions.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

**AGM417 Ag Equipment Repair**

**7 credits**—This course is designed to give students the opportunity to apply competencies previously achieved to repair and service projects. Also included is theory and operation, diagnosis, and repair of heating and air conditioning systems. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.

**AGM932 Internship**

**1 credit**—Students will work on-site at a local industry under the direction of a supervisor.

**Co-op Hours:** 64

**Prerequisite(s):** Completion of the Electronic Engineering Technology with a Mechanical Emphasis program. A minimum grade of D- in AGM128.

**AGP333 Precision Farming Systems**

**3 credits**—Fundamental processes of Global Positioning System (GPS) with emphasis on its application to agriculture will be covered. General technical aspects of the GPS satellites, differential correction, and hardware will be covered. The specific application of this technology in agriculture for mapping, navigation, variable rate technology (VRT), and data collection will be discussed and demonstrated on the farm laboratory.

**Lecture Hours:** 32 **Lab Hours:** 32

### **AGP340 Foundations of GIS and GPS**

**3 credits**—This course will introduce fundamental processes of Global Positioning System (GPS) including technical aspects of the GPS satellites, differential correction, and hardware. The specific application of this technology for mapping, navigation, variable rate technology (VRT), and data collection will be discussed and demonstrated. Fundamental processes of Geographic Information Systems (GIS) will also be introduced, including file formats, data base management, spatial analysis and manipulation of data.

**Lecture Hours: 32 Lab Hours: 32**

### **AGP401 Introduction to GIS Software**

**1 credit**—This course provides a conceptual overview and hands-on experience using the software, giving one the background knowledge to quickly take advantage of Arc GIS Software's powerful display and query capabilities. Students will learn basic Arc GIS Software functionality. Students become familiar with the Arc GIS Software user interface and use Arc GIS Software to create, edit, display, query and analyze geographic and tabular data and create maps and charts for use electronically and in print form.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of D- in AGC103.

### **AGP436 Advanced Precision Farming Hardware**

**3 credits**—This course will focus on the installation, operation, and troubleshooting of precision farming hardware components. Students will learn how to install displays, GPS equipment, and various other components used within precision agriculture. Students will properly operate various precision agriculture hardware systems such as displays, variable rate controllers, and GPS equipment. Special attention will be given to training students to troubleshoot problems and learn how to develop cognitive problem solving skills.

**Lecture Hours: 32 Lab Hours: 32**

### **AGP450 Fundamentals of GIS**

**3 credits**—Fundamental processes of Geographic Information Systems (GIS) with emphasis in its application to agriculture will be covered. File formats, data base management, spatial analysis and manipulation of data will be covered thoroughly. Comparisons of GIS and mapping software, and conversions between formats will also be discussed. The lab portion will concentrate on using georeferenced data from mapping and yield monitoring to develop maps from which a VRT prescription will be synthesized.

**Lecture Hours: 32 Lab Hours: 32**

### **AGS113 Survey of the Animal Industry**

**3 credits**—This course introduces students to the species and breeds of domestic livestock and development of an appreciation for the principles of livestock production, and issues facing product marketing. Topics include: breeds, basic management and marketing of farm animals, composition, evaluation and marketing of farm animals, composition, evaluation and marketing of animal products; including beef and dairy cattle, horses, goats, poultry, sheep and swine.

**Lecture Hours: 32 Lab Hours: 32**

### **AGS211 Issues Facing Animal Science**

**2 credits**—Overview of the factors that define contemporary ethical and scientifically based issues facing animal agriculture. Life skills development will be incorporated.

**Lecture Hours: 32**

### **AGS216 Equine Science**

**3 credits**—This course presents the basic management and production practices for horses including nutrition, health care, facilities, reproductive management, breeding and evaluation. The course is designed for students wanting to learn how to care for their own horse or for other owners? horses as a herdsman or in a stable.

**Lecture Hours: 32**

### **AGS218 Domestic Animal Physiology**

**4 credits**—Introduction to the functional anatomy and physiological activities governing the animal body through discussion and observation via video of the various body systems; including cells, senses, nerves, skeletal, circulatory, respiratory, digestive urinary, muscular reproductive and endocrinology. Fundamentals of identification, prevention, and treatment of various common disease problems. This course presents a sound preventative approach to animal health and husbandry as it relates to body health, form and function.

**Lecture Hours: 48 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in AGS113.

### **AGS225 Swine Science**

**3 credits**—This course provides an understanding of the principles involved with comprehensive swine management; selection to marketing. Emphasis will be placed on business aspects, production systems, facilities, health, record systems, and analysis. Field trips and guest speakers will be included. Hands-on training will be included through the swine-teaching herd.

**Lecture Hours: 32 Lab Hours: 32**

### **AGS226 Beef Cattle Science**

**3 credits**—This course prepares students to integrate production principles. Management principles involved with comprehensive beef cattle production will be emphasized. Topics included: overview of the industry, budgeting, record analysis, principles of bull management, cow and heifer management practices, preconditioning programs, feedlot management and marketing. Students receive hands-on experience working with the school teaching herd plus field trips and guest speakers.

**Lecture Hours: 32 Lab Hours: 32**

### **AGS272 Foods of Animal Origin**

**5 credits**—An introduction to contemporary practices in the meat industry with a focus on production, processing and preservation of safe, wholesome, nutritious and palatable animal derived products (meat, dairy, and eggs).

**Lecture Hours: 64 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in AGS113.

### **AGS275 Food Safety and Analysis**

**3 credits**—An introduction to food quality control/assurance and establishment of decision-making processes, looking at potential hazards in the food system along with

ways to ensure safety of products. The 3 modules of this course will be 1) Food hazards 2) HACCP (Hazard Analysis Critical Control Points) and 3) Analysis for potential contamination.

**Lecture Hours: 32 Lab Hours: 32**

### **AGS305 Livestock Evaluation**

**3 credits**—This course develops the student's potential in livestock selection with emphasis placed on the evaluation of breeding animal as well as market animals. The course emphasizes the visual appraisal and the carcass evaluation of beef, swine, and sheep. Production records and grading, and wholesale and retail cuts will be studied.

**Lecture Hours: 32**

### **AGS319 Animal Nutrition**

**3 credits**—This course introduces students to the underlying principles of livestock nutrition through discussion of nutrition information, digestive systems, feedstuffs and ration balancing. Nutritional principles, digestive systems, composition and nutritional characteristics of common feedstuffs, ration formulation and recommended feeding programs of farm animals, including beef and dairy cattle, horses, poultry, sheep and swine will be emphasized.

**Lecture Hours: 32 Lab Hours: 32**

### **AGS924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **AGT700 Special Topics: Agriculture Education**

**1 credit**—This course is designed for secondary agriculture education professionals to develop and enhance knowledge and skills in specific emerging practices, issues, and technical content areas in the broad industry of agriculture.

**Lecture Hours: 16**

**Prerequisite(s):** Secondary Educator

### **AGT805 Employment Experience**

**5 credits**—This course provides students with opportunities to gain on-the-job experience in the agriculture industry. Students will gain an understanding of qualities and skills needed for success in the agricultural field. Coordination and guidance will be provided by department instructors.

**Co-op Hours: 320**

### **AGT928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours: 16**

### **AGV101 Veterinary Assisting**

**3 credits**—This is a Capstone course that will provide students the necessary skills and competencies that are needed to successfully perform the duties of a veterinary assistant. An example of topics covered will include; basic laboratory procedures, animal positioning, and surgical assistance. Staff and animal safety will also be covered.

**Lecture Hours: 32 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in AGV154 or instructor approval.

### **AGV121 Veterinary Medical Terminology**

**2 credits**—This class focuses on reading and interpreting medical charts and records, and conversing with veterinary professionals. It is designed for students to develop a working understanding of the language of veterinary medicine.

**Lecture Hours: 32**

### **AGV123 Companion Animal**

**3 credits**—This course provides an understanding of the basic principles of Anatomy and Physiology and Health of companion animals. Additionally the course will offer insight into social behavior and relationships. Also included will be training, housebreaking and obedience.

**Lecture Hours: 32 Lab Hours: 32**

### **AGV140 Veterinary Pharmacology**

**3 credits**—This class introduces the student to small animal pharmaceuticals. Learning is centered on the use, dosage, administration, handling, and storage of commonly used drugs used in small and large animal veterinary practices.

**Lecture Hours: 32 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in AGS218.

### **AGV154 Veterinary Reception and Administration Skills**

**4 credits**—This class introduces the student to means necessary to establish a working relationship with clients in the veterinary field. Familiarizes students with software used in veterinary practice.

**Lecture Hours: 64**



**ANT105 Cultural Anthropology**

**3 credits**—This course introduces the student to a comparative study of societies around the world. In this course cultural similarities and differences are explored to illustrate how human beings construct and conduct their existence. It emphasizes the origin and maintenance of the human species by studying its evolution, cultural development, ecology, kinship, organizations, and symbolic expressions. (Same as SOC-208)

**Lecture Hours:** 48

**ARC112 Architectural Drafting I**

**3 credits**—This course introduces the student to the drafting environment and includes basic knowledge and fundamental skills of manual drafting. Special emphasis is placed on reproducible line quality, lettering, geometric constructions and layout techniques.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** Must be in program major.

**ARC122 Architectural Drafting II**

**3 credits**—In this course, students develop drafting skills related to residential and light commercial architecture. Working drawings for a house will be produced from preliminary drawings, including a foundation plan, floor plan, exterior elevations and building and wall sections.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** ARC112 and CON113

**ARC175 Building Systems**

**3 credits**—This course is a study of basic construction materials and methods used in residential and light commercial projects. Students will examine building systems by studying the structural, exterior finishing and interior finishing systems.

**Lecture Hours:** 48

**Prerequisite(s):** ARC112 and CON113

**ARC176 Construction Scheduling**

**3 credits**—This course introduces the student to procedures for managing and scheduling materials, and labor equipment for a construction project. The students will examine and develop several of the methods used in organizing, tracking and illustrating a schedule for a construction project. Critical Path Method (CPM) scheduling will be the major focus of this course.

**Lecture Hours:** 32 **Lab Hours:** 32

**Co-requisite(s):** ARC175 Building Systems

**ARC177 Load Calculations**

**3 credits**—Students study wood, steel and concrete structural members as building materials and then size them to meet specific building requirements by using mathematic calculations and Load Tables.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ARC175.

**Co-requisite(s):** MAT744 Technical Math or MAT122 College Algebra

**ARC178 Building Codes and Construction Documents**

**2 credits**—Students study the development, adoption and enforcement of building codes. The effect of codes on building materials and methods is also examined. Students investigate the function and employment of common construction documents used in bidding and the administration of building activities.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in ARC175.

**ARC252 AEC CAD I**

**3 credits**—This course introduces the student to Architectural, Engineering and Construction (AEC) CAD technique for the production of working drawings for a commercial project. Using an AEC CAD program, students will produce drawings for a structural concrete building from preliminary sketches. These drawings include a foundation plan, floor plan, exterior elevations and details.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in ARC122 and CAD105.

**ARC262 AEC CAD II**

**3 credits**—The student will continue the development of AEC CAD skills for the production of a detailed commercial project. In this course the students will be utilizing AEC CAD skills for producing the drawings for the AEC Design Projects course.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in ARC252.

**ARC266 Mechanical Systems**

**2 credits**—Students explore the requirements for plumbing, electrical, heating, cooling, fire safety, lighting, and communications systems in a modern building. Using samples of local codes, the students will correctly size some systems and study working drawings of each of the systems.

**Lecture Hours:** 32

**Prerequisite(s):** ARC 175

**ARC272 AEC Design Projects**

**3 credits**—This is a cap-stone course that requires completion of a comprehensive and culminating project. The project demonstrates integration of previous course work into a project including the development of a team and project administration, building design activities, and supervisory components.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** ARC252, ARC177, ARC178, and ARC266

**ART101 Art Appreciation**

**3 credits**—This course is an examination of the value, esthetic pleasures, structure, function, and history of art. The course explores sculpture, painting, film, drawing, printmaking, photography, ceramics, and architecture. Field trips to galleries allow students the opportunity to personally experience significant visual art.

**Lecture Hours:** 48

### **ART120 2-D Design**

**3 credits**—This course introduces students to the principles of design on the two-dimensional plane. Students are instructed in conceptual thinking, content and art practices, and exposed to design, color theory, and organizational principals. An introduction to materials and practice through the disciplines of drawing, painting, printmaking and collage are part of the conceptualization process offered in this curriculum.

**Lecture Hours: 32 Lab Hours: 32**

### **ART123 3-D Design**

**3 credits**—This course introduces students to the principles of design on the three-dimensional plane. Students are instructed in conceptual thinking, content and art practices, and exposed to the elements of art/design and organizational principles through the utilization of space. An introduction to materials and practice through the disciplines of drawing, designing and drafting are part of the conceptualization process offered in this curriculum. Projects will revolve around paper and card construction, modeling clay, iron wire and found objects.

**Lecture Hours: 32 Lab Hours: 32**

### **ART133 Drawing**

**3 credits**—An introduction to basic drawing. Working with still life props: line, form, values, perspective and composition will be explored, using various wet and dry mediums.

Concentration will be on accurate visual drawing.

**Lecture Hours: 32 Lab Hours: 32**

### **ART134 Drawing II**

**3 credits**—This course concentrates on intermediate drawing problems: Gesture, contour, proportions, mapping techniques and values are studied through the use of props and clothed models. Creative interpretation with various media and approaches are stressed.

**Lecture Hours: 32 Lab Hours: 32**

### **ART143 Painting**

**3 credits**—This course is an introduction to painting in a variety of media. Color theory, design theory and media area applied to exercises, studies, and finished paintings.

Concentration is on developing skills in handling materials and personal expression through painting.

**Lecture Hours: 32 Lab Hours: 32**

### **ART144 Painting II**

**3 credits**—This course is an advanced painting course using a variety of media, with greater emphasis on self-direction. Concentration is on developing advanced skills in handling materials leading to greater abilities and personal expression through painting.

**Lecture Hours: 32 Lab Hours: 32**

**Prerequisite(s):** ART143, equivalent, or instructor approval.

### **ART173 Ceramics**

**3 credits**—A hands-on intensive introduction to clay and glaze materials, integrated with a fresh approach to building interesting forms effectively.

**Lecture Hours: 32 Lab Hours: 32**

Supplement B1

### **ART184 Photography**

**3 credits**—This course provides an introduction to the basics of digital photography, from camera selection to its use as an art form and aesthetic medium. Content includes camera types, lenses, exposure controls, elements of composition, editing fundamentals, and the storage, printing and sharing of photographic images. It will also examine the elements of photographic theory, history and ethics. Students will be able to check out digital cameras provided by the college, or may bring their own, approved photographic equipment. In this hands-on class, students will complete specific technique-based assignments and participate in class demonstrations, discussions and critiques. Text: required. Prerequisite: None.

**Lecture Hours: 32 Lab Hours: 32**

### **ART203 Art History I**

**3 credits**—This course is an introduction to the history of visual art and artists; prehistory through Gothic. All forms of media: painting, sculpture, drawing, architecture, ceramics, metal work, glass and others are considered in the context of time, society, and the human impulse to create.

**Lecture Hours: 48**

### **ART204 Art History II**

**3 credits**—This course is an introduction to the history of visual art and artists; Renaissance to the present. All forms of media: painting, sculpture, drawing, architecture, ceramics, metal work, glass, photography, film, and others are considered in the context of time, society, and the human impulse to create.

**Lecture Hours: 48**

### **ART924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **ART928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours: 16**

**ASL245 American Sign Language III**

**4 credits**—This course is a continuation of American Sign Language II. Advanced grammatical constructions and vocabulary are introduced. The course includes conversational fluency as well as familiarity with American deaf culture. This class includes a required lab component. Course units will cover both expressive and receptive skills, plus vocabulary, grammar, and functional usage.

**Lecture Hours: 48 Lab Hours: 32 Prerequisite(s):** ASL131 and ASL161

**ATR145 Applied Industrial Robotics**

**2 credits**—This course will introduce the study of industrial robots. This hands-on course will equip students with the skills for the installation, programming, and troubleshooting of industrial robots.

**Lecture Hours: 16 Lab Hours: 32**

**AUT106 Introduction to Automotive Technology**

**2 credits**—This introductory course provides an introduction to the many facets of the automotive industry to include: careers in the automotive industry, environmental concerns affecting the automotive industry, basic automotive hand tools, specialty tools, precision measuring tools, power tools and shop equipment, using service and shop manuals, and shop safety.

**Lecture Hours: 16 Lab Hours: 32**

**AUT109 Introduction to Automotive Technology II**

**2 credits**—This course includes the use of hand and power tools, the understanding of electronic repair information and the importance of preventative maintenance.

**Lecture Hours: 16 Lab Hours: 32**

**AUT164 Automotive Engine Repair**

**4 credits**—Basic theory of two-cycle and four-cycle gasoline engines and their application will be introduced. Disassembly, inspection and reassembly of an engine will be experienced as well as cooling, lubrication, induction, exhaust, compression and valve systems discussed. Students will develop competencies in precision measuring and services procedures.

**Lecture Hours: 32 Lab Hours: 64**

**AUT204 Automotive Automatic Transmissions and Transaxles**

**4 credits**—This course covers the advanced study of automatic transmission theory and service. The student will review basic automatic transmission theory. The student will study diagnosis, disassembly, inspection, and assembly of different types of automatic transmissions and trans-axles.

**Lecture Hours: 32 Lab Hours: 64**

**AUT307 Automotive Manual Transmissions and Transaxles**

**4 credits**—A comprehensive study of the Manual Transmissions/Transaxle components and their relationship to the application of power to the drive wheels of vehicles.

**Lecture Hours: 32 Lab Hours: 64**

**AUT315 Automotive Differentials and 4-Wheel Drive**

**4 credits**—A comprehensive study of Differentials and Transfer Cases and their relationship to the application of power to the drive wheels of vehicles.

**Lecture Hours: 32 Lab Hours: 64**

**AUT404 Automotive Suspension and Steering**

**4 credits**—Steering and suspension system operation and service procedures are covered. Emphasis is on diagnosis and repair procedures.

**Lecture Hours: 32 Lab Hours: 64**

**AUT504 Automotive Brake Systems**

**4 credits**—Instruction in the theory and operating principles of drum, disc, hydraulic, and anti-lock brake systems. Laboratory procedures for inspecting, testing, diagnosing, repairing, and/or replacing conventional, power brake system components.

**Lecture Hours: 32 Lab Hours: 64**

**AUT537 Automotive Advanced Brake Systems**

**4 credits**—This course explains antilock brake systems. It also covers the diagnosis and repair of this system, as well as traction and stability control.

**Lecture Hours: 32 Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT504.

**AUT610 Automotive Electrical I**

**4 credits**—This introductory course covers basic electronic theory and utilization of electrical measuring instruments. Emphasis will be placed on the application of Ohm's Law and the proper utilization of electronic test equipment including practice with equipment and circuits.

**Lecture Hours: 32 Lab Hours: 64**

**AUT631 Automotive Electronics**

**4 credits**—This course includes the theory of automotive electronics, communication of automotive electronics and repair of electronic systems.

**Lecture Hours: 32 Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT610 and AUT643.

**AUT643 Auto Starting, Charging, and Electrical**

**4 credits**—This course includes automotive electrical theory, electrical components, component operation, testing and repair procedures for automotive charging, starting and electrical systems.

**Lecture Hours: 32 Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT610.

**AUT704 Automotive Heating and Air Conditioning**

**4 credits**—This course will provide instruction in the theory of operation of auto air conditioning and heating systems. Students will learn how to diagnose and service auto air conditioning systems and heating systems.

**Lecture Hours: 32 Lab Hours: 64**

### **AUT827 Automotive Ignition Systems**

**4 credits**—Operation, diagnosis, and repair procedures used to service the modern automotive ignition system.

**Lecture Hours:** 32 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in AUT842.

### **AUT834 Automotive Fuel Systems**

**4 credits**—This course will provide the instruction to introduce the student to basic fuel system principles. Students will study theory and will gain hands-on experience by cleaning, repairing, and adjusting automotive fuel systems.

**Lecture Hours:** 32 **Lab Hours:** 64

### **AUT842 Auto Computerized Engine Controls**

**4 credits**—This course builds upon the knowledge and skills learned in previous automotive courses to prepare the student to service On-Board Diagnosis 2 computer-controlled vehicles. The theory and operating principles of automotive computers, sensors and control devices will be emphasized. Lab instruction on late model cars will be included.

**Lecture Hours:** 32 **Lab Hours:** 64

### **AUT886 Comprehensive Application**

**4 credits**—Students are presented with diagnostic problems and repair projects. Competencies attained in prior classes are emphasized.

**Lecture Hours:** 32 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in AUT106, AUT109, AUT164, AUT610I, AUT504, AUT643I, and AUT307.

### **BCA087 College Prep Computer Skills**

**3 credits**—This non-transfer course is designed to assist students who have limited experience with a personal computer. Skills emphasized will include keyboarding, file management, Internet navigation, email, and entry level functions of word processing and presentation software. Students may use this course to prepare for other computer applications courses.

**Lecture Hours:** 16 **Lab Hours:** 64

### **BCA132 Electronic Communications**

**3 credits**—An introductory course in electronic communications designed to provide the students with a basic understanding of electronic mail, presentation software, and desktop publishing software. Students will be given hands-on experience with the software.

**Lecture Hours:** 48

**Prerequisite(s):** CSC110 or ADM105 and BCA134

### **BCA134 Word Processing**

**3 credits**—This course will provide word processing concepts, terminology, and experience producing entry-level and advanced documents found in typical business offices. The major focus of the course is on mastery of word processing functions and concepts.

**Lecture Hours:** 48

**Co-requisite(s):** ADM105 Introduction to Keyboarding

### **BCA183 Basic Web Design Software**

**2 credits**—This course will show students how to use a web authoring software to enhance and manage professional quality web sites. Students will create a web site containing multimedia elements, publish it, and maintain it.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** WDV102

### **BCA191 Computer Applications**

**2 credits**—This course presents the application of the personal computer as a productivity tool. Basic functions of computer hardware and software and their interaction are introduced. Various components of a computer system are included with hands-on emphasis of the manipulation of word processing, spreadsheet, and database software.

**Lecture Hours:** 16

### **BCA201 Introduction to Information Systems**

**3 credits**—The purpose of this course is to provide the student with a firm understanding of management information systems. Included are an introduction to hardware and data communication technology, software and data management, and business applications of the technology. The course will present the basics of information system design and management, and provide opportunities to experience working with an electronic spreadsheet, data base management system and programming using HTML.

**Lecture Hours:** 48

**Prerequisite(s):** Basic computer, software and keyboarding skills are required.

### **BCA205 Database/Spreadsheets**

**3 credits**—This course emphasizes file management and learning to generate and format spreadsheets and databases. File management tasks include managing folders and moving, copying and deleting files. Spreadsheet tasks include making entries, correcting entries, entering formulas and creating charts. Database tasks include designing and creating tables, generating queries, creating forms and reports, and database maintenance. Basic computer literacy is expected of students enrolling in this course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in RDG039 and appropriate math placement score.

**Co-requisite(s):** Ability to type 15 net WPM on a five-minute timing. Test will be given on the first day of class.

### **BCA213 Intermediate Computer Business Applications**

**3 credits**—This course covers advanced computer applications including word processing, spreadsheet, database, and presentation software. Topics include using mail merge, desktop publishing, using database functions in a spreadsheet, templates, creating customized reports and forms in database, advanced features of presentation software, importing and exporting data.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in BCA205, BCA201, and BCA134.

### **BCA232 Multimedia for Web Design**

**3 credits**—This course is designed to show students the tools and methods for using multimedia objects in web development. Media types discussed will include streaming video and audio, animation, inline media and on-line chat. Students will create website that incorporate multimedia elements.

**Lecture Hours: 32 Lab Hours: 32**

### **BCA924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **BIO042 Prep Science for Health Careers**

**3 credits**—This course provides a focused examination of study skills/strategies and a foundation in biology to help students be more successful in health career classes.

Students will be introduced to and given the opportunity to practice a variety of skills for academic success. Students will be introduced to major topics relating to health science curriculum: basic math, terminology, chemistry, and cell biology. Selected topics from the body systems will also be introduced.

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of C- in MAT052 and RDG039.

### **BIO105 Introductory Biology – Effective Fall 2015**

**4 credits**—This course provides an introduction to living organisms, their diversity, structure and function and how they maintain themselves both during their life cycle and as a species. It is designed to highlight concepts of the biological sciences for the non- biology major and satisfies the requirement for a life science course for the Associate in Arts or Science degrees. There are three hours of lecture and two hours of laboratory each week.

**Lecture Hours: 48 Lab Hours: 32**

### **BIO105 Introductory Biology – Effective Summer 2016**

**4 credits**—This course provides an introduction to living organisms, their diversity, structure and function and how they maintain themselves both during their life cycle and as a species. It is designed to highlight concepts of the biological sciences for the non- biology major.

**Lecture Hours: 48 Lab Hours: 32**

### **BIO112 General Biology I**

**4 credits**—This lecture and laboratory course is the first of a two semester sequence designed for students with a specific interest in majoring in the biological sciences or a desire for a more comprehensive undergraduate course in the discipline. The course integrates the basic principles of general biology and focuses on their interrelationships. The major themes addressed include levels of organization, cell structure and metabolism, the genetic basis of life, evolution, diversity and ecological relationships. Laboratory exercises are coordinated with lecture topics to enhance the student's understanding of these topics.

**Lecture Hours: 48 Lab Hours: 32**

### **BIO113 General Biology II**

**4 credits**—This lecture and laboratory course is part of a two semester sequence designed for students with a specific interest in majoring in the biological sciences or a desire for a more comprehensive undergraduate course in the discipline. The major focus of this course is on the diversity of life forms, including microbes, protists, the fungi, plants and animals. The course will include the study of their structure and function, evolutionary patterns, ecological relationships and behavior. Laboratory exercises are coordinated with lecture topics to enhance the student's understanding of the lecture concepts.

**Lecture Hours: 48 Lab Hours: 32**

### **BIO151 Nutrition**

**3 credits**—Principles of Nutrition will introduce students to the science of nutrition. The course will examine individual nutrients; their structure and function in the human body; nutrient composition of food; and selection of food to meet nutrient needs, maintain health and satisfaction. Students will understand and apply present day knowledge of nutrition to dietary patterns and needs of selected individuals and groups. The course is an advanced beginning course in human nutrition designed for students with a science background.

**Lecture Hours: 48**

### **BIO154 Human Biology**

**3 credits**—Human Biology explores human structure and function and the relationship of humans to other living organisms. The course examines the application of basic biological principles to practical human concerns. The course is a one-semester biology course intended for students who do not wish to major in the biological or health sciences.

**Lecture Hours: 48**

### **BIO159 Fundamentals of Anatomy and Physiology**

**3 credits**—This course provides a basic overview of the anatomy and physiology of the human body. It is designed to provide practical nursing, and other health science students with an understanding of normal body structure and function as a basis for the study of variations from normal health.

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of C in BIO042.

### **BIO163 Essentials of Anatomy and Physiology**

**4 credits**—An introduction to the principles of human anatomy and physiology beginning with the cellular/biochemical level of organization and progressing through a comprehensive study of organ systems emphasizing homeostasis. This is a one-term transfer level class designed for students entering allied health fields or biological sciences. (To be applicable to any health career program, successful completion with a grade of "C" or better is required.) Each student must enroll for one laboratory section.

**Lecture Hours:** 48 **Lab Hours:** 32

### **BIO168 Human Anatomy and Physiology I**

**4 credits**—The first of a two-semester sequence especially designed for students pursuing careers in allied health fields as well as any student desiring an in-depth undergraduate transfer course. The course focuses on the interdependent relationships between the structure and functions of body systems and the ways these parts interact (homeostasis) to insure the survival of the organism. Major topics addressed include levels of organization, the chemistry of life, support/movement, integration/control, and coordination. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions. To be applicable to any health career program, successful completion of both BIO-168 and BIO-173 with a grade of "C" or better is required.

**Lecture Hours:** 48 **Lab Hours:** 32

### **BIO173 Human Anatomy and Physiology II w/Lab**

**4 credits**—The second of a two-semester sequence designed for students pursuing careers in allied health fields or wishing an in-depth undergraduate transfer course in the biological sciences. The course focuses on interdependent relationships between the structures and functions of body systems and the way these parts interact (homeostasis) to insure survival of the organism. Major topics addressed include systems associated with circulation, maintenance, elimination and continuity. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO168.

### **BIO185 Microbiology w/Lab**

**3 credits**—This lecture-laboratory course emphasizes a survey of general topics needed by students entering careers in allied health fields as well as any student desiring a background in microbiology. The course covers aspects of microbial function, nutrition and growth, metabolism, energy procurement, medical genetics, genetic engineering, control using physical and chemical agents, host-parasitic relationships as well as beneficial roles of microorganisms. Coordinated laboratory exercises enhance and support the lecture topics.

**Lecture Hours:** 32 **Lab Hours:** 32

### **BIO186 Microbiology**

**3 credits**—Morphology, physiology, taxonomy, and relationship of microorganisms to disease. In-depth laboratory study and suitable lecture material with applications to agriculture, industry, and medicine.

**Lecture Hours:** 48 **Lab Hours:** 32

### **BIO247 Applications of Biotechnology**

**3 credits**—This lecture-lab course focuses on the laboratory procedures used in biotechnology and their application to agriculture, nursing, police science, and research. Students will learn the procedures and develop proficiency in such techniques as tissue culture, DNA manipulation, extraction, transformation, polymerase chain reaction (PCR), and DNA fingerprinting. Students will also be introduced to spectroscopy. The course will also provide exposure to new and emerging topics.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CHM122 and BIO105, BIO112, or BIO185.

### **BIO924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **BIO928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

**Lecture Hours:** 16

### **BUS102 Introduction to Business**

**3 credits**—An introductory survey course which provides an overview of the major functions in business with relation to current social, economic and environmental concerns.

**Lecture Hours:** 48

### **BUS180 Business Ethics**

**3 credits**—This course is an introduction to ethical decision making in business. There is an examination of individual, organizational, and macrolevel issues in business ethics.

This course does not determine correct ethical action; it is designed to assist the potential businessperson to make more informed ethical decisions on a daily basis. Dilemmas, real life situations and cases provide an opportunity for you to use concepts in the assignments and to resolve ethical issues. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed decision making are emphasized.

**Lecture Hours:** 48

### **BUS183 Business Law**

**3 credits**—An introduction to the principles of law as they relate to business. This course includes an overview of our court system, sources of law, ethics and social responsibility, contracts, warranties, real property, landlord and tenant, negotiable instruments, and agency. Emphasis is placed on exploring the law as it affects businesses and individuals.

**Lecture Hours:** 48

**BUS210 Business Statistics**

**3 credits**—Application and interpretation of probability and statistics as they relate to business problems; design of experiment, descriptive statistics, sampling, estimation, correlation, linear regression, hypothesis testing, and analysis of variances.

**Lecture Hours:** 48

**Prerequisite(s):** MAT156

**BUS220 Introduction to International Business**

**3 credits**—This course focuses on marketing management problems, techniques, and strategies needed within the world marketplace. Understanding a country's cultural and environmental impact is emphasized. Worldwide consumerism, economic and social development, the spread of multinational corporations, business ethics, cultural diversity, and current economic and marketing issues will be examined.

**Lecture Hours:** 48

**BUS230 Quantitative Methods for Business Decision Making**

**3 credits**—Quantitative and qualitative aspects of problem solving and decision making in business are covered. Topics include structuring and the basics of decision making, classification theory, functional relationships, marginal analysis, resource allocation, and probability.

**Lecture Hours:** 48

**Prerequisite(s):** MAT156

**BUS903 Business Field Experience**

**3 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 192

**Prerequisite(s):** 2.00 cumulative GPA

**BUS905 Golf Course Internship**

**3 credits**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in MGT222.

**BUS905 Golf Course Internship**

**1 credit**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MGT222.

**CAD105 CAD I**

**2 credits**—This course introduces and provides the student an opportunity for hands-on experience in computer-aided drafting (CAD) to prepare two-dimensional drawings.

Students focus on the architecture of computer systems, terminology, disk operating systems and procedures, and basic CAD drafting commands.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** CSC110 or ELT192 or CIS102

**CAD200 CAD SoftPlan**

**3 credits**—The CAD SoftPlan course will introduce students to an object based CAD program and the process involved in generating a complete set of residential working drawings. Emphasis will be placed on setting up a drawing, using file management, organizing architectural information, paying attention to detail, converting sketches to CAD, modifying CAD drawings, and applying problem solving skills.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** CON102

**CET122 Construction Drawing/Contract**

**2 credits**—The course examines typical building and civil construction plans and introduces the methods of bidding and contracting for building projects.

**Lecture Hours:** 16 **Lab Hours:** 32

**CET133 Construction Methods and Resources**

**3 credits**—Methods of and problems related to construction of highways and buildings are covered. Examination is done of the commonly utilized resources - money, materials, equipment, personnel - and their management. Production and handling costs are discussed. Productivity, construction scheduling and construction safety are also covered briefly.

**Lecture Hours:** 32 **Lab Hours:** 32

**Pre/Co-requisite(s):** MAT744 or MAT122

**CET142 PC Concrete, HMA, and Testing**

**3 credits**—This course covers types, production, and physical properties of asphalt and Portland cements, testing and selection of mineral aggregates and concrete mix designs, laboratory testing procedures of mix evaluation and quality control methods for asphalt and Portland cement concretes.

**Lecture Hours:** 32

**Prerequisite(s):** Must be in program major.

**CET160 Surveying**

**3 credits**—Surveying includes the use of surveying instruments and note-keeping for level circuits, topographic surveys, traversing, and construction surveys. Computations to determine errors, distances, azimuths, bearings, angles, areas, volumes, and topics in photogrammetry are included.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** MAT744 or MAT122



### **CET182 Structural Detailing Using CAD**

**2 credits**—Structural Detailing uses mostly computer-aided drafting (CAD) and computer techniques to prepare drawings for highway structures which include structural steel, reinforced concrete and structural timber. Course includes the preparation of bar bend details, reinforcing bar lists, and quantity calculations. Topics from the Department of Transportation Specifications are covered also.

**Lecture Hours:** 16  
**Prerequisite(s):** CAD105

### **CET213 Route Surveying/Roadway Design**

**3 credits**—Route surveying covers horizontal and vertical curves (circular, parabolic, and spiral), earthwork, and elements of safety and photogrammetric applications. Fieldwork includes surveying for a grading project and drafting the plan and profile, cross-sections, and calculating and balancing earth volumes. Roadway design incorporates the use of a computer-aided roadway design software package and includes topographic mapping, highway design, and plotting project drawings.

**Lecture Hours:** 16 **Lab Hours:** 32  
**Prerequisite(s):** CET160

### **CET223 Soils, Testing, and Foundations**

**3 credits**—Students study the origin, structure, identification, and engineering classification of soils, moisture-density relationships, standard laboratory testing procedures, compressive and shearing strength of soil and bearing capacity of soils and piling.

**Lecture Hours:** 32  
**Prerequisite(s):** MAT744 or MAT122

### **CET233 Fundamentals of GPS and GIS**

**3 credits**—This course will introduce fundamental processes of Global Positioning Systems (GPS) including technical aspects of GPS satellites, differential corrections and hardware. The specific application for mapping and data collection will be discussed and demonstrated. Fundamental processes and applications of Geographic Information Systems (GIS) will also be introduced, including file formats, data base management, spatial analysis and manipulation of data.

**Lecture Hours:** 32 **Lab Hours:** 32  
**Prerequisite(s):** CET160

### **CET253 Fundamentals of Construction Estimating**

**3 credits**—Students learn the fundamental principles of construction estimating. The course stresses the organization of the estimate, the procedure of estimating costs in different divisions of the project and determining the critical quantities of materials obtained from a set of plans.

**Lecture Hours:** 32 **Lab Hours:** 32

### **CET256 Land Surveying**

**3 credits**—This course covers topics of the U.S. Public Land Survey System, Iowa laws regarding surveying and the preparation and recording of plats. Fieldwork is required to collect boundary measurements and field astronomy for a North azimuth. Calculations include astronomical bearings, traverse adjustment, area and partition of land. Computer drafting is used in the preparation of the plat.

**Lecture Hours:** 16 **Lab Hours:** 64  
**Prerequisite(s):** CET160

### **CET262 Environmental Technology**

**3 credits**—Topics covered include hydraulics, hydrology, water quality, water and sewer systems, storm water control, solid and hazardous waste, and air and noise pollution.

**Lecture Hours:** 32 **Lab Hours:** 32  
**Prerequisite(s):** MAT744 or MAT122

### **CET285 Structural Steel/Reinforced Concrete Design**

**3 credits**—Structural Steel Design covers the design of beams, columns, bolted and welded connections, base and bearing plates, and tension members. Reinforced Concrete Design covers the strength and behavior of reinforced concrete in the design of such structural members as beams, slabs, walls, columns and footings.

**Lecture Hours:** 16 **Lab Hours:** 64  
**Prerequisite(s):** EGT243

### **CHM122 Introduction to General Chemistry**

**3 credits**—An introductory course which assumes a minimal student background in mathematics and chemistry. The course is intended to serve students in allied health programs and any student desiring an application-oriented, less theoretical approach to chemistry. The course introduces students to the practical aspects and basic concepts of chemistry including measurements, dimensional analysis, matter, energy, atoms, elements, the Periodic Chart, nuclear chemistry, chemical bonding, nomenclature, an introduction to organic chemistry, chemical quantities, formulas, gases, chemical calculations, balancing equations, solutions, acids and bases, chemical kinetics, and equilibrium. Coordinated laboratory exercises are intended to emphasize topics covered in the lecture as well as stress basic laboratory techniques. Elementary algebra is required as a prerequisite.

**Lecture Hours:** 48 **Lab Hours:** 32  
**Prerequisite(s):** A minimum grade of C in MAT063.

### **CHM132 Introduction to Organic and Biochemistry**

**4 credits**—This lecture-laboratory course is intended primarily to serve undergraduate health-related majors such as nursing and dental hygiene as well as the general studies students seeking an integrated background in organic and biological chemistry. Students will study topics applications from a clinical, human or environmental perspective. Laboratory exercises are coordinated with the lecture topics.

**Lecture Hours:** 48 **Lab Hours:** 32  
**Prerequisite(s):** CHM122

### **CHM165 General Chemistry I**

**4 credits**—This lecture and laboratory course is the first of a two-semester sequence designed specifically for students majoring in chemistry, physics, biology, or pre-engineering. It is a mathematically rigorous course that assumes the entering student has a strong background in algebra and finite mathematics. Students will learn specific-content chemical information that will be applied within the context of a variety of chemistry applications. Many of the applications that will be investigated highlight contemporary social and scientific issues. Through participation in course activities, each student should expect to improve her/his knowledge of chemistry and to develop improved qualitative and quantitative problem-solving skills. Hands-on experience with laboratory experiments will allow students to learn proper procedures, to gather meaningful data, and to draw logical and appropriate conclusions based on the laboratory data. Content will include chemical equations, stoichiometry, gases, thermochemistry, equilibrium, electronic structure of atoms, periodic trends, molecular bonding and structure, intermolecular forces, and nuclear chemistry.

**Lecture Hours: 48 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C- in MAT102, MAT110, or MAT156. Highly recommended that the prerequisite class be passed with a C- or better in the past 5 years.

### **CHM175 General Chemistry II**

**4 credits**—This lecture and laboratory course is the second of a two semester sequence designed specifically for students majoring in chemistry, physics, biology or pre-engineering. Students will have successfully completed General Chemistry I or its' equivalent. The course focuses on chemical equilibria and their applications, thermodynamics, kinetics, modern materials, electrochemistry, properties of solutions, chemistry of the representative main group and transition elements, coordination compounds, basic organic chemistry, biological chemistry, and chemistry of the environment. Specific topics are outlined under the course content. Laboratory exercises are coordinated with lecture topics where possible, and are intended to augment and support these topics.

**Lecture Hours: 48 Lab Hours: 32**

**Prerequisite(s):** CHM165

### **CHM260 Organic Chemistry I**

**3 credits**—Theory and practice of organic chemistry with emphasis on the chemistry of functional groups, structure, bonding, molecular properties, reactivity and nomenclature of alkanes, alkenes, alcohols and ethers, stereochemistry, reaction mechanism, nucleophilic substitution and elimination reactions.

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of C- in CHM165 and CHM175.

### **CHM924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **CHM928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours: 16**

### **CIS102 Introduction to Computers**

**2 credits**—This course introduces the basic use of the personal computer. The course includes a study of DOS (disk operating system), Windows, and word processing.

**Lecture Hours: 16 Lab Hours: 32**

### **CIS121 Introduction to Programming Logic**

**3 credits**—This course will introduce language independent programming logic design techniques. Students will learn techniques such as flow-charting and pseudo-code to build complete programs that can be translated into modern programming languages. Students will learn to use elements of decision making, looping, control breaks, and arrays. Language independent Object Oriented Programming will be introduced along with other advanced topics.

**Lecture Hours: 32 Lab Hours: 32**

### **CIS206 Web Scripting**

**3 credits**—This course is designed to give students experience in creating dynamic web sites. Students will use JavaScript to add interactivity to web site. Students will explore the Document Object Model as well as advanced techniques.

**Lecture Hours: 32 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in CIS231 and CIS215.

### **CIS215 Server Side Web Programming**

**3 credits**—This course is designed to give the student the tools and the knowledge to program using the web programming language ASP.NET as a server side language. This course goes over the syntax and usage of the language. This course will introduce the basics of web applications.

**Lecture Hours: 32 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in WDV102, WDV105, and CIS121.

**Pre/Co-requisite(s):** A minimum grade of D in MAT110.

### **CIS217 Data Driven Web Page**

**3 credits**—This course is designed to give the student the tools and the knowledge to program a web application using PHP and MySQL. This course covers advanced topics such as administration pages for the web site for the management of the web application. This course is a continuation of CIS231 PHP Programming.

**Lecture Hours: 32 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in CIS215.

**CIS225 Advanced Server Side Web Programming**

**3 credits**—This course will build on the skills learned from Server Side Web Programming. This course will work with advanced topics in Active Server Pages. Students will be expected to create entire web sites using information learned in this course. A practical hands-on approach will be utilized.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in CIS215.

**CIS231 PHP Programming**

**3 credits**—This course is designed to give the student the tools and the knowledge to program using the web programming language PHP as a server side language. This course goes over the syntax and usage of the language. This course will introduce the basics of web applications.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in WDV102, WDV105, and CIS121.

**Pre/Co-requisite(s):** A minimum grade of D in MAT110.

**CIS234 Web Site Administration**

**3 credits**—This course is designed to introduce students to the various platforms that support the servicing web sites. Students will understand HTTP, FTP and SMTP and configure the services. Students will also host and maintain several websites on a server.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** WDV102

**CIS249 Web Languages**

**3 credits**—This course is designed to give the student an exploration of other web languages used on the web, and learn the basics of those languages.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in CIS215 and CIS231.

**CIS274 E-Commerce Design**

**3 credits**—This course will introduce students to using the Internet as a medium for marketing, sales and support of a product. Students will learn how to adapt a traditional business model to an electronic model.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** CIS206

**CIS303 Introduction to Data Base**

**3 credits**—This course will introduce students to data management using databases. Focus will be given to database models, data storage concepts, SQL and data warehousing.

**Lecture Hours:** 32

**CIS355 Database Design and Management**

**4 credits**—This course will introduce students to data management using databases. This includes database design, normalization/optimization, relationships, security, and database management systems.

**Lecture Hours:** 48 **Lab Hours:** 32

**CIS604 Visual Basic**

**3 credits**—This class will introduce students to creating programs using the Visual Basic language. Students will gain experience in creating applications automating processes using Visual Basic.

**Lecture Hours:** 32

**CIS750 Project Management**

**3 credits**—This course is designed to provide students exposure to project management and its importance to improving success in information technology projects. Topics addressed in the course will include triple constraints of project management, project life cycle, cost estimates, value management and motivation theory, and team building. Tools and techniques important to project management will also be presented, including project selection methods, work breakdowns, network diagrams, critical path analysis, and scheduling. Students will have the opportunity to utilize software to help plan and manage an information technology project.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in NET313 and a minimum grade of D in NET213.

**CLS130 African Cultures**

**3 credits**—This course will explore the development of Sub-Saharan African civilizations from the dawn of humanity to the issues facing the continent today. The first part of the course will look at the indigenous and colonial heritage of Africa. The second part will examine the political, economic, social, religious, environmental, and gender issues and realities facing the African today. The third part will expose students to significant African contributions and trends in prose, poetry, drama, art, music and dance.

**Lecture Hours:** 48

**CLS141 Middle Eastern History and Culture**

**3 credits**—This interdisciplinary course will examine the history of the Middle East with particular emphasis on the period since the birth of Islam. The course will also explore the cross-cultural exchanges that ancient Middle Eastern and Islamic civilizations have engaged in with other world civilizations. Among the topics covered in this course are the foundation and development of Islam, the cultural influence and spread of Islamic civilization, the creation and politics of modern nation-states, and emergence of Islamist politics.

**Lecture Hours:** 48

**CLS150 Latin American History and Culture**

**3 credits**—This course will explore the development of Latin American civilization from its ancient origins to the issues facing the region today. The course will look at the indigenous and colonial heritage of the area; examine its shared cultural, literary, economic, social, and political contributions and trends; and look at the history and current issues facing the individual countries or sub-regional groupings.

**Lecture Hours:** 48

### **CLS160 East Asian Cultures**

**3 credits**—East Asian Cultures is an interdisciplinary course that will explore the emergence of East Asian civilization, its development and diversification, and its contacts and exchanges with other world civilizations. Primary emphasis is on China. The course will explore the various historical, cultural, religious, philosophical, economic, political, social, demographic and geographic factors that make this such a diverse and dynamic civilization and will also draw comparisons between China and neighboring countries.

**Lecture Hours:** 48

### **CLS164 Japanese History and Culture**

**3 credits**—Japanese History and Culture is an interdisciplinary course that will explore the emergence of Japanese civilization, its development, diversification, and its contacts and exchanges with other world civilizations. The course will explore the various historical, cultural, religious, artistic, philosophical, economic, political, social, cultural, demographic, and geographic factors that make Japan such a diverse and dynamic civilization.

Emphasis will be placed upon attempting to understand Japanese culture as being both unique and as intimately related to other cultures.

**Lecture Hours:** 48

### **CLS172 Russian Civilization**

**3 credits**—Russia's turbulent past and uncertain present will be discussed in this interdisciplinary course. It will examine the major political, economic, geographic, social, cultural, religious, and other factors that have contributed to the development of Russian civilization. Emphasis will be placed upon understanding Russia as both a unique Eurasian civilization and a part of the global community of nations.

**Lecture Hours:** 48

### **CLS924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **CLS928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics germane to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **CNS106 Wildlife Ecology**

**4 credits**—This course examines wildlife ecology. Students will be introduced to wildlife management to apply ecological knowledge in ways to find a balance between the needs of wildlife and the needs of people.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** CNS121

Supplement B1

### **CNS107 Outdoor Recreation Techniques**

**1 credit**—This course provides an introduction into basic outdoor recreation techniques commonly utilized by naturalists and conservation professionals to help citizens gain an appreciation of their environment. Recreational techniques will include activities such as canoeing, kayaking, hiking, spelunking, cross-country skiing, and snowshoeing.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in RDG038.

### **CNS108 Wildlife Identification**

**3 credits**—This course will provide information to assist in the identification of common wildlife of Iowa. Wildlife will be identified not only by physical characteristics, but by many other characteristics. Vertebrates, insects, and macroinvertebrates will be covered. Major groups of vertebrates including mammals, birds, fish, reptiles, and amphibians will be studied.

**Lecture Hours:** 32 **Lab Hours:** 32

### **CNS121 Environmental Conservation**

**3 credits**—Environmental Conservation is a course that enables students to learn about their environment. Students study about natural ecosystems, interactions within ecosystems, ecological principles and their application, the impact our increasing population has on the environment, the importance and components of a sustainable agriculture, and the environmental issues facing today's world.

**Lecture Hours:** 32 **Lab Hours:** 32

### **CNS134 Wildlife Management**

**4 credits**—This course will provide a foundation in the dynamics of wildlife conservation and management. This course relates the biological concepts of wildlife populations, habitat management, management goals and applications geared toward various forms of wildlife.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** CNS106

### **CNS136 Aquatic Management**

**3 credits**—This course introduces aquatic conservation and management. Basic background on aquatic environments, the ecology of fish, and the characteristics of humans who utilize aquatic resources or indirectly interact with them through land- and water-use activities will be covered.

**Lecture Hours:** 32 **Lab Hours:** 32

### **CNS138 Woodland Management**

**3 credits**—This course will provide an introduction to woodland management from an ecological management perspective. Management of small properties will be emphasized.

**Lecture Hours:** 32 **Lab Hours:** 32

### **CNS143 Fire Management**

**3 credits**—This course focuses on prescribed burns as a tool in ecosystem management. The use of fire to meet resource management objectives requires definitive and quantified knowledge of physical, biological, and ecological effects of fire on the ecosystem involved. Students will be trained in conducting prescribed burns and will participate as burn crew members.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** CNS121

### **CNS201 Conservation Biology**

**4 credits**—Conservation Biology has drawn together scientists and environmentalists in basic and applied studies of biodiversity. The student will examine the nature of this emerging field, and will survey basic principles of ecology with emphasis on the ecosystem concept and its central role in conservation management. The student will examine biodiversity in detail, evaluate the threats to biodiversity, and examine the processes of extinction that are leading to a biodiversity crisis. The student will be an active participant in current conservation projects and will conduct studies of the biological diversity of their community.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** CNS121

### **CNS204 Native Vegetation**

**3 credits**—This course provides an introduction to botany, landforms of Iowa, and native plant communities. Emphasis will be on the identification of native plants and differentiation from exotic weed species.

**Lecture Hours:** 32 **Lab Hours:** 32

### **CNS205 Advanced Outdoor Recreation Techniques**

**1 credit**—This course provides a wilderness experience to utilize advanced outdoor recreation techniques during an intense time period (over Labor Day weekend or the equivalent). Techniques utilized include hiking, backpacking, canoeing or kayaking, low impact camping, and others. This wilderness encounter is at a remote location such as the Boundary Waters, Isle Royale, etc. The focus of this experience is to gain leadership skills to guide groups of citizens on basic outdoor recreation adventures to increase their appreciation of their environment such as is done by naturalists and conservation groups by following the 18 points set by the Wilderness Education Association and Leave No Trace Principles.

**Lab Hours:** 32

**Prerequisite(s):** CNS107

### **CNS228 Natural Areas Management**

**3 credits**—This course provides a background in the restoration of native ecosystems. Restoration practices from site analysis, seed and plant selection, and planting techniques; to management by fire, mowing, and weed control are covered. Students will have practical experiences in the reconstruction and management of various ecosystems.

**Lecture Hours:** 16 **Lab Hours:** 64

### **CNS231 Integrated Roadside Vegetation Management**

**2 credits**—This course examines integrated roadside vegetation management (IRVM) as a decision-making process for maintaining roadsides. IRVM includes the needs of local communities and highway users; the knowledge of plant ecology and natural processes; design, construction, and maintenance considerations, monitoring and evaluation procedures, government statutes and regulations, and technology. It integrates these with cultural, biological, mechanical, and chemical methods to economically manage roadsides for safety, plus environmental and visual quality. It will also provide practical experiences in vegetation management, such as planting with a native seed drill and hydroseeder.

**Lecture Hours:** 32

### **CNS929 Individual Projects**

**1 credit**—This course provides in-depth experiences in conservation. Projects are developed in cooperation with and supervised by the instructor dealing with construction, habitat maintenance, wildlife census, habitat mapping, trail development, observation of conservation boards, etc. It includes paper describing the project from start to finish. Hours of credit depend on the scope and depth of the project.

May be taken for up to 3 credits.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in CNS121.

### **COM140 Introduction to Mass Media**

**3 credits**—Introduction to Mass Media presents elements of the mass communication process with emphasis on the forms, functions, regulations, and social impact of the various media. This course helps students understand how media influence their lives.

**Lecture Hours:** 48

### **COM143 Media Messages: Printed Page**

**1 credit**—Media Messages: Printed Page focuses on the development of skills needed to access, analyze, evaluate, and produce printed media messages by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

### **COM144 Media Messages: TV and Movies**

**1 credit**—Media Messages: TV and Movies focuses on the development of skills needed to access, analyze, evaluate, and produce messages from television and film by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

**COM147 Media Messages: World Wide Web**

**1 credit**—Media Messages: Examining the World Wide Web focuses on the development of skills needed to access, analyze, evaluate, and produce messages accessed through the web by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

**COM148 Diversity and the Media – Effective Fall 2015**

**3 credits**—Diversity and the Media presents a historical perspective and a current analysis of various minority groups and how media depict these groups. This course helps students understand why and how stereotypical media portrayals have been produced and how the under-representation of diversified images affects their knowledge, attitudes, and behaviors toward others and contributes to multicultural illiteracy.

**Lecture Hours:** 48

**COM148 Diversity and the Media – Effective Spring 2016**

**3 credits**—Diversity and the Media presents a historical perspective and a current analysis of various minority groups and how media depict these groups. This course helps students understand why and how stereotypical media portrayals have been produced and how the under-representation of diversified images affects their knowledge, attitudes, and behaviors toward.

**Lecture Hours:** 48

**COM155 Newspaper Production**

**3 credits**—Newspaper Production presents elements of the news reporting process with emphasis on determining newsworthiness, gathering news, writing and editing stories in journalistic style, and observing legal and ethical responsibilities in the print, broadcast, and electronic media. This course helps students explore how journalists determine what the public needs and wants to know.

**Lecture Hours:** 48

**COM730 Communications**

**3 credits**—This course presents elements of oral and written communications with applications to routine correspondence and oral communication situations in the work place. Students will be involved in activities that provide opportunity for the development and improvement of writing skills and oral communication skills.

**Lecture Hours:** 48

**COM763 Introduction to Professional Writing**

**3 credits**—This course provides students with an introduction to professional writing; it overviews the role of writing as an important part of many careers, as well as part of an academic discipline. This course explores the issues, theories, resources and career opportunities in professional writing, as well as the use of technology to communicate and produce documents.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** ENG105

**COM781 Written Communication in the Workplace**

**3 credits**—This course focuses on composition and editing of curriculum-specific technical and business-related writing projects. Instruction includes formatting, information gathering, document drafting, editing, and written employment strategies.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ENG061.

**COM924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**CON102 Introduction to Residential Construction**

**2 credits**—Students will be introduced to basic residential construction safety, history, terminology, materials, and basic construction techniques. This course will cover basic information and develop manual skills needed to begin construction of a new home.

**Lecture Hours:** 16 **Lab Hours:** 32

**CON108 Construction Safety**

**1 credit**—The Construction Safety course will provide students with the requirements and expectations required to work safely in the numerous occupations of the construction industry. The course will introduce students to the national OSHA safety standards for General Construction and upon their completion of this course will receive the OSHA 10 hour General Construction certification.

**Lecture Hours:** 16

**CON109 Construction Safety**

**2 credits**—This course includes the 30 Hour Construction Outreach Program as outlined by the OSHA Voluntary Outreach Program. Areas of study include General Safety and Health Provisions, Occupational Health and Environmental Controls (HAZCOM), job site safety, training requirements and an overview of the 1926 Standards (OSHA rules).

**Lecture Hours:** 16 **Lab Hours:** 32

### **CON113 Construction Printreading**

**2 credits**—Students examine and study typical working drawings for use in the construction of residential and light commercial projects. Areas of special attention are specifications, plan views, concrete and structural steel construction drawings and details.

**Lecture Hours:** 16 **Lab Hours:** 32

### **CON121 Carpentry Fundamentals I**

**4 credits**—The Carpentry Fundamentals Level I course will prepare the diploma level students to take the National Center for Construction Education and Research (NCCER) Level One test. This course will serve as a review and preparation over the Level One Objectives as defined by NCCER.

**Lecture Hours:** 16 **Lab Hours:** 96  
**Prerequisite(s):** CON102 and CON133

### **CON124 Construction Estimating I**

**3 credits**—Students learn the fundamental principles of construction estimating. The course stresses the organization of the estimate, the procedure of estimating costs in different divisions of the project and determining the critical quantities of materials obtained from a set of plans.

**Lecture Hours:** 32 **Lab Hours:** 32  
**Prerequisite(s):** CON113 and CON135

### **CON125 Construction Estimating II**

**3 credits**—This course presents the skills required to organize and prepare an estimate for a construction project. Students examine the procedure and function of a preliminary estimate, the quantity take-off method and the summary sheet, all using the CSI format.

**Lecture Hours:** 32 **Lab Hours:** 32  
**Prerequisite(s):** CON124 and ARC175

### **CON129 Concrete Lab**

**2 credits**—The Concrete Lab course will provide students with hands-on experience in estimating, ordering, forming, working, and finishing concrete.

**Lab Hours:** 64  
**Prerequisite(s):** CON130

### **CON130 Concrete Theory**

**1 credit**—The concrete theory course will provide students with a basic understanding of concrete, and its relationship to residential construction.

**Lecture Hours:** 16

### **CON131 Site Layout and Blueprint Reading**

**1 credit**—The Site Layout and Blueprint Reading course will train students to interpret and use site plans and other working drawings. Students will learn how to interpret construction symbols and building specifications. Students will develop site layouts for various projects utilizing lasers, builder's levels, and transits using site plans and other working drawings.

**Lecture Hours:** 16

### **CON133 Construction Technology Lab**

**4 credits**—The Construction Technology Laboratory course offers students the opportunity to further develop their skills with hand and power tool operations, and to devote more time to hands-on construction projects while improving their skill competencies.

**Lab Hours:** 128

### **CON135 Site Planning**

**3 credits**—Students study procedures for developing site plans for a construction project(s). Students will examine aspects of the development of a job site by considering feasibility studies, zoning requirements, site survey and design, and required permits and other pertinent information. The general outline of the Waterloo and Cedar Falls policies will be used as examples.

**Lecture Hours:** 32 **Lab Hours:** 32  
**Prerequisite(s):** Must be in program major.

### **CON146 Construction Technology Lab 2**

**3 credits**—The Construction Technology Lab 2 course will provide students with the opportunity to utilize the knowledge gained in previous construction courses with hands-on applications to construction projects. This course will reinforce construction competencies in applied mathematics, site layout, blue print reading, framing, exterior finishing, interior finishing, sustainable design, and building science.

**Lab Hours:** 96  
**Prerequisite(s):** CON133

### **CON201 Framing Techniques and Lab I**

**2 credits**—The Framing Techniques and Lab 1 course will introduce students to the methods used to layout wall lines and plates, measure and cut all required parts, and assemble a floor deck, walls, and roof/ceiling framing with an emphasis on air sealing and advanced framing techniques.

**Lecture Hours:** 16 **Lab Hours:** 32

### **CON214 Exterior Framing Systems I**

**3 credits**—This course will utilize resource efficient advanced framing methods that stress energy efficiency and sustainable design. The "Whole Systems Approach" to residential design and construction will be teamed with Universal Design principles, Optimum Value Engineering techniques, the "Building America" program, and the LEED (Leadership in Energy and Environmental Design) program.

**Lecture Hours:** 16 **Lab Hours:** 64

### **CON217 Exterior Finishing**

**3 credits**—This course will present the various materials used for residential exterior finishes. Topics will include insulated sheathing, building wraps, drainage planes, shingles, soffits, venting, windows, and exterior doors. Emphasis will be on sustainable construction techniques and building science principles.

**Lecture Hours:** 16 **Lab Hours:** 64



### **CON228 Methods of Interior Finishing**

**3 credits**—In the Methods of Interior Finishing course, students will discuss the theory and history of the residential interior system. The lab portion of this course will focus on gypsum wallboard installation, taping, finishing, texturing, and painting. The gypsum wallboard work will be followed by the installation of pre-hung door units, casing, base molding, custom trim, closet finishes, hardware, and cabinetry. Universal Design and a focus on indoor air quality will be stressed. Custom interior finish packages may be included.

**Lecture Hours:** 16 **Lab Hours:** 64

### **CON266 Construction Safety**

**3 credits**—This course includes the 30-Hour Construction Outreach Program as outlined by the OSHA Voluntary Outreach Program. Areas of study include General Safety and Health Provisions, Occupational Health and Environmental Controls (HAZCOM), job site safety, training requirements and an overview of the 1926 Standards (OSHA rules), with emphasis on developing, implementing and maintaining a comprehensive safety and health program.

**Lecture Hours:** 48

### **CON290 Commercial Estimating and Project Management**

**2 credits**—The Construction Estimating and Project Management course will link construction estimating with project management and scheduling.

**Lecture Hours:** 16 **Lab Hours:** 32  
**Prerequisite(s):** CON510

### **CON302 Building Science I**

**1 credit**—Students will learn building science principles and methods to determine how thermal energy transfer, air infiltration and exfiltration, internal and external air pressures, moisture migration, and durable design strategies apply to today's residential design and construction industry.

**Lecture Hours:** 16

### **CON372 Technical Portfolio Design**

**2 credits**—This course provides students with the writing and research skills necessary to compile a personal portfolio documenting their prior education, occupational training and work experiences.

**Lecture Hours:** 32  
**Prerequisite(s):** Must be in program major.

### **CON373 Technical Presentations**

**3 credits**—This course highlights essential skills and provides the opportunity for students to develop expertise in both writing for and making technical presentations.

**Lecture Hours:** 48 **Lab Hours:** 64  
**Prerequisite(s):** Must be in program major.

### **CON386 Sustainable Design**

**1 credit**—The Sustainable Design Course is an overview of the concepts and strategies involved in sustainable design and construction. The course covers the history of sustainable design, LEED categories, Build It Green, USGBC, NAHB, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Raters, LEED AP, and additional certification opportunities along with market advantages and "Greening your business."

**Lecture Hours:** 16

### **CON510 Construction Technology Lab 3**

**3 credits**—The Construction Technology Lab 3 course will provide students with the opportunity to utilize the knowledge they have gained in their previous construction courses with hands-on applications to construction projects. This course will require that students use their knowledge of construction codes and construction documents and computer aided drafting to provide detailed drawings adhering to the International Energy Conservation Code and Universal Design Principles.

**Lab Hours:** 96  
**Prerequisite(s):** CON146

### **CON512 Construction Technology Lab 4**

**3 credits**—The Construction Technology Lab 4 course will provide students with the opportunity to utilize the knowledge they have gained in their previous construction, energy, building science, and design courses with hands-on applications to construction projects. This course will require students to use their knowledge of sustainable construction principles; adhering to the International Energy Conservation Code and Universal Design principles.

**Lab Hours:** 96  
**Prerequisite(s):** CON510

### **CRJ100 Introduction to Criminal Justice**

**3 credits**—This course examines the day-to-day operation of criminal justice in our society. Emphasis is on the inter-relationships of the components of law enforcement, the courts, corrections, and the juvenile justice system.

**Lecture Hours:** 48

### **CRJ120 Introduction to Corrections**

**3 credits**—This course will provide an introductory examination of corrections in the United States. The central theme of the course will be to critically analyze corrections as an integral part of the overall criminal justice system in America.

**Lecture Hours:** 48

### **CRJ141 Criminal Investigation**

**3 credits**—This course examines the techniques and procedures used to investigate crimes.

**Lecture Hours:** 48  
**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ143 Police Operations**

**3 credits**—This course examines the operational aspects of policing to include patrol theories and methods, crime response, operational skills and factors that influence police operations.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ151 Defensive Tactics**

**2 credits**—This course provides instruction on self defense and control techniques necessary for law enforcement. Emphasis is placed on physical fitness, officer safety, criminal and civil liability.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** Must be in program major. A minimum grade of C in CRJ100, CRJ237, CRJ320, and CRJ285.

### **CRJ200 Criminology**

**3 credits**—This course explores theories of factors that influence criminal behavior, and analyzes criminal behavior in relationship to other social problems.

**Lecture Hours:** 48

### **CRJ201 Juvenile Delinquency**

**3 credits**—This course is an investigation of the social and legal definitions of juvenile delinquency and its causes. It also focuses on the administration of juvenile court, probation and parole, and assessment of present and potential prevention programs.

**Lecture Hours:** 48

### **CRJ233 Probation, Parole, Community-Based Corrections**

**3 credits**—This course examines probation and parole practices related to community-based corrections programs throughout the United States. Emphasis is placed on community-based programs for offenders, administration and legal issues of the programs, trends in probation, parole and related community-based programs.

**Lecture Hours:** 48

**Prerequisite(s):** CRJ100 and CRJ120

### **CRJ234 Traffic Law**

**2 credits**—This course provides in depth examination of the State of Iowa traffic laws, and how traffic code enforcement enhances public safety.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ237 Criminal and Constitutional Law**

**3 credits**—This course will review the historical development of constitutional law, the philosophy of law, and the current impact on law enforcement officials. The judicial process will be examined to better understand the societal and political influences that impact current day constitutional decisions. A review of the current constitutional protections afforded to an individual. The course will also provide an examination of the elements of common offenses and the procedural safeguards in the criminal process.

**Lecture Hours:** 48

### **CRJ244 Advanced Accident Investigation**

**3 credits**—This course covers the fundamentals of traffic investigation to include officer response, scene management, measurements, and report preparation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ252 Basic Firearms**

**1 credit**—This course covers the fundamentals of using a firearm with emphasis on safety, care, and proficient use of firearms to law enforcement standards.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ254 Advanced Firearms**

**1 credit**—This course expands skills developed in Basic Firearms, and includes skill and proficiency development with shotgun and patrol rifle.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100 or CRJ252.

### **CRJ266 Report Writing and Testifying**

**3 credits**—Report writing and courtroom testimony skills are essential to detail officer activity and enable effective case prosecution. Report writing chronologically details officer investigative activity, and documents elements of a crime. Effective courtroom testimony is vital to the prosecution and resolution of civil and criminal cases.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in ENG105 and CRJ100.

### **CRJ282 Crime Scene Investigation**

**3 credits**—This course involves the study of techniques and procedures used to investigate various crimes and crime scenes. The student will gain fundamental skills in photography, evidence preservation, collection, and processing; and scene measurement and documentation.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ285 Physical Conditioning for Public Services**

**2 credits**—This course prepares public safety personnel for the physical demands of public safety entrance testing and work demands.

**Lecture Hours:** 16 **Lab Hours:** 32

### **CRJ315 Crisis Intervention**

**3 credits**—This course uses a criminal justice perspective to examine the methods and techniques of crisis intervention, causative factors, typologies of those involved, and psycho-social factors of crisis situations. A certificate in Mental Health First Aid is included.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100 and CRJ237.

**CRJ316 Juvenile Justice**

**3 credits**—This course examines the juvenile justice system from a practitioner perspective. It provides operational knowledge of how law enforcement, the courts, and correctional facilities navigate the juvenile offender.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

**CRJ317 White Collar Crime**

**3 credits**—This course examines white collar crime as a social and criminal justice problem, the costs to society, explanations for behavior, and investigative techniques.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100 and CRJ237.

**CRJ318 Crime Analysis**

**3 credits**—This course enables the student to use intelligence and analytic data to identify and inform tactical, strategic, and administrative crime analysis functions.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

**CRJ320 Criminal Justice Ethics**

**3 credits**—An examination of ethical issues in the criminal justice system with an emphasis on reasoning and decision making for professional competence.

**Lecture Hours:** 48

**CRJ322 Tactical Police Operations**

**2 credits**—This course challenges student skills and decision making within scenario based learning activities.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ151, CRJ254, and EMS114.

**CRJ924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**CRJ928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**CRJ952 Internship**

**2 credits**—This course requires 128 hours of supervised placement with a law enforcement agency. Course eligibility requires criminal background check. Placement dependent on agency assessment of student fitness to meet hiring requirements.

Instructor consent required.

**Co-op Hours:** 128

**Prerequisite(s):** Must be in program major. A minimum grade of C in CRJ100, CRJ135, CRJ143, CRJ234, CRJ237, CRJ244, CRJ282, EMS114, and CRJ151.

**CRJ955 Field Observation**

**3 credits**—Student field experience in an appropriate correctional agency. Enrollment is restricted to second year students who have a minimum 2.00 CGPA and have

successfully completed advisor approved courses. Placement based on approval of faculty advisor and host agency.

**Lecture Hours:** 16 **Co-op Hours:** 128

**Prerequisite(s):** CRJ110 or CRJ120

**CRR306 Introduction to Collision Repair**

**6 credits**—In this course students receive training on the proper handling of hazardous waste and EPA issues together with technical information about specific auto body safety and health situations. Specific training is provided in tools/equipment usage, parts assembly, filler application, and straightening techniques. Students will also receive training in autobody welding.

**Lecture Hours:** 48 **Lab Hours:** 96

**CRR331 Basic Collision Procedures**

**6 credits**—This course covers specific collision tool and equipment usage, panel repair and alignment, sheet metal pulling and stress relieving, mobile glass servicing, trim removal and replacement, and basic collision repair techniques. Performance tasks will require students to work in actual production style situations. Projects will include straightening collision damage and filler application, utilizing corrosion resistant undercoat/primer.

**Lecture Hours:** 48 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR306.

**CRR510 Collision Production Technology**

**7 credits**—In this course, students will receive information and training in common collision repair procedures performed by production collision centers. Specific training is provided in straightening procedures for light and heavy collision damage, specialized tools and equipment, and air conditioning systems relating to collision damage.

**Lecture Hours:** 64 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR331.

**CRR657 Advanced Collision Repair**

**7 credits**—In this course, students will receive hands on experience involving high production practices used by industry collision repair technicians. Students will receive training in collision related suspension and steering systems. Additional training will be received in drive train repairs, wheel alignment, brakes, and other vehicle collision related repairs, tools, and equipment.

**Lecture Hours:** 64 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR510.

**CRR740 Estimating I**

**3 credits**—This course provides instructional experience in collision handwritten estimating.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CRR836 and CRR331.

**CRR750 Estimating II**

**3 credits**—Introduce students to various aspects of computerized estimating software while reinforcing repair procedures.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CRR740.

**CRR806 Introduction to Refinishing**

**6 credits**—Students receive training in use of sanding abrasives, refinishing products, tools and equipment, masking procedures, corrosion protection, and paint preparations. A thorough understanding of personal health and safety issues is also obtained.

**Lecture Hours:** 48 **Lab Hours:** 96

**CRR836 Refinishing II**

**6 credits**—Fundamentals of spraying automotive paints are provided in this course together with the uses and application of various types of top coat systems and color mixing/matching using computers.

**Lecture Hours:** 48 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR806.

**CRR877 Refinishing Applications**

**7 credits**—This course provides training in paint repair procedures used to match and blend partial or full panel refinish repairs. Students will be exposed to various procedures used in refinishing systems. Students will also receive training in basic electrical fundamentals and basic air bag systems as they apply to collision and refinishing repairs.

**Lecture Hours:** 64 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR836.

**CRR881 Refinishing Production Technology**

**7 credits**—In this course, students will receive hands on experience involving high production practices used by industry technicians. Students will be exposed to time management performance tasks involved in numerous areas of refinishing. Skill levels will be enhanced for various refinish tasks such as paint preparation, masking procedures, blending, and overall refinishing.

**Lecture Hours:** 64 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR877.

**CSC110 Introduction to Computers**

**3 credits**—An introductory course in electronic information processing and information system management designed to provide the students with a general understanding of computer hardware and software and the facility to use this knowledge in the creation and management of useful information. Students will be given hands-on experience with operating system, word processing, database management, presentation and spreadsheet software. Exposure to and use of the Internet, including security and privacy concerns, is an integral part of the course. Basic computer literacy is expected for students entering this course.

**Lecture Hours:** 48

**Prerequisite(s):** The ability to enter data using a computer keyboard at a rate of no less than 15 words per minute on a three-minute timing. A minimum grade of C in RDG039.

**DEA103 Orientation to Dental Assist**

**2 credits**—This course introduces students to dentistry, certification, dental terminology, and legal and ethical aspects of dental practice. Concepts and procedures of preventive dentistry and oral health education are also included.

**Lecture Hours:** 32

**DEA258 Dental Anatomy**

**4 credits**—This course presents oral and dental structures, head and neck anatomy, oral embryology and histology, and the relationship of oral and dental anatomy to dental procedures and treatment. Also included is a study of basic microbiology, disease transmission and the relationship of disease processes.

**Lecture Hours:** 48 **Lab Hours:** 32

**DEA263 Dental Science II**

**2 credits**—This course provides students with basic understanding of biomedical and dental sciences including: Oral pathology and disease processes, pharmacology and therapeutics, emergency treatment, oral hygiene, and nutrition and dietary considerations for dental patients.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO158, BIO160, and DEA103.

**DEA302 Dental Radiography**

**3 credits**—This course covers the principles, properties, techniques and protective procedures involved with exposure of dental radiographs. Primary emphasis is on the development of skill proficiency in techniques of intraoral and extraoral dental radiography.

**Lecture Hours:** 32 **Lab Hours:** 32

**DEA412 Dental Materials I**

**3 credits**—This course provides information related to various dental materials, their composition, classification, manipulation, preparation and usage. Emphasis is given to materials commonly used in the practice of general dentistry.

**Lecture Hours:** 32 **Lab Hours:** 32

**DEA417 Dental Materials II**

**2 credits**—This course is a study of restorative materials; specifically gold, porcelain, denture resin, and other metals and their usage in dentistry. Additional laboratory procedures commonly performed in dental offices are also included.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DEA412.

**DEA513 Chairside Assisting I**

**4 credits**—This course is a study of basic operative and chairside assisting procedures; dental equipment, its function and maintenance; dental armamentarium, instrumentation, procedural tray setups, charting, development of clinical records, and patient screening procedures.

**Lecture Hours:** 32

**DEA514 Chairside Assisting II**

**2 credits**—This course presents instruction in additional chairside assisting procedures including intraoral functions that are legally delegable to dental assistants in Iowa. All procedures are taught to the level of laboratory competence, and some procedures are taught to clinical competency levels. A study of patient behavior and considerations for special patients is also included.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DEA513.

**DEA556 Assisting Clinic I**

**4 credits**—This course provides students with selected clinical experiences in those basic chairside dental assisting procedures commonly performed in a general dental office.

Facilities used will be primarily the school dental clinic and private dental offices. Students will assist dentists in accomplishing necessary dental procedures for patients while rotating through the clinical areas to obtain maximum clinical exposures and experiences. All clinical procedures are performed with supervision of participating dentists and instructors.

**Lecture Hours:** 0 **Lab Hours:** 0 **Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in all Dental Assisting first semester courses and/or departmental approval. Current CPR and Health Sciences department Exposure Control program, OSHA training, and HIPAA training.

**DEA577 Dental Assisting Clinic II**

**4 credits**—Application of knowledge and skill as students rotate through dental offices. General and specialty practices are included in rotations.

A minimum grade of C for all first and second semester courses in Dental Assisting and/or department approval. Current CPR and Health Sciences department Exposure Control program.

**Co-op Hours:** 256

**Co-requisite(s):** DEA591

**DEA578 Dental Assisting Clinic II**

**4 credits**—Application of knowledge and skill as students rotate through dental offices. General and specialty practices are included in rotations.

**Lecture Hours:** 0 **Co-op Hours:** 320

**Co-requisite(s):** DEA591

**DEA591 Dental Assisting Seminar (Effective Fall 2015)**

**1 credit**—Discussion and problem-solving from clinical practice. Provides an awareness of types of office situations and discussion of clinical aspects of dental assisting and dentistry. Oral reports and weekly evaluations are required.

A minimum grade of C in all Dental Assisting program courses.

**Lecture Hours:** 16

**Co-requisite(s):** DEA577

**DEA591 Dental Assisting Seminar (Effective Summer 2016)**

**1 credit**—Discussion and problem-solving from clinical practice. Provides an awareness of types of office situations and discussion of clinical aspects of dental assisting and dentistry. Oral reports and weekly evaluations are required.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DEA263, DEA417, DEA514, DEA556, DEA603, and DEA702.

**Co-requisite(s):** DEA578

**DEA603 Dental Specialties**

**2 credits**—This course provides students with knowledge and understanding of dental procedures in the specialties of Endodontics, Oral Surgery, Prosthodontics, Pediatric Dentistry, Orthodontics and Periodontics. Students are introduced to assisting responsibilities, instrumentation, and procedures of each of these specialties. Dental Public Health and Oral Pathology, as dental specialties, will also be included.

**Lecture Hours:** 32

**DEA702 Dental Office Procedures**

**2 credits**—This course is a study of basic responsibilities of dental office receptionists. Procedures included in the course are: management of patient records, filing, completion of insurance claim forms, basic bookkeeping, banking, appointment control, recall management, inventory control, credit and collection, and employer records management. Instruction is provided in computer applications relating to these office management procedures. Also included in this course is a study of office design and office management concepts.

**Lecture Hours:** 32

**DHY115 Head and Neck Anatomy for Dental Hygiene**

**2 credits**—This course familiarizes the student with the anatomy of the head and neck, oral structures. Knowledge of the anatomy of the head and neck and oral structures is an essential prerequisite of such courses as clinical dental hygiene.

**Lecture Hours:** 32

**Prerequisite(s):** Admission to Dental Hygiene program.

### **DHY116 Tooth Morphology**

**1 credit**—This course will teach the anatomy and structure of each individual tooth crown and root. Permanent and primary dentitions will be studied with emphasis on identification, numbering systems, function, and application of instrumentation skills to each tooth surface.

**Lecture Hours:** 16

**Prerequisite(s):** Must be in program major.

### **DHY121 Oral Histology and Embryology**

**2 credits**—This course presents the anatomy of the tooth and its surrounding tissues on a microscopic level. The formation of the face before birth is studied and is followed by an examination of each part of the tooth and its surrounding structures during formation, eruption and function of both the primary and permanent dentitions.

**Lecture Hours:** 32

**Prerequisite(s):** Admission to Dental Hygiene program.

### **DHY131 Pharmacology**

**2 credits**—This course will provide the student with an academic background in the area of pharmacology with relation to the drugs used in the dental practice. The metric system, terminology, drugs and their specific reactions will be presented.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO173 and CHM132.

### **DHY141 General and Oral Pathology**

**3 credits**—This lecture course addresses concepts of both General and Oral Pathology. General Pathology content provides information regarding human disease and reviews major diseases of the human body, discussed by system. Oral Pathology content emphasizes pathological conditions of the head, neck and oral structures and relates this information to the Dental Hygiene Model

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in DHY121.

**Pre/Co-requisite(s):** A minimum grade of C in BIO173.

### **DHY162 Oral Radiology**

**2 credits**—Oral Radiology teaches the basic techniques of exposure of common types of dental radiographs, film processing procedures, setup and care of the darkroom, science of the x-ray beam, and operation of standard and panoramic x-ray equipment. Lifelike manikins for student practice are utilized, and emphasis is placed on radiation safety procedures for both patient and operator.

**Lecture Hours:** 16

**Prerequisite(s):** Admission to the Dental Hygiene program.

### **DHY175 Fundamentals of Clinical Dental Hygiene**

**6 credits**—This course serves as a foundation to Clinical Dental Hygiene II, III, and IV. The student will learn the skills of dental hygiene practice and client management through simulated clinical situations as well as in lecture/discussion sessions.

**Lecture Hours:** 48

**Prerequisite(s):** Admission to the Dental Hygiene program.

### **DHY187 Clinical Dental Hygiene II**

**3 credits**—This course is the first of three in a sequence that provides clinical experience. The student applies the Dental Hygiene Process of Care while working with actual clinic clients. The emphasis of this course is to achieve competency in basic assessment and preventative dental hygiene treatment skills.

**Clinic Hours:** 144

**Prerequisite(s):** A minimum grade of C in DHY175 and DHY162.

**Pre/Co-requisite(s):** DHY188

### **DHY188 Clinical Dental Hygiene II Seminar**

**1 credit**—Dental Hygiene Practicum II complements Clinical Dental Hygiene II by supplying the theory behind the Dental Hygiene Process of Care. This course also introduces the theory behind basic procedures needed to provide comprehensive dental hygiene care.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175 and DHY162.

**Pre/Co-requisite(s):** DHY187

### **DHY210 Introduction To Periodontology**

**1 credit**—This course will provide first year students the basic concepts and fundamentals of periodontal health and disease. The student will be able to relate this knowledge to the clinical setting.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY121.

**Pre/Co-requisite(s):** DHY141

### **DHY211 Periodontology**

**2 credits**—An in-depth study of the healthy and diseased periodontium is covered in this course. The student will be able to relate this knowledge to the clinical setting.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY141 and DHY210.

### **DHY222 Biomaterials for the Dental Hygienist**

**3 credits**—This course introduces the dental hygiene student to the materials commonly employed in the practice of dentistry and, in particular, to those materials utilized by the dental hygienist. Through lecture sessions, the makeup and properties of the various materials such as plaster and stone, impression material, amalgam and cements are presented, as well as their relationship to one another. Through laboratory experience, the student learns techniques in preparation, mixing, handling and storage of these materials.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in CHM122.

**Co-requisite(s):** A minimum grade of C in CHM132.

### **DHY240 Ethics and Jurisprudence**

**1 credit**—This course presents background on the theory, philosophy and ethics for dental hygiene and the profession. Legal aspects of practice are presented as well as aspects of entry into practice and job seeking skills.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175.

**DHY254 Community Oral Health I**

**2 credits**—The purpose of this course is to provide the student with a background in the development and functions of federal, state and local health systems, and to prepare the student to participate in community health activities.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY188 and SOC110.

**DHY259 Community Oral Health Service Learning Experience**

**1 credit**—This course is designed to provide the students with experience developing and evaluating community oral health programs.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY254.

**DHY262 Special Needs Patient Education**

**1 credit**—This course provides basic concepts of learning for behavioral change and the care of patients with special needs.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175.

**DHY271 Pain Control**

**2 credits**—This course provides the knowledge and skills necessary for the student to perform pain control techniques competently. The course will discuss both the content needed to perform local anesthesia and to perform nitrous oxide/oxygen administration and monitoring.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY113 and DHY185.

**Co-requisite(s):** A minimum grade of C in DHY131.

**DHY272 Interdisciplinary Health Care**

**2 credits**—This course will use specialists in the varied health fields to make the student aware of the interrelationships between these specialties and dental hygiene. Additionally, the course promotes an understanding of the potential dental hygiene practice settings through observations made in rotation in the community.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY254 and DHY297.

**DHY297 Clinical Dental Hygiene III**

**4 credits**—This course enables the students to provide comprehensive dental hygiene care to meet the total oral health needs of each client, including referrals for treatment. Students will progressively increase their clinical abilities toward levels of proficiency required for entry level as measured by fulfillment of the clinic competencies for the semester.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in DHY187 and DHY188.

**Co-requisite(s):** DHY211 and DHY298

**DHY298 Clinical Dental Hygiene III Seminar**

**2 credits**—This course will: Introduce adjunctive dental hygiene procedures/techniques and disease control theory along with research methodology. The course also expands on instrumentation techniques, case-based problem solving and radiographic interpretation.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY187 and DHY188.

**Co-requisite(s):** DHY271 and DHY297

Supplement B1

**DHY307 Clinical Dental Hygiene IV**

**4 credits**—This course is the final preparation for the students in clinical practice. When the course is completed, the student will have the proficiency and skill to maintain the ideals of the dental hygiene profession.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in DHY271, and DHY197, and DHY298.

**DHY308 Clinical Dental Hygiene Seminar IV**

**1 credit**—This course will incorporate dental hygiene care with critical thinking and case studies for the students as they prepare for dental hygiene licensure.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY271, and DHY197, and DHY298.

**Co-requisite(s):** DHY307

**DHY901 Independent Study Clinical Dental Hygiene**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 3 credits.

**Lab Hours:** 32

**DHY924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**DHY928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 5 credits.

**Lecture Hours:** 16

**DRA107 Theatrical Arts and Society**

**3 credits**—This course introduces students to a literary appreciation of drama throughout history. Emphasis will be on reading, discussing, and evaluating various plays representative of their era and genre along with discussion of live theatre, film and television performances and how these kinds of dramatic narratives interrelate with societies of the past and present.

**Lecture Hours:** 48



**DRA110 Introduction to Film**

**3 credits**—This course introduces students to the various language systems of film, including film-making techniques, creators, genres, narratives, ideology, and film theory/criticism. Students will explore the cultural importance of cinema as art by analyzing selected movies and clips which demonstrate artistic excellence.

**Lecture Hours:** 48

**DRF113 Fundamentals of Technical Drafting**

**3 credits**—This course introduces the student to the drafting environment and includes basic knowledge and fundamental skills of manual drafting. Special emphasis is placed on reproducible line quality, lettering, geometric constructions and layout techniques.

**Lecture Hours:** 16 **Lab Hours:** 64

**DSL377 Diesel Engine Rebuild**

**7 credits**—Students are introduced to diesel engine application, design, construction, theory, and operating principles. This course also covers diagnosis, disassembly, and assembly of diesel engines.

**Lecture Hours:** 80

**DSL447 Diesel Fuel Systems**

**7 credits**—This course focuses on diagnosis, theory and repair of mechanical and electronic fuel systems used in transportation, agriculture, and construction equipment.

**Lecture Hours:** 80

**DSL807 Diesel Truck Equipment Repair**

**7 credits**—This course is designed to give students the opportunity to apply competencies previously achieved to repair and service projects. Also included is theory and operation, diagnosis, and repair of heating and air conditioning systems. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.

**ECE103 Introduction to Early Childhood Education**

**3 credits**—Gives students a historical and philosophical foundation of the field of early childhood education. Includes an overview of assessment and trends that influence best practices. Explores careers in the field. Addresses influences of families and diversity.

**Lecture Hours:** 48

**ECE120 Communication with Families**

**2 credits**—This course is designed to give students a basic understanding of good working relationships with educators, families and community resources. The value of this relationship to all parties involved is examined.

**Lecture Hours:** 32

**ECE122 Parenting Relationships**

**2 credits**—An introduction to the general subject matter of family relations. Students will study family systems and parenting in a changing society.

**Lecture Hours:** 32

**ECE125 School Age Care**

**2 credits**—This course focuses on the unique care necessary for school-age children. Criteria for organizing a positive physical environment coupled with state licensing regulations, center policies, and interactions with families are examined. Students will look at the needs of school-age children and explore methods of addressing these needs in a group care setting.

**Lecture Hours:** 32

**ECE133 Child Health, Safety, and Nutrition**

**3 credits**—Focuses on current concepts in the fields of health, safety and nutrition and their relationship to the growth and development of the young child ages birth to eight. Blends current theory with practical applications and assessments. Includes the influences of families and diversity on health, safety, and nutrition in early childhood settings.

**Lecture Hours:** 48

**ECE158 Early Childhood Curriculum I**

**3 credits**—Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's development stages and developing appropriate learning opportunities, interactions and environments in the following areas: dramatic play, art, music, fine and gross motor play.

**Lecture Hours:** 48

**ECE159 Early Childhood Curriculum II**

**3 credits**—Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's development stages and developing appropriate learning opportunities, interactions and environments in the following areas: emergent literacy, math, science, technology and social studies.

**Lecture Hours:** 48

**ECE170 Child Growth and Development**

**3 credits**—Reviews typical and atypical development of children from conception to adolescence in all developmental domains. Presents interactions between child, family and society within a variety of community and cultural contexts. Examines theories associated with our understanding of children.

**Lecture Hours:** 48

**ECE221 Infant/Toddler Care and Education**

**3 credits**—Focuses on care, education, and assessment of children from birth to thirty-six months. Prepares students to utilize developmentally appropriate practices including responsive caregiving, routines as curriculum, importance of relationships with diverse families, and a focus on the whole child in inclusive settings.

**Lecture Hours:** 48

**ECE243 Early Childhood Guidance**

**3 credits**—Focuses on effective approaches and positive guidance strategies for supporting the development of all children. Emphasizes supportive interactions and developmentally appropriate environments. Uses assessment to analyze and guide behaviors. Studies impact of families and diversity on child guidance.

**Lecture Hours:** 48

**ECE250 Advanced Curriculum Planning**

**3 credits**—This course acquaints students with center environment planning and evaluation. It addresses the role of the teacher as well as program evaluation for early childhood centers. Students also look at community resources for expanding the center environment.

**Lecture Hours:** 48

**Prerequisite(s):** EDE158 and ECE159

**ECE260 Current Topics and Issues in Child Care**

**2 credits**—National, state and local topics and issues impacting childcare are examined.

**Lecture Hours:** 32

**ECE274 Field Experience I**

**2 credits**—Supervised experience in selected early childhood settings serving children ages birth through eight. Includes integration of theory, research, and reflective practice. Provides an understanding of developmentally appropriate practices and the developmental stages of diverse populations of young children and families. Emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning, and program routines.

**Co-op Hours:** 128 **Prerequisite(s):** ECE221 **Co-requisite(s):** ECE994  
**Pre/Co-requisite(s):** ECE158, ECE159, ECE170, and ECE243

**ECE284 Field Experience II**

**2 credits**—The field experience provides on-the-job training, practical application of knowledge gained in the classroom, documenting observations of children, and an opportunity to participate with a child care team involved with children ages 3 through 5.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of D in ECE274 and ECE944.

**Co-requisite(s):** ECE945

**ECE290 Early Childhood Program Administration**

**3 credits**—Skills in planning, implementing, and evaluating programming are introduced. Staff supervision and evaluation, in-service training and orientation, and harmonious working relationships, are other topics included in this course.

**Lecture Hours:** 48

**Prerequisite(s):** ECE158 and ECE159

**ECE298 Child Development Career Strategies**

**2 credits**—Child Development Career Strategies prepares students for becoming an employee and employer in child care settings. It includes the strategies involved in seeking and securing a position in child care, along with recruiting and employing a child care worker. Included for the job seeker will be an introduction to the job search process, including resume writing, developing cover letters and the interview process. Included for the employer will be recruitment procedures, laws governing the hiring of child care employees, screening of applicants and conducting and evaluating interviews.

Enrollment limited to Early Childhood Education students.

**Lecture Hours:** 32

**ECE924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**ECE944 Field Experience Seminar I**

**1 credit**—Field Experience Seminar 1 provides support for the systemic refinement of skills necessary for a successful experience in the field. Professional relationships and behaviors, appropriate adult/child interactions, curriculum planning, and experiences in the field will be emphasized.

**Lecture Hours:** 16

**Co-requisite(s):** ECE274

**ECE945 Field Experience Seminar II**

**1 credit**—Field Experience II Seminar provides support for the systematic refinement of the skills necessary for a successful Field Experience II experience through receiving feedback on assignments and engaging in discussions of relevant topics with instructors and peers.

**Lecture Hours:** 16

**Co-requisite(s):** ECE284ECN110

**Introduction to Economics**

**3 credits**—This is a one-semester survey course covering basic economic issues and applications. The course includes such topics as supply, demand, pricing and production decisions by firms, consumer decision making, national income and output determination, unemployment and inflation, Classical and Keynesian theories, money and banking, and fiscal and monetary policies. International issues will also be discussed. (No credit given if credit earned in EC101T or EC102T.)

**Lecture Hours:** 48

### **ECN120 Principles of Macroeconomics**

**3 credits**—Principles of supply and demand and the price mechanism will be presented. Descriptions and interactions of the consumer, business, government, and international sectors will be studied as well as their effects on output, employment, and growth in the economy. The course includes a study of the banking system and monetary policy, fiscal policy, economic growth, differing macroeconomic viewpoints, and international issues.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **ECN130 Principles of Microeconomics**

**3 credits**—Principles of supply and demand, elasticity, and pricing will be studied. The course includes such topics as resource allocation of firms, pricing and output decisions in different market structures, and consumer choice theory. International issues and the world economy will be integrated into the course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **EDU214 Exploring PK-12 Education**

**2 credits**—This course is designed to give students the opportunity to gain insight into the teaching profession and examine what it means to be a PK-12 teacher. Students will critically evaluate teaching as their chosen or possible profession. An overview of the skills and knowledge they will need to be successful professionals will be investigated. Current and future trends in public education will be examined.

**Lecture Hours:** 32

### **EDU216 Introduction to Teaching**

**3 credits**—The course Introduction to Teaching: The Teaching Profession is designed to help students become aware of the foundations of teaching, understand the realities of teaching, and gain insight into the process of teaching. It is provided for students who may be undecided about teaching. The course will investigate the tools and information necessary to make a rational and thoughtful choice about pursuing the teaching profession.

**Lecture Hours:** 48

### **EDU223 Multicultural Education**

**3 credits**—This course introduces conceptual, theoretical, and philosophical issues in Multicultural Education (MCE). Students learn instructional strategies for making their future multicultural classrooms into effective learning communities that are collaborative, inclusive, developmentally appropriate, and globally oriented.

**Lecture Hours:** 48

### **EDU235 Children's Literature**

**3 credits**—The course is designed to present the dynamics of children's literature. It promotes the selection and evaluation of literature for children as well as how to engage young readers in a variety of literary genres. The course will emphasize literature as a key element of the reading curriculum, grades Preschool-8 and beyond. The course will be relevant to those interested in education and literacy.

**Lecture Hours:** 48

### **EDU240 Educational Psychology**

**3 credits**—The study of learning as it relates to cognitive, affective, and psychomotor processes; personal, social and moral development; abilities and exceptionality and motivation, measurement and classroom management.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111 and PSY121

**Co-requisite(s):** EDU920

### **EDU246 Including Diverse Learners**

**3 credits**—Students are introduced to the issues and practices regarding the inclusion of diverse student populations in general education settings. The needs of all students including general education, special education, and gifted will be emphasized. Strategies for adapting curriculum and the classroom will be examined. Support services that are available to teachers and students will be explored.

**Lecture Hours:** 48

### **EDU255 Technology in the Classroom**

**3 credits**—This is a basic course in the planning and practical use of technology resources to enhance and extend the learning process in the face to face classroom, hybrid and online learning. Students will be exposed to various ways of thinking about educational media and its applications in the classroom. The course is designed to provide the student with experiences that will enable them to select, arrange, utilize, and produce a variety of resources to enhance student learning through their creation of a Thematic Unit.

**Lecture Hours:** 48

**Prerequisite(s):** EDU240 or EDU235

### **EDU800 Exploring Math and Science Teaching**

**1 credit**—Exploring Math and Science Teaching gives the student a chance to hear from effective, successful teachers of math and science on a weekly basis. With assistance from a cooperating K-12 teacher, the student will experience an opportunity to conduct a lesson in an authentic math or science classroom in elementary settings. This class provides an opportunity to sample the world of teaching math or science. Tuition for this one credit course is refunded upon successful completion of the class through the Iowa Math And Science Education Partnership.

**Lab Hours:** 32

**EDU901 Academic Service Learning Experience**

**1 credit**—Students in this course develop and/or implement service learning projects to help the college's community including the surrounding local community under the supervision of college faculty and in cooperation with the staff of community organizations and agencies.

**Lab Hours:** 32

**Co-requisite(s):** EDU240

**EDU920 Field Experience**

**1 credit**—This course provides an observation and participation experience to explore duties, roles and responsibilities of teachers to the school community. This takes place in area schools under the direction and guidance of classroom teachers.

**Lab Hours:** 32

**EDU924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**EGR410 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16 **Lab Hours:** 64

**EGR450 Computer Integrated Manufacturing**

**3 credits**—This course enhances computer modeling skills by applying principles of robotics and manufacturing automation to the creation of models of three-dimensional designs.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** EGR400

**EGT108 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16 **Lab Hours:** 64

**EGT140 Fluid Power**

**2 credits**—This is a course of study in the basic fluid power principles and components of fluid power systems.

**Lecture Hours:** 16 **Lab Hours:** 32

**EGT144 Fluid Power Applications**

**2 credits**—This course is a continuation study of fluid power systems and applications with particular emphasis on troubleshooting and performance evaluations.

**Lecture Hours:** 16 **Lab Hours:** 32

**EGT149 Fluid Power Systems II**

**3 credits**—This is a continued study of fluid power components, their operations, and functions in circuit application, as well as graphic circuit print reading.

**Lecture Hours:** 16 **Lab Hours:** 64

**Pre/Co-requisite(s):** EGT140

**EGT152 Advanced Fluid Power and Servo Systems**

**2 credits**—This course will teach the principles of electrohydraulic servo systems and how these systems are applied, installed, operated, and maintained in the field. Servo systems, transducers, valve characteristics, control and performance will be covered.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** EGT149 and EGT144

**EGT243 Statics and Strength of Materials**

**3 credits**—Statics deals with forces on structural members at rest. Topics include vector and scalar quantities, free-body diagrams, equations of equilibrium, coplanar and non-coplanar force systems, resultant of a system of forces, equilibrium in force systems, and the laws of friction. Strength of materials deals with the relationship between stress and deformation; riveted, welded, and bolted joints; torsion; centroids and moments of inertia; shear; moments and deflections in beams; combined stresses; and columns.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** PHY162

**EGT400 Introduction to Engineering Design**

**3 credits**—This course uses a design development process while enriching technical and engineering problem-solving skills; students create and analyze models using specialized computer software (AutoCAD Inventor)

**Lecture Hours:** 16 **Lab Hours:** 64

**EGT410 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16 **Lab Hours:** 64

**EGT420 Digital Electronics**

**3 credits**—This course teaches applied logic through work with electronic circuitry, which students also construct and test for functionality.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** EGT410

### **EGT450 Computer Integrated Manufacturing**

**3 credits**—This course enhances computer modeling skills by applying principles of robotics and manufacturing automation to the creation of models of three-dimensional designs.

**Lecture Hours:** 16 **Lab Hours:** 64  
**Prerequisite(s):** EGT400

### **EGT460 Civil Engineering and Architecture**

**4 credits**—This course introduces students to the interdependent fields of civil engineering and architecture; students learn project planning, site planning, and building design using specialized computer software (AutoDesk Revit).

**Lecture Hours:** 16 **Lab Hours:** 64  
**Prerequisite(s):** EGT400

### **EGT470 Engineering Design and Dev.**

**5 credits**—This course is a research course that requires students to formulate the solution to an open-ended engineering question. With a community mentor and skills gained in their previous courses, students create written reports on their applications, defend the reports, and submit them to a panel of outside reviewers.

**Lecture Hours:** 48 **Lab Hours:** 80 **Clinic Hours:** 48 **Prerequisite(s):** EGT410, EGT420, EGT450, or EGT460 **Pre/Co-requisite(s):** EGT400

### **ELE194 Power Generators and Transformers**

**2 credits**—The Power Generators and Transformers course will provide students with a working knowledge of how generators and transformers function. Training will cover the safety aspects of high voltage/power generators and transformers as they connect to the utility grids.

**Lecture Hours:** 16 **Lab Hours:** 32

### **ELE218 Motion Control**

**2 credits**—This course is an introduction to electronic motion control system components and programming of a motion control system through a PLC.

**Lecture Hours:** 16  
**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT104 Electronics Drafting**

**3 credits**—An introduction to drafting fundamentals including: two-dimensional, orthographic, sectional, auxiliary and pictorial; electronic symbols, devices, circuitry and systems, using CAD.

**Lecture Hours:** 16 **Lab Hours:** 64  
**Prerequisite(s):** A minimum grade of D in EGT108 or ELT192.

### **ELT120 Schematics for Electromechanical Techs**

**3 credits**—This course is to train factory electricians and mechanics to read most under-roof factory schematics in the food, manufacturing, warehousing, and energy production industries.

**Lecture Hours:** 48  
**Prerequisite(s):** A minimum grade of C- in ELT139, EGT140, ELT215, and ELT234, or instructor approval.

### **ELT133 Electric Motor Drives**

**2 credits**—This course is an introduction to the fundamental principles of electronic motor drive technologies. Topics to be presented will include servo-motor theory, encoders, tachometers, electronic and mechanical brakes/clutches, and closed-loop systems.

Specific drives to be studied will include DC servo, AC variable-frequency, and AC servo.

**Lecture Hours:** 16 **Lab Hours:** 32

### **ELT139 Electrical Systems**

**3 credits**—Students will gain knowledge and hands-on experience in DC and AC circuits and principles, electrical measurement instruments, electrical safety, conductor sizes and types, wiring applications, wiring techniques, and troubleshooting.

**Lecture Hours:** 16 **Lab Hours:** 64  
**Pre/Co-requisite(s):** MAT772

### **ELT149 Advanced Electrical Systems**

**2 credits**—This class stresses electrical distribution systems, electrical transformers, AC and DC motor theory, operation and repair, motor testing and sizing procedures, manual and magnetic starters, and motor overload protection. Specific topics will include types of electrical distribution systems, transformer theory and operation, electrical safety related to motor systems, lockout/tagout techniques, use of motor testing devices, and construction, sizing, and installation of motor overload devices. Extensive laboratory exercises will enhance classroom studies.

**Lecture Hours:** 16 **Lab Hours:** 32  
**Pre/Co-requisite(s):** ELT139

### **ELT156 Industrial Electronics**

**5 credits**—This course covers the theory and application of devices and circuits used in industrial and commercial electronics.

**Lecture Hours:** 48

### **ELT192 Introduction to Computer Science**

**3 credits**—This course will introduce the student to the basic use of the personal computer. The course will include a study of DOS, Word Processing, Spreadsheet, and BASIC programming language.

**Lecture Hours:** 32 **Lab Hours:** 32

### **ELT215 Motors and Controls**

**2 credits**—This class stresses motor control systems, devices, circuit design and construction, and troubleshooting techniques. Specific topics will include electrical safety, lockout/tagout procedures, relays, timers, pilot devices, and solid state control technologies. Extensive laboratory exercises using industrial-grade components will enhance classroom studies.

**Lecture Hours:** 16 **Lab Hours:** 32  
**Prerequisite(s):** ELT139

### **ELT216 DC Controls Circuits**

**2 credits**—The course is an introduction DC control components and DC control systems used in industrial applications. Both stand-alone circuits and PLC circuits are covered.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT234 PLC Programming**

**2 credits**—An introduction to the fundamental principles of programmable controller operation. Topics to be presented will include basic system configurations and hardware, relay-equivalent instructions, timers and counters, data manipulation commands, and searching/program documentation.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT139.

**Pre/Co-requisite(s):** ELT215

### **ELT239 Advanced Electrical Systems**

**3 credits**—This class stresses electrical distribution systems, electrical transformers, AC and DC motor theory, operation and repair, motor testing and sizing procedures, manual and magnetic starters, and motor overload protection. Specific topics will include types of electrical distribution systems, transformer theory and operation, electrical safety related to motor systems, lockout/ tagout techniques, use of motor testing devices, and construction, sizing, and installation of motor overload devices. Extensive laboratory exercises will enhance classroom studies.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT240 PLCs II**

**2 credits**—As modern manufacturing becomes more computer-control oriented the industrial programmable controller plays an increasingly important role. In this course the learner will study advanced programming commands, sequencers, file moves, arithmetic functions, and data communications; advanced PLC architectures; as well as interfacing, troubleshooting, and applications.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT234.

### **ELT245 PLCs III**

**2 credits**—An introduction to the programmable controller operation using Siemens PLC systems. Topics to be presented will include system configurations and hardware, relay-equivalent instructions and timers and counters for ladder logic programming, and function block diagram programming concepts.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT290 DC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to direct current circuits. This course assumes no previous knowledge of electricity or electronics. An understanding of algebra is required.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** MAT504

### **ELT291 AC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to alternating current circuits. This course is a continuation of the DC Electricity course. An understanding of algebra is required.

**Lecture Hours:** 48

**Prerequisite(s):** ELT290 **Pre/Co-requisite(s):** MAT504

### **ELT311 Digital Circuits and Systems**

**4 credits**—This course provides students with knowledge and understanding of digital logic circuit design and operation using integrated circuits. Studies include combinatorial logic circuits, flip-flops, arithmetic circuits, counters and registers, and logic families, with introduction of hardware and software of microcontrollers.

**Lecture Hours:** 32

**Prerequisite(s):** MAT514 **Pre/Co-requisite(s):** ELT526

### **ELT315 Digital Logic for Industrial Applications**

**2 credits**—This course provides students with knowledge and understanding of digital logic functions in industrial applications. Topics of study include combinational logic circuits, flip-flops, counters, registers and semiconductor memory devices.

**Lecture Hours:** 16

**Co-requisite(s):** A minimum grade of C- in ELT139.

### **ELT320 Electronic Devices**

**5 credits**—This course is an introduction to electronic devices and their uses. This course provides the foundation for advanced courses in electronics circuit and systems by teaching the operating characteristics of electronic devices and circuit design using those devices.

**Lecture Hours:** 48 **Lab Hours:** 80 **Clinic Hours:** 48

**Prerequisite(s):** ELT291

**Pre/Co-requisite(s):** MAT514

### **ELT321 Operational Amplifiers**

**3 credits**—This course is an introduction to operational amplifiers and their uses. This course provides the foundation for advanced courses in electronics circuit and systems by teaching the operating characteristics of operational amplifiers and circuit design using those devices.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** ELT291

**Pre/Co-requisite(s):** MAT514

### **ELT403 Visual Basic**

**3 credits**—This course introduces students to Visual Basic programming languages. The objective of this course is to provide students with the understanding of high level programming languages and programming techniques used in problem solving.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in EGT108, EGT410, or ELT192.

### **ELT409 Data Acquisition Systems**

**4 credits**—This course includes signal conditioning, transducer characteristics, microcontroller input/output and interfacing using C programming language and applications.

**Lecture Hours:** 32

**ELT415 Communication Circuits I**

**5 credits**—This course is an introduction to communication circuits, with an in depth study of A.M. and F.M. transceiver theory.

**Lecture Hours:** 48

**Prerequisite(s):** ELT320 and ELT321

**ELT416 Communication Circuits II**

**5 credits**—This course is continuation of Communication Circuits I. This course includes the study of frequency synthesis, transmission line theory, digital communication techniques, antennas and microwave devices.

**Lecture Hours:** 48

**Prerequisite(s):** ELT415

**ELT417 Computer Systems**

**3 credits**—This course provides the students with the understanding of personal computer hardware systems and administration of various computer operating systems.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in EGT108, EGT410, or ELT192.

**ELT444 Industrial Networking**

**2 credits**—This course introduces the student to networking industrial equipment such as PLC's, Variable Frequency Drives, control components and computers. Industry-standard connectivity is covered and actual networks are set up.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT234.

**ELT512 Electronic Fabrication**

**2 credits**—This course provides students with an understanding of the hand tools and materials used by the technicians in the electronics field and instruction in their usage.

**Lecture Hours:** 16 **Lab Hours:** 32

**ELT532 Semiconductors for Industrial Applications**

**2 credits**—This course provides an introduction to electronic devices and their uses. Applications of semiconductors in power electronics circuits for control are covered. This course provides the foundation for advanced courses in electronics systems.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

**ELT600 Applied Computer Programming**

**3 credits**—This course introduces students to Visual C and LabView programming languages. The objective of this course is to provide students with the understanding of high level programming languages and programming techniques used in problem solving.

**Lecture Hours:** 32

**Prerequisite(s):** EGT108 or EGT410

**ELT701 Embedded Processors**

**3 credits**—This course is an introduction to microcontroller theory and applications. The objective of this course is to provide students with the basic microcontroller theory necessary to understand the operation and interfacing characteristics. This includes typical microcontroller architecture with C programming, Input/output and interfacing concepts, hardware/software interaction and applications.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** ELT409

**ELT703 Introduction to Networking**

**2 credits**—This course introduces the student to the fundamental building blocks that form a modern computer network, such as protocols, topologies, hardware, and network operating systems. The course then provides in-depth coverage of the most important concepts in contemporary networking, such as client/server architecture, TCP/IP, Ethernet, wireless transmission and security.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in ELT409.

**ELT736 Instrumentation and Control**

**2 credits**—With the increase in computer-controlled systems in modern business and industry the study of instrumentation and transducers is vital to a maintenance technicians education. This course will concentrate on the types of instrumentation currently available, interfacing and cabling techniques, signal conditioning, noise control, and applications and troubleshooting of complete systems.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT139.

**ELT802 Electronics Design Project I**

**1 credit**—This course is the first of a series of two design courses. This course will introduce the student to design concepts and procedures as related to the design of electronics equipment. This course will require the student to identify an electronics design project as an individual or as a member of a team that will be completed during this course and the Electronics Design Project II course. All design projects will be subject to instructor approval.

**Lab Hours:** 32

**ELT803 Electronics Design Project II**

**1 credit**—This course is a continuation of ELT802 Electronic Design Project I. The student will complete the design project that was identified and started in Electronic Design Project I. This course will require the student to design, prototype, troubleshoot, and debug an electronics related project based on technology presented throughout the EET program.

**Lab Hours:** 32 **Prerequisite(s):** ELT802 **Pre/Co-requisite(s):** ELT156

### **EMS114 Emergency Medical Responder**

**2 credits**—This course provides the student with the necessary skills and knowledge to identify and treat life-threatening emergencies, wounds and fractures, medical and environmental emergencies and patient access and handling. This course utilizes a combination of classroom lecture and skills practice.

**Lecture Hours: 16 Lab Hours: 32**

### **EMS201 Emergency Medical Technician – Effective Fall 2015**

**7 credits**—This course is for individuals who anticipate working with an ambulance service, hospital emergency department, fire department or other occupational field where emergencies are common. Course includes topics related to assessment and treatment of illness and injury. This course also includes a clinical and field component.

**Lecture Hours: 80 Lab Hours: 32 Co-op Hours: 64**

### **EMS201 Emergency Medical Technician – Effective Summer 2016**

**7 credits**—This course is for individuals who anticipate working with an ambulance service, hospital emergency department, fire department or other occupational field where emergencies are common. Course includes topics related to assessment and treatment of illness and injury. This course also includes a clinical and field component.

**Lecture Hours: 64 Lab Hours: 64 Co-op Hours: 64**

**Prerequisite(s):** A minimum grade of C in ENG060, ENG061, COM781, ENG105, or ENG106 or meet requirement with equivalent assessment score. A minimum grade of C in RDG039 or RDG040 or meet requirement with equivalent assessment score.

### **EMS541 Clinical I**

**3 credits**—This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required.

**Co-op Hours: 192**

**Co-requisite(s):** EMS641 and EMS619

### **EMS546 Clinical II**

**3 credits**—This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required.

**Co-op Hours: 192**

**Prerequisite(s):** A minimum grade of C in EMS541.

**Co-requisite(s):** EMS677, EMS674, and EMS650

### **EMS619 Airway and Patient Assessment**

**4 credits**—The course includes Module 2 (Airway Management and Ventilation) and Module 3 (Patient Assessment) of the DOT National Standard Curriculum for EMT Paramedics. Content will include advanced airway management physical assessment, field assessment, clinical decision making, documentation and the assessment and management of respiratory emergencies. The lab component of this course includes skills in airway management and ventilation, history taking, techniques of physical examination, patient assessment, clinical decision making, communication and AHA ACLS. All will be practiced and demonstrated.

**Lecture Hours: 48 Lab Hours: 32**

**Co-requisite(s):** A minimum grade of C in EMS641.

### **EMS641 Introduction to Paramedicine**

**3 credits**—Provides an overview of paramedic roles and responsibilities and the emergency medical service system. Includes discussion of medicolegal and ethical issues in EMS, agents of trauma and disease, and career opportunities for paramedics. Provides discussion and demonstration of proper documentation in EMS, emergency vehicle operations, and non-patient care aspects of EMS.

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of C in EMS201.

### **EMS650 Medical and Psychological Emergencies**

**4 credits**—Lecture and case-based teaching in the pathophysiology, recognition and advanced life support assessment and management of emergencies involving the nervous, endocrine, renal, and gastrointestinal systems. Assessment and intervention in psychological emergencies.

**Lecture Hours: 48 Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in EMS641 and EMS619.

### **EMS655 Transition to Paramedic Practice**

**4 credits**—This course will provide a platform for the student to apply cognitive, psychomotor, and affective skills to actual practice during a field internship. This course will also include comprehensive psychomotor exercises in a lab setting to prepare the paramedic student for national certification.

**Lab Hours: 32 Co-op Hours: 192**

**Prerequisite(s):** A minimum grade of C in EMS541, EMS546, EMS641, EMS671, and EMS619, or instructor approval.

### **EMS671 Paramedic Pharmacology/Pathophysiology**

**3 credits**—Paramedic Pharmacology/Pathophysiology is a preparatory course for the Paramedic Education Program. The course will concentrate on the pathophysiology of illness and injury on the human body and also relate the principles of pharmacology to the pathophysiology.

**Lecture Hours: 32 Lab Hours: 32**

**Co-requisite(s):** EMS619 and EMS641



### **EMS674 Cardiology for the Paramedic**

**4 credits**—Cardiology for the Paramedic will focus on assessing the prehospital cardiac patient, interpreting electrocardiograms, and formulating treatment regimens for these patients.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in EMS641, EMS671, and EMS619, or instructor approval.

**Co-requisite(s):** EMS650

### **EMS677 Special Populations for the Paramedic**

**4 credits**—Special Patient Populations for the Paramedic explores illness and injury in the obstetric/gynecologic, neonatal, pediatric, geriatric, and chronically ill patient populations.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in EMS641 and EMS619, or instructor approval.

### **EMS678 Traumatic Emergencies for the Paramedic**

**3 credits**—Traumatic Emergencies for the Paramedic explores the science of traumatic injuries, their detection and treatment. Major topics include: soft tissue, shock, hard tissue, nervous system, and internal injuries.

**Lecture Hours:** 32 **Lab Hours:** 32

**Co-requisite(s):** EMS671

### **ENG060 College Preparatory Writing I**

**3 credits**—This course is the first in the college writing sequence. It provides students with opportunities to read and comprehend increasingly difficult texts in a variety of genres; to think more deeply and critically about the issues and ideas presented in these texts; and to respond to those texts in writing with increasing fluency, confidence, and clarity. Students should connect personally with assigned reading material and communicate their thoughts clearly in writing using Standard English. This course emphasizes responses grounded in the writer's personal interaction with the assigned text. It prepares students for the next level in their writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ENG061 College Preparatory Writing II**

**3 credits**—This course encourages students to improve their critical thinking skills, reading comprehension, and writing proficiency for inquiry, learning, thinking, and communication. Students will read, discuss, and respond to a variety of texts of different genres so as to analyze texts and write for different purposes. Students will work individually and collaboratively to produce, revise, and edit written work. Central to the objective of this course is developing a personal writing process: generating ideas, producing multiple drafts, revising, and editing. This course prepares students to advance into their appropriate program writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** ENG060 or appropriate COMPASS scores or equivalent.

### **ENG105 Composition I**

**3 credits**—Composition I emphasizes fluency, thesis-driven organization, the use of supporting details, and research techniques. Writing is approached as a recursive process that includes prewriting strategies, drafting, revising, and editing. The course helps students shape writing to serve readers' needs and define a sense of purpose in their writing. It also gives students strategies for reading college-level material.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate COMPASS scores or equivalent.

### **ENG106 Composition II – Effective Fall 2015**

**3 credits**—Composition II aims to review and extend writing principles learned in Composition I to analytical, argumentative, and research-based writing. This course emphasizes critical reading, evaluation, and precise and responsible source citation.

**Lecture Hours:** 48

**Prerequisite(s):** ENG105

### **ENG106 Composition II – Effective Summer 2016**

**3 credits**—Composition II aims to review and extend writing principles learned in Composition I to analytical, argumentative, and research-based writing. This course emphasizes critical reading, evaluation, and precise and responsible source citation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ENG105.

### **ENG221 Creative Writing**

**3 credits**—A beginning course for students interested in writing poetry and short stories. The course involves discussion of selected texts by accomplished writers (creative and critical work), assignments designed to develop specific skills and techniques, class discussion of student work, and individual conferences. The semester will be roughly divided between the two genres. As a final project, students are expected to write one of the following: 1) A collection of at least six polished poems; 2) A major revision of a substantial short story.

**Lecture Hours:** 48

### **ENV115 Environmental Science – Effective Fall 2015**

**3 credits**—This natural science course addresses the manner in which we approach our environment today and how it will affect the world we live in tomorrow. This course examines the challenges of: developing sustainable energy sources, maintaining the quality of our air, water, and soil, and preserving the remaining biodiversity and habitat. As these challenges are examined, possible solutions will be evaluated.

It is suggested to take BIO105 to better prepare for this course.

**Lecture Hours:** 48

### **ENV115 Environmental Science – Effective Summer 2016**

**3 credits**—This natural science course addresses the manner in which we approach our environment today and how it will affect the world we live in tomorrow. This course examines the challenges of: developing sustainable energy sources, maintaining the quality of our air, water, and soil, and preserving the remaining biodiversity and habitat, and human population pressures as they relate to the environment. As these challenges are examined, possible solutions will be evaluated.

It is suggested to take BIO105 to better prepare for this course.

**Lecture Hours:** 48

### **ENV116 Environmental Science Lab**

**1 credit**—This laboratory course provides a hands-on approach to understanding challenges to our environmental health. The course examines population growth, a framework for understanding the extent of habitat loss and degradation and its impact on biodiversity; water quality and treatment; soil quality and management practices; examination of energy consumption and alternatives; and an evaluation of ecosystem interactions.

**Lab Hours:** 32

**Pre/Co-requisite(s):** ENV115

### **ENV155 Residential Energy Auditing**

**4 credits**—The Residential Energy Auditing course covers residential energy auditing and associated heating and air-conditioning equipment. The concepts of heat flow, energy audit software, building science, building envelope diagnostics, construction practices, material costs, moisture concerns, proper insulation and airsealing techniques, energy pricing, energy modeling, and residential HVAC systems. Equipment selection, layout, piping techniques, troubleshooting, codes, preventive maintenance, diagnostics, multiple systems, and accessories are also covered.

**Lecture Hours:** 32 **Lab Hours:** 64

### **ENV170 Photovoltaic and Hybrid Electrical Systems**

**2 credits**—The Photo-voltaic and Hybrid Electrical systems course will provide students with an opportunity to size, construct, maintain, and analyze residential sized hybrid systems. Students will gain first hand experience working with electrical energy systems consisting of wind generators, photo-voltaic arrays, battery storage systems, inverters and system controllers.

**Lecture Hours:** 16 **Lab Hours:** 32

### **ENV185 Solar Photovoltaic Design and Installation**

**2 credits**—Introduces solar photovoltaic system requirements, design and configurations, installation techniques and their application in residential and commercial construction.

**Lecture Hours:** 16 **Lab Hours:** 32

### **ESL005 ESL Reading for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English to acquire basic reading skills. The course introduces students to effective reading strategies, approaches to reading in a variety of genres, strategies to expand vocabulary, and basic library research. Students are also encouraged to improve their reading fluency through extensive reading.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL011 ESL Writing for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English in the acquisition of basic grammatical structures of English and writing skills. The primary focus of the course is to develop students' competence and confidence in writing for academic purposes. Students will review basic grammatical rules and structures, understand the elements of paragraph through process writing, practice writing for different purposes, expand vocabulary, and develop fluency in writing.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL014 ESL Listening and Speaking for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English to acquire basic aural and oral skills. The primary focus of the course is to prepare students for academic content. Students will be involved in a variety of communicative activities to increase their confidence in understanding and communicating with others, to improve fluency as well as accuracy, to expand vocabulary, to practice note-taking skills, and to learn about American culture.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL020 English as a Second Language Lab**

**2 credits**—The purpose of the course is to provide the non-native speaker of English with a variety of realistic laboratory tasks that will improve and expand their English fluency.

The primary focus of the course is to expand vocabulary, improve pronunciation, and to provide the students with experiences that will enhance their confidence in their English ability. This course can be used to prepare the ESL student for wither the ESL I or ESL II course in the fall. It is designed to accommodate students at both the intermediate and advanced levels.

**Lab Hours:** 64

**Prerequisite(s):** Instructor approval.

### **ESL083 ESL Writing for Academic Purpose II**

**4 credits**—This is a course for non-native speakers of English in the acquisition of advanced grammatical structures and writing skills (necessary for academic English). The course is especially designed to develop advanced writing skills that will be needed in order to successfully complete transferable academic classes. Students will review problems in English grammar, analyze academic writing, practice writing for different purposes, and be introduced to different documentation styles.

**Lecture Hours:** 64

**Prerequisite(s):** ESL011 or appropriate placement scores or equivalent.

**ESL084 ESL Reading for Academic Purpose II**

**4 credits**—This is a course in continuing the acquisition of reading skills in English for non-native speakers. The primary goal of the course is to prepare students to become independent readers and to manage academic texts. Students are given opportunities to apply reading strategies effectively, to improve comprehension skills, to expand vocabulary, and to develop library research skills needed for academic study.

**Lecture Hours:** 64

**Prerequisite(s):** ESL005 or appropriate placement scores or equivalent.

**ESL089 ESL Listening and Speaking for Academic Purpose II**

**4 credits**—This is a course in continuing the acquisition of aural and oral skills in English for non-native speakers. The course is designed to help students develop listening and speaking skills that will be needed to be successful in fully transferable college courses. Skills taught include listening strategies, note taking, oral presentations, and vocabulary development. Students will also develop a deeper understanding of American culture through various activities.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** ESL014 or appropriate placement scores or equivalent.

**FIN121 Personal Finance**

**3 credits**—This course enables students to achieve high standards and competencies in economic principles in contexts of high relevancy and applicability to their individual, family, professional, and community lives. A project-based approach that utilizes higher order thinking, communication, leadership, and management processes will integrate course topics. Upon completion, students should be able to better understand scarcity, supply and demand, market structures, the role of government, money and the role of financial institutions, economic stabilization and cycles, investing and financial markets, and consumer credit.

**Lecture Hours:** 48

**FIR124 Building Construction**

**3 credits**—This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

**Lecture Hours:** 48

**FIR127 Fire Behavior and Combustion**

**3 credits**—This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

**Lecture Hours:** 48

**FIR130 Fire Prevention**

**3 credits**—This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**Lecture Hours:** 48

**FIR139 Fire Fighter I**

**3 credits**—After completing the course the student will have met the sections required for a Firefighter I in the NFPA® 1001, Standard for Fire Fighter Professional Qualifications, and the requirements for National Fire Protection Association's (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents for the the Awareness and Operational Levels.

**Lecture Hours:** 48 **Lab Hours:** 32

**FIR145 Fire Strategies and Tactics**

**3 credits**—This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

**Lecture Hours:** 48

**FIR149 Fire Protection Hydraulics and Water Supply**

**3 credits**—This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

**Lecture Hours:** 48

**FIR180 Hazardous Materials Chemistry**

**3 credits**—Covers properties of chemistry in fire service. Types of chemicals, processes, and legal requirements are discussed as they pertain in use, storage, and transportation of chemicals.

**Lecture Hours:** 48

**Co-requisite(s):** FIR139

**FIR200 Occupational Safety/Health in Emergency Services**

**3 credits**—This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

**Lecture Hours:** 48

### **FIR213 Principles of Emergency Services**

**3 credits**—This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

**Lecture Hours:** 48

### **FIR214 Legal Aspects of Emergency Services**

**3 credits**—This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases.

**Lecture Hours:** 48

### **FIR235 Fire Investigation I**

**3 credits**—This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire-setter, and types of fire causes.

**Lecture Hours:** 48

### **FIR236 Fire Investigation II**

**3 credits**—This course is intended to provide the student with advance technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in FIR235.

### **FIR291 Fire Fighter II Certification**

**3 credits**—After completing the course the student will have met the sections required for a Firefighter II in the NFPA® 1001, 2013 edition, Standard for Fire Fighter Professional Qualifications. Students who successfully complete the certification process will be certified as a Firefighter II.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in FIR139.

### **FIR300 Principles of Fire and EMS Administration**

**3 credits**—This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in FIR213.

### **FIR400 Emergency Safety and Survival**

**3 credits**—This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

**Lecture Hours:** 48

### **FLF145 French I**

**5 credits**—This course is an introduction to the basic vocabulary and key structures of the French language. The course will help students develop the four basic skills of listening, speaking, reading, and writing and will provide the beginning steps toward the acquisition of the French language. The course also focuses on making the student more culturally aware.

**Lecture Hours:** 80

### **FLF245 French II**

**5 credits**—This course continues to introduce basic vocabulary and key structures of the French language. The course will help students to continue to develop the four basic skills of listening, speaking, reading, and writing and will provide additional steps toward the acquisition of the French language. The course continues to focus also on making the student more culturally aware.

**Lecture Hours:** 80

**Prerequisite(s):** FLF145

### **FLS128 Conversational Spanish**

**3 credits**—Elementary speaking skills used in everyday conversations. Progresses toward the ability to converse in more varied and complex settings. Not for students who plan to major in foreign language.

**Lecture Hours:** 48

### **FLS151 Elementary Spanish I**

**5 credits**—This course is student-centered introductory instruction in the basic components of the Spanish language. The course will help students develop the skills necessary for the acquisition and perfection of the primary concepts of reading, writing, listening, and speaking in the Spanish language.

This course is not recommended for students who have completed one year or more of high school Spanish or the equivalent.

**Lecture Hours:** 80

### **FLS152 Elementary Spanish II**

**5 credits**—Provides continued instruction in the basic and necessary linguistic elements of Spanish to enable the learner to communicate verbally and in writing within the limits of the language presented.

**Lecture Hours:** 80

**Prerequisite(s):** FLS151 or equivalent course or instructor approval.

### **FLS241 Intermediate Spanish I**

**4 credits**—This course is student-centered instruction that reviews essential grammatical elements in the language and introduces new topics as a continuation of the first year of Spanish. Instruction will enable learners to further develop proficiency in speaking, listening, writing, reading, and cultural understanding of Spanish speaking countries.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in FLS152.

### **FLS242 Intermediate Spanish II**

**4 credits**—This course is student-centered instruction that promotes further linguistic development as a continuation of Intermediate Spanish I. Instruction will enable learners to expand their understanding of Spanish culture while increasing grammatical knowledge and spontaneous vocabulary usage.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in FLS241.

### **GEO115 Human Geography**

**3credits**—The course introduces basic fields of study, concepts, and research strategies of human geography. As a social science course it examines the interaction of humans and geographical space while exploring topics such as cultural diversity, urban centers, political boundaries, migration, land/water modification, erosion, and pollution.

**Lecture Hours:** 48

### **GEO121 World Regional Geography**

**3 credits**—This introductory course builds an understanding of the physical and social aspects of geography by examining the major regions of the world and their connections. This will be accomplished by a geographic regional "tour" of the world examining the basic relationship between the physical environment and the cultural aspects within these regions.

**Lecture Hours:** 48

### **GEO131 Physical Geography**

**3 credits**—An introduction to one of the major sub-fields of geography. Physical geography is the study of how and why physical phenomena vary spatially at and near the earth's surface. This course will emphasize describing the spatial distribution of the earth's natural features, patterns of solar energy receipt, atmospheric pressure, winds and precipitation around the earth. Introductory laboratory exercises complement the lecture.

**Lecture Hours:** 48

### **GEO132 Physical Geography Lab**

**1 credit**—An introductory laboratory course to complement GY110T Physical Geography. The course explores the concepts, resources, and specialized methods necessary to understand the major elements of Physical Geography.

**Lab Hours:** 32

**Pre/Co-requisite(s):** GEO131

### **GRA105 Drawing and Composition**

**4 credits**—This course introduces the student to a variety of art-making materials and media, provides a broad range of drawing experiences designed to expand the student's artistic perception, and enhances the student's ability to develop appropriate art-based solutions to common graphic design problems.

**Lecture Hours:** 32 **Lab Hours:** 64

### **GRA124 Electronic Illustration**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to create vector artwork. Students will utilize the leading vector drawing software to develop essential vector art rendering techniques.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** GRA133

### **GRA133 Desktop Publishing**

**4 credits**—This course introduces the student to computer generated layout and design production skills using electronic publishing software. Emphasis is a "hands-on" introduction to the leading page-layout application program utilized in the graphic communications industry.

**Lecture Hours:** 32 **Lab Hours:** 64

### **GRA142 Graphic Imaging**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to create raster graphics. Students will utilize the leading digital imaging software to develop essential image manipulation techniques.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** GRA133

### **GRA150 Introduction to Web Design**

**3 credits**—This course introduces students to the fundamentals of Website design and development. Emphasis is placed on designing cross-browser compatible interfaces and standards compliant Websites. Domain registration, Website hosting, search engine optimization, accessibility, usability, and interoperability will be discussed.

**Lecture Hours:** 32 **Lab Hours:** 32

### **GRA162 Web Page Graphics**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to create Website graphics. Students will utilize digital imaging software and emerging Web technologies to develop skills in constructing and implementing Web page graphics.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA150.

### **GRA196 Design and Layout I**

**4 credits**—This course emphasizes the fundamentals of design and layout in visual communications. The course provides experience in the type selection process for design application.

**Lecture Hours:** 32 **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D- in GRA133.

**GRA197 Design and Layout II**

**4 credits**—This course applies the principles and methods of design and layout to

creating solutions for design problems. The process involved with communicating a client's product, service or image to a specific or general audience is explored in project application.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA196 and GRA133.

**GRA200 Applications of Color**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to color manage digital art and make logical decisions with regard to choosing color during the design process.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** GRA133

**GRA205 Design and Layout III**

**4 credits**—This course expands the dimension of the process of design to include specific information and experiences pertaining to advertising design and other advanced design formats.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA124 and GRA197.

**GRA206 Advanced Design and Layout**

**4 credits**—This course expands the dimension of the process of design to include specific information and experiences pertaining to advertising design and other advanced design formats.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA142, GRA197, and GRA200.

**GRA221 Principles of Illustration**

**3 credits**—This course develops an understanding of illustration within the context of graphic communications. Students will have the opportunity to produce original illustrations using a variety of media, tools and techniques.

**Lecture Hours:** 32 **Lab Hours:** 32

**GRA227 Interactive Multimedia**

**4 credits**—This course emphasizes designing interactive presentations using multimedia. Students will conceptualize, design and deliver interactive content.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** GRA150

**GRA231 Photo Direction**

**2 credits**—This course presents an overview of the process involved with working with a commercial photographer. Working environment conditions, procedures and expectations for the designer will be covered. An introduction of the basics of digital photography will be provided.

**Lecture Hours:** 32

**GRA238 Web Design and Layout**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to design and layout a static Website. Students will utilize the leading Website design software and Web design formatting languages to develop skills in designing, building, publishing, and maintaining a static Website.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA150.

**GRA239 CMS Web Design**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to develop a dynamic Website. Students will utilize an open source Web Content Management System and leading Website design software to develop skills in implementing, administering, and designing a CMS based Website.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA 150 Introduction to Web Design

**GRA285 Production Processes**

**3 credits**—This course will utilize desktop pre-press production techniques used for preparing artwork for printing. One color to multi-color techniques will be covered.

**Lecture Hours:** 32 **Lab Hours:** 32

**Pre/Co-requisite(s):** GRA200

**GRA290 Portfolio Preparation**

**3 credits**—The course is intended to advance student knowledge in portfolio and resume construction and job search strategies.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in GRA142, GRA200, and GRA197

**GRA924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**HCM100 Sanitation and Safety**

**2 credits**—Studies basic principles of bacteriology, food borne illness, sanitation, workplace safety, personal hygiene, food security, health regulations and inspections. Emphasizes the importance of sanitary equipment and facilities, and pest control.

Students must complete the National Restaurant Association Educational Foundation certification exam to pass this course.

**Lecture Hours:** 32

**HCM138 Food Fundamentals**

**3 credits**—Studies the composition of foods and the scientific principles involved in food preparation. Emphasizes basic food handling competencies and cookery techniques.

Students work with herbs, spices, dairy, eggs, fruits, vegetables, starches, stocks, sauces and soups, learning to produce quality products. Focuses on the development of proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods.

**Lecture Hours:** 48

**HCM200 Dining Room Service**

**2 credits**—Students will learn basic serving strategies, side work, service methods, styles of food service dining room etiquette, sanitation techniques POS systems dining room functions and the use of sound management techniques and quality customer service.

**Lecture Hours:** 16 **Lab Hours:** 32

**HCM240 Menu Planning and Design**

**2 credits**—This course applies the principles of menu planning and layout to the development of menus for a variety of types of facilities and service. The course will also examine the kitchen design, and facility layout.

**Lecture Hours:** 32

**HCM242 Event Planning and Customer Service**

**2 credits**—This course will cover all aspects of event planning and customer service relating to the restaurant and hospitality fields. Student will engage in a hands on learning experience of dealing with real life customers and planning events such as company parties, graduations, and wedding receptions.

**Lecture Hours:** 32

**HCM251 Purchasing, Receiving, and Inventory**

**2credits**—Studies principles in purchasing, receiving, issuing and inventory management. Emphasizes cost management techniques. Students practice skills in a clinical lab experience supervised by the purchasing manager.

**Lecture Hours:** 32

**HCM589 Introduction to Restaurant Management**

**3 credits**—Students will develop fundamental skills necessary to begin a career in the restaurant field of hospitality. Topics include customer service, management and scheduling. General overviews of both front and back of the house will be covered.

**Lecture Hours:** 48

**HCM602 Introduction to Food and Bar Operations**

**3 credits**—Focuses on the management of food and beverage operations in lodging establishments. Includes stewarding, banquets, restaurant, beverage and room service. Prepares students for internships in lodging operations.

**Lecture Hours:** 48

**HCM605 Hotel Administration**

**2 credits**—A management course that introduces the student to advanced studies of property management, catering, sales, legal aspects, security and maintenance of all departments of the hotel.

**Lecture Hours:** 32

**HCM608 Introduction to Hospitality**

**3 credits**—Introduction to the food service, lodging, and tourism components of the hospitality industry. Background information, current issues, resume writing, and future challenges in various segments of the industry.

**Lecture Hours:** 48

**HCM905 Hospitality Internship**

**3 credits**—This course will provide students with an opportunity to gain hands on experience in the hospitality industry.

Can be taken for up to 5 credit hours.

**Lecture Hours:** 0 **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in HCM608, HCM605, and HCM589.

**HCR110 Residential Forced Air Heating Systems**

**3 credits**—This course presents application of energy sources and equipment as they apply to heating, ventilation, air humidification, and filtration systems.

**Lecture Hours:** 16 **Lab Hours:** 32

**HCR113 Boiler Fundamentals**

**2 credits**—This class informs students of the concepts, terms, and the major components of steam systems. Topics include the basic steam heating cycle. Also covered in this course are the safety procedures necessary when working on low-pressure steam boilers and systems. Students will be able to install and maintain specific steam traps and recognize the common piping configurations used with steam heating systems.

**Lecture Hours:** 32

**Co-requisite(s):** HCR414, HCR275, and HCR516

**HCR126 Solar Thermal Installation (inactivated 5-16-2016)**

**2 credits**—The Solar Thermal Installation course introduces solar thermal system requirements, design and configurations, installation techniques, operation and their application in residential and commercial construction.

**Lecture Hours:** 16 **Lab Hours:** 32

**HCR127 Hydronic Heating Systems**

**2 credits**—To provide experiences in the operation, layout, and selection, and troubleshooting of residential and light commercial boilers.

**Lecture Hours:** 16

**Co-requisite(s):** HCR429, HCR602, HCR852, and HCR912

### **HCR201 Manual J and D HVAC Design**

**2 credits**—The Manual J and Manual D Residential HVAC Design course will provide students with the necessary skills to analyze a residential building's heating and cooling loads, and design appropriate ductwork systems. Students will begin the process using pencil and paper worksheets and Excel spreadsheets; then finish using Manual J and Manual D dedicated software programs.

**Lecture Hours:** 32 **Lab Hours:** 32

### **HCR265 Applied Practices I**

**5 credits**—This course provides students with practice in servicing and repair of the equipment in the H.V.A.C.R. lab to develop basic proficiency.

**Lab Hours:** 240

### **HCR275 Applied Practices II**

**5 credits**—This course provides students with opportunities to apply the theory to practice to become proficient in the service and repair of the equipment in the H.V.A.C.R. lab area.

**Lab Hours:** 240

**Prerequisite(s):** HCR414 and HCR516

### **HCR414 Controls for HVACR**

**4 credits**—This course presents a more advanced study of electrical controls and their applications, an introduction electronics and the controls used in the H.V.A.C.R. systems.

**Lecture Hours:** 64

**Prerequisite(s):** ELT139 and ELT149

### **HCR429 HVAC App Controls w/Automated Systems**

**2 credits**—This course is a study of electronic controls and circuitry systems for H.V.A.C.R.

**Lecture Hours:** 32

**Co-requisite(s):** HCR127, HCR602, HCR852, and HCR912

### **HCR516 HVACR Systems II**

**6 credits**—This course presents a continuing and advanced study of systems used in heating, ventilation, air cooling and refrigeration.

**Lecture Hours:** 96

**Co-requisite(s):** HCR275 and HCR414

### **HCR602 HVACR Systems III**

**2 credits**—This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air-cooling and refrigeration systems.

**Lecture Hours:** 32

**Prerequisite(s):** HCR516

**Co-requisite(s):** HCR429 and HCR912

### **HCR852 Operation Strategies**

**2 credits**—This course presents customer relations and principles of successful business techniques. The job search and interview process will also be covered.

**Lecture Hours:** 32

**Prerequisite(s):** IND181 and HCR110

### **HCR912 HVACR Field Experience**

**2 credits**—This course places students in professional settings for experiences in the Heating, Cooling and Air-Conditioning trades. Emphasis is given to observation of and participation in: troubleshooting, installation document preparation, and business practices.

**Co-op Hours:** 128

**Prerequisite(s):** All first and second semester program courses and a current program

2.00 cumulative GPA.

**Co-requisite(s):** HCR429 and HCR602

### **HEQ100 Introduction to Construction Equipment Operation**

**1 credit**—The Introduction to Construction Equipment Operation Course will provide students with the knowledge of basic requirements and skillsets necessary to become entry level equipment operators in the construction industry. Students will explore the various types of equipment and unique operating characteristics of each. Jobsite safety and preparation will be discussed as well as PPE and communications with employers, fellow workers, and the public.

**Lecture Hours:** 16

### **HEQ102 Preoperational Inspection**

**2 credits**—This Preoperational Inspection Course will give students practice in completing, documenting, and maintaining, inspections and records for the machines they will operate. This course is an introduction in to the proper methods and routines needed to insure that a particular machine is safe to operate as well as properly lubricated and in good working order according to manufacturers' specifications. Students will practice completing daily inspections reports and the steps necessary to report defects.

Maintaining records of inspections and repairs will also be covered.

**Lecture Hours:** 16 **Lab Hours:** 48

### **HEQ104 Equipment Maintenance I**

**2 credits**—This course will assist students in the basic knowledge and skills necessary to perform routine maintenance and repairs on different types of construction equipment.

Individual component and systems service intervals will be discussed and analyzed. Students will receive practice in fluid and filter replacing as well as recognizing, troubleshooting, replacing and repairing defective and worn components and parts. The need for ongoing operator input and involvement in the maintenance process will be explored.

**Lecture Hours:** 16 **Lab Hours:** 48



### **HEQ105 Skid Steer Operation**

**3 credits**—The Skid Steer Equipment Operation Course will give students access to the hands-on operation of Skid Steer equipment used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16 Lab Hours: 96**

### **HEQ106 Compact Excavator Operation**

**3 credits**—The Compact Excavator Operation Course will give students access to the hands-on operation of compact excavators used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16 Lab Hours: 96**

### **HEQ107 Wheel Loader Operation**

**2 credits**—The Wheel Loader Operation Course will give students access to the hands-on operation of Wheel Loaders used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate loaders in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lab Hours: 96**

### **HEQ108 Backhoe Operation**

**3 credits**—The Backhoe Operation Course will give students access to the hands-on operation of equipment used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16 Lab Hours: 96**

### **HEQ109 All Terrain Lifts Operation**

**2 credits**—The All-Terrain Lifts Operation Course will give students access to the hands-on operation of all-terrain lifts and platforms used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, loading and unloading materials from trucks, and operating the work platform safely in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. Students will obtain an OSHA Certificate in Fork Lift Operation as part of this program.

**Lecture Hours: 16 Lab Hours: 48**

### **HEQ110 Support Equipment Operation**

**2 credits**—The Support Equipment Operation Course will introduce students to various types of mechanized machines and devices used on jobsites. Types of equipment include plate compactors, tampers, portable air compressors, jack hammers, concrete buggies, power trowels, concrete saws, and others. Students will gain practice in the safe operation and care of these types of machines.

**Lecture Hours: 16 Lab Hours: 48**

### **HEQ111 Jobsite Certifications**

**4 credits**—The Jobsite Certifications Course will introduce students to the various training and certifications required by state and federal agencies for persons actively working on different types of jobsites. They will become familiar with the federal and state agencies that have regulatory authority over the construction industry.

**Lecture Hours: 64**

### **HEQ113 Equipment Maintenance II**

**3 credits**—This course will assist students in the basic knowledge and skills necessary to perform routine maintenance and basic repairs on different types of construction equipment. Individual component and systems repair will be discussed and practiced. Students will gain hands-on practice in testing and repairing basic machine components. Arc welding and flame cutting will be introduced.

**Lecture Hours: 16 Lab Hours: 96**

### **HEQ114 Track Equipment Operation**

**3 credits**—The Track Equipment Operation Course will give students access to the hands-on operation of track equipped machines used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate track equipped machines in all sorts of workplace settings and environments. Students will be exposed to the unique operating characteristics of track machines by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16 Lab Hours: 96**

### **HEQ905 Workplace Experience**

**3 credits**—This course provides students with opportunities to gain on-the-job experience in the construction industry. Students will gain an understanding of qualities and skills needed for success in the equipment operating field. Coordination and guidance will be provided by department instructors.

**Co-op Hours:** 192

### **HIS117 Western Civilization I: Ancient and Medieval**

**3 credits**—Western Civilization I traces the development of Western Civilization from prehistory to 1300 C.E., the end of the High Middle Ages. The role of the Humanities is emphasized. The course explores major political, social, economic, scientific, intellectual, cultural, and religious developments contributing to Western societies. These include the significant events and contributions of early Middle Eastern civilizations, classical and Hellenistic Greece, the Roman Empire, its successors, the rise of the Western Christian church, and Medieval Europe.

**Lecture Hours:** 48

### **HIS118 Western Civilization II: Early Modern**

**3 credits**—Western Civilization II surveys the development of Western Civilization, covering the end of the High Middle Ages of Europe to the French Revolution. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing to the emergence of modern Western European Society. This includes the significant events and contributions of the Renaissance, the Reformation, the Columbian exchange, the Scientific Revolution, and the Enlightenment.

**Lecture Hours:** 48

### **HIS119 Western Civilization III: The Modern Period**

**3 credits**—Western Civilization III will continue exploring the development of Western Civilization, covering the period from the French Revolution until the present. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing toward Western Society. Included are such major developments as the industrial revolution, the French revolution, Romanticism, European colonialism, World War I, World War II, the Cold War, the new European order, and the world of the Twenty-first Century.

**Lecture Hours:** 48

### **HIS151 U.S. History to 1877**

**3 credits**—This United States history course examines the country's Colonial experience, Revolutionary period, and 19th Century history through Reconstruction. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours:** 48

### **HIS152 U.S. History Since 1877**

**3 credits**—This United States history course examines the period from the end of reconstruction to the present. Emphasis is placed upon industrialization and its impact, the development of a strong federal government, an aggressive foreign policy, and a growing involvement in an international economy. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours:** 48

### **HIS201 Iowa History**

**3 credits**—This history course is a survey of social, political, economic and cultural developments in Iowa from pre-historic times to the present.

**Lecture Hours:** 48

### **HIS251 U.S. History 1945 to Present**

**3 credits**—This United States history course examines the American experience from the end of World War II to the present. This course will include the political, diplomatic, intellectual, economic, and social history of the period.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS152.

### **HIS257 African American History**

**3 credits**—This course examines the experiences of African-American society in the United States from origins in Africa to the present.

**Lecture Hours:** 48

### **HIS277 History of Women in the U.S.**

**3 credits**—United States history from the perspective of women starting in the colonial period through the present day. The course examines the historical development of women's role in the family, concepts of sexuality, economic and political roles, and intellectual tradition. A comparative analysis of women's roles in other areas of the world is also provided.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS151, HIS152, or WST101.

### **HIS924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **HIT125 Essentials of Health Records**

**2 credits**—This course familiarizes students with the origin, uses, content and format of health records, including both paper and electronic health records. It covers required standards for health records, organization of records, and analysis of health record data.

**Lecture Hours:** 32

**HIT215 Introduction to CPT**

**2 credits**—Introduces the use of the CPT classification system with emphasis on coding in the physician's office for reimbursement purposes.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of C- in HSC116.

**HIT240 Advanced Coding and Classification**

**3 credits**—Enables students to accurately apply more advanced ICD-CM codes to diseases and procedures in compliance with reimbursement and prospective payment system guidelines with use of coding resources.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT250.

**HIT250 Coding I (ICD)**

**3 credits**—This course introduces the concepts necessary for entry-level coding of diseases, injuries, and hospital procedures

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of D- in HSC116.

**HIT280 CPT-4 Coding**

**3 credits**—Continues more complex concepts of procedural coding utilizing the Current Procedural Terminology, 4th Edition (CPT-4) classification system. Includes practical application of coding outpatient/ambulatory records.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT215.

**HIT510 Coding Certification Review**

**2 credits**—This course reviews and summarizes the information received in the medical billing/coding program to prepare students for a national coding certification exam.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of D- in HIT240 and HIT280.

**HSC108 Introduction to Health Professions**

**2 credits**—This course introduces the student to the healthcare system and provides an opportunity to explore a wide variety of health careers/professions. Students will explore ethical and legal responsibilities within the healthcare system including expectations for professional behavior. This course will allow for certification in common healthcare requirements.

**Lecture Hours:** 32

**HSC113 Medical Terminology**

**2 credits**—This course presents the foundation necessary to develop a basic medical terminology vocabulary. Emphasis on the components of terms as related to each body system will be provided. The course further provides the student with the opportunity to properly spell, pronounce and utilize medical terms in relation to pathological conditions, tests, and procedures. Common medical abbreviations will also be discussed for each system.

**Lecture Hours:** 32

**HSC116 Beginning Medical Terminology**

**4 credits**—This course introduces the concepts necessary for building a basic medical vocabulary.

**Lecture Hours:** 48

**HSC124 Advanced Medical Terminology**

**4 credits**—The course continues to build a medical vocabulary through the study of anatomy and physiology, common diseases and surgeries of the body systems.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HSC116.

**HSC217 Introduction to Pathology**

**3 credits**—Introduces the study of pathology. Includes description, etiology, signs and symptoms, diagnostic procedures, current medical treatment, progress and prevention of disease in each body system, with emphasis on basic concepts and terminology.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of C- in HSC116.

**HUM130 Holocaust Perspectives: Confronting the Future**

**3 credits**—The Holocaust, or Shoah, will be studied from a combination of historical, sociological, scientific, literary, and artistic approaches. The course will examine how this Twentieth Century genocide was used as a technique of political control and racial persecution. It will also look at the causes and functions of the Holocaust to draw parallels to the current resurgence of similar events and ideologies based on race, religion, and other prejudices.

**Lecture Hours:** 48

**HUM140 Shakespeare: Dramatist, Psychologist, Historian**

**3 credits**—This course will include a study of several plays by William Shakespeare, including two tragedies, two histories, and two comedies. Study of these plays will start with an examination of the historical period, which provides both the context in which the plays were written and the settings within the plays. Focus will then shift to a dramatic analysis of recurring themes, ideas, characterizations, and psychological profiles. It will end with a discussion of the contributions of Shakespeare to Western civilization and humanity as a whole. Also taught as LIT 145.

**Lecture Hours:** 48

**HUM924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**IND100 Basic Mechanical Systems**

**2 credits**—This course provides the student with introductory knowledge, skills in use of tools, and components by mechanics.

**Lecture Hours:** 16 **Lab Hours:** 32

### **IND111 Industrial Safety Mechanical Systems**

**1 credit**—This course provides students with information required to understand industrial safety issues and procedures. Studies include hazard communication, lock-out/tag-out, egress, fire extinguishers, MSD sheets, and material handling. Upon successful completion the student will be eligible for a 10 hour OSHA 501 certification.

**Lecture Hours:** 16

### **IND145 Mechanical Power Transfer**

**1 credit**—This course provides the student with the knowledge and skills necessary to troubleshoot maintain and repair mechanical power systems. Such as bearings, gears, clutches, belts and seals.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in IND100.

### **IND157 Introduction to Computers**

**2 credits**—This is an introductory course in the use of a personal computer. Students will gain a general understanding of computer hardware and software. Students will be given hands-on experiences with operating system navigation, word processing and spreadsheet software, and industrial applications.

**Lecture Hours:** 16

### **IND181 Heating, Ventilating, and Air Conditioning**

**2 credits**—The Heating, Ventilating, and Air Conditioning Systems (HVAC) course will introduce students to the environmental function control of temperature, moisture content, air quality and air circulation in a conditioned space. Our labs allow the learner to view and examine various types of HVAC systems with respect to installation, components, and characteristics.

**Lecture Hours:** 16 **Lab Hours:** 32

### **IND949 Special Topics in Industrial**

**1 credit**—This course is designed for secondary industrial technology educators to develop and enhance knowledge and skills in specific emerging practices, issues, and technical content areas in the manufacturing industry.

May be taken for up to 6 credits.

**Lab Hours:** 32

### **LIT101 Introduction to Literature**

**3 credits**—This course studies multiple literary forms and genres. Students will be introduced to literary terminology, analysis and interpretation of literature, and a variety of authors and literary styles. Instruction will emphasize the process of reading to develop and interpret meaning and classroom discussions encouraging students to share interpretations. Students will also respond to literature through informal and formal written assignments that foster skill in analysis and interpretation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in RDG040 ENG061.

### **LIT133 Minority Voices in U.S. Literature – Effective Fall 2015**

**3 credits**—This course will explore the issues and themes developed in the literature written by minority authors, often underrepresented in the traditional literary canon. We will focus on works by various dispossessed groups, including African-Americans, Hispanics, Native Americans, Asians and women. Genre to be read will include short stories, poetry, and novels. Emphasis will be on the ideas and issues shared in common by the various silenced groups and the unique perspective of each. Class activities will build on students skills in reading, discussing and writing about literature acquired in Introduction to Literature.

**Lecture Hours:** 48

**Prerequisite(s):** LIT101

### **LIT133 Minority Voices in U.S. Literature – Effective Spring 2016**

**3 credits**—This course will explore the issues and themes developed in the literature written by minority authors, often underrepresented in the traditional literary canon. We will focus on works by various dispossessed groups, including African-Americans, Latinos, Native Americans, Asian-Americans, women, and gays/transgender/lesbians. Genre to be read will include short stories, poetry, and novels with emphasis on the ideas and issues shared in common by the various silenced groups and the unique perspective of each.

Class activities will build on students' skills in reading, discussing and writing about literature acquired in Introduction to Literature.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in LIT101.

### **LIT142 Major British Writers**

**3 credits**—This course is designed to give the freshman and/or sophomore level student a survey of the major author/trends in British Literature from Anglo-Saxon times to contemporary. Prose, poetry, and drama will be the featured genres. The course is designed to trace the development, achievements, and traditions of the British literary art. Major authors include Chaucer, Shakespeare, Donne, Johnson, Wordsworth, Shelley, Dickens, George Eliot, Lawrence, Shaw, and Conrad.

**Lecture Hours:** 48

### **LIT189 Women and Literature**

**3 credits**—Women and Literature examines the predominant ways in which women have been portrayed by both male and female writers. It will also focus on the effects these recurring images may have on expectations for real women.

**Lecture Hours:** 48

### **LIT949 Special Topics in Literature**

**1 credit**—This course will explore literature focused on a specific theme, genre, or author; introducing the specified topic and seeking to develop appreciation of the selected literature. Selected topics may include but are not limited to: detective fiction, science fiction, short stories, regional writers, or the work of a specific author.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**MAP132 Medical Transcription**

**2 credits**—This course continues to build and strengthen skills involving grammar, punctuation, spelling, and use of reference materials by transcribing a variety of medical reports.

**Lecture Hours:** 16

**Prerequisite(s):** HSC116, ADM148, and ADM 159

**MAP141 Medical Insurance**

**3 credits**—This course is an introduction to various details and forms relative to medical insurance programs and CPT coding.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT250.

**MAP152 Computer Patient Billing**

**2 credits**—An introduction to an automated patient billing software will be covered in this course.

**Lecture Hours:** 16 **Lab Hours:** 32

**Pre/Co-requisite(s):** A minimum grade of D- in MAP141.

**MAP511 Pharmacology for the Medical Secretary**

**1 credit**—The basic knowledge, understanding, and skills necessary to use common pharmaceutical references and spell commonly used drugs.

**Lecture Hours:** 16

**Prerequisite(s):** HSC116

**MAT045 Fundamentals of Math**

**4 credits**—This course is designed to help students meet minimum competencies for their basic skills in mathematics in the areas of whole numbers, fractions, decimals, percent, and ratio/proportion. Critical thinking, problem solving, and conceptual development are emphasized. Students will be prepared for learning higher order mathematical concepts

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores or equivalent

**MAT048 Preparatory Math for Elementary Algebra**

**4 credits**—This course is designed to prepare students for Elementary Algebra. The course will provide instruction in arithmetic and introduce algebra. Students successfully completing the course will meet competencies in basic arithmetic with whole numbers, integers, fractions, and decimals. Successful completion will assure skills needed for basic algebraic problems and a variety of application problems.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores

**MAT052 Pre-Algebra**

**3 credits**—This course is designed to combine both classroom instruction and individualized instruction to prepare students for Elementary Algebra. Teacher-student interaction as well as student interaction with one another will be provided for and encouraged.

**Lecture Hours:** 48

**Prerequisite(s):** MAT045

**MAT063 Elementary Algebra**

**4 credits**—This course is designed to combine both classroom instruction and individualized instruction to provide students with the critical thinking skills necessary for their subsequent courses and programs. Teacher-student interaction, as well as student interaction with one another, will be provided for and encouraged.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D in MAT048 or MAT052.

**MAT102 Intermediate Algebra**

**4 credits**—This course will prepare the student for College Algebra and Trigonometry or other equivalent course work. Topics include properties of real numbers, linear and quadratic equations, graphs of polynomial functions, systems of equations, polynomial and rational expressions, inequalities, integral and rational exponents, radicals, and complex numbers.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT063 or appropriate placement scores.

**MAT110 Math for Liberal Arts**

**3 credits**—This is a one semester, liberal arts mathematics course that satisfies the minimum general education requirement for math. The course is designed to impart math skills which are helpful in everyday life as well as to expose students to areas of mathematics they may not have seen before. Topics include problem-solving skills, set theory, algebra, consumer mathematics, probability, and statistics. Other topics may be included.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in MAT063 or equivalent COMPASS score.

**MAT122 College Algebra**

**5 credits**—Begins a two semester sequence to prepare students for the calculus sequence. The central theme is the concept of functions, their properties, graphs and applications. Functions studied include polynomial, rational, exponential, and logarithmic functions.

**Lecture Hours:** 80

**Prerequisite(s):** MAT102 or equivalent COMPASS score.

**MAT128 Precalculus**

**4 credits**—This one-semester pre-calculus course is intended for the student with a solid algebra background who intends to take calculus. It is also beneficial (but not required) for the student to have a background in trigonometry. The course will emphasize functions using an analytical, numerical, and graphical approach. The student will study linear, polynomial, rational, exponential, logarithmic and trigonometric functions along with their applications.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores

**MAT134 Trigonometry and Analytic Geometry**

**3 credits**—The second course of a two-semester pre-calculus sequence. Topics include trigonometry and applications, vectors, analytic geometry, and polar and parametric equations.

**Lecture Hours:** 48

**Prerequisite(s):** MAT122 or equivalent COMPASS score.

**MAT151 Math Reasoning for Teachers I**

**3 credits**—This course explores mathematics as problem solving, communication, connections, and reasoning with regard to tasks involving numeration, relationships, estimation, and number sense of whole and rational numbers, probability and statistics. Activities and models appropriate to elementary school mathematics are used to represent these topics. This course does not count toward the mathematics requirement for the AA or AS degree.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in MAT063 or equivalent COMPASS score.

**MAT156 Statistics**

**3 credits**—This course is a study of descriptive statistics including graphical representation, central tendency, correlation and regression, intuitive treatment of probability and inferential statistics including hypothesis testing.

**Lecture Hours:** 48

**Prerequisite(s):** MAT063

**MAT210 Calculus I**

**4 credits**—The first in a calculus sequence, this course covers topics including functions and their graphs, limits, derivatives, applications of the derivative, and integrals.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT134 or MAT128 or appropriate placement scores.

**MAT216 Calculus II**

**4 credits**—A continuation of MAT-210, this course covers topics including integration techniques, applications of integration, infinite series, conic sections, parametric and polar equations.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT210.

**MAT219 Calculus III**

**4 credits**—This course covers topics including integration and differentiation techniques related to vectors, vector-valued functions, functions of several variables, multiple integration, and vector analysis.

**Lecture Hours:** 64

**Prerequisite(s):** MAT216

**MAT504 Electronics Math I**

**4 credits**—This course presents algebraic concepts, trigonometric concepts and problem solving as applied to electronics. Specific topics included are: algebraic mathematical operations, equations manipulation and solving, quadratic equations, systems of equations, determinants and matrixes, special products and factoring, graphing, trigonometric functions, solutions of triangles, exponents and radicals, complex number systems and elements of plane vectors.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MAT063 or equivalent COMPASS score.

**Co-requisite(s):** ELT291

**MAT514 Electronics Math II**

**4 credits**—This course presents logarithms as applied to electronics; number systems for computers, Boolean algebra, mapping and statistics as used in the electronic industry.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** MAT504

**MAT744 Technical Math**

**4 credits**—In this course students are exposed to the real number system, solution of linear equations, formula rearrangement, solution of word problems, functions and graphs, polynomials, factors and factorization, exponent functions and exponential equations. Emphasis is placed on critical thinking and problem solving skills.

**Lecture Hours:** 64

**Prerequisite(s):** MAT063 or equivalent COMPASS score

**MAT747 Technical Math II**

**4 credits**—In this course students continue the study of mathematics in various technical applications including trigonometry, geometry, polynomials, vectors, and complex numbers.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT744.

**MAT764 Math for Welders**

**2 credits**—This course introduces the basic mathematics principles that are using in the welding and metal fabrication field. Topics include: whole numbers, common fraction, decimal fractions, measurement, percentages and the metric system. This course includes hands on measuring activities.

**Lecture Hours:** 32

**MAT772 Applied Math**

**3 credits**—This course is designed to present basic facts of arithmetic including whole numbers, fractions, decimals, powers, roots, English and metric measurement, ratio- proportion, percents, introduction to algebra, and introduction to geometry. Instruction includes use of scientific hand-held calculators and emphasis placed on critical thinking, problem solving skills.

**Lecture Hours:** 48

**MAT778 Applied Geometry/Trigonometry**

**3 credits**—This course emphasizes practical applications of algebra, geometry, and trigonometry. An understanding of mathematical concepts is stressed in all topics ranging from general arithmetic processes to trigonometry and compound angles. The use of a scientific calculator is introduced and developed throughout the course.

**Lecture Hours:** 48

**Prerequisite(s):** MAT772 or equivalent COMPASS score

**MAT924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**MFG107 Introduction to 3D Modeling**

**3 credits**—This course will introduce students to designing parts using AutoCAD Inventor software in addition to digitizer and 3-D printer technology. The course includes a basic overview of 3-D software capabilities applied to tooling design and precise machined parts.

**Lecture Hours:** 16 **Lab Hours:** 64

**MFG111 Machinery's Handbook**

**1 credit**—Students will gain knowledge and practical experience in the application and interpretation of information, charts, and formulas located within the Machinery's Handbook.

**Lecture Hours:** 16

**MFG122 Machine Trade Printreading I**

**3 credits**—This course provides the student with the necessary knowledge to read and interpret basic prints used in the machining industry. It covers terminology, line-types, and drawing interpretation. First and third angle orthographic projection, dimensioning methods, and tolerancing are the major topics covered.

**Lecture Hours:** 48

**MFG142 Geometric Dimensioning Tolerancing**

**3 credits**—This course introduces the student to the use of Geometric Dimensioning and Tolerancing. It consists primarily learning the names, meanings and application of the symbols used on engineering drawings that include GD&T.

**Lecture Hours:** 48

**Prerequisite(s):** MFG122

**MFG157 Introduction to CNC Programming I**

**2 credits**—In this course students will create basic programs for CNC mills. Student will use a plain ASCII text editor (like Notepad) to input basic industry standard G and M code programs. Programs are run on verification software to ensure accuracy. Speed and feed calculations, operator notes and start-up lines, mill tooling types and procedures, rectangular coordinates, canned (drill) cycles, and file management are other areas of study.

**Lecture Hours:** 32

**Co-requisite(s):** MFG305

**MFG158 Introduction to CNC Programming II**

**2 credits**—In this course students will create programs for CNC mills using cutter diameter compensation, sub-routines, and sub-programs. Students will also write start-up lines and basic level programs on CNC lathes. Students will use a plain ASCII text editor (like Notepad) to input basic industry standard G and M code programs. Programs are run on verification software to ensure accuracy. Lathe tooling, typical turning procedures, cutter nose radius compensation, and tip orientation are other areas of study.

**Lecture Hours:** 32 **Prerequisite(s):** MFG157 **Co-requisite(s):** MFG305

**MFG193 Machine Shop Processes**

**3 credits**—This course is designed to develop basic skills in precision measurement and layout tools, machine operations for lathes, mills, drills and surface grinders.

**Lecture Hours:** 16 **Lab Hours:** 64

**MFG211 Basic Machine Theory**

**2 credits**—This course presents basic machining processes and concepts necessary to set-up and operate machine shop equipment.

**Lecture Hours:** 32

**MFG214 Advanced Machine Theory**

**2 credits**—Learn advanced machining processes and concepts used while operating machine shop equipment.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211 and MFG222

**MFG222 Machine Operations I**

**4 credits**—An introductory machining course presenting basic machining operations. Student will perform basic operations on lathes, horizontal + vertical-milling machines, drilling machines, saws, various types of grinders, and precision measuring equipment.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211

**MFG228 Machine Operations II**

**4 credits**—This is an advanced hands-on machining course.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211 and MFG222

**Co-requisite(s):** MFG214

### **MFG305 CNC Operations**

**2 credits**—This course introduces CNC Lathe and CNC Mill operation, shop safety, part inspection, CNC cutting tool types and uses, as well as part holding techniques. Students will work in small groups on industrial sized CNC lathes and CNC machining centers to simulate what CNC Operators do in industry. Fanuc and other common CNC machine controllers are used. Back-Plotting (to simulate cutting operations) is used to help eliminate errors before actually running parts on CNC equipment.

**Lab Hours:** 96

### **MFG306 CNC Operations II**

**2 credits**—This program is similar to CNC Operations I except Students will run Hawkeye's CNC Lathes and Machining Centers individually rather than in groups to prove individual understanding of CNC machine operation. Manual equipment will be utilized to perform secondary operations. Manual and CMM inspection equipment will also be experienced. Students will back-plot, set-up, and run unproven programs to ensure the student can find and correct CNC program errors.

**Lab Hours:** 96

**Prerequisite(s):** MFG305 and MFG308

### **MFG308 CNC Programming Theory**

**4 credits**—In this course students will create basic programs for CNC lathes and CNC mills and will use verification software to assure accuracy. Programming on Fanuc controllers will be experienced. Differences of programming on other CNC controllers will be discussed. Windows Notepad or NC text editor will be used to create CNC programs. Program back-plotting, controller simulations, and file management in a Windows environment will also be explored.

**Lecture Hours:** 64

**Co-requisite(s):** MFG305

### **MFG309 CNC Programming Theory II**

**4 credits**—This course teaches mid-level CNC programming including controller specific canned/auto cycles, cutter compensation, and using subroutine + sub-programs. Machine capabilities such as mirror imaging, axis rotation, and part size scaling will be discussed. Optimizing speeds and feeds by using insert manufacturer's test data.

**Lecture Hours:** 64

**Prerequisite(s):** MFG308

**Co-requisite(s):** MFG309

### **MFG321 Computer Aided Machining**

**4 credits**—This course introduces the student to computer aided manufacturing. Master CAM software will be used to generate part geometry, tool paths and machine language programs in both turning centers and machining centers.

**Lecture Hours:** 64

**Prerequisite(s):** MFG306 and MFG309

### **MFG363 Hydraulic Jigs and Fixtures**

**3 credits**—A course in building jigs and fixtures using blueprints, knowledge and skills developed in Basic Machine Concepts and Operations. Students are required to build and run hydraulic jigs and fixtures working within the tolerance of the print.

**Lecture Hours:** 16

**Prerequisite(s):** MFG211 and MFG222

### **MFG365 General CNC Lathe Maintenance**

**2 credits**—This course is designed for the student who has little or no hands on training for CNC lathes. The course covers the separate subsystems and how they work together. Students will practice: preventive maintenance required to keep the machine running in top condition; diagnosis of problems using existing technical skills supplemented with the training manuals provided with this course. Students will become familiar with the machines' self-checking diagnostics, and how to proceed with troubleshooting and repair as recommended by the manuals or the equipment distributor's service staff.

**Lecture Hours:** 16

### **MFG366 General CNC Mill Maintenance**

**2 credits**—This course is designed for the student who has little or no hands on training for CNC mills. The course covers the separate subsystems and how they work together. Students will practice: preventive maintenance required to keep the machine running in top condition; diagnosis of problems using existing technical skills supplemented with the training manuals provided with this course. Students will become familiar with the machines' self-checking diagnostics, and how to proceed with troubleshooting and repair as recommended by the manuals or the equipment distributor's service staff.

**Lecture Hours:** 16

### **MFG380 EDM Fundamentals**

**2 credits**—This course covers the basics of wire and ram type EDMing. Classroom instruction includes the theory and fundamentals of EDMing, wire and electrode materials, the role of deionized water and dielectric fluids, power supplies, computer numerical control (CNC) EDM. Lab work consists of fabrication of electrodes and setup and operation of EDM machine tools.

**Lecture Hours:** 16

### **MFG404 Basic Diemaking (*Inactivated 5-18-2016*)**

**6 credits**—This is a course in basic tool and die theory, building procedures and techniques. Units of instruction include principles of piercing, blanking and bending as well as die terminology and construction applications.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D in MFG211, MFG222, MFG214, and MFG228.

**Co-requisite(s):** MFG410



### **MFG410 CAD Die Design**

**3 credits**—This course is the study of die assembly prints correlated with work sequencing and procedures used to efficiently produce and assemble dies. Activities include the use of CAD software to derive design information needed to build components in the die for a variety of die designs. The course will develop student skill in using assembly print information to plan the build process for various types of stamping dies.

**Lecture Hours:** 32

### **MFG430 Tooling Maintenance and Revision**

**4 credits**—This course will train students on common maintenance, repair and revision techniques performed on manufacturing tooling such as stamping dies, injection molds, fixtures, and jigs. The student will also learn about the maintenance schedules for manufacturing tools, the function and installation of safety sensors, secondary operation components, and gage and inspection components in production tooling.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of D in MFG404.

### **MFG432 Job Planning and Estimating**

**2 credits**—This course is the study of assembly die prints correlated with work sequencing and procedures used to minimize construction costs. Activities include detailing prints, work procedures, stock sizes, heat treatment considerations, time allotment, machine methods, purchase parts, principles of operation, and assembly techniques.

**Lecture Hours:** 32

**Prerequisite(s):** MFG132

### **MFG438 Advanced Die Making and Repair**

**8 credits**—This course is a continuation of Basic Die Making proceeding into more complex die making operations. Units of instruction include inverted, compound and progressive dies, drawing operations, and automatic stock feeding mechanisms. Die repair and maintenance procedures including sharpening, relocating die blocks, hole plugging and revisions are covered.

**Lecture Hours:** 48

**Prerequisite(s):** MFG408

### **MFG461 Plastics Materials**

**2 credits**—Units of instruction include general plastics-base materials, processes and tooling theory. Lab work consists of building and running successfully an injection mold and a thermoforming mold.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of D- in MFG404.

### **MFG502 Statistical Process Control**

**3 credits**—This course is designed to study the processes necessary to plan machining processes efficiently and accurately by applying the principles of statistical process control.

**Lecture Hours:** 48

### **MFG525 CMM Inspection and SPC**

**3 credits**—This course instructs the student on the capabilities and basic operation of a Coordinate Measuring Machine used in manufacturing to inspect precision machined parts. Students will also be introduced to using inspection data in the Statistical Process Control method of insuring quality production. SPC fundamentals and software applications will be introduced in this course.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D in MFG142.

### **MFG924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MGT101 Principles of Management**

**3 credits**—A study of current theory and practice of leading a complex business organization toward the accomplishment of organizational objectives.

**Lecture Hours:** 48

### **MGT110 Small Business Management**

**3 credits**—A study of current theory and practices in creating and running a small business. The course includes the study of management functions as well as a discussion of business startup, including the creation of a business plan.

**Lecture Hours:** 48

### **MGT142 Problems and Issues in Supervision and Management**

**3 credits**—This course provides students in the Human Resource Management program with the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing exercises, cases, and simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

**Lecture Hours:** 48

### **MGT170 Human Resource Management**

**3 credits**—A study of the theory, principles, concepts and practices of developing and utilizing personnel within business organizations.

**Lecture Hours:** 48

### **MGT174 Training and Employee Development**

**3 credits**—This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

**Lecture Hours:** 48

**MGT177 Staffing**

**3 credits**—This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records, and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**Lecture Hours:** 48

**MGT178 Employment Law**

**3 credits**—This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, Equal Employment Opportunity (EEO), affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**Lecture Hours:** 48

**MGT180 Management and Labor Relations**

**3 credits**—This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor law and unfair labor practices, the role of the National Labor Relations Board (NLRB), organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

**Lecture Hours:** 48

**MGT190 Employee Compensation and Benefits Management**

**3 credits**—This course will develop knowledge in the area of compensation and benefit practices including job evaluation, salary surveys, individual and group performance based pay plans, health insurance, wellness programs, pensions, and the associated legal environment. Compensation and benefit management theories will be integrated with organizational goals and objectives severing as the overall foundation for development and implementation.

**Lecture Hours:** 48

**MGT210 Management Decision Making**

**3 credits**—A capstone course which uses case studies to review all aspects of the Marketing Management program. Emphasis is placed on decision making and is to be taken in the student's final semester.

**Lecture Hours:** 48

**MGT222 Golf Club Operations**

**3 credits**—Students will study strategic, tactical and operational practices regarding golf courses. Key determinates as to why some golf courses are successful and others struggle.

**Lecture Hours:** 48

**MIL103 Military Survival Skills**

**2 credits**—Basic military survival principles are discussed in class and demonstrated during a Survival Weekend. Concepts taught are: shelter building, water and food gathering, land navigation, first aid, and rescue signaling. Discussion, 1 hr./wk.

**Lecture Hours:** 16 **Lab Hours:** 32

**MIL110 Leadership and Personal Development**

**1 credit**—Introduces students to the personal challenges and competencies that are critical for effective leadership in the military. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. Discussion, 1 hr./wk.

**Lab Hours:** 32

**MIL115 Foundations of Tactical Leadership**

**1 credit**—Examines the challenges of leading in complex contemporary military operational environments. Dimensions of the cross-cultural challenges of military leadership in a constantly changing world are highlighted and applied to practical leadership tasks and situations. Discussion 2 hrs./wk.

**Lecture Hours:** 16

**MIL120 Innovative Team Leadership**

**2 credits**—Explores the dimensions of creative and innovative military leadership strategies and styles by studying historical case studies and engaging in interactive student exercises. Students practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises. Discussion, 2 hrs./wk.

**Lecture Hours:** 16 **Lab Hours:** 32

**MIL122 Leadership in Changing Environment**

**2 credits**—

**Lecture Hours:** 32

**MKT110 Principles of Marketing**

**3 credits**—An overview of the processes, problems and activities associated with the planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to create exchanges.

**Lecture Hours:** 48

**MKT140 Principles of Selling**

**3 credits**—Planned learning activities and experiences emphasize the psychology of selling, the selling process, sales techniques, and selling as a professional career.

**Lecture Hours:** 48

**MKT142 Consumer Behavior**

**3 credits**—Consumer behavior is the course within a marketing curriculum that most directly applies concepts, principles, and theories from the various social sciences to the study of the factors that influence the acquisition, consumption, and disposition of products, services, and ideas.

**Lecture Hours:** 48

**MKT152 Advertising and Visual Merchandising**

**3 credits**—This course presents the fundamentals of advertising and visual merchandising as promotional tools. It incorporates the Integrated Marketing Communication (IMC) concept.

**Lecture Hours:** 48

**MKT160 Principles of Retailing**

**3 credits**—Organized learning activities emphasize the status of retail environments, operations, locations, merchandising, pricing and promotions.

**Lecture Hours:** 48

**MKT198 Sports Marketing**

**3 credits**—This course will explain the basics of sports marketing, research, and delivery.

**Lecture Hours:** 48

**MKT924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

**MLT101 Introduction to Lab Science**

**1 credit**—This course familiarizes the student with the MLT program and the field of laboratory medicine. The organization and role of the clinical laboratory are explored, as well as medical ethics and conduct, employment opportunities, and professional organizations.

**Lecture Hours:** 32

**MLT103 Lab Mathematics**

**1 credit**—Mathematical calculations applicable to the clinical laboratory are studied in this course. Emphasis is on the Metric System and calculations involved in the preparation of laboratory solutions and dilutions.

**Lecture Hours:** 32 **Lab Hours:** 32

**MLT110 Fundamental Lab Techniques**

**3 credits**—This course is directed toward developing the knowledge and technical skill necessary to perform basic laboratory tests. Emphasis is placed on use and maintenance of laboratory equipment, quality control, and safety techniques.

**Lecture Hours:** 32 **Lab Hours:** 32

Supplement B1

**MLT120 Urinalysis**

**3 credits**—This course includes the study of urine formation and methodology determining the physical, chemical, and microscopic properties of urine in normal and abnormal states.

**Lecture Hours:** 32 **Lab Hours:** 32

**MLT130 Hematology**

**3 credits**—Hematology is the study of the formed elements of the blood—red blood cells, white blood cells, and platelets. Development and characteristics of these, methods of measurement, and abnormalities are covered.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT110.

**MLT230 Advanced Hematology**

**3 credits**—This advanced course is a sequel to Hematology I, and includes an in-depth study of various anemias, leukemias, and other hematologic disorders.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT130.

**MLT233 Hemostasis and Thrombosis**

**2 credits**—This course emphasizes the mechanism by which the body prevents loss of blood from the vascular system. There is a focus on chemical responses of blood vessels, platelet activation and biochemical reactions that lead to clot formation and dissolution.

Students learn to perform the tests used to detect coagulation deficiencies and abnormalities.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT110.

**MLT240 Clinical Chemistry I**

**7 credits**—The student will learn the analytical techniques for precise measurement of chemical constituents of the blood and other body fluids. Clinical correlation of test results with states of health and disease will also be covered.

**Lecture Hours:** 64 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of C in CHM122, MLT110, and MLT103.

**MLT250 Clinical Microbiology**

**4 credits**—The emphasis in this course is on bacteria of medical importance, with respect to their cultivation, isolation, identification, and pathogenicity. The student learns techniques of specimen collection, media preparation, culture, staining, biochemical testing, and antibiotic susceptibility testing. Mycology and virology are introduced.

**Lecture Hours:** 32 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in BIO185.

**Co-requisite(s):** A minimum grade of C in MLT110.

**MLT252 Parasitology**

**1 credit**—This course includes a study of medically important human parasites with respect to life cycle, pathogenicity, and laboratory identification.

**Lecture Hours:** 16

**MLT260 Immunohematology**

**4 credits**—Blood grouping, typing, antibody screening and identification, and compatibility testing are covered, along with an overview of hemolytic disease of the newborn, processing of donor blood, and blood component therapy.

**Lecture Hours:** 32 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT110.

**MLT270 Immunology and Serology**

**2 credits**—In this course, the focus is on the reactions of the body's immune system to foreign substances. There is emphasis on reactions between antigens and antibodies and students will learn to detect diseases such as syphilis, infectious mononucleosis, rheumatic fever and others.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT110.

**MLT283 Clinical Practicum: Urinalysis**

**1 credit**—This course is a continuation of Urinalysis I and is designed to provide the student with clinical experience in the performance of routine urinalysis. Comparison of methodology with that covered in Urinalysis I is stressed.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT120.

**MLT284 Clinical Practicum: Immunohematology**

**2 credits**—This course is a continuation of Immunohematology I and is designed to provide the student with clinical experience in specimen collection and performance of immunohematologic tests. Comparison and contrast with methodology of Immunohematology I is stressed.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of C in MLT260.

**MLT285 Clinical Practicum: Chemistry**

**4 credits**—This course is a continuation of Clinical Chemistry I and is designed to provide the student with clinical experience in specimen collection and performance of clinical chemistry tests. Comparison and contrast with methodology of Clinical Chemistry I is stressed and there is emphasis on use of automatic equipment.

**Lecture Hours:** 16 **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in MLT240.

**MLT286 Clinical Practicum: Immunology and Serology**

**1 credit**—This course is a continuation of Immunology and Serology I and is designed to provide the student with clinical experience in the performance of serologic testing. There is emphasis on the comparison and contrast of methodology with Immunology and Serology I.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT270.

**MLT287 Clinical Practicum: Hematology**

**4 credits**—This course is a continuation of Hematology I and Advanced Hematology. It is designed to provide the student with clinical experience in specimen collection and performance of routine hematology and coagulation tests. Comparison and contrast with methodologies of Hematology I and Advanced Hematology is stressed and experience with automation is provided.

**Lecture Hours:** 16 **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in MLT130 and MLT230

**MLT288 Clinical Practicum: Microbiology**

**4 credits**—This course is a continuation of Clinical Microbiology I and Parasitology. It is designed to provide the student with experience in bacteriologic, mycotic and parasitologic studies in a clinical setting. Practices and procedure of Clinical Microbiology I are compared and contrasted with clinical practice.

**Lecture Hours:** 16 **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in BIO185, MLT250, and MLT252.

**MLT291 Lab Survey and Review**

**1 credit**—This course is designed to give the student an opportunity, at the end of the clinical practicum, to review all departments of the laboratory. Class time is provided for review of didactic materials and preparation for the comprehensive examination. Clinic time is provided for review or additional experience in any or all departments of the laboratory.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT283, MLT284, MLT285, MLT286, MLT287, and MLT288.

**MMS103 Basic Digital Photography**

**3 credits**—An introduction to DSLR camera operation, including exposure control and modes, focus techniques, and white balance. Artistic issues like framing, camera angle, use of color and composition will be addressed as well. Students will produce final images using industry standard software. Students must furnish an approved DSLR camera.

**Lecture Hours:** 32 **Lab Hours:** 32

**MMS105 Audio Production**

**3 credits**—This course examines the principles of sound and acoustics and basic audio capture techniques. The equipment for recording as well as production and editing audio will be analyzed and employed. Sound quality and final output issues will be addressed.

**Lecture Hours:** 32 **Lab Hours:** 32

**MMS111 Video Production I**

**3 credits**—This course will provide an introduction to the basics of video production, camera handling, digital exposure, and workflow. Emphasis is on how to handle image workflow to produce a professional video output.

**Lecture Hours:** 32 **Lab Hours:** 32

**MMS117 Social Media for Business**

**3 credits**—This course examines using social media outlets for promoting and doing business. The course will investigate issues and strategies related to social media environments, customer relationships, marketing, managing your communication, sustainability and what social media may look like in the future.

**Lecture Hours:** 48

**MMS124 Survey of Commercial Video**

**3 credits**—This course examines how to produce a variety of types of videos for commercial use including promotional videos, music videos, weddings, corporate videos and live events

**Lecture Hours:** 48

**MMS134 Media Writing**

**3 credits**—This course will focus on writing for media outlets including newspaper, television, radio, internet and public relations. Emphasis will be on writing clearly for both general and targeted audiences in order to communicate the desired message efficiently.

**Lecture Hours:** 48

**MMS213 Video Production II**

**3 credits**—This course will explain advanced video production techniques.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111.

**MMS214 Audio Production II**

**3 credits**—This course is designed to assist the student in learning advanced principles and processes of audio production. The course builds on skills learned in Audio Production I will familiarize and inform the student on proper techniques in audio production for a variety of media outputs

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS105.

**MMS233 Intermediate Digital Photography**

**3 credits**—This course expands on the theory and techniques taught in Basic Digital Photography and addresses a variety of commercial applications. The course will present further instruction in event photography, people and portrait photography and product and promotional photography. The course will include instruction on portable flash equipment, studio equipment, light modifiers and utilizing natural light to the photographer's benefit.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MMS103.

**MMS265 Mass Communications Law**

**3 credits**—This course examines media law, including First Amendment, copyright and fair use. It focuses on social, political, and economic influences. It examines legal constraints for students planning to become professional communicators.

**Lecture Hours:** 48

**MMS300 Cinematography**

**3 credits**—In this course students will gain hands-on experience in digital cinematography. Students will plan and practice camera techniques used for interior and exterior lighting, composition and framing, green screen techniques and other aspects of visual storytelling. Students will practice mechanical aspects of the lens: f-stops, depth of field and rack focus shots. Terminology and theory specific to cinematography will be explored as well as the strategies for common production and photography obstacles will be addressed and put into practice. Projects will be completed in groups as well as individual efforts.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213.

**MMS302 Solo Video Journalism**

**3 credits**—This course examines and explains the techniques for working in the field of video journalism as a sole practitioner.

**Lecture Hours:** 32 **Lab Hours:** 32

**MMS304 Multimedia Applications**

**3 credits**—This course introduces multimedia applications for mobile devices including discussion of mobile devices, categories of mobile applications, security and target audiences. Different programming environments will be addressed in the class. Students will also investigate how users interact with their mobile devices, design and layout of mobile apps and deployment to app stores and marketplaces.

**Lecture Hours:** 48

**MMS310 Independent Film Production**

**3 credits**—This course provides students with skills to write, produce, direct and edit fictional and non-fictional videos in a narrative format. Students will be instructed on methods and hands-on-skills to construct videos with emphasis on low-budget techniques to better understand the independent film/video market. This includes formulating a story with an angle, structure, content and style. Scriptwriting, budgeting, interviewing, and researching methods are demonstrated through hands-on exercises. Students will view/critique various contemporary documentaries and low budget films as they relate them to their own projects.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213.

**MMS320 Recording Studio I**

**3 credits**—Course will introduce students to the basic operations of a recording studio. The course will detail proper methods for wiring of a studio, discuss studio acoustics, analyze studio design and address proper monitoring. The course will also demonstrate proper microphone placements and advanced compression methods.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS105 and MMS214.

### **MMS330 Motion Graphics for Video**

**3 credits**—This course explains the theory and execution of motion graphics in a video production environment. Instruction in use of and methods for constructing a variety of motion graphics and animation techniques will be delivered. Media management and output formats will also be addressed.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS400 Video Production for Web Streaming**

**3 credits**—This course will provide students technical application and training in producing, shooting and broadcasting via web streaming. It will offer students an advanced understanding of traditional television studio environments, as well as field production. Students will experience hands-on training and team-oriented tasks in studio floor positions, studio lighting, 3-camera operating setup, microphone setups, floor management and set design. In addition, technical aspects of control room duties, live and archival streaming processes will be covered.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS410 Film Editing**

**3 credits**—In this course, students are introduced to digital (computer) editing. A brief overview of the editing process is covered. Students learn the basics of capturing video and/or digital files, basic editing techniques, basic color effects, audio with video, and storing in a non-destructive style of editing. Students will produce their own edited versions of supplied footage.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS420 Recording Studio II**

**3 credits**—Course will be an advanced study in producing within the studio environment. The course will provide hands-on use of the studio equipment including mics, mixing boards and digital audio software. Advanced recording techniques will be employed. Production of a variety of music styles and the proper steps involved in recording and mixing and outputting each will be addressed.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS105, MMS214, and MMS320.

### **MMS905 Digital Mass Media Internship**

**1 credit**—Students will intern at media agencies and outlets in the region and state, focusing on internal operations and client relations.

**Co-op Hours:** 64

### **MMS949 Special Topics**

**3 credits**—This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

**Lecture Hours:** 32 **Lab Hours:** 32

### **MUA106 Class Voice**

**1 credit**—This course provides instruction in fundamental vocal techniques. Breath support, diction, posture, vowel formation, tone production and stage presence will be explored through standard vocal repertoire chosen for each student's voice type.

**Lab Hours:** 32

### **MUA119 Class Piano**

**1 credit**—This course is designed for the student with no background in piano. It is especially recommended for the music student without piano experience, as well as the student who wishes to learn something of the piano for enjoyment. The student will begin to learn to read musical notation, develop the rudiments of technique, and become familiar with the keyboard. A minimum of three (3) hours of practice per week is essential. This course can be repeated with different content for credit.

**Lab Hours:** 32

### **MUA120 Applied Piano I**

**1 credit**—Individualized instruction in piano for the beginning, intermediate or advanced student. Requires fourteen 25 or 50 minute lessons during the semester. Additional outside practice/preparation is required. This course can be repeated with different content for credit. No prior musical experience is necessary.

May be repeated once.

**Lecture Hours:** 16

### **MUA121 Applied Piano II**

**2 credits**—This course provides applied lessons and guided instruction in tone production, technique, and musicianship skills. Students advance their skills through weekly lessons and regular practice of fundamental techniques and appropriate repertoire. This course can be repeated with different content for credit.

**Lecture Hours:** 32

### **MUA319 Applied Voice**

**1 credit**—Provides applied lessons and guided instruction in tone production, technique, musicianship, and performance practice. Students advance their skills through weekly lessons and regular practice of fundamental techniques and solo repertoire.

May be repeated once.

**Lecture Hours:** 16

### **MUS100 Music Appreciation**

**3 credits**—An introduction to the musical arts through listening to and studying the music of various periods. Some sections of the course may be presented by live musicians.

Allied arts, including dance, painting, and literature, may be used to demonstrate the relatedness of music to the larger scope of human experience.

**Lecture Hours:** 48

### **MUS102 Music Fundamentals**

**3 credits**—Introduction to Music Theory. Basic skills and vocabulary. For non-majors with limited background in music fundamentals, or as preparation for music major theory courses. Emphasis on notation, key/time signatures, rhythm, and aural training. (Variable)

**Lecture Hours:** 48

### **MUS154 Chorus**

**1 credit**—This course is designed for the student to participate in group performances. The performing group meets regularly and presents a wide variety of choral literature throughout the year. This course can be repeated with different content for credit.

May be repeated once.

**Lab Hours:** 32

### **NET109 A+ Certification Prep Course**

**4 credits**—This course will teach basic knowledge of desktop and laptop operating systems. This course will teach the important knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot and repair personal computer compatible hardware including troubleshooting basic network and internet connectivity, dial-up, DSL, and cable. Additionally, this course will also cover the latest memory, bus, peripherals, and wireless technologies.

**Lecture Hours:** 32 **Lab Hours:** 64

### **NET152 Advanced Network Technologies**

**3 credits**—This course will cover the advanced topics of networking topologies, management utilities, performance monitoring and management, construct network security, develop and maintain network documentation and determine appropriate action for common problems. Students will learn skills associated with network remote access, performance monitoring and extension of network services via wireless technologies. This course will build and expand upon Cisco 1-4 concepts and skills.

**Lecture Hours:** 48

### **NET213 CISCO Networking**

**4 credits**—This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a model Internet to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT063.

### **NET225 Routing and Switching Essentials**

**4 credits**—This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single area and multi-area OSPF, virtual LANS, and inter-VLAN routing in both IPv4 and IPv6 networks.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET213.

### **NET268 CCNA Routing and Switching: Scaling Networks**

**3 credits**—This is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET225.

### **NET269 CCNA Routing and Switching: Connecting Networks**

**3 credits**—This is the fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET268.

### **NET310 Virtual Machines**

**3 credits**—This course will cover the concepts of virtualization including hardware and software. Topics will include benefits vs. risks analysis, installation and configuration, operation and maintenance and disaster recovery.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET313.

### **NET313 Windows Server**

**3 credits**—This course provides the core foundation for supporting network based servers. Students will learn the skills necessary to install, configure, customize, optimize, network, integrate and troubleshoot a server based operating system. Students will study the design, implementation, and support a Network Server network including specialized servers that are common to most networks.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET109 and NET213.

### **NET320 Advanced Server Configuration**

**3 credits**—This course provides advanced concepts for supporting network based servers. Students will learn the skills necessary to install, configure, and manage network server technologies typically implemented with a server based operating system. Students will study the design, implementation, and optimization of both advanced and emerging services that a network server commonly provides for business networks.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET313.

### **NET346 Windows Exchange Server**

**3 credits**—This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (100 to 5,000 seats) messaging environment. This course offers a significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server.

**Lecture Hours:** 32 **Lab Hours:** 32

**Pre/Co-requisite(s):** NET313

### **NET412 Linux System Administration**

**3 credits**—This course will introduce students to the Linux Operating System and is designed for students with little or no previous experience with Linux. Students will gain experience and understanding of basic setup and installation, configuration, navigation, permissions, command shells, and GUI environments available on Linux systems.

**Lecture Hours:** 32 **Lab Hours:** 32

### **NET474 Certification Preparation**

**1 credit**—Course is designed as a review and final preparation for students taking Information Technology certification tests.

**Lecture Hours:** 16

**Prerequisite(s):** Instructor approval required. Must have satisfactory grades in supporting classes and demonstrate motivation to attain certification.

### **NET475 Certification Preparation**

**2 credits**—Course is designed as a review and final preparation for students taking Information Technology industry certification exams.

**Lecture Hours:** 32

**Prerequisite(s):** Instructor approval required. Must have satisfactory grades in supporting classes and demonstrate motivation to attain certification.

### **NET612 Fundamentals of Network Security**

**3 credits**—This course is designed to provide student with a fundamental understanding of network security principles and implementation. Students examine the technologies used and principles involved in creating a secure computer networking environment.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** NET313

Supplement B1

### **NET710 SQL Database**

**2 credits**—This course is designed to give the student the basics of computer database administration. To teach the student what a database server is and how it is used in a modern computer network. The course will inform the student about the components of the database and the tools used to tune the database software for optimum performance.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** CIS303 and NET313

### **NET916 Experiential Learning**

**5 credits**—This course will allow students to put the skills obtained in the program to practical use in a simulated real world environment. In addition, students will refine teamwork skills and learn to conduct their actions in an appropriate manner for the business world.

**Lecture Hours:** 16 **Lab Hours:** 128

**Prerequisite(s):** Instructor consent is needed to verify that students are getting the correct section for their major and that only fourth semester graduating students take this course.

### **NET932 Internship**

**2 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of C in NET109. Must be in program major and completed 30 credits in one of the following programs: Network Administration and Engineering, Information Systems Management, and Web Design and Development.

### **NET949 Special Topics**

**1 credit**—This course, usually offered on a limited basis only, provides an in-depth study on a topic of general interest pertaining to this department.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **OTA102 Human Movement and Occupation**

**3 credits**—Study of the interrelationship between the central nervous system, peripheral nervous system, and musculoskeletal system and analysis of functional movement required for engagement in occupation. Formal and informal biomechanical assessment methodologies are presented. Students will gain skill in utilizing assessment data for the occupational therapy process in collaboration with the occupational therapist.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.



### **OTA103 Task Analysis**

**3 credits**—The development and emergence of human occupational performance throughout the lifespan is examined by exploring areas of occupation, occupational roles, habits and routines. Students will learn to analyze occupational tasks and functional activity demands, grade and adapt activities, and build the basic skills necessary for teaching therapeutic activities to meet the needs of occupational therapy consumers, either individually or in groups. Emphasis will be placed on the use of occupation-based media as a means of understanding a client's cognitive and functional performance. The significance of context and environment will also be explored in relationship to program planning and implementation of therapeutic interventions. Additional topics include an introduction to note writing and goal development.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA104 Assistive Tech and EM**

**2 credits**—An introduction to the role of assistive technology and environmental modification used to facilitate occupational performance. Topics will include: determination of need, selection of and instruction in use of assistive technology and/or environmental modification, low vs. high tech equipment options, and assessment of client safety during occupational performance.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA201 Pediatrics and Occupation**

**3 credits**—The first in a sequence of courses addressing conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA202 Pediatric OTA Skills**

**3 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with infants and children through the adolescent period and their families in a variety of settings.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA203 Level I Fieldwork Pediatrics**

**2 credits**—Students will be participant-observers in settings providing occupational therapy services to children and/or adolescents. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Lecture Hours:** 16 **Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA204 Pediatric Psychosocial Conditions and Occupations**

**1 credit**—The first in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of mental health disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA302 Physical OTA Skills**

**3 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional behaviors utilized in the occupational therapy process for individuals experiencing disruption in motor and sensory-perceptual abilities needed for adaptive occupational performance.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA310 Adult Physical Conditions and Occupations**

**3 credits**—The second in a sequence of courses addressing conditions causing disruption of occupational skills and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models of practice for understanding the occupational nature of early to middle adulthood at home, work and in the community. Approaches for applying the occupational process by the occupational therapy assistant is studied within the contexts of a variety of physical disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA311 Adult Psychosocial Conditions and Occupations**

**2 credits**—The second in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models for understanding the occupational nature of early to middle adulthood at home, at work, and in the community. Approaches to applying the occupational process by the occupational therapy assistant is studied within the contexts of a variety of psychosocial disorders and conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA312 Adult Psychosocial OTA Skills**

**2 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process for individuals experiencing disruption in social, emotional and interactional abilities needed for adaptive occupational performance. Both individual and group intervention strategies are explored.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA313 Level I Fieldwork Psychosocial**

**1 credit**—Students will be participant-observers in settings providing occupational therapy services to adult consumers with psychosocial conditions. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA401 Elders and Occupation**

**1 credit**—The third in a sequence of courses addressing conditions causing disruption of occupational behaviors, skills and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models for understanding the occupational nature of late adulthood at home, at work, and in the community. Approaches to applying the occupational therapy process by the occupational therapy assistant is studied within the context of a variety of disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA402 OTA Skills for Elders**

**2 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with elder consumers in a variety of settings.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA403 Level I Fieldwork Physical Dysfunction**

**1 credit**—Students will be participant-observers in settings providing occupational therapy services to adult consumers with physical dysfunction. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA501 Professional Practice for OTA**

**3 credits**—This course speaks to the management and service roles of the occupational therapy assistant, as well as ongoing responsibilities of a career as an occupational therapy healthcare professional. Active learning strategies requiring the student to transcend from a student to entry level practitioner.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA502 Level II Fieldwork A**

**5 credits**—The first of two courses consisting of 8 weeks of full-time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different point of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA310, OTA302, OTA401, OTA402, and OTA403.

### **OTA503 Level II Fieldwork B**

**5 credits**—The second of two courses consisting of 8 weeks of full time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different points of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA502.

### **PEA102 Aerobic Fitness I**

**1 credit**—This aerobic course, designed to improve physical fitness levels, starts at the beginner level with students progressing at their own pace. Participants will be given the opportunity to engage in various types of cardiovascular exercise, some being set to music. Abdominal and low-back exercises are also emphasized.

**Lab Hours:** 32

**PEA117 Bowling I**

**1 credit**—This skill course introduces students to the lifetime activity of bowling. The course will cover basic fundamentals of bowling such as rules and etiquette, approach, ball delivery, strikes, spares, and scoring. Individual, league, and tournament play will also be included.

**Lab Hours:** 32

**PEA123 Circuit Training**

**1 credit**—This aerobic course incorporates cross-training techniques allowing for an increased caloric expenditure with simultaneous improvement in muscular strength and endurance and flexibility. Alternating between resistance training, cardiovascular, and flexibility exercises provides the benefits of all three types of activities in one exercise session.

**Lab Hours:** 32

**PEA125 Indoor Cycling**

**1 credit**—This aerobic course introduces students to a low-impact, go at your own pace, cardiovascular workout with no complicated moves to learn. The class is set to music, conducted in a group format, and uses specially built stationary bicycles to improve current health and fitness levels.

**Lab Hours:** 32

**PEA150 Powerwalking**

**1 credit**—Power Walking is one of the most convenient forms of exercise. It takes minimal equipment and can be done anywhere. This course is designed to provide students with the opportunity to learn a lifelong physical activity. Power Walking is also an excellent way to start a fitness program.

**Lab Hours:** 32

**PEA176 Volleyball I**

**1 credit**—This skill course introduces students to the lifetime activity of volleyball. This will be a fundamental course, teaching the basics of the game from scoring to the actual playing. This course will also cover volleyball etiquette. The class will play two on two, three on three, and standard volleyball.

**Lab Hours:** 32

**PEA187 Weight Training I**

**1 credit**—This skill course introduces the student to basic principles of weight training and the effects of this type of exercise on the body. Personalized programs will be the focus while emphasizing proper lifting techniques and safety issues.

**Lab Hours:** 32

**PEA191 Pilates**

**1 credit**—This skill course is designed to provide students with the opportunity to learn Pilates principles and mat-based exercises from the beginner level, through the intermediate level, and finishing with the advanced level. Pilates is a form of exercise that focuses on core stability and strength while simultaneously lengthening and strengthening the muscles without adding "bulk".

**Lab Hours:** 32

**PEA194 Vinyasa Yoga**

**1 credit**—This skill course introduces the fundamentals of Vinyasa Yoga. Vinyasa Yoga focuses on balanced asana (posture) sequences, as well as the connection of the asanas and the breath. There are a host of associated benefits including, but not limited to, increased levels of body awareness, increased strength and flexibility, as well as the benefits shown to be associated with relaxation.

**Lab Hours:** 32

**PEA196 Iron Yoga-Pilates Infusion**

**1 credit**—This skills course provides students with an opportunity to contrast and compare yoga and Pilates, and use a host of equipment to compliment both. Emphasis will be placed on muscular strength and endurance, flexibility, physical balance and mind control.

**Lab Hours:** 32

**PEC110 Coaching Ethics, Techniques, and Theory**

**1 credit**—This is one of the four courses required to receive a coaching authorization or endorsement. This course meets the required hours for ethics. By the end of this course, participants should be able to explain methodology and responsibilities of a successful coach, apply teaching techniques to sports skills, connect how communication and motivation affect performance, and distinguish appropriate ethical behavior of coaches and students. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful experience for the athlete that is supported by informed decision-making.

**Lecture Hours:** 16

**PEC115 Athletic Development and Human Growth**

**1 credit**—This is one of the four courses required to receive a coaching authorization or endorsement. This course will connect the participants to the basic concepts of growth and development of students in the 5th through 12th grade who would participate in school sponsored athletics. By the end of this course, participants should be able to explain how and when physical, social, emotional, and intellectual development occurs and how this development affects learning, behavior and performance. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful athletic experience for the adolescent that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC123 Anatomy for Coaching**

**1 credit**—This is one of the four courses required to receive a coaching authorization or endorsement. By the end of this course, participants should be able to apply basic physiological concepts to athletics, connect how they affect movement, conditioning, and performance. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful experience for the athlete that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC127 Care and Prevention of Athletic Injuries**

**2 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. This course will describe the duties and responsibilities in protecting the health of athletes. The course is aimed at recognizing injuries and providing basic care for those injuries as well as techniques to prevent injuries from occurring.

**Lecture Hours:** 32

### **PEH111 Personal Wellness**

**3 credits**—This is an introductory level course designed to explore wellness in all dimensions. Students will assess their overall level of wellness, assess current lifestyle choices, and be enabled with strategies that will lead to an improved lifestyle and overall level of wellness.

**Lecture Hours:** 48

### **PEH141 First Aid**

**2 credits**—This course will use discussion and application to provide the layperson with the basic skills and knowledge necessary to provide First Aid, CPR, and AED to adult, child, and infant populations. Certification by the American Red Cross will be awarded to those who qualify.

**Lecture Hours:** 32

### **PEH266 Leadership Techniques for Fitness Programs**

**3 credits**—This course will prepare students to develop and implement an individualized and group approach to exercise leadership in healthy populations. The student will also become proficient in writing, leading, and demonstrating safe and effective methods of exercise by applying the fundamental principles of exercise science.

**Lecture Hours:** 32 **Lab Hours:** 32

### **PHI101 Introduction to Philosophy**

**3 credits**—An investigation of some of the fundamental problems of human existence-- human nature, the nature of reality, how and what we know, the existence of God, ethical behavior, justice and freedom. This will be undertaken through readings and discussions of major philosophical schools of thought in Western and non-Western traditions.

**Lecture Hours:** 48

### **PHI105 Introduction to Ethics**

**3 credits**—Introduction to Ethics examines contemporary ethical conflicts and provides a grounding in the language, concepts, and traditions of ethics. This course provides students with the intellectual tools to analyze moral dilemmas in the fields they choose to pursue and participate in as members of society.

**Lecture Hours:** 48

### **PHI121 Classical/Medieval Philosophy**

**3 credits**—This course will cover an intellectual history of Western civilization from the pre-Socratic philosophers through Scholasticism. The course will begin by looking at several philosophers preceding Socrates, as well as study Socrates, Plato, Aristotle, and the impact of Greek philosophy. It will then look at the development of early Christianity through Augustine, the early Medieval period through Thomas Aquinas, and the late medieval period through William of Occam.

**Lecture Hours:** 48

### **PHS120 Exploring Physical Science**

**4 credits**—This course introduces the student to the concepts and processes of physics, chemistry, astronomy, and earth science. Students are presented with a general overview of theories that have an impact on their everyday lives.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in 100 level math course or appropriate placement score, RDG040 or appropriate placement score, and ENG105 or COM781.

### **PHS142 Principles of Astronomy**

**3 credits**—This physical science course explores the mysteries of the universe. Through scientific reason, the course will examine the following: the history of astronomy, the planets, stars, nebulae, galaxies, the creation and fate of the universe and our place in it. This course includes amateur observation techniques.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in 100 level math course or appropriate placement score, RDG040 or appropriate placement score, and ENG105 or COM781.

### **PHS152 Astronomy**

**3 credits**—A basic course in descriptive astronomy dealing with the development of modern astronomy and with its present-day theories and observations. Topics covered include motions of solar system and deep sky objects, telescopes and other instruments, members of the solar system, nature of the sun, other stars, origin and development of stars and planets, our galaxy, other galaxies, and the organization of the universe.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in 100 level math course or appropriate placement score, RDG040 or appropriate placement score, and ENG105 or COM781.

### **PHS928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

**Lecture Hours:** 16

### **PHT102 Photo Design I**

**3 credits**—This course identifies the fundamental design and compositional elements contained in quality images used for professional photography. The course provides exposure to several photographic styles which can be drawn upon for each individual's photographic journeys.

**Lecture Hours:** 32

### **PHT106 Introduction to Image Editing**

**3 credits**—This course will provide a basic introduction to raster based still digital image manipulation using industry standard software. This course is designed to provide students with a workable understanding of the digital software interface and tools used in imaging workflows.

**Lecture Hours:** 32 **Lab Hours:** 32

### **PHT108 Camera I**

**3 credits**—This course is an introduction to the basics of camera handling, exposure and meter usage.

**Lecture Hours:** 32 **Lab Hours:** 32

**Co-requisite(s):** PHT109

### **PHT109 Print I**

**3 credits**—This course is an introduction to the basics of processing camera outputs and applying techniques used to produce a professional print. This course also emphasizes the fundamental print finishing methods used in the professional photography industry to enhance a photograph's overall presentation.

**Lecture Hours:** 32 **Lab Hours:** 32

**Pre/Co-requisite(s):** PHT108

### **PHT110 Camera II**

**3 credits**—This course is an extension of Camera I and expands on camera captures, introducing editing workflows and image conversions. Additional camera accessories and optical image management are explained along with common problems with optics and what can be done to correct for them.

**Lecture Hours:** 32

**Prerequisite(s):** PHT108

### **PHT111 Print II**

**3 credits**—This course emphasizes color output and the need for a properly managed original image, and properly managed output devices that result in either physical prints or virtual presentations.

**Lecture Hours:** 32 **Lab Hours:** 32 **Prerequisite(s):** PHT109 and PHT106 **Pre/Co-requisite(s):** PHT202 or PHT204

### **PHT132 Photo Design II**

**3 credits**—This course presents the physical, physiological, and psychological dimensions of color and light as perceived by people. The interaction of colors is explored as it relates to studying the forms of color, color harmonies, and color contrasts.

**Lecture Hours:** 32

**Prerequisite(s):** PHT102

### **PHT202 Basic Portraiture**

**3 credits**—This course presents an introduction and an overview of the professional portrait field. The course will introduce management techniques used in portrait studios. The course will include instruction on studio equipment and utilizing natural light and studio lighting to produce acceptable portraits.

**Lecture Hours:** 32

**Prerequisite(s):** PHT106, PHT108, and PHT109

### **PHT204 Basic Commercial Photography**

**3 credits**—This course presents an overview of a profession in commercial still photography. Techniques, assignment types, expectations, working conditions, types of photography products used, studio procedures and equipment requirements will be discussed. Simple commercial techniques will be applied in practical assignments.

**Lecture Hours:** 32

**Prerequisite(s):** PHT106, PHT108, and PHT109

### **PHT208 Basic Photojournalism**

**3 credits**—This survey of photojournalism as a profession leads to publishable photographs through practical assignments. The techniques and working style of outstanding photojournalists are presented in multi-image programs.

**Lecture Hours:** 32

### **PHT210 Visual Communication**

**3 credits**—This course is a survey of the tools, materials and processes used for the production of visual messages in society. Course work includes practical application in the selection, utilization and implementation of materials in the preparation and design of messages.

**Lecture Hours:** 32

### **PHT215 Portrait Image Editing**

**3 credits**—This course will deal with adjusting and enhancing images after capture and before final output using computer imaging software. Emphasis will be on images used in the portrait photography industry.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** PHT106

### **PHT216 Commercial Image Editing**

**3 credits**—This course will deal with adjusting and enhancing images after capture and before final output using computer imaging software. Emphasis will be on images used in the commercial photography industry.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** PHT106 and PHT111

### **PHT217 Advanced Portrait Image Editing**

**4 credits**—This course will deal with multiple images in portrait production giving a series of images that will be used together in an album or multi-image presentation a consistent look, or insuring a series of images that will be combined into a composite image will have appropriate balance.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** PHT215

### **PHT218 Advanced Commercial Image Editing**

**3 credits**—This course will deal with multiple images in commercial production; giving a series of images that will be used together in a catalog or brochure a consistent look, or insuring a series of images that will be combined into a composite image will have appropriate balance.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** PHT216

### **PHT220 Intermediate Portraiture**

**3 credits**—This course is designed to assist the student in learning advanced portrait techniques and the business tools needed to start and maintain a portrait studio. The course creates an awareness of the work environment the student will enter. This course builds on the skills learned in Basic Portraiture and will include portrait assignments incorporating the criteria for acceptable portraits while utilizing studio lighting and natural lighting.

**Lecture Hours:** 32

**Prerequisite(s):** PHT202

### **PHT227 Intermediate Commercial**

**3 credits**—This course builds on the theory and techniques learned in Basic Commercial Photography. Lighting and image control will be presented in a variety of situations both in the studio and on location.

**Lecture Hours:** 32

**Prerequisite(s):** PHT204

### **PHT229 Intermediate Photojournalism**

**3 credits**—This course prepares students to find employment with various publications and media outlets including newspapers, magazines, public relations departments and internet outlets. Portfolio presentation is required upon completion

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PHT208.

### **PHT235 Tech. for Studio Promotion**

**3 credits**—This course emphasizes fundamental promotional methods used in professional portrait photography studios and provides exposure to the various advertising and marketing strategies to promote the studio and raise public awareness.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in PHT202 or PHT204.

### **PHT237 History of Photography**

**2 credits**—This course introduces the student to the history of the photographic profession and it's ascent to the modern art form we know today. The people, processes, and their contribution to society throughout photography's short history will be discussed and studied.

**Lecture Hours:** 32

Supplement B1

### **PHT240 Portrait Production and Portfolio**

**2 credits**—This course is designed to assist the student in learning production portrait techniques and the customer services needed to start and maintain a portrait studio. The course creates an awareness of the work environment. This course builds on the skills learned in Intermediate Portraiture and will include various portrait assignments in the studio, outdoors and on location. A portfolio presentation is required upon completion.

**Lecture Hours:** 32

**Prerequisite(s):** PHT220

### **PHT241 Portrait Business**

**3 credits**—This course overviews the day to day operations specific to a portrait photography business, including business structure, cost of doing business, invoicing, staffing and business taxes.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT202.

### **PHT242 Audio Visual Presentations**

**3 credits**—This course introduces the student to the aspects of planning, producing, distributing and presenting computer based multimedia. Macintosh and PC computer platforms will be utilized to complete assignments. Students will integrate digital photography and digital audio to produce assignments.

**Lecture Hours:** 32

### **PHT244 Wedding Photography**

**3 credits**—This course presents an overview of the professional wedding field. The course will include instruction on equipment, lighting and posing utilized for photographing a wedding. The course will also cover marketing, sales techniques and the day-to-day business procedures needed to operate a wedding business.

**Lecture Hours:** 32 **Lab Hours:** 64

**Prerequisite(s):** PHT220

### **PHT247 Commercial Production and Portfolio**

**3 credits**—This course will look at a number of challenging situations likely to be encountered by commercial photographers, including ones that require advanced lighting solutions, large teams of people, or extensive planning and preparation. This course analyzes a variety of photographic styles and considers the importance of developing a personal photographic style. Students will be required to produce and present a portfolio of their commercial images.

**Lecture Hours:** 32

**Prerequisite(s):** PHT227

### **PHT248 Commercial Business**

**3 credits**—This course overviews the day to day operations specific to a commercial photography business, including business structure, cost of doing business, invoicing, staffing and business taxes.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT204.

**PHT251 Fine Art Photography**

**3 credits**—This course will present an overview of the Fine Art Photography field. Outlets will be identified for selling personal fine art photography. The course will also include instruction on how to apply to shows and give direction on how to present, display, and sell fine art photography.

**Lecture Hours:** 32  
**Prerequisite(s):** PHT111

**PHT252 Film and Print Scanning**

**3 credits**—This course will study the conversion from analog film and prints into a digital format that can be used within electronic image editing and output.

**Lecture Hours:** 32 **Lab Hours:** 32  
**Prerequisite(s):** PHT215 or PHT216

**PHT253 Art Direction**

**3 credits**—This course will provide an overview of the working relationship between the photographer and the art director, as well as explore skills needed for good communication and collaboration.

**Lecture Hours:** 32  
**Co-requisite(s):** PHT247

**PHT928 Photography Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 5 credits.

**Lab Hours:** 32

**PHY100 Physics in Everyday Life**

**3 credits**—Basic laws and concepts of physics introduced and demonstrated through operation of everyday devices and systems. Emphasis on understanding physical principles behind working of modern technologies and interplay between science and technology.

**Lecture Hours:** 48

**PHY162 College Physics I**

**4 credits**—This course covers the fundamental concepts, principles and laws of physics and their applications. It covers kinematics, dynamics, force, linear and rotational motion, fluids, sound, temperature, and heat.

**Lecture Hours:** 48 **Lab Hours:** 32  
**Prerequisite(s):** A minimum grade of C- in MAT747, MAT128, MAT134, or appropriate placement score to enroll in MAT210.

**PHY172 College Physics II**

**4 credits**—This course is the second semester continuation of General Physics I. The course studies the fundamental concepts, principles and laws of physics and their application. It covers electricity and magnetism, light and geometric optics, quantum and nuclear physics.

**Lecture Hours:** 48 **Lab Hours:** 32  
**Prerequisite(s):** A minimum grade of C- in PHY162.

**PHY183 Applied Physics**

**3 credits**—This course is an introduction to topics of classical physics such as motion, friction, gravitation, vibrational motion, thermodynamics, sound, light and optics.

**Lecture Hours:** 32  
**Prerequisite(s):** MAT514

**PHY212 Classical Physics I**

**5 credits**—This course introduces physics using calculus-level mathematics. Designed for students in Engineering, Mathematics, and Physics. The first semester of this sequence covers the topics of vectors, linear and rotational kinematics, statics, dynamics, oscillatory and wave motion, temperature, and heat.

**Lecture Hours:** 64 **Lab Hours:** 32  
**Prerequisite(s):** A minimum grade of C- in MAT210.

**PHY222 Classical Physics II**

**5 credits**—This course is the second semester continuation of Classical Physics I. This is a calculus-based course that studies the fundamental concepts, principles and laws of physics, and their applications. Topics include: electricity and magnetism, light and geometric optics, quantum and nuclear physics.

**Lecture Hours:** 64 **Lab Hours:** 32  
**Prerequisite(s):** A minimum grade of C- in PHY212 and MAT216.

**PNN100 Nursing Assistant**

**3 credits**—This course is designed to meet the training requirements of the Omnibus Reconciliation Act of 1987 (OBRA) for aides working in nursing facilities (NF) and skilled nursing facilities (SNF). Emphasis in the course is on students achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident/client care. This course parallels PNN-132 Nursing Fundamentals I.

**Lecture Hours:** 32 **Lab Hours:** 16 **Clinic Hours:** 32

**PNN115 Introduction to Nursing**

**3 credits**—Introduction to nursing is the initial course for the student entering the profession of nursing and begins with an introduction to the history of nursing and nursing as a profession. Components of the nursing process are described and utilized with implementation of nursing technologies. The student will learn aspects of infection control, hygiene, safety, body alterations, therapeutic communication and healthcare prevention.

**Lecture Hours:** 64  
**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.  
**Co-requisite(s):** A minimum grade of C in PNN116, PNN117, PNN207, BIO173, and MAT122.

### **PNN116 Introduction to Nursing Skills Lab**

**2 credits**—This course provides the student with knowledge and practical application of basic nursing skills while incorporating concepts learned in Introduction to Nursing.

Students learn and practice basic nursing skills in personal care, infection control, safety, vital signs, sterile technique, patient safety, documentation, and medication administration. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN117, PNN207, BIO173, and MAT122.

### **PNN117 Nursing Clinical I**

**1 credit**—This course provides students with an introduction to clinical nursing. Emphasis is placed on utilization of the nursing process as a basis for clinical decision making and development of critical thinking. Nursing professionalism and basic nursing skills such as infection control, hygiene, asepsis, vital signs, and physical assessment are introduced.

**Clinic Hours:** 48

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN116, PNN207, BIO173, and MAT122.

### **PNN207 Introduction to Pharmacology**

**3 credits**—This course introduces students to the basic principles of pharmacology and medication administration. The student will focus on the safe use, pharmacological principles, indications, and nursing implications related to drug therapy when caring for individuals and families across the life-span. General characteristics of selected medications including pharmacokinetics, pharmacogenomics, side effects, adverse effects, contraindications, and administration will be discussed.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, BIO173, and MAT122.

### **PNN214 Basic Health Alterations A – Effective Fall 2015**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: Musculoskeletal; Integumentary; GI/GU; Renal

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, BIO173, and MAT122.

**Co-requisite(s):** PNN215, PNN216, and PNN217

### **PNN214 Basic Health Alterations A – Effective Spring 2016**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: Musculoskeletal; Integumentary; GI/GU; Renal; Endocrine and Sensory.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, BIO173, and MAT122. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN215, PNN216, PNN217, PNN311, and BIO151.

### **PNN215 Basic Health Alterations B – Effective Fall 2015**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: hematologic, cardiovascular, respiratory and immune.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, BIO173, and MAT122.

**Co-requisite(s):** PNN214, PNN216, and PNN217

### **PNN215 Basic Health Alterations B – Effective Spring 2016**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: hematologic, cardiovascular, respiratory, neurological, integumentary and immune.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN216, PNN217, BIO151, and PNN311.



**PNN216 Health Promotion and Maintenance Across the Lifespan – Effective Fall 2015**

**2 credits**—This course builds on the knowledge attained in previous courses, emphasizing health promotion and maintenance across the lifespan. Exemplars from maternal-child nursing and mental health nursing will be used in demonstrating the integration of principles of the nursing process and health care agencies. Cultural, ethical and legal challenges will be discussed.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, BIO173, and MAT122.

**Co-requisite(s):** PNN214, PNN215, and PNN217

**PNN216 Health Promotion and Maintenance Across the Lifespan – Effective Spring 2016**

**2 credits**—This course builds on the knowledge attained in previous courses, emphasizing health promotion and maintenance across the lifespan. Exemplars from maternal-child nursing and mental health nursing will be used in demonstrating the integration of principles of the nursing process and health care agencies. Cultural, ethical and legal challenges will be discussed.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN217, BIO151, and PNN311.

**PNN217 Nursing Clinical II – Effective Fall 2015**

**4 credits**—This course is a study of nursing care of clients. The course stresses clinical and theoretical application as applied to clients throughout their life span. Emphasis is on the nursing process to develop critical thinking skills to implement a plan of care with a holistic, individualized approach in a structured clinical setting. The clinical experience will provide application of critical thinking skills, prioritizing, theoretical and legal issues, documentation and collaboration with other members of the healthcare team.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, BIO173, and MAT122.

**Co-requisite(s):** PNN214, PNN215, and PNN216

**PNN217 Nursing Clinical II – Effective Spring 2016**

**4 credits**—This course is a study of nursing care of clients. The course stresses clinical and theoretical application as applied to clients throughout their life span. Emphasis is on the nursing process to develop critical thinking skills to implement a plan of care with a holistic, individualized approach in a structured clinical setting. The clinical experience will provide application of critical thinking skills, prioritizing, theoretical and legal issues, documentation and collaboration with other members of the healthcare team.

**Lecture Hours:** 0 **Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, BIO151, and PNN311

**PNN311 PN Issues and Trends – Effective Fall 2015**

**1 credit**—This course is an overview of the role of the licensed practical nurse. This course introduces students to the history, educational preparation, legal and ethical requirements, cultural and spiritual sensitivity. Scopes of practice, career opportunities, and beginning the job search are addressed.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, PNN217, and BIO151.

**PNN311 PN Issues and Trends – Effective Spring 2016**

**1 credit**—This course is an overview of the role of the licensed practical nurse. This course introduces students to the history, educational preparation, legal and ethical requirements, cultural and spiritual sensitivity. Scopes of practice, career opportunities, and beginning the job search are addressed.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, PNN217, and BIO151.

**PNN343 Nurse Perspect Lifespan**

**3 credits**—This course is a study of the stages of normal growth and development including physical, behavioral and personality development from conception to death. Special emphasis is placed on phases and processes of aging.

**Lecture Hours:** 48

**Prerequisite(s):** Complete of Practical Nursing admission requirements, ENG061, MAT063, RDG040, and BIO042 with a minimum grade of C.

### **PNN401 Mental Health Nursing**

**1 credit**—This course focuses on the beginning study of mental health concepts utilizing the nursing process. Self-awareness and providing a therapeutic relationship are important aspect of this course. Emphasis is also placed on nursing interventions provided to meet the emotional needs of the client, especially the elderly.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in completion of all first semester Practical Nursing courses, PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.

### **PNN431 Maternal Child Nursing I**

**2 credits**—This course is designed to provide the student with an understanding of basic nursing care during pregnancy, labor, delivery, and postpartum periods. Health promotion of infants, children and adolescents is addressed. Basic nursing care essential in caring for the child hospitalized with a common illness or surgical procedure is presented.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN270, PNN161, PNN132, PNN133, PNN103, PSY111, and BIO159, BIO168, or BIO173.

**Pre/Co-requisite(s):** A minimum grade of C in PNN343.

### **PNN541 Medical Surgical Nursing A**

**5 credits**—This course is a study of nursing care of adult clients with medical-surgical alterations of the following systems: musculoskeletal, neurological, respiratory, endocrine, immune, and eye/ear. Clinical experiences are provided in acute care facilities.

Pharmacology and gerontological considerations are integrated throughout this course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN270, PNN161, PNN132, PNN133, PNN103, PSY111, and BIO159.

**Pre/Co-requisite(s):** A minimum grade of C in PNN543.

### **PNN542 Medical Surgical Nursing B**

**5 credits**—This course is a study of nursing care of adult clients with medical-surgical alterations of the following systems: cardiovascular, hematology, gastrointestinal, urinary, reproductive, and integumentary. Clinical experiences are provided in acute care facilities. Pharmacology and gerontological considerations are integrated throughout this course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN270, PNN161, PNN132, PNN133, PNN103, PSY111, and BIO159.

**Pre/Co-requisite(s):** A minimum grade of C in PNN543.

### **PNN543 Foundations of Clinical Practices**

**3 credits**—This course is an introduction to the general concepts that are applicable to nursing in a variety of settings. Areas of focus include nursing assessment, pharmacology, health care agencies, community resources, regulatory responses, the client with cancer and additional clinical skills.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in all first semester Practical Nursing courses, PNN270, PNN161, PNN132, PNN133, PNN103, PSY111, and BIO159.

### **PNN722 Fundamentals of Nursing Clinical**

**2 credits**—Focuses on the application of knowledge, psychomotor, and affective skills to perform the role of provider of care. Emphasis is on making basic observations and performing nursing cares associated with activities of daily living in long-term care and medical settings. Concepts related to nutrition, pharmacology, and pathophysiology are applied.

**Clinic Hours:** 96

**Prerequisite(s):** A minimum grade of C in PNN103, PNN270, PNN161, PNN132, PNN133, PNN103, PSY111, and BIO159 or BIO168/BIO173.

### **POL111 American National Government**

**3 credits**—The study of the United States national government, specifically its institutions, the process of governing, the means by which individual citizens and groups influence that process, and the output of that governing process.

**Lecture Hours:** 48

### **POL121 International Relations**

**3 credits**—This course is an introduction to international politics. The course will examine the underlying forces that shape and constrain how countries behave in the international system, historical patterns of state behavior and the prospect of state cooperation and conflict in the future. Analysis of international relations will be done through the examination of historical events, current events, policy evaluation and scholarly theory.

**Lecture Hours:** 48

### **POL125 Comparative Government and Politics**

**3 credits**—This course introduces the study of politics using a comparative structure. It examines the principles and operation of modern political systems. Emphasis is on the processes in a variety of political systems in the world including democratic, socialist, and totalitarian systems.

**Lecture Hours:** 48

### **PSY102 Human and Work Relations**

**3 credits**—Human Relations is the study of self and social behavior. Emphasis is placed on the understanding and application of social science theories and research for the development of effective interpersonal and organizational relationships.

**Lecture Hours:** 48

### **PSY111 Introduction to Psychology**

**3 credits**—This course provides an introduction to the study of behavior with emphasis in the areas of learning, cognition, motivation, personality, behavioral disorder, therapy, and social influence. An understanding of the impact of both theoretical perspectives and experimental evidence on the formulation of the science of human behavior is also stressed. Psychological theories and principles are utilized to explain and predict behavior.

**Lecture Hours:** 48

### **PSY121 Developmental Psychology**

**3 credits**—This course presents a life span, developmental approach to the study of the developing person that identifies the behavioral dynamics of the physical, cognitive, social and affective domains of development with a view to the impact of family, school and community.

**Lecture Hours:** 48

### **PSY241 Abnormal Psychology**

**3 credits**—Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

### **PSY251 Social Psychology**

**3 credits**—Provides an introduction to the study of the interrelationship between the individual and social behavior with emphasis in the areas of social cognition, attribution, attitudes, group behavior, prejudice and discrimination, and interpersonal relationships. Basic psychological and sociological perspectives and research findings will be reviewed to better understand individual and social behavior.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111 and SOC110 or instructor approval.

### **PSY261 Human Sexuality**

**3 credits**—This course explores the biological, psychological, social, cultural and historical forces that influence human relationships and sexuality. Research and theory are utilized to examine the diversity of human sexual expression.

**Lecture Hours:** 48

### **PSY262 Psychology of Gender**

**3 credits**—This course explores the meaning of gender. Research and theory in the areas of gender development, gender similarities and differences, and the nature and effects of gender roles and stereotypes is emphasized.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

### **PSY924 Honors Project**

**1 credit**—"This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty."

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **PTA110 Fundamentals for PTA**

**3 credits**—An introduction to the skills needed to care for patients in varied settings. This course will include body measurements, range of motion, vital signs, lifting and transfers, draping and positioning, documentation guidelines, manual muscle testing, posture and body alignment, assistive devices, and the pre-ambulatory patient.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA113 Fundamentals for PTA II**

**3 credits**—Introduction to physical disabilities and community barriers, independent activities of daily living, prosthetics, orthotics, static/dynamic splints, casts, braces, relaxation training, pulmonary function, airway clearance techniques, breathing exercises, functional assessment, functional exercise, balance assessment, and balance training.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA110.

### **PTA120 Kinesiology**

**3 credits**—This course will present advanced anatomy of the musculoskeletal system with emphasis on joint mechanics, human movement, and palpation of anatomical landmarks. The student will learn the principles of normal and abnormal gait.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA150 Pathophysiology**

**3 credits**—Describes the etiology, signs, symptoms, and treatment of diseases and disorders commonly encountered in physical therapy.

**Lecture Hours:** 48

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA194 Therapeutic Agents I**

**3 credits**—Introduction to the use of physical modalities for patient treatment. The principles of inflammation, cell repair, pain, and pain management will be introduced. The student will learn the physics, physiology, indications, contraindications, application, and patient preparation for the use of heat, cold, ultrasound, massage, vasocompression, wound care, hydrotherapy, and phonophoresis.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA195 Therapeutic Agents II**

**3 credits**—This course continues with the study of the physics, physiology, indications, contraindications, and patient preparation for the use of modalities. Focus will be on electrical modalities including iontophoresis, biofeedback, transcutaneous electrical stimulation (TENS), neuromuscular electrical stimulation, high volt, interferential, and microcurrent. The course will also include mechanical traction, continuous passive motion, and laser.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA194.

### **PTA211 Musculoskeletal I**

**3 credits**—This course will present the principles of tissue development, healing and response to physical therapy treatments. Common cervical spine and upper extremity orthopedic diagnosis, physical therapy interventions, and post-operative and injury care protocols will be discussed.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA212 Musculoskeletal II**

**3 credits**—This course will present common lower extremity and thoracolumbar spine orthopedic diagnosis and physical therapy interventions. Post-operative and injury care protocols will be discussed.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA211.

### **PTA231 Therapeutic Exercise for PTA**

**3 credits**—This course covers the principles of exercise physiology, the application of exercise to treatment plans and injury prevention, equipment, and exercise interventions to improve flexibility, strength, motor control, special topics in women's health, and cardiovascular function.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA211 and PTA120.

**Co-requisite(s):** PTA212

### **PTA248 PTA Neurology**

**4 credits**—This course presents information on nervous system anatomy, function and normal/abnormal development; therapeutic approaches to central nervous system dysfunction throughout the life cycle; and assessment of the neurologically impaired patient.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA210 and PTA120.

### **PTA285 PTA Professional Issues**

**1 credit**—This seminar covers topics relevant to professional development and communication. Topics include cultural competence, learning and communication styles, ethical and legal aspects of care, structure and function of institutions, wellness, reimbursement systems, and special topics in health care. Employment topics including resume writing, interviewing, performance appraisals, and work/life issues will be covered.

**Lecture Hours:** 16

Supplement B1

### **PTA310 PTA Clinical I**

**1 credit**—This course consists of Health Care Provider level CPR and First Aid certification; HIPAA, OSHA Hazard Communication (includes blood borne pathogens), and Mandatory Reporter Training for Child and Dependent Adult Abuse; and introduction to the clinic during the first two weeks of the semester, followed by weekly on-site clinical experience in local settings. The course will allow for observation and application of physical therapy interventions and application of elemental principles of patient care to uncomplicated patients under direct supervision and at the discretion of the Clinical Instructor.

**Co-op Hours:** 64

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA311 PTA Clinical II**

**1 credit**—This course consists of clinical experiences throughout the semester. The students will have the opportunity to apply skills and knowledge developed in previous course work per the discretion of the Clinical Instructor.

**Co-op Hours:** 64

**Prerequisite(s):** PTA310

### **PTA412 PTA Clinical III**

**4 credits**—This course consists of a full-time clinical rotation at one clinical site. The student will apply skills and knowledge from all previous coursework to patient care with the purpose of developing entry-level clinical competency. Clinical competencies will be continued. An oral presentation will be presented to the staff. The clinical site may require travel away from the local region, including out-of-state.

**Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in PTA113, PTA195, PTA212, PTA231, PTA248, and PTA285. Successfully pass PTA311.

### **PTA413 PTA Clinical IV**

**4 credits**—This course consists of a full-time clinical rotation at one clinical site. The student will continue to apply skills and knowledge obtained from all previous coursework and clinical experiences. Clinical competencies must be completed by the end of this rotation. An oral presentation will be presented to the staff that differs from Clinical III. A one day review of clinical questions and licensure examination details will follow the end of the clinical. Location of clinical sites may require travel away from the local region, including out-of-state.

**Co-op Hours:** 256

**Prerequisite(s):** PTA412

### **RCP100 Introduction to Respiratory Care**

**3 credits**—This course introduces the student to the fundamentals of Respiratory Care. The field of Respiratory Care will be examined to determine opportunities and policies in the profession. It will establish a strong foundation in bedside assessment including vital signs, chest assessment, evaluating work of breathing, and patient history. Also covered will be the therapeutic uses of medical gases, infection control procedures, and proper maintenance of records. Humidity and aerosol therapy will be studied in detail. Must complete all Pre-Respiratory courses with a cumulative GPA of 2.75.

**Lecture Hours:** 32 **Lab Hours:** 32

### **RCP260 Airway Maintenance Procedures**

**4 credits**—This course will develop the skills required to assess, diagnose, and manage a patient's airway. It specifically describes the Respiratory Therapist's role in maintaining a patent airway by using lung expansion therapy, bronchial hygiene techniques, and suctioning. The insertion, maintenance, and removal of artificial airways, which include endotracheal tubes and tracheostomy tubes, will be discussed in detail.

**Lecture Hours:** 48 **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in RCP100.

### **RCP315 Cardiopulmonary Therapeutics**

**4 credits**—This course is a general review of the respiratory, circulatory, and renal systems as they apply to respiratory care. The procedure and analysis of arterial blood gas sampling will be discussed in detail along with the pharmacologic interventions used to ease the work of breathing. This course provides a foundation for the study of respiratory and cardiovascular disorders and the interventions made to alleviate them.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Co-requisite(s):** A minimum grade of C in RCP680.

### **RCP350 Pulmonary Pathology**

**3 credits**—This course examines common medical disorders and the effect on the cardiopulmonary system. It includes disorder etiology, anatomic changes, and clinical presentation. Evaluation of signs and symptoms will allow the student to generate a diagnosis and design a multidisciplinary treatment plan. Patient case studies and clinical simulations will be a major focus.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of C in RCP315.

### **RCP410 Cardiopulmonary Diagnostics**

**3 credits**—This course covers advanced cardiopulmonary diagnostic tests. It includes pulmonary function tests, stress tests, imaging studies, noninvasive monitors, bronchoscopies, cardioversions, polysomnography, indwelling lines, and pulmonary rehabilitation. Ethical issues for Respiratory Therapists will also be discussed.

**Lecture Hours:** 32 **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in RCP565 or RCP690.

### **RCP561 Introduction to Ventilator Support**

**3 credits**—This course prepares the student to initiate and manage invasive and noninvasive mechanical ventilation. Discussion topics will include modes of ventilation, ventilator settings, and ventilator alarm limits. Principles of mechanical ventilation and the effects of positive pressure will also be studied.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Pre/Co-requisite(s):** A minimum grade of C in RCP315 or RCP680.

### **RCP565 Intensive Respiratory Care**

**3 credits**—This course expands the student's ability to oxygenate and ventilate a patient while managing a mechanical ventilator. The student will utilize ventilator graphics to change settings and troubleshoot problems as the patient improves or deteriorates.

Special monitoring systems will be discussed, including indwelling arterial lines, cardiac monitors, hemodynamic monitors, transcutaneous monitors, and capnographs.

Performance and interpretation of electrocardiograms are highlighted. Medications commonly given to critical patients in the Intensive Care Unit will also be discussed.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP315 and RCP561.

**Co-requisite(s):** A minimum grade of C in RCP690.

### **RCP600 Neonatal/Pediatric Respiratory**

**3 credits**—This course provides in-depth knowledge into the complex problems associated with the neonatal and pediatric population. Neonatal and pediatric assessment, monitoring, and respiratory intervention will be a major focus. Abnormal conditions that occur during the transition from fetal development, to the perinatal period, to the pediatric stages of life will also be discussed. Simulation will be used to demonstrate the ability to identify and treat common abnormalities found in this population.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Pre/Co-requisite(s):** A minimum grade of C in RCP680.

### **RCP680 Clinical Respiratory Care**

**4 credits**—This course introduces the student to the hospital setting to develop important skills in communicating with patients and other health care personnel. The student will perform valuable patient assessments as well as basic respiratory care modalities. The modalities included are: oxygen therapy, lung expansion therapy, medication delivery, bronchial hygiene, intubation, extubation, suctioning, tracheostomy care, and ABG sampling.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

### **RCP690 Clinical Intensive Care**

**8 credits**—This course expands clinical situations into the intensive care units, which includes invasive and noninvasive ventilators and hemodynamically unstable patients. There will be a specialty rotation to develop awareness of different aspects of neonatal, pediatric, and adult ICUs, and other special procedures.

**Clinic Hours:** 384

**Prerequisite(s):** A minimum grade of C in RCP350, RCP561, and RCP680.

**Pre/Co-requisite(s):** A minimum grade of C in RCP565.

### **RCP875 Respiratory Care Applications**

**2 credits**—This course is a summary course to combine textbook knowledge with application skills. It will test the student's ability in turning recalled information into better decision-making processes.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP350, RCP561, and RCP315.

**Pre/Co-requisite(s):** A minimum grade of C in RCP410, RCP565, and RCP690.

### **RCP900 Clinical Preceptor**

**4 credits**—This course prepares the student for real-life hospital situations. The student will be expected to complete a full work day doing the full workload of an assigned Staff Therapist (preceptor). The student is expected to handle all aspects of respiratory care including interruptions and new situations. The preceptor will monitor the student at all times and will offer support if needed.

**Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in RCP680 and RCP690.

### **RCP910 Respiratory Care RRT Review**

**2 credits**—This course is designed to test the student's ability to successfully earn passing scores on advanced-level examinations. Although advanced-level examinations will be the focus of this course, review of entry-level examination concepts will also be provided. Mock Board examinations will be administered after completion of a comprehensive review seminar.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP875.

### **RDG038 College Preparatory Reading I**

**3 credits**—This course is designed to help students improve their reading proficiency in order to manage college textbooks successfully.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate placement scores or equivalent

### **RDG039 College Preparatory Reading II**

**3 credits**—This course is designed to help students expand their academic vocabulary and improve comprehension skills. Students will learn and utilize a variety of reading strategies to be used in the reading of varying materials and to further their learning in their program of choice.

**Lecture Hours:** 48

**Prerequisite(s):** RDG038

### **RDG040 College Preparatory Reading III**

**3 credits**—This course provides students with instruction of the reading skills necessary for success in college. Through the use of college-level materials, students are afforded opportunity for demonstration and application of critical reading skills.

**Lecture Hours:** 48

**Prerequisite(s):** RDG039

### **REL101 Survey of World Religions**

**3 credits**—An introductory survey of world religions that have had major impact on world culture and civilization: Hinduism, Taoism, Buddhism, Confucianism, Judaism, Christianity, Islam, and others. It will examine their cultural settings, sacred writings, key doctrines, central rituals, ethical values, and perspectives on gender roles.

**Lecture Hours:** 48

### **REL130 Intro to Religions of the East**

**3 credits**—This course is an interdisciplinary course that will explore the emergence, development, and diversification of the three cultural regions? religious traditions. Student participants in the course will explore not only the basic beliefs and practices of these religions but also the ways in which they shape and are shaped by the cultures in which they are embedded. Emphasis will be placed upon understanding these religions as systems of meaning-creation.

**Lecture Hours:** 48

### **SDV108 The College Experience**

**1 credit**—This course is designed to orient students to the college campus, resources, services, and expectations. This course also provides a brief overview and practice of study skills and academic strategies.

**Lecture Hours:** 16

### **SDV109 College 101**

**3 credits**—This course provides students a thorough orientation to the college campus and resources. The course is designed to introduce students to the college culture while they examine what a "successful" student is. Students will be introduced to a variety of skills for academic success, academic planning, personal development, and study strategies.

**Lecture Hours:** 48

### **SDV116 Strategies for Online Academic Success**

**1 credit**—This course prepares students to be successful in the online environment by introducing them to campus resources and academic strategies while equipping them with basic technology skills, such as file management, posting to discussion boards, and navigating a course website. It also gives them practical experience as an online or hybrid learner by using a Course Management System.

**Lecture Hours:** 16

### **SDV127 Study Strategies**

**1 credit**—This course provides a focused examination of the strategies and skills needed for students to be successful at the college level. Students will be introduced to and given opportunity for practice of a variety of skills for academic success and study strategies.

**Lecture Hours:** 16

**SDV131 Career Exploration**

**1 credit**—This course is designed to increase students' knowledge of themselves, of theories about careers, and of various resources available to them which will assist them in the career decision making process. Students, at the completion of this course, will be better able to choose academic majors and careers. This course is specifically designed to follow the National Career Development Guidelines.

**Lecture Hours:** 32

**SDV161 Portfolio Development**

**2 credits**—This course provides students with the writing and research skill necessary to compile a personal portfolio documenting their prior education, occupational training and work experiences. Students will examine personal, educational, and occupational goals and develop a plan of study which supports their goals and fulfills the requirements of the General Technology program.

**Lecture Hours:** 32

**SOC110 Introduction to Sociology**

**3 credits**—This course surveys the basic principles, concepts, and research findings of social life from small groups to societies. The course examines a range of sociological explanations for the various forms of social behaviors and establishes a basis for reflection and further study in the field.

**Lecture Hours:** 48

**SOC115 Social Problems**

**3 credits**—This course introduces students to the sociological perspective and related critical thinking skills as a way of examining the cause and effect nature of contemporary social problems. Within this examination, emphasized are (a) the interdependence of social problems, (b) how social inequality is an inherent characteristic of all social problems, and (c) the relationship between definitions of social problems and social policies.

**Lecture Hours:** 48

**SOC120 Marriage and Family**

**3 credits**—Marriage and family is studied from a sociological viewpoint. Content areas focus on the history of family, gender roles, power in relationships, and functions of the family and dysfunctions. Statuses such as being single to marriage to parenthood are emphasized, as are alternative lifestyles with respect to sexuality and family.

**Lecture Hours:** 48

**SOC135 Death and Dying**

**3 credits**—This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also placed on the special situation of the terminally ill and bereaved.

**Lecture Hours:** 48

**SOC160 Introduction to Social Work**

**3 credits**—This course provides basic understanding of how American system of social services and the social work profession combine in order to meet the personal and social needs of persons who have been classified as ?at risk? and in need of public assistance. Concepts relevant to social welfare, social change, social support, and structure are examined, including but not limited to legal aspects, systemic and professional goals and values, and various statuses and roles. In addition, various models and theories related to social work and social services will be examined. Lastly, this course includes a volunteer work experience within an agency setting.

**Lecture Hours:** 48

**SOC195 Urban Studies**

**3 credits**—This course is an interdisciplinary introduction to the study of urban issues and culture with an emphasis on the growth and development of urban areas. It utilizes a wide range of approaches: historical, political, social, spatial, economic and cultural to examine the unique qualities and problems of urban life.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS152, SOC110, SOC115, GEO115, or POL111.

**SOC200 Minority Group Relations**

**3 credits**—This course examines racial and ethnic relations in the United States. Basic sociological concepts will be applied to historical and contemporary experiences of racial and ethnic groups, with particular attention paid to minority groups.

**Lecture Hours:** 48

**SOC205 Diversity in America**

**3 credits**—Introduction to the sociological study of group relations in the United States. Basic concepts such as culture, groups, inequality, prejudice and discrimination will be explored. Focus will be on class, race, and gender, however other statuses (such as sexual orientation, religion, age, and abilities) will also be discussed. Students will gain a better understanding of the relationship between individuals and society, as well as the experiences of minority groups.

**Lecture Hours:** 48

**SOC208 Cultural Anthropology**

**3 credits**—This course introduces the student to a comparative study of societies around the world. In this course cultural similarities and differences are explored to illustrate how human beings construct and conduct their existence. It emphasizes the origin and maintenance of the human species by studying its evolution, cultural development, ecology, kinship, organizations, and symbolic expressions. (Same as ANT-105)

**Lecture Hours:** 48

**SOC220 Sociology of Aging**

**3 credits**—This introductory gerontology course examines the influence of an aging society, explores the process of aging, old age as a stage of life and the impact of aging both personally and on society as a whole.

**Lecture Hours:** 48

**SOC230 Juvenile Delinquency**

**3 credits**—This course is an investigation of the social and legal definitions of juvenile delinquency and its causes. It also focuses on the administration of juvenile court, probation and parole, and assessment of present and potential prevention programs.

**Lecture Hours:** 48

**SOC240 Introduction to Criminology**

**3 credits**—This course explores the extent and causes of criminal behavior; analysis of crime in relationship to other social problems; and the nature of society's response to crime.

**Lecture Hours:** 48

**SOC251 Introduction to Social Psychology**

**3 credits**—Provides an introduction to the study of the interrelationship between the individual and social behavior with emphasis in the areas of social cognition, attribution, attitudes, group behavior, prejudice and discrimination, and interpersonal relationships. Basic psychological and sociological perspectives and research findings will be reviewed to better understand individual and social behavior.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111, SOC110, or instructor approval

**SOC261 Human Sexuality**

**3 credits**—This course explores the biological, psychological, social, cultural and historical forces that influence human relationships and sexuality. Research and theory are utilized to examine the diversity of human sexual expression.

**Lecture Hours:** 48

**SOC820 Genography**

**3 credits**—This course explores themes of identity, difference, and migration that are raised by the analysis of DNA samples. As a central aspect of this course, students will submit a DNA sample to the National Geographic Society's Genographic Project. That sample will be analyzed and the students provided with a mapping of the migration of their genetic lineage. The course will examine the underlying biology of this analysis; sociological notions of sameness and difference; historical processes that have formed and changed our understandings of where we come from, who we are, and what we might become.

**Lecture Hours:** 48

**SOC850 Cultural Immersion Field Experience**

**1 credit**—This course combines classroom and community-based learning to expand student understanding of the global society. Living within a diverse community and working with diverse groups of people, students will engage in an authentic and practical cultural immersion experience off-campus.

May be taken for up to 3 credits.

**Lab Hours:** 32

**SOC924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 5 credits.

**Lecture Hours:** 16

**SOC928 Independent Study**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 3 credits.

**Lecture Hours:** 16

**SPC101 Fundamentals of Oral Communication**

**3 credits**—This course presents elements of the oral communications process with emphasis on developing interpersonal, small group, and public speaking skills. Students will be involved in activities that provide opportunity for the understanding and improvement of their oral communication skills.

**Lecture Hours:** 48

**SPC120 Intercultural Communications**

**3 credits**—Intercultural Communication explores basic principles and theories of intercultural communication with opportunities to gain communication competence through immersion experiences and cross-cultural interactions.

**Lecture Hours:** 48

**SPC122 Interpersonal Communication**

**3 credits**—Interpersonal Communication explores concepts, contexts, and processes of person-to-person communication in relationships. Emphasis is placed on understanding how social worlds are created through conversation.

**Lecture Hours:** 48

**SPC132 Group Communication**

**3 credits**—Group Process examines the principles of small group communication processes with opportunities for students to apply theory in various structured discussion situations.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in SPC101.

**SPC140 Oral Interpretation**

**3 credits**—This course will explore literature through performance using creative individual and group explorations. Students will learn to select, analyze, rehearse and perform literature of various types using vocal and physical techniques.

**Lecture Hours:** 48



### **TDT100 Interpersonal Relations**

**2 credits**—This course covers personal health and safety, public and employer relations and stress management on the job in a new career. Also included in the course are written communication and oral communication skills. Instruction is provided in employment seeking skills, resumes, cover letters, thank you letters, letters of application, personal record keeping, and desirable work attitude.

**Lecture Hours:** 32

### **TDT115 Trans Industry and Driver Regulations**

**4 credits**—This course is an introduction to the surface transportation network and the trucking industry. Employment opportunities, company and driver regulations by the Department of Transportation and other Federal and State agencies will be covered.

**Lecture Hours:** 64

### **TDT118 Driving Range I**

**6 credits**—This course provides students with opportunities for hands-on experience in basic maneuvers using simulators, trucks and trailers. Proper techniques are taught in engine starting and shut down, clutching, shifting, cornering, and backing. Emphasis is given to proper safety and technical practices. Emergency and evasive driving techniques will be practiced in simulation exercises as well as in skid control vehicles.

**Lecture Hours:** 48

**Prerequisite(s):** TDT115

### **TDT121 Driving Range II**

**2 credits**—This course provides students with opportunities for additional behind the wheel training in operating trucks in rural and city traffic. Included in the course are experiences in pulling loaded trailers in city, rural areas, and backing in industrial areas. Emphasis is placed on defensive driving and proper technical practices.

**Lecture Hours:** 16

**Prerequisite(s):** TDT118

### **TDT122 Driving Range III**

**2 credits**—This course prepares students with skills and knowledge in managing emergencies, accidents, first aid, CPR, and D.O.T. regulations on hauling hazardous materials. Instruction is provided in night inspections, city and rural driving at night. Students will prepare for a Class A Commercial Drivers License with all endorsements.

**Lecture Hours:** 16

**Prerequisite(s):** TST121

### **TDT126 Commercial License Preparation**

**1 credits**—This course is an introduction to The Federal Motor Carrier Safety Administrations' rules and regulations pertaining to drivers of commercial motor vehicles. This course prepares students to pass the knowledge tests required to obtain a Class A CDL.

**Lecture Hours:** 48

### **TDT128 Driving Skills Development**

**3 credits**—This course provides students with hands-on experience in basic maneuvers with trucks and trailers. Proper techniques are taught in engine starting and shut down, clutching, shifting, cornering and backing. Behind the wheel training will include pulling both loaded and empty trailers in rural, city and interstate highway settings. Emphasis is placed on defensive driving and proper technical practices. Students will prepare for a Class A Commercial Drivers License with all endorsements.

**Lecture Hours:** 16

**Co-requisite(s):** TDT126

### **TDT938 Truck Transportation On-the-Job Training**

**3 credits**—Students enrolled in this course will have the opportunity to gain on-the-job experience in the Motor Carrier industry. Students will learn the responsibilities of driving, cargo handling, vehicle maintenance, safety department, and dispatch of equipment to customers. Students will have an opportunity to learn the skills necessary to succeed in the transportation field. Coordination and guidance will be provided by instructors.

**Co-op Hours:** 192

**Prerequisite(s):** TDT100, TDT115, TDT118, TDT121, and TDT122

### **WDV102 Introduction to Web Development**

**3 credits**—This course introduces the current standard of HTML and discusses upcoming versions. Students will learn the basics of CSS for design and layout using both text and multimedia. Website maintenance cycles and roles used in the cycles will be introduced. By using FTP, students will create and maintain small web page on a live web server. By using a text based editor, student will learn to code in an HTML editor rather than just the visual aspect to gain greater control of the code. Best design practices will be introduced.

**Lecture Hours:** 32 **Lab Hours:** 32

### **WDV105 Web Layouts**

**3 credits**—This course is designed to give the student the knowledge of layouts and design of web sites. Students will use a graphic editor, such as Adobe Photoshop, to convert a visual image layout to a working HTML and CSS layout. This course goes over aspects of design to content in making a great web site.

**Lecture Hours:** 32 **Lab Hours:** 32

### **WDV300 Advanced Topics in Web Development**

**3 credits**—This course is designed to give students a more in depth study of web sites. Topics will include security, troubleshooting/debugging, testing, and analytics. The course will help student develop a toolbox of techniques to improve their programming skills for web application development.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CIS217 and CIS225.

### **WDV800 Portfolio**

**3 credits**—This course will help students present the best possible portfolio. This course will guide students in picking the right pieces to exemplify their skills. Students will create a portfolio to take job hunting. Students will learn about a number of aspects in job hunting. Students will also do a team based project for their portfolio.

**Lecture Hours: 32 Lab Hours: 32**

**Prerequisite(s):** Must be a 4th semester graduating student to take this class.

### **WDV931 Internship**

**2 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours: 128**

**Prerequisite(s):** A minimum grade of C in CIS231, CIS215, and instructor approval.

### **WEL104 Introduction to MIG Welding**

**2 credits**—This course is an introduction to the Gas Metal Arc Welding process, also known as MIG Welding and Flux Cored Arc Welding. Topics include safety, theory of operation, advantages of both processes, types of power sources, types of wire electrodes and shielding gases, types of metal transfer, types of joints, minor equipment maintenance and basic welding terminology. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lecture Hours: 16 Lab Hours: 32**

### **WEL111 Welding Blueprint Reading**

**3 credits**—This course is an introduction to basic welding blueprint reading. Topics include: the importance of blueprints as a form of communications, basic lines and views, dimensioning methods, tolerances, bill of material, identifying structural shapes and basic sketching principles. The application and interpretation of AWS welding symbols and abbreviations is emphasized. Students will fabricate parts from the blueprint book.

**Lecture Hours: 48**

### **WEL112 Welding Blueprint Reading Advanced**

**2 credits**—This course is a continuation of Blueprint Reading I. The application and interpretation of AWS welding symbols and abbreviations is emphasized in this unit. Students will also fabricate parts from the blueprint book.

**Lecture Hours: 32**

**Prerequisite(s):** WEL111

### **WEL125 Fusion and Braze Welding**

**2 credits**—This course is an introduction to Oxy-acetylene fusion welding and braze welding of steel and cast iron. Topics include: process theory, safety, fusion welding/braze welding techniques for mild steel, fusion welding/braze welding techniques for cast iron and weld quality.

**Lab Hours: 96**

**Prerequisite(s):** WEL134 and WEL155

### **WEL134 Cutting Processes**

**2 credits**—This course is an introduction to principles and practices of oxy-fuel cutting, plasma cutting, and arc air gouging. Topics include: safety, theory of operation, equipment, proper set-up procedures and basic terminology. Shop practice includes plasma cutting and arc air gouging principles and practices and flame cutting of mild steel.

**Lecture Hours: 16**

### **WEL155 Arc Welding I (SMAW)**

**4 credits**—This course is an introduction to the Shielded Metal Arc Welding process, also known as stick welding. Topics of study include: safety, theory of operation, types of welding power sources, advantages of the process, types of mild steel electrodes, types of joints, basic welding terms, and AC and DC current. Shop practice on the five basic joints will be performed in the flat and horizontal positions with various mild steel electrodes.

**Lecture Hours: 16**

### **WEL164 Arc Welding II (SMAW)**

**4 credits**—This course is a continuation of Arc Welding I. Vertical down, vertical up, and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. In addition, the student is introduced to the theory and practices of Hardsurfacing with the Shielded Metal Arc Welding process. Safety procedures are reviewed.

**Lab Hours: 192**

**Prerequisite(s):** WEL155

### **WEL186 GMAW**

**4 credits**—This course is an introduction to the Gas Metal Arc Welding process, also known as MIG Welding and Flux Cored Arc Welding. Topics include safety, theory of operation, advantages of both processes, types of power sources, types of wire electrodes and shielding gases, types of metal transfer, types of joints, minor equipment maintenance and basic welding terminology. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lecture Hours: 16**

### **WEL187 Advanced GMAW**

**4 credits**—This course is a continuation of GMAW-FCAW I. Vertical down, vertical up and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. Safety procedures are reviewed.

**Lab Hours: 192**

**Prerequisite(s):** WEL186

### **WEL191 Gas Tungsten Arc Welding**

**3 credits**—This course is an introduction to Gas Tungsten Arc Welding process, also known as T.I.G. Topics of study include: safety, theory of the process, advantages, types of power sources, pulsed power sources, types of electrodes and shielding gases, basic joints, basic welding terminology, and AC and DC current. Shop practice on the five basic joints in all positions will be emphasized. The learner will weld on mild steel, aluminum and stainless steel sheet.

**Lab Hours:** 144

**Prerequisite(s):** WEL155

### **WEL234 Introduction to GMAW II**

**2 credits**—The introduction to Gas Metal Arc Welding II course will allow students to enhance their basic welding hands-on skills to improve their proficiency using Metal Inert Gas (MIG) welding processes. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lab Hours:** 96

**Prerequisite(s):** A minimum grade of C in WEL104.

### **WEL303 Pipe Welding/SMAW**

**3 credits**—This course is an introduction to vertical down and vertical up pipe welding procedures and techniques. Topics include: safety, elements of the American Petroleum Institute Pipe Welding Code and the American Society of Mechanical Engineers Pipe Welding Code and the American Welding Society Structural Steel Pipe Welding Code.

**Lab Hours:** 144

**Prerequisite(s):** WEL155 and WEL164

### **WEL320 Welding Fabrication**

**3 credits**—This course is an introduction to fundamental metal fabrication methods. The application and use of basic measuring tools and layout techniques are covered in detail.

**Lecture Hours:** 16

**Prerequisite(s):** WEL111, WEL112, WEL155, WEL164, WEL186, WEL187, and WEL303

### **WEL339 Electromechanical Maintenance – Effective Fall 2015**

**3 credits**—This course is an introduction to basic welding and cutting processes. Topics include: Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, Oxy-Acetylene Fusion Welding and Braze Welding, Oxy-Fuel Flame Cutting and Plasma Arc Cutting. Specific safety rules for oxy-fuel equipment, electric arc welding processes and plasma cutting will be discussed.

**Lecture Hours:** 16 **Lab Hours:** 64

### **WEL339 Electromechanical Maintenance – Effective Summer 2016**

**3 credits**—This course is a basic introduction to welding and cutting processes. Topics include: shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding. Cutting processes include oxy-fuel cutting and plasma arc cutting. Electric arc and oxy-fuel safety rules will be discussed.

**Lecture Hours:** 16 **Lab Hours:** 64

### **WEL402 Tool Steel Welding and Heat Treatment**

**2 credits**—This course is an introduction to the fundamental operations of selecting, welding and heat treating tool steels. Classroom and shop instruction is given in welding safety, welding equipment, selection and manipulation of electrodes and the procedures in welding alloy and tool steels. It will cover steel selection and basic heat treatment. Lab and class emphasis is on the changes that happen when steel is heated and cooled by welding as well as heat treating.

**Lecture Hours:** 16 **Lab Hours:** 32

### **WEL710 Robotic Welding**

**6 credits**—This course is an introduction to robotic welding. Students will learn the advantages and limitations of welding robots and their current application in modern

manufacturing. Robot components and basic robot programming are covered in detail. The variables for Gas Metal Arc Welding, arc welding safety, robot safety and weld quality and weld defects are included.

**Lecture Hours:** 48

**Prerequisite(s):** WEL11, WEL155, WEL186, WEL187, and MAT772

### **WST101 Women's Studies**

**3 credits**—This course serves as an introduction to the interdisciplinary field of women's studies and to current women's issues in our society. It explores ways in which women get marginalized and silenced primarily by the social definitions and the patriarchal male power structure. The course seeks to help students develop critical thinking relative to contemporary gender issues; to explore their assumptions about gender; to illuminate social constructions of femininity and women's roles; and to uncover the ways in which social teachings shape and limit women's lives.

**Lecture Hours:** 48

### **WTT103 Wind Turbine Fundamentals**

**2 credits**—The Wind Turbine Fundamentals course will provide students with the knowledge of the different types of Wind Turbines. Their development and their current status will be presented. The evolution of small(watts) to large(mega-watt) systems will be reviewed. The characteristics of wind capture and conversion will be analyzed from a regional, national and global perspective. Jobs, training and safety related to the wind industry will be studied. Students will be expected to carry out research and present reports on selected turbines or wind turbine manufactures.

**Lecture Hours:** 16 **Lab Hours:** 32

### **WTT144 Wind Turbine System Controls**

**3 credits**—The Wind Turbine System Controls course will cover the control functions necessary to maximize a wind turbine's output, to enable safe operation and useful life.

**Lecture Hours:** 32 **Lab Hours:** 32



**Academic Year**

**2015 – 2016**

**Compressed Course Offerings**

***Supplement: B2***

### **ACC131 Principles of Accounting I**

**4 credits**—This course is an introduction to basic financial accounting concepts and procedures for service and merchandising businesses. Topics included are the accounting cycle; accounting systems; financial statements; accounting for cash, receivables, payables, inventories, plant assets, partnerships, corporations, and bonds.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D- in MAT063 or equivalent COMPASS or ACT math score.

### **ACC132 Principles of Accounting II**

**4 credits**—The course continues to address topics in financial accounting that began in Principles of Accounting I. Primary emphasis is on managerial accounting and the corporate form of ownership. Topics include accounting for bonds, the statement of cash flows and financial statement analysis. Managerial accounting topics include job order and process cost systems, cost-volume-profit analysis, budgeting and standard cost systems. Capital investment analysis and activity-based costing are also addressed.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in ACC131.

### **ADN477 Psychiatric Nursing**

**5 credits**—This course focuses on the study and application of modern concepts of psychiatric nursing and effective interactions with people. The student will respond therapeutically to clients with maladaptive behaviors through utilization of the nursing process by applying the principles of mental health and psychiatric nursing.

**Lecture Hours:** 48

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN123 and ADN315.

### **AGM104 Electricity**

**3 credits**—This course is an in-depth study of theory in the diagnosing and repair of electrical components and circuitry.

**Lecture Hours:** 48

### **AGM107 Gas Engine Rebuild**

**7 credits**—This course covers the theory of gas engines and the construction, diagnosis, and repair of all the systems. Fuel, ignition, and supportive systems are also included.

**Lecture Hours:** 80

### **AGM128 Fundamentals of Diesel Engine**

**5 credits**—Students are introduced to diesel engine application, design, construction, theory and operating principles of diesel engines. This course also covers diagnosis, disassembly, and assembly of diesel engines.

**Lecture Hours:** 32

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

### **AGM224 Hydraulics II**

**4 credits**—This course covers theory and symbols of hydraulic systems.  
Supplement B2

Testing and repair of hydraulic systems is performed with the use of meters and gauges for proper diagnosis.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM327 Equipment Maintenance**

**7 credits**—This course presents background on theory of operation, diagnosis, and repair of brakes and suspension systems. Students gain knowledge and skill in performing preventive maintenance, service, and inspection of equipment. Arc welding and flame cutting will also be taught. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGT805 Employment Experience**

**5 credits**—This course provides students with opportunities to gain on-the-job experience in the agriculture industry. Students will gain an understanding of qualities and skills needed for success in the agricultural field. Coordination and guidance will be provided by department instructors.

**Co-op Hours:** 320

### **AGV101 Veterinary Assisting**

**3 credits**—This is a Capstone course that will provide students the necessary skills and competencies that are needed to successfully perform the duties of a veterinary assistant. An example of topics covered will include; basic laboratory procedures, animal positioning, and surgical assistance. Staff and animal safety will also be covered.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGV154 or instructor approval.

### **ART101 Art Appreciation**

**3 credits**—This course is an examination of the value, esthetic pleasures, structure, function, and history of art. The course explores sculpture, painting, film, drawing, printmaking, photography, ceramics, and architecture. Field trips to galleries allow students the opportunity to personally experience significant visual art.

**Lecture Hours:** 48

### **ART173 Ceramics**

**3 credits**—A hands-on intensive introduction to clay and glaze materials, integrated with a fresh approach to building interesting forms effectively.

**Lecture Hours:** 32 **Lab Hours:** 32

### **ART203 Art History I**

**3 credits**—This course is an introduction to the history of visual art and artists; prehistory through Gothic. All forms of media: painting, sculpture, drawing, architecture, ceramics, metal work, glass and others are considered in the context of time, society, and the human impulse to create.

**Lecture Hours:** 48

#### **AUT106 Introduction to Automotive Technology**

**2 credits**—This introductory course provides an introduction to the many facets of the automotive industry to include: careers in the automotive industry, environmental concerns affecting the automotive industry, basic automotive hand tools, specialty tools, precision measuring tools, power tools and shop equipment, using service and shop manuals, and shop safety.

**Lecture Hours: 16 Lab Hours: 32**

#### **AUT164 Automotive Engine Repair**

**4 credits**—Basic theory of two-cycle and four-cycle gasoline engines and their application will be introduced. Disassembly, inspection and reassembly of an engine will be experienced as well as cooling, lubrication, induction, exhaust, compression and valve systems discussed. Students will develop competencies in precision measuring and services procedures.

**Lecture Hours: 32 Lab Hours: 64**

#### **AUT504 Automotive Brake Systems**

**4 credits**—Instruction in the theory and operating principles of drum, disc, hydraulic, and anti-lock brake systems. Laboratory procedures for inspecting, testing, diagnosing, repairing, and/or replacing conventional, power brake system components.

**Lecture Hours: 32 Lab Hours: 64**

#### **AUT537 Automotive Advanced Brake Systems**

**4 credits**—This course explains antilock brake systems. It also covers the diagnosis and repair of this system, as well as traction and stability control.

**Lecture Hours: 32 Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT504.

#### **AUT610 Automotive Electrical I**

**4 credits**—This introductory course covers basic electronic theory and utilization of electrical measuring instruments. Emphasis will be placed on the application of Ohm's Law and the proper utilization of electronic test equipment including practice with equipment and circuits.

**Lecture Hours: 32 Lab Hours: 64**

#### **AUT704 Automotive Heating and Air Conditioning**

**4 credits**—This course will provide instruction in the theory of operation of auto air conditioning and heating systems. Students will learn how to diagnose and service auto air conditioning systems and heating systems.

**Lecture Hours: 32 Lab Hours: 64**

#### **AUT827 Automotive Ignition Systems**

**4 credits**—Operation, diagnosis, and repair procedures used to service the modern automotive ignition system.

**Lecture Hours: 32 Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT842.

#### **AUT834 Automotive Fuel Systems**

**4 credits**—This course will provide the instruction to introduce the student to basic fuel system principles. Students will study theory and will gain hands-on experience by cleaning, repairing, and adjusting automotive fuel systems.

**Lecture Hours: 32 Lab Hours: 64**

#### **AUT886 Comprehensive Application**

**4 credits**—Students are presented with diagnostic problems and repair projects. Competencies attained in prior classes are emphasized.

**Lecture Hours: 32 Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT106, AUT109, AUT164, AUT610I, AUT504, AUT643I, and AUT307.

#### **BCA087 College Prep Computer Skills**

**3 credits**—This non-transfer course is designed to assist students who have limited experience with a personal computer. Skills emphasized will include keyboarding, file management, Internet navigation, email, and entry level functions of word processing and presentation software. Students may use this course to prepare for other computer applications courses.

**Lecture Hours: 16 Lab Hours: 64**

#### **BCA201 Introduction to Information Systems**

**3 credits**—The purpose of this course is to provide the student with a firm understanding of management information systems. Included are an introduction to hardware and data communication technology, software and data management, and business applications of the technology. The course will present the basics of information system design and management, and provide opportunities to experience working with an electronic spreadsheet, data base management system and programming using HTML.

**Lecture Hours: 48**

**Prerequisite(s):** Basic computer, software and keyboarding skills are required.

#### **BIO105 Introductory Biology – Effective Fall 2015**

**4 credits**—This course provides an introduction to living organisms, their diversity, structure and function and how they maintain themselves both during their life cycle and as a species. It is designed to highlight concepts of the biological sciences for the non- biology major and satisfies the requirement for a life science course for the Associate in Arts or Science degrees. There are three hours of lecture and two hours of laboratory each week.

**Lecture Hours: 48 Lab Hours: 32**

#### **BIO105 Introductory Biology – Effective Summer 2016**

**4 credits**—This course provides an introduction to living organisms, their diversity, structure and function and how they maintain themselves both during their life cycle and as a species. It is designed to highlight concepts of the biological sciences for the non- biology major.

**Lecture Hours: 48 Lab Hours: 32**

**BIO151 Nutrition**

**3 credits**—Principles of Nutrition will introduce students to the science of nutrition. The course will examine individual nutrients; their structure and function in the human body; nutrient composition of food; and selection of food to meet nutrient needs, maintain health and satisfaction. Students will understand and apply present day knowledge of nutrition to dietary patterns and needs of selected individuals and groups. The course is an advanced beginning course in human nutrition designed for students with a science background.

**Lecture Hours:** 48

**BIO154 Human Biology**

**3 credits**—Human Biology explores human structure and function and the relationship of humans to other living organisms. The course examines the application of basic biological principles to practical human concerns. The course is a one-semester biology course intended for students who do not wish to major in the biological or health sciences.

**Lecture Hours:** 48

**BIO168 Human Anatomy and Physiology I**

**4 credits**—The first of a two-semester sequence especially designed for students pursuing careers in allied health fields as well as any student desiring an in-depth undergraduate transfer course. The course focuses on the interdependent relationships between the structure and functions of body systems and the ways these parts interact (homeostasis) to insure the survival of the organism. Major topics addressed include levels of organization, the chemistry of life, support/movement, integration/control, and coordination. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions. To be applicable to any health career program, successful completion of both BIO-168 and BIO-173 with a grade of ?C? or better is required.

**Lecture Hours:** 48 **Lab Hours:** 32

**BIO173 Human Anatomy and Physiology II w/Lab**

**4 credits**—The second of a two-semester sequence designed for students pursuing careers in allied health fields or wishing an in-depth undergraduate transfer course in the biological sciences. The course focuses on interdependent relationships between the structures and functions of body systems and the way these parts interact (homeostasis) to insure survival of the organism. Major topics addressed include systems associated with circulation, maintenance, elimination and continuity. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO168.

**BIO186 Microbiology**

**3 credits**—Morphology, physiology, taxonomy, and relationship of microorganisms to disease. In-depth laboratory study and suitable lecture material with applications to agriculture, industry, and medicine.

**Lecture Hours:** 48 **Lab Hours:** 32

**BUS102 Introduction to Business**

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**3 credits**—An introductory survey course which provides an overview of the major functions in business with relation to current social, economic and environmental concerns.

**Lecture Hours:** 48

**BUS183 Business Law**

**3 credits**—An introduction to the principles of law as they relate to business. This course includes an overview of our court system, sources of law, ethics and social responsibility, contracts, warranties, real property, landlord and tenant, negotiable instruments, and agency. Emphasis is placed on exploring the law as it affects businesses and individuals.

**Lecture Hours:** 48

**BUS903 Business Field Experience**

**3 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 192

**Prerequisite(s):** 2.00 cumulative GPA

**BUS905 Golf Course Internship**

**3 credits**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in MGT222.

**BUS905 Golf Course Internship**

**1 credit**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MGT222.

**CHM122 Introduction to General Chemistry**

**3 credits**—An introductory course which assumes a minimal student background in mathematics and chemistry. The course is intended to serve students in allied health programs and any student desiring an application-oriented, less theoretical approach to chemistry. The course introduces students to the practical aspects and basic concepts of chemistry including measurements, dimensional analysis, matter, energy, atoms, elements, the Periodic Chart, nuclear chemistry, chemical bonding, nomenclature, an introduction to organic chemistry, chemical quantities, formulas, gases, chemical calculations, balancing equations, solutions, acids and bases, chemical kinetics, and equilibrium. Coordinated laboratory exercises are intended to emphasize topics covered in the lecture as well as stress basic laboratory techniques. Elementary algebra is required as a prerequisite.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MAT063.

**CHM924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's

completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **CLS150 Latin American History and Culture**

**3 credits**—This course will explore the development of Latin American civilization from its ancient origins to the issues facing the region today. The course will look at the indigenous and colonial heritage of the area; examine its shared cultural, literary, economic, social, and political contributions and trends; and look at the history and current issues facing the individual countries or sub-regional groupings.

**Lecture Hours:** 48

### **CLS160 East Asian Cultures**

**3 credits**—East Asian Cultures is an interdisciplinary course that will explore the emergence of East Asian civilization, its development and diversification, and its contacts and exchanges with other world civilizations. Primary emphasis is on China. The course will explore the various historical, cultural, religious, philosophical, economic, political, social, demographic and geographic factors that make this such a diverse and dynamic civilization and will also draw comparisons between China and neighboring countries.

**Lecture Hours:** 48

### **CLS926 Honors Seminar**

**3 credits**—Honors seminar in a topic selected by faculty member. The topic would change from semester to semester, coming from the faculty member's area of interest and may also include topics from the Phi Theta Kappa national honors topics.

May be taken for up to 9 credits.

**Lecture Hours:** 48

### **CNS107 Outdoor Recreation Techniques**

**1 credit**—This course provides an introduction into basic outdoor recreation techniques commonly utilized by naturalists and conservation professionals to help citizens gain an appreciation of their environment. Recreational techniques will include activities such as canoeing, kayaking, hiking, spelunking, cross-country skiing, and snowshoeing.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in RDG038.

### **COM781 Written Communication in the Workplace**

**3 credits**—This course focuses on composition and editing of curriculum-specific technical and business-related writing projects. Instruction includes formatting, information gathering, document drafting, editing, and written employment strategies.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ENG061.

### **CRJ100 Introduction to Criminal Justice**

**3 credits**—This course examines the day-to-day operation of criminal justice in our society. Emphasis is on the inter-relationships of the components of law enforcement, the courts, corrections, and the juvenile

justice system.

**Lecture Hours:** 48

### **CRJ200 Criminology**

**3 credits**—This course explores theories of factors that influence criminal behavior, and analyzes criminal behavior in relationship to other social problems.

**Lecture Hours:** 48

### **CRJ201 Juvenile Delinquency**

**3 credits**—This course is an investigation of the social and legal definitions of juvenile delinquency and its causes. It also focuses on the administration of juvenile court, probation and parole, and assessment of present and potential prevention programs.

**Lecture Hours:** 48

### **CRJ252 Basic Firearms**

**1 credit**—This course covers the fundamentals of using a firearm with emphasis on safety, care, and proficient use of firearms to law enforcement standards.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ254 Advanced Firearms**

**1 credit**—This course expands skills developed in Basic Firearms, and includes skill and proficiency development with shotgun and patrol rifle.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100 or CRJ252.

### **CRJ316 Juvenile Justice**

**3 credits**—This course examines the juvenile justice system from a practitioner perspective. It provides operational knowledge of how law enforcement, the courts, and correctional facilities navigate the juvenile offender.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ952 Internship**

**2 credits**—This course requires 128 hours of supervised placement with a law enforcement agency. Course eligibility requires criminal background check. Placement dependent on agency assessment of student fitness to meet hiring requirements. Instructor consent required.

**Co-op Hours:** 128

**Prerequisite(s):** Must be in program major. A minimum grade of C in CRJ100, CRJ135, CRJ143, CRJ234, CRJ237, CRJ244, CRJ282, EMS114, and CRJ151.

### **CRR306 Introduction to Collision Repair**

**6 credits**—In this course students receive training on the proper handling of hazardous waste and EPA issues together with technical information about specific auto body safety and health situations. Specific training is provided in tools/equipment usage, parts assembly, filler application, and straightening techniques. Students will also receive training in autobody welding.



**Lecture Hours:** 48 **Lab Hours:** 96

### **CRR510 Collision Production Technology**

**7 credits**—In this course, students will receive information and training in common collision repair procedures performed by production collision centers. Specific training is provided in straightening procedures for light and heavy collision damage, specialized tools and equipment, and air conditioning systems relating to collision damage.

**Lecture Hours:** 64 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR331.

### **CRR806 Introduction to Refinishing**

**6 credits**—Students receive training in use of sanding abrasives, refinishing products, tools and equipment, masking procedures, corrosion protection, and paint preparations. A thorough understanding of personal health and safety issues is also obtained.

**Lecture Hours:** 48 **Lab Hours:** 96

### **CRR877 Refinishing Applications**

**7 credits**—This course provides training in paint repair procedures used to match and blend partial or full panel refinish repairs. Students will be exposed to various procedures used in refinishing systems. Students will also receive training in basic electrical fundamentals and basic air bag systems as they apply to collision and refinishing repairs.

**Lecture Hours:** 64 **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR836.

### **CSC110 Introduction to Computers**

**3 credits**—An introductory course in electronic information processing and information system management designed to provide the students with a general understanding of computer hardware and software and the facility to use this knowledge in the creation and management of useful information. Students will be given hands-on experience with operating system, word processing, database management, presentation and spreadsheet software. Exposure to and use of the Internet, including security and privacy concerns, is an integral part of the course. Basic computer literacy is expected for students entering this course.

**Lecture Hours:** 48

**Prerequisite(s):** The ability to enter data using a computer keyboard at a rate of no less than 15 words per minute on a three-minute timing. A minimum grade of C in RDG039.

### **DEA591 Dental Assisting Seminar (Effective Fall 2015)**

**1 credit**—Discussion and problem-solving from clinical practice. Provides an awareness of types of office situations and discussion of clinical aspects of dental assisting and dentistry. Oral reports and weekly evaluations are required.

A minimum grade of C in all Dental Assisting program courses.

**Lecture Hours:** 16

**Co-requisite(s):** DEA577

### **DHY901 Independent Study Clinical Dental Hygiene**

**1 credit**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected

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objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 3 credits.

**Lab Hours:** 32

### **DRA110 Introduction to Film**

**3 credits**—This course introduces students to the various language systems of film, including film-making techniques, creators, genres, narratives, ideology, and film theory/criticism. Students will explore the cultural importance of cinema as art by analyzing selected movies and clips which demonstrate artistic excellence.

**Lecture Hours:** 48

### **ECE103 Introduction to Early Childhood Education**

**3 credits**—Gives students a historical and philosophical foundation of the field of early childhood education. Includes an overview of assessment and trends that influence best practices. Explores careers in the field. Addresses influences of families and diversity.

**Lecture Hours:** 48

### **ECE120 Communication with Families**

**2 credits**—This course is designed to give students a basic understanding of good working relationships with educators, families and community resources. The value of this relationship to all parties involved is examined.

**Lecture Hours:** 32

### **ECE125 School Age Care**

**2 credits**—This course focuses on the unique care necessary for school-age children. Criteria for organizing a positive physical environment coupled with state licensing regulations, center policies, and interactions with families are examined. Students will look at the needs of school-age children and explore methods of addressing these needs in a group care setting.

**Lecture Hours:** 32

### **ECE158 Early Childhood Curriculum I**

**3 credits**—Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's development stages and developing appropriate learning opportunities, interactions and environments in the following areas: dramatic play, art, music, fine and gross motor play.

**Lecture Hours:** 48

### **ECE221 Infant/Toddler Care and Education**

**3 credits**—Focuses on care, education, and assessment of children from birth to thirty-six months. Prepares students to utilize developmentally appropriate practices including responsive caregiving, routines as curriculum, importance of relationships with diverse families, and a focus on the whole child in inclusive settings.

**Lecture Hours:** 48

### **ECE260 Current Topics and Issues in Child Care**

**2 credits**—National, state and local topics and issues impacting childcare are examined.

**Lecture Hours:** 32

### **ECE290 Early Childhood Program Administration**

**2 credits**—Skills in planning, implementing, and evaluating programming are introduced. Staff supervision and evaluation, in-service training and orientation, and harmonious working relationships, are other topics included in this course.

**Lecture Hours:** 48

**Prerequisite(s):** ECE158 and ECE159

### **ECN120 Principles of Macroeconomics**

**3 credits**—Principles of supply and demand and the price mechanism will be presented. Descriptions and interactions of the consumer, business, government, and international sectors will be studied as well as their effects on output, employment, and growth in the economy. The course includes a study of the banking system and monetary policy, fiscal policy, economic growth, differing macroeconomic viewpoints, and international issues.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **ECN130 Principles of Microeconomics**

**3 credits**—Principles of supply and demand, elasticity, and pricing will be studied. The course includes such topics as resource allocation of firms, pricing and output decisions in different market structures, and consumer choice theory. International issues and the world economy will be integrated into the course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **EDU216 Introduction to Teaching**

**3 credits**—The course Introduction to Teaching: The Teaching Profession is designed to help students become aware of the foundations of teaching, understand the realities of teaching, and gain insight into the process of teaching. It is provided for students who may be undecided about teaching. The course will investigate the tools and information necessary to make a rational and thoughtful choice about pursuing the teaching profession.

**Lecture Hours:** 48

### **EDU235 Children's Literature**

**3 credits**—The course is designed to present the dynamics of children's literature. It promotes the selection and evaluation of literature for children as well as how to engage young readers in a variety of literary genres. The course will emphasize literature as a key element of the reading curriculum, grades Preschool-8 and beyond. The course will be relevant to those interested in education and literacy.

**Lecture Hours:** 48

### **EDU246 Including Diverse Learners**

**3 credits**—Students are introduced to the issues and practices regarding the inclusion of diverse student populations in general education settings. The needs of all students including general education, special education,

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and gifted will be emphasized. Strategies for adapting curriculum and the classroom will be examined. Support services that are available to teachers and students will be explored.

**Lecture Hours:** 48

### **EGT140 Fluid Power**

**2 credits**—This is a course of study in the basic fluid power principles and components of fluid power systems.

**Lecture Hours:** 16 **Lab Hours:** 32

### **EGT144 Fluid Power Applications**

**2 credits**—This course is a continuation study of fluid power systems and applications with particular emphasis on troubleshooting and performance evaluations.

**Lecture Hours:** 16 **Lab Hours:** 32

### **ELT139 Electrical Systems**

**3 credits**—Students will gain knowledge and hands-on experience in DC and AC circuits and principles, electrical measurement instruments, electrical safety, conductor sizes and types, wiring applications, wiring techniques, and troubleshooting.

**Lecture Hours:** 16 **Lab Hours:** 64

**Pre/Co-requisite(s):** MAT772

### **ELT149 Advanced Electrical Systems**

**2 credits**—This class stresses electrical distribution systems, electrical transformers, AC and DC motor theory, operation and repair, motor testing and sizing procedures, manual and magnetic starters, and motor overload protection. Specific topics will include types of electrical distribution systems, transformer theory and operation, electrical safety related to motor systems, lockout/tagout techniques, use of motor testing devices, and construction, sizing, and installation of motor overload devices. Extensive laboratory exercises will enhance classroom studies.

**Lecture Hours:** 16 **Lab Hours:** 32

**Pre/Co-requisite(s):** ELT139

### **ELT239 Advanced Electrical Systems**

**3 credits**—This class stresses electrical distribution systems, electrical transformers, AC and DC motor theory, operation and repair, motor testing and sizing procedures, manual and magnetic starters, and motor overload protection. Specific topics will include types of electrical distribution systems, transformer theory and operation, electrical safety related to motor systems, lockout/tagout techniques, use of motor testing devices, and construction, sizing, and installation of motor overload devices. Extensive laboratory exercises will enhance classroom studies.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT240 PLCs II**

**2 credits**—As modern manufacturing becomes more computer-control oriented the industrial programmable controller plays an increasingly important role. In this course the learner will study advanced programming commands, sequencers, file moves, arithmetic functions, and data communications; advanced PLC architectures; as well as interfacing, troubleshooting, and applications.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT234.

#### **ELT290 DC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to direct current circuits. This course assumes no previous knowledge of electricity or electronics. An understanding of algebra is required.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** MAT504

#### **ELT291 AC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to alternating current circuits. This course is a continuation of the DC Electricity course. An understanding of algebra is required.

**Lecture Hours:** 48 **Prerequisite(s):** ELT290 **Pre/Co-requisite(s):** MAT504

#### **ELT311 Digital Circuits and Systems**

**4 credits**—This course provides students with knowledge and understanding of digital logic circuit design and operation using integrated circuits. Studies include combinatorial logic circuits, flip-flops, arithmetic circuits, counters and registers, and logic families, with introduction of hardware and software of microcontrollers.

**Lecture Hours:** 32 **Prerequisite(s):** MAT514 **Pre/Co-requisite(s):** ELT526

#### **ELT701 Embedded Processors**

**3 credits**—This course is an introduction to microcontroller theory and applications. The objective of this course is to provide students with the basic microcontroller theory necessary to understand the operation and interfacing characteristics. This includes typical microcontroller architecture with C programming, Input/output and interfacing concepts, hardware/software interaction and applications.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** ELT409

#### **ELT736 Instrumentation and Control**

**2 credits**—With the increase in computer-controlled systems in modern business and industry the study of instrumentation and transducers is vital to a maintenance technicians education. This course will concentrate on the types of instrumentation currently available, interfacing and cabling techniques, signal conditioning, noise control, and applications and troubleshooting of complete systems.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT139.

#### **EMS619 Airway and Patient Assessment**

**4 credits**—The course includes Module 2 (Airway Management and Ventilation) and Module 3 (Patient Assessment) of the DOT National Standard Curriculum for EMT Paramedics. Content will include advanced airway management physical assessment, field assessment, clinical decision making, documentation and the assessment and management of respiratory emergencies. The lab component of this course includes skills in airway management and ventilation, history taking, techniques of physical examination, patient assessment, clinical decision making, communication and AHA ACLS. All will be practiced and demonstrated.

**Lecture Hours:** 48 **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in EMS641.

#### **EMS655 Transition to Paramedic Practice**

**4 credits**—This course will provide a platform for the student to apply cognitive, psychomotor, and affective skills to actual practice during a field internship. This course will also include comprehensive psychomotor exercises in a lab setting to prepare the paramedic student for national certification.

**Lab Hours:** 32 **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in EMS541, EMS546, EMS641, EMS671, and EMS619, or instructor approval.

#### **EMS678 Traumatic Emergencies for the Paramedic**

**3 credits**—Traumatic Emergencies for the Paramedic explores the science of traumatic injuries, their detection and treatment. Major topics include: soft tissue, shock, hard tissue, nervous system, and internal injuries.

**Lecture Hours:** 32 **Lab Hours:** 32

**Co-requisite(s):** EMS671

#### **ENG060 College Preparatory Writing I**

**3 credits**—This course is the first in the college writing sequence. It provides students with opportunities to read and comprehend increasingly difficult texts in a variety of genres; to think more deeply and critically about the issues and ideas presented in these texts; and to respond to those texts in writing with increasing fluency, confidence, and clarity. Students should connect personally with assigned reading material and communicate their thoughts clearly in writing using Standard English. This course emphasizes responses grounded in the writer's personal interaction with the assigned text. It prepares students for the next level in their writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate placement scores or equivalent.

#### **ENG061 College Preparatory Writing II**

**3 credits**—This course encourages students to improve their critical thinking skills, reading comprehension, and writing proficiency for inquiry, learning, thinking, and communication. Students will read, discuss, and respond to a variety of texts of different genres so as to analyze texts and write for different purposes. Students will work individually and collaboratively to produce, revise, and edit written work. Central to the objective of this course is developing a personal writing process: generating ideas, producing multiple drafts, revising, and editing. This course prepares students to advance into their appropriate program writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** ENG060 or appropriate COMPASS scores or equivalent.

#### **ENG105 Composition I**

**3 credits**—Composition I emphasizes fluency, thesis-driven organization, the use of supporting details, and research techniques. Writing is approached as a recursive process that includes prewriting strategies, drafting, revising, and editing. The course helps students shape writing to serve readers' needs and define a sense of purpose in their writing. It also gives students strategies for reading college-level material.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate COMPASS scores or equivalent.

### **ENG106 Composition II – Effective Fall 2015**

**3 credits**—Composition II aims to review and extend writing principles learned in Composition I to analytical, argumentative, and research-based writing. This course emphasizes critical reading, evaluation, and precise and responsible source citation.

**Lecture Hours:** 48

**Prerequisite(s):** ENG105

### **ENV115 Environmental Science – Effective Fall 2015**

**3 credits**—This natural science course addresses the manner in which we approach our environment today and how it will affect the world we live in tomorrow. This course examines the challenges of: developing sustainable energy sources, maintaining the quality of our air, water, and soil, and preserving the remaining biodiversity and habitat. As these challenges are examined, possible solutions will be evaluated.

It is suggested to take BIO105 to better prepare for this course.

**Lecture Hours:** 48

### **ENV115 Environmental Science – Effective Summer 2016**

**3 credits**—This natural science course addresses the manner in which we approach our environment today and how it will affect the world we live in tomorrow. This course examines the challenges of: developing sustainable energy sources, maintaining the quality of our air, water, and soil, and preserving the remaining biodiversity and habitat, and human population pressures as they relate to the environment. As these challenges are examined, possible solutions will be evaluated.

It is suggested to take BIO105 to better prepare for this course.

**Lecture Hours:** 48

### **ENV116 Environmental Science Lab**

**1 credit**—This laboratory course provides a hands-on approach to understanding challenges to our environmental health. The course examines population growth, a framework for understanding the extent of habitat loss and degradation and its impact on biodiversity; water quality and treatment; soil quality and management practices; examination of energy consumption and alternatives; and an evaluation of ecosystem interactions.

**Lab Hours:** 32

**Pre/Co-requisite(s):** ENV115

### **GEO121 World Regional Geography**

**3 credits**—This introductory course builds an understanding of the physical and social aspects of geography by examining the major regions of the world and their connections. This will be accomplished by a geographic regional "tour" of the world examining the basic relationship between the physical environment and the cultural aspects within these regions.

**Lecture Hours:** 48

### **HCM905 Hospitality Internship**

**3 credits**—This course will provide students with an opportunity to gain hands on experience in the hospitality industry.

Can be taken for up to 5 credit hours.

Supplement B2

**Lecture Hours:** 0 **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in HCM608, HCM605, and HCM589.

### **HCR110 Residential Forced Air Heating Systems**

**3 credits**—This course presents application of energy sources and equipment as they apply to heating, ventilation, air humidification, and filtration systems.

**Lecture Hours:** 16 **Lab Hours:** 32

### **HCR127 Hydronic Heating Systems**

**2 credits**—To provide experiences in the operation, layout, and selection, and troubleshooting of residential and light commercial boilers.

**Lecture Hours:** 16

**Co-requisite(s):** HCR429, HCR602, HCR852, and HCR912

### **HCR429 HVAC App Controls w/Automated Systems**

**2 credits**—This course is a study of electronic controls and circuitry systems for H.V.A.C.R.

**Lecture Hours:** 32

**Co-requisite(s):** HCR127, HCR602, HCR852, and HCR912

### **HCR602 HVACR Systems III**

**2 credits**—This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air-cooling and refrigeration systems.

**Lecture Hours:** 32

**Prerequisite(s):** HCR516

**Co-requisite(s):** HCR429 and HCR912

### **HCR912 HVACR Field Experience**

**2 credits**—This course places students in professional settings for experiences in the Heating, Cooling and Air-Conditioning trades. Emphasis is given to observation of and participation in: troubleshooting, installation document preparation, and business practices.

**Co-op Hours:** 128

**Prerequisite(s):** All first and second semester program courses and a current program

2.00 cumulative GPA.

**Co-requisite(s):** HCR429 and HCR602

### **HEQ102 Preoperational Inspection**

**2 credits**—This Preoperational Inspection Course will give students practice in completing, documenting, and maintaining, inspections and records for the machines they will operate. This course is an introduction in to the proper methods and routines needed to insure that a particular machine is safe to operate as well as properly lubricated and in good working order according to manufacturers' specifications. Students will practice completing daily inspections reports and the steps necessary to report defects.

Maintaining records of inspections and repairs will also be covered.

**Lecture Hours:** 16 **Lab Hours:** 48

### **HEQ104 Equipment Maintenance I**

**2 credits**—This course will assist students in the basic knowledge and skills necessary to perform routine maintenance and repairs on different types of construction equipment.

Individual component and systems service intervals will be discussed and

analyzed. Students will receive practice in fluid and filter replacing as well as recognizing, troubleshooting, replacing and repairing defective and worn components and parts. The need for ongoing operator input and involvement in the maintenance process will be explored.

**Lecture Hours: 16 Lab Hours: 48**

#### **HEQ106 Compact Excavator Operation**

**3 credits**—The Compact Excavator Operation Course will give students access to the hands-on operation of compact excavators used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16 Lab Hours: 96**

#### **HEQ107 Wheel Loader Operation**

**2 credits**—The Wheel Loader Operation Course will give students access to the hands-on operation of Wheel Loaders used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate loaders in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lab Hours: 96**

#### **HEQ109 All Terrain Lifts Operation**

**2 credits**—The All-Terrain Lifts Operation Course will give students access to the hands-on operation of all-terrain lifts and platforms used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, loading and unloading materials from trucks, and operating the work platform safely in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. Students will obtain an OSHA Certificate in Fork Lift Operation as part of this program.

**Lecture Hours: 16 Lab Hours: 48**

#### **HIS117 Western Civilization I: Ancient and Medieval**

**3 credits**—Western Civilization I traces the development of Western Civilization from prehistory to 1300 C.E., the end of the High Middle Ages. The role of the Humanities is emphasized. The course explores major political, social, economic, scientific, intellectual, cultural, and religious developments contributing to Western societies. These include the significant events and contributions of early Middle Eastern civilizations, classical and Hellenistic Greece, the Roman Empire, its successors, the rise of the Western Christian church, and Medieval Europe.

**Lecture Hours: 48**

#### **HIS118 Western Civilization II: Early Modern**

**3 credits**—Western Civilization II surveys the development of Western Civilization, covering the end of the High Middle Ages of Europe to the French Revolution. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing to the emergence of modern Western European Society. This includes the significant events and contributions of the Renaissance, the Reformation, the Columbian exchange, the Scientific Revolution, and the Enlightenment.

**Lecture Hours: 48**

#### **HIS119 Western Civilization III: The Modern Period**

**3 credits**—Western Civilization III will continue exploring the development of Western Civilization, covering the period from the French Revolution until the present. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing toward Western Society. Included are such major developments as the industrial revolution, the French revolution, Romanticism, European colonialism, World War I, World War II, the Cold War, the new European order, and the world of the Twenty-first Century.

**Lecture Hours: 48**

#### **HIS151 U.S. History to 1877**

**3 credits**—This United States history course examines the country's Colonial experience, Revolutionary period, and 19th Century history through Reconstruction. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours: 48**

#### **HIS152 U.S. History Since 1877**

**3 credits**—This United States history course examines the period from the end of reconstruction to the present. Emphasis is placed upon industrialization and its impact, the development of a strong federal government, an aggressive foreign policy, and a growing involvement in an international economy. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours: 48**

#### **HSC108 Introduction to Health Professions**

**2 credits**—This course introduces the student to the healthcare system and provides an opportunity to explore a wide variety of health careers/professions. Students will explore ethical and legal responsibilities within the healthcare system including expectations for professional behavior. This course will allow for certification in common healthcare requirements.

**Lecture Hours: 32**

#### **HSC113 Medical Terminology**

**2 credits**—This course presents the foundation necessary to develop a basic medical terminology vocabulary. Emphasis on the components of terms as related to each body system will be provided. The course further

provides the student with the opportunity to properly spell, pronounce and utilize medical terms in relation to pathological conditions, tests, and procedures. Common medical abbreviations will also be discussed for each system.

**Lecture Hours:** 32

#### **IND100 Basic Mechanical Systems**

**2 credits**—This course provides the student with introductory knowledge, skills in use of tools, and components by mechanics.

**Lecture Hours:** 16 **Lab Hours:** 32

#### **IND181 Heating, Ventilating, and Air Conditioning**

**2 credits**—The Heating, Ventilating, and Air Conditioning Systems (HVAC) course will introduce students to the environmental function control of temperature, moisture content, air quality and air circulation in a conditioned space. Our labs allow the learner to view and examine various types of HVAC systems with respect to installation, components, and characteristics.

**Lecture Hours:** 16 **Lab Hours:** 32

#### **LIT101 Introduction to Literature**

**3 credits**—This course studies multiple literary forms and genres. Students will be introduced to literary terminology, analysis and interpretation of literature, and a variety of authors and literary styles. Instruction will emphasize the process of reading to develop and interpret meaning and classroom discussions encouraging students to share interpretations. Students will also respond to literature through informal and formal written assignments that foster skill in analysis and interpretation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in RDG040 ENG061.

#### **MAT045 Fundamentals of Math**

**4 credits**—This course is designed to help students meet minimum competencies for their basic skills in mathematics in the areas of whole numbers, fractions, decimals, percent, and ratio/proportion. Critical thinking, problem solving, and conceptual development are emphasized. Students will be prepared for learning higher order mathematical concepts

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores or equivalent

#### **MAT052 Pre-Algebra**

**3 credits**—This course is designed to combine both classroom instruction and individualized instruction to prepare students for Elementary Algebra. Teacher-student interaction as well as student interaction with one another will be provided for and encouraged.

**Lecture Hours:** 48

**Prerequisite(s):** MAT045

#### **MAT063 Elementary Algebra**

**4 credits**—This course is designed to combine both classroom instruction and individualized instruction to provide students with the critical thinking skills necessary for their subsequent courses and programs. Teacher-student interaction, as well as student interaction with one another, will be provided for and encouraged.

**Lecture Hours:** 64

Supplement B2

**Prerequisite(s):** A minimum grade of D in MAT048 or MAT052.

#### **MAT110 Math for Liberal Arts**

**3 credits**—This is a one semester, liberal arts mathematics course that satisfies the minimum general education requirement for math. The course is designed to impart math skills which are helpful in everyday life as well as to expose students to areas of mathematics they may not have seen before. Topics include problem-solving skills, set theory, algebra, consumer mathematics, probability, and statistics. Other topics may be included.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in MAT063 or equivalent COMPASS score.

#### **MAT156 Statistics**

**3 credits**—This course is a study of descriptive statistics including graphical representation, central tendency, correlation and regression, intuitive treatment of probability and inferential statistics including hypothesis testing.

**Lecture Hours:** 48

**Prerequisite(s):** MAT063

#### **MAT210 Calculus I**

**4 credits**—The first in a calculus sequence, this course covers topics including functions and their graphs, limits, derivatives, applications of the derivative, and integrals.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT134 or MAT128 or appropriate placement scores.

#### **MAT219 Calculus III**

**4 credits**—This course covers topics including integration and differentiation techniques related to vectors, vector-valued functions, functions of several variables, multiple integration, and vector analysis.

**Lecture Hours:** 64

**Prerequisite(s):** MAT216

#### **MAT772 Applied Math**

**3 credits**—This course is designed to present basic facts of arithmetic including whole numbers, fractions, decimals, powers, roots, English and metric measurement, ratio-proportion, percents, introduction to algebra, and introduction to geometry. Instruction includes use of scientific handheld calculators and emphasis placed on critical thinking, problem solving skills.

**Lecture Hours:** 48

#### **MFG158 Introduction to CNC Programming II**

**2 credits**—In this course students will create programs for CNC mills using cutter diameter compensation, sub-routines, and sub-programs. Students will also write start-up lines and basic level programs on CNC lathes. Students will use a plain ASCII text editor (like Notepad) to input basic industry standard G and M code programs. Programs are run on verification software to ensure accuracy. Lathe tooling, typical turning procedures, cutter nose radius compensation, and tip orientation are other areas of study.

**Lecture Hours:** 32 **Prerequisite(s):** MFG157 **Co-requisite(s):** MFG305

### **MFG211 Basic Machine Theory**

**2 credits**—This course presents basic machining processes and concepts necessary to set-up and operate machine shop equipment.

**Lecture Hours:** 32

### **MFG222 Machine Operations I**

**4 credits**—An introductory machining course presenting basic machining operations. Student will perform basic operations on lathes, horizontal + vertical-milling machines, drilling machines, saws, various types of grinders, and precision measuring equipment.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211

### **MFG305 CNC Operations**

**2 credits**—This course introduces CNC Lathe and CNC Mill operation, shop safety, part inspection, CNC cutting tool types and uses, as well as part holding techniques. Students will work in small groups on industrial sized CNC lathes and CNC machining centers to simulate what CNC Operators do in industry. Fanuc and other common CNC machine controllers are used. Back-Plotting (to simulate cutting operations) is used to help eliminate errors before actually running parts on CNC equipment.

**Lab Hours:** 96

### **MFG308 CNC Programming Theory**

**4 credits**—In this course students will create basic programs for CNC lathes and CNC mills and will use verification software to assure accuracy. Programming on Fanuc controllers will be experienced. Differences of programming on other CNC controllers will be discussed. Windows Notepad or NC text editor will be used to create CNC programs. Program back-plotting, controller simulations, and file management in a Windows environment will also be explored.

**Lecture Hours:** 64

**Co-requisite(s):** MFG305

### **MFG321 Computer Aided Machining**

**4 credits**—This course introduces the student to computer aided manufacturing. Master CAM software will be used to generate part geometry, tool paths and machine language programs in both turning centers and machining centers.

**Lecture Hours:** 64

**Prerequisite(s):** MFG306 and MFG309

### **MFG363 Hydraulic Jigs and Fixtures**

**3 credits**—A course in building jigs and fixtures using blueprints, knowledge and skills developed in Basic Machine Concepts and Operations. Students are required to build and run hydraulic jigs and fixtures working within the tolerance of the print.

**Lecture Hours:** 16

**Prerequisite(s):** MFG211 and MFG222

### **MFG380 EDM Fundamentals**

**2 credits**—This course covers the basics of wire and ram type EDMing. Classroom instruction includes the theory and fundamentals of EDMing, wire and electrode materials, the role of deionized water and dielectric fluids, power supplies, computer numerical control (CNC) EDM. Lab work consists of fabrication of electrodes and setup and operation of EDM

machine tools.

**Lecture Hours:** 16

### **MGT101 Principles of Management**

**3 credits**—A study of current theory and practice of leading a complex business organization toward the accomplishment of organizational objectives.

**Lecture Hours:** 48

### **MGT170 Human Resource Management**

**3 credits**—A study of the theory, principles, concepts and practices of developing and utilizing personnel within business organizations.

**Lecture Hours:** 48

### **MKT110 Principles of Marketing**

**3 credits**—An overview of the processes, problems and activities associated with the planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to create exchanges.

**Lecture Hours:** 48

### **MLT130 Hematology**

**3 credits**—Hematology is the study of the formed elements of the blood—red blood cells, white blood cells, and platelets. Development and characteristics of these, methods of measurement, and abnormalities are covered.

**Lecture Hours:** 32 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT250 Clinical Microbiology**

**4 credits**—The emphasis in this course is on bacteria of medical importance, with respect to their cultivation, isolation, identification, and pathogenicity. The student learns techniques of specimen collection, media preparation, culture, staining, biochemical testing, and antibiotic susceptibility testing. Mycology and virology are introduced.

**Lecture Hours:** 32 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in BIO185.

**Co-requisite(s):** A minimum grade of C in MLT110.

### **MUS100 Music Appreciation**

**3 credits**—An introduction to the musical arts through listening to and studying the music of various periods. Some sections of the course may be presented by live musicians.

Allied arts, including dance, painting, and literature, may be used to demonstrate the relatedness of music to the larger scope of human experience.

**Lecture Hours:** 48

### **NET932 Internship**

**2 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of C in NET109. Must be in program

major and completed 30 credits in one of the following programs: Network Administration and Engineering, Information Systems Management, and Web Design and Development.

### **OTA102 Human Movement and Occupation**

**3 credits**—Study of the interrelationship between the central nervous system, peripheral nervous system, and musculoskeletal system and analysis of functional movement required for engagement in occupation. Formal and informal biomechanical assessment methodologies are presented. Students will gain skill in utilizing assessment data for the occupational therapy process in collaboration with the occupational therapist.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA103 Task Analysis**

**3 credits**—The development and emergence of human occupational performance throughout the lifespan is examined by exploring areas of occupation, occupational roles, habits and routines. Students will learn to analyze occupational tasks and functional activity demands, grade and adapt activities, and build the basic skills necessary for teaching therapeutic activities to meet the needs of occupational therapy consumers, either individually or in groups. Emphasis will be placed on the use of occupation-based media as a means of understanding a client's cognitive and functional performance. The significance of context and environment will also be explored in relationship to program planning and implementation of therapeutic interventions. Additional topics include an introduction to note writing and goal development.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA104 Assistive Tech and EM**

**2 credits**—An introduction to the role of assistive technology and environmental modification used to facilitate occupational performance. Topics will include: determination of need, selection of and instruction in use of assistive technology and/or environmental modification, low vs. high tech equipment options, and assessment of client safety during occupational performance.

**Lecture Hours:** 16 **Lab Hours:** 32

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA201 Pediatrics and Occupation**

**3 credits**—The first in a sequence of courses addressing conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA202 Pediatric OTA Skills Supplement B2**

**3 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with infants and children through the adolescent period and their families in a variety of settings.

**Lecture Hours:** 16 **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA203 Level I Fieldwork Pediatrics**

**2 credits**—Students will be participant-observers in settings providing occupational therapy services to children and/or adolescents. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Lecture Hours:** 16 **Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA204 Pediatric Psychosocial Conditions and Occupations**

**1 credit**—The first in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of mental health disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA311 Adult Psychosocial Conditions and Occupations**

**2 credits**—The second in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models for understanding the occupational nature of early to middle adulthood at home, at work, and in the community. Approaches to applying the occupational process by the occupational therapy assistant is studied within the contexts of a variety of psychosocial disorders and conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA312 Adult Psychosocial OTA Skills**

**2 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process for individuals experiencing disruption in social, emotional and interactional abilities needed for adaptive occupational performance. Both individual and group intervention strategies are explored.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA313 Level I Fieldwork Psychosocial**

**1 credit**—Students will be participant-observers in settings providing



occupational therapy services to adult consumers with psychosocial conditions. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

#### **OTA501 Professional Practice for OTA**

**3 credits**—This course speaks to the management and service roles of the occupational therapy assistant, as well as ongoing responsibilities of a career as an occupational therapy healthcare professional. Active learning strategies requiring the student to transcend from a student to entry level practitioner.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

#### **OTA502 Level II Fieldwork A**

**5 credits**—The first of two courses consisting of 8 weeks of full-time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different point of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA310, OTA302, OTA401, OTA402, and OTA403.

#### **OTA503 Level II Fieldwork B**

**5 credits**—The second of two courses consisting of 8 weeks of full time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different points of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA502.

#### **PEA117 Bowling I**

**1 credit**—This skill course introduces students to the lifetime activity of bowling. The course will cover basic fundamentals of bowling such as rules and etiquette, approach, ball delivery, strikes, spares, and scoring. Individual, league, and tournament play will also be included.

**Lab Hours:** 32

#### **PEA191 Pilates**

**1 credit**—This skill course is designed to provide students with the opportunity to learn Pilates principles and mat-based exercises from the beginner level, through the intermediate level, and finishing with the advanced level. Pilates is a form of exercise that focuses on core stability and strength while simultaneously lengthening and strengthening the muscles without adding "bulk".

**Lab Hours:** 32

#### **PEA194 Vinyasa Yoga**

**1 credit**—This skill course introduces the fundamentals of Vinyasa Yoga. Vinyasa Yoga focuses on balanced asana (posture) sequences, as well as the connection of the asanas and the breath. There are a host of associated benefits including, but not limited to, increased levels of body awareness, increased strength and flexibility, as well as the benefits shown to be associated with relaxation.

**Lab Hours:** 32

#### **PEH111 Personal Wellness**

**3 credits**—This is an introductory level course designed to explore wellness in all dimensions. Students will assess their overall level of wellness, assess current lifestyle choices, and be enabled with strategies that will lead to an improved lifestyle and overall level of wellness.

**Lecture Hours:** 48

#### **PEH141 First Aid**

**2 credits**—This course will use discussion and application to provide the layperson with the basic skills and knowledge necessary to provide First Aid, CPR, and AED to adult, child, and infant populations. Certification by the American Red Cross will be awarded to those who qualify.

**Lecture Hours:** 32

#### **PHS152 Astronomy**

**3 credits**—A basic course in descriptive astronomy dealing with the development of modern astronomy and with its present-day theories and observations. Topics covered include motions of solar system and deep sky objects, telescopes and other instruments, members of the solar system, nature of the sun, other stars, origin and development of stars and planets, our galaxy, other galaxies, and the organization of the universe.

**Lecture Hours:** 48 **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in 100 level math course or appropriate placement score, RDG040 or appropriate placement score, and ENG105 or COM781.

#### **PNN116 Introduction to Nursing Skills Lab**

**2 credits**—This course provides the student with knowledge and practical application of basic nursing skills while incorporating concepts learned in Introduction to Nursing.

Students learn and practice basic nursing skills in personal care, Infection control, safety, vital signs, sterile technique, patient safety, documentation, and medication administration. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN117, PNN207, BIO173, and MAT122.

#### **PNN117 Nursing Clinical I**

**1 credit**—This course provides students with an introduction to clinical nursing. Emphasis is placed on utilization of the nursing process as a basis for clinical decision making and development of critical thinking.

Nursing professionalism and basic nursing skills such as infection control, hygiene, asepsis, vital signs, and physical assessment are introduced.

**Clinic Hours:** 48

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN116, PNN207, BIO173, and MAT122.

#### **PNN541 Medical Surgical Nursing A**

**5 credits**—This course is a study of nursing care of adult clients with medical-surgical alterations of the following systems: musculoskeletal, neurological, respiratory, endocrine, immune, and eye/ear. Clinical experiences are provided in acute care facilities.

Pharmacology and gerontological considerations are integrated throughout this course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN270, PNN161, PNN132, PNN133, PNN103, PSY111, and BIO159.

**Pre/Co-requisite(s):** A minimum grade of C in PNN543.

#### **PNN542 Medical Surgical Nursing B**

**5 credits**—This course is a study of nursing care of adult clients with medical-surgical alterations of the following systems: cardiovascular, hematology, gastrointestinal, urinary, reproductive, and integumentary. Clinical experiences are provided in acute care facilities. Pharmacology and gerontological considerations are integrated throughout this course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN270, PNN161, PNN132, PNN133, PNN103, PSY111, and BIO159.

**Pre/Co-requisite(s):** A minimum grade of C in PNN543.

#### **POL111 American National Government**

**3 credits**—The study of the United States national government, specifically its institutions, the process of governing, the means by which individual citizens and groups influence that process, and the output of that governing process.

**Lecture Hours:** 48

#### **PSY102 Human and Work Relations**

**3 credits**—Human Relations is the study of self and social behavior. Emphasis is placed on the understanding and application of social science theories and research for the development of effective interpersonal and organizational relationships.

**Lecture Hours:** 48

#### **PSY111 Introduction to Psychology**

**3 credits**—This course provides an introduction to the study of behavior with emphasis in the areas of learning, cognition, motivation, personality, behavioral disorder, therapy, and social influence. An understanding of the impact of both theoretical perspectives and experimental evidence on the formulation of the science of human behavior is also stressed. Psychological theories and principles are utilized to explain and predict behavior.

**Lecture Hours:** 48

#### **PSY121 Developmental Psychology**

**3 credits**—This course presents a life span, developmental approach to the study of the developing person that identifies the behavioral dynamics of the physical, cognitive, social and affective domains of development with a view to the impact of family, school and community.

**Lecture Hours:** 48

#### **PSY241 Abnormal Psychology**

**3 credits**—Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

#### **PSY262 Psychology of Gender**

**3 credits**—This course explores the meaning of gender. Research and theory in the areas of gender development, gender similarities and differences, and the nature and effects of gender roles and stereotypes is emphasized.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

#### **RCP100 Introduction to Respiratory Care**

**3 credits**—This course introduces the student to the fundamentals of Respiratory Care. The field of Respiratory Care will be examined to determine opportunities and policies in the profession. It will establish a strong foundation in bedside assessment including vital signs, chest assessment, evaluating work of breathing, and patient history. Also covered will be the therapeutic uses of medical gases, infection control procedures, and proper maintenance of records. Humidity and aerosol therapy will be studied in detail. Must complete all Pre-Respiratory courses with a cumulative GPA of 2.75.

**Lecture Hours:** 32 **Lab Hours:** 32

#### **RCP260 Airway Maintenance Procedures**

**4 credits**—This course will develop the skills required to assess, diagnose, and manage a patient's airway. It specifically describes the Respiratory Therapist's role in maintaining a patent airway by using lung expansion therapy, bronchial hygiene techniques, and suctioning. The insertion, maintenance, and removal of artificial airways, which include endotracheal tubes and tracheostomy tubes, will be discussed in detail.

**Lecture Hours:** 48 **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in RCP100.

#### **RCP900 Clinical Preceptor**

**4 credits**—This course prepares the student for real-life hospital situations. The student will be expected to complete a full work day doing the full workload of an assigned Staff Therapist (preceptor). The student is expected to handle all aspects of respiratory care including interruptions and new situations. The preceptor will monitor the student at all times and will offer support if needed.

**Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in RCP680 and RCP690.

#### **RCP910 Respiratory Care RRT Review**

**2 credits**—This course is designed to test the student's ability to successfully earn passing scores on advanced-level examinations. Although advanced-level examinations will be the focus of this course,

review of entry-level examination concepts will also be provided. Mock Board examinations will be administered after completion of a comprehensive review seminar.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP875.

### **RDG039 College Preparatory Reading II**

**3 credits**—This course is designed to help students expand their academic vocabulary and improve comprehension skills. Students will learn and utilize a variety of reading strategies to be used in the reading of varying materials and to further their learning in their program of choice.

**Lecture Hours:** 48

**Prerequisite(s):** RDG038

### **RDG040 College Preparatory Reading III**

**3 credits**—This course provides students with instruction of the reading skills necessary for success in college. Through the use of college-level materials, students are afforded opportunity for demonstration and application of critical reading skills.

**Lecture Hours:** 48

**Prerequisite(s):** RDG039

### **REL101 Survey of World Religions**

**3 credits**—An introductory survey of world religions that have had major impact on world culture and civilization: Hinduism, Taoism, Buddhism, Confucianism, Judaism, Christianity, Islam, and others. It will examine their cultural settings, sacred writings, key doctrines, central rituals, ethical values, and perspectives on gender roles.

**Lecture Hours:** 48

### **SDV108 The College Experience**

**1 credit**—This course is designed to orient students to the college campus, resources, services, and expectations. This course also provides a brief overview and practice of study skills and academic strategies.

**Lecture Hours:** 16

### **SDV109 College 101**

**3 credits**—This course provides students a thorough orientation to the college campus and resources. The course is designed to introduce students to the college culture while they examine what a "successful" student is. Students will be introduced to a variety of skills for academic success, academic planning, personal development, and study strategies.

**Lecture Hours:** 48

### **SDV127 Study Strategies**

**1 credit**—This course provides a focused examination of the strategies and skills needed for students to be successful at the college level. Students will be introduced to and given opportunity for practice of a variety of skills for academic success and study strategies.

**Lecture Hours:** 16

### **SDV131 Career Exploration**

**1 credit**—This course is designed to increase students' knowledge of themselves, of theories about careers, and of various resources available

Supplement B2

to them which will assist them in the career decision making process. Students, at the completion of this course, will be better able to choose academic majors and careers. This course is specifically designed to follow the National Career Development Guidelines.

**Lecture Hours:** 32

### **SOC110 Introduction to Sociology**

**3 credits**—This course surveys the basic principles, concepts, and research findings of social life from small groups to societies. The course examines a range of sociological explanations for the various forms of social behaviors and establishes a basis for reflection and further study in the field.

**Lecture Hours:** 48

### **SOC115 Social Problems**

**3 credits**—This course introduces students to the sociological perspective and related critical thinking skills as a way of examining the cause and effect nature of contemporary social problems. Within this examination, emphasized are (a) the interdependence of social problems, (b) how social inequality is an inherent characteristic of all social problems, and (c) the relationship between definitions of social problems and social policies.

**Lecture Hours:** 48

### **SOC120 Marriage and Family**

**3 credits**—Marriage and family is studied from a sociological viewpoint. Content areas focus on the history of family, gender roles, power in relationships, and functions of the family and dysfunctions. Statuses such as being single to marriage to parenthood are emphasized, as are alternative lifestyles with respect to sexuality and family.

**Lecture Hours:** 48

### **SOC205 Diversity in America**

**3 credits**—Introduction to the sociological study of group relations in the United States. Basic concepts such as culture, groups, inequality, prejudice and discrimination will be explored. Focus will be on class, race, and gender, however other statuses (such as sexual orientation, religion, age, and abilities) will also be discussed. Students will gain a better understanding of the relationship between individuals and society, as well as the experiences of minority groups.

**Lecture Hours:** 48

### **SOC924 Honors Project**

**1 credit**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **SPC101 Fundamentals of Oral Communication**

**3 credits**—This course presents elements of the oral communications process with emphasis on developing interpersonal, small group, and public speaking skills. Students will be involved in activities that provide opportunity for the understanding and improvement of their oral

communication skills.

**Lecture Hours:** 48

#### **TDT100 Interpersonal Relations**

**2 credits**—This course covers personal health and safety, public and employer relations and stress management on the job in a new career. Also included in the course are written communication and oral communication skills. Instruction is provided in employment seeking skills, resumes, cover letters, thank you letters, letters of application, personal record keeping, and desirable work attitude.

**Lecture Hours:** 32

#### **TDT118 Driving Range I**

**6 credits**—This course provides students with opportunities for hands-on experience in basic maneuvers using simulators, trucks and trailers. Proper techniques are taught in engine starting and shut down, clutching, shifting, cornering, and backing. Emphasis is given to proper safety and technical practices. Emergency and evasive driving techniques will be practiced in simulation exercises as well as in skid control vehicles.

**Lecture Hours:** 48

**Prerequisite(s):** TDT115

#### **TDT121 Driving Range II**

**2 credits**—This course provides students with opportunities for additional behind the wheel training in operating trucks in rural and city traffic. Included in the course are experiences in pulling loaded trailers in city, rural areas, and backing in industrial areas. Emphasis is placed on defensive driving and proper technical practices.

**Lecture Hours:** 16

**Prerequisite(s):** TDT118

#### **TDT122 Driving Range III**

**2 credits**—This course prepares students with skills and knowledge in managing emergencies, accidents, first aid, CPR, and D.O.T. regulations on hauling hazardous materials. Instruction is provided in night inspections, city and rural driving at night. Students will prepare for a Class A Commercial Drivers License with all endorsements.

**Lecture Hours:** 16

**Prerequisite(s):** TST121

#### **TDT126 Commercial License Preparation**

**1 credits**—This course is an introduction to The Federal Motor Carrier Safety Administrations' rules and regulations pertaining to drivers of commercial motor vehicles. This course prepares students to pass the knowledge tests required to obtain a Class A CDL.

**Lecture Hours:** 48

#### **TDT938 Truck Transportation On-the-Job Training**

**3 credits**—Students enrolled in this course will have the opportunity to gain on-the-job experience in the Motor Carrier industry. Students will learn the responsibilities of driving, cargo handling, vehicle maintenance, safety department, and dispatch of equipment to customers. Students will have an opportunity to learn the skills necessary to succeed in the transportation field. Coordination and guidance will be provided by instructors.

**Co-op Hours:** 192

Supplement B2

**Prerequisite(s):** TDT100, TDT115, TDT118, TDT121, and TDT122

#### **WEL125 Fusion and Braze Welding**

**2 credits**—This course is an introduction to Oxy-acetylene fusion welding and braze welding of steel and cast iron. Topics include: process theory, safety, fusion welding/braze welding techniques for mild steel, fusion welding/braze welding techniques for cast iron and weld quality.

**Lab Hours:** 96

**Prerequisite(s):** WEL134 and WEL155

#### **WEL134 Cutting Processes**

**2 credits**—This course is an introduction to principles and practices of oxy-fuel cutting, plasma cutting, and arc air gouging. Topics include: safety, theory of operation, equipment, proper set-up procedures and basic terminology. Shop practice includes plasma cutting and arc air gouging principles and practices and flame cutting of mild steel.

**Lecture Hours:** 16

#### **WEL155 Arc Welding I (SMAW)**

**4 credits**—This course is an introduction to the Shielded Metal Arc Welding process, also known as stick welding. Topics of study include: safety, theory of operation, types of welding power sources, advantages of the process, types of mild steel electrodes, types of joints, basic welding terms, and AC and DC current. Shop practice on the five basic joints will be performed in the flat and horizontal positions with various mild steel electrodes.

**Lecture Hours:** 16

#### **WEL164 Arc Welding II (SMAW)**

**4 credits**—This course is a continuation of Arc Welding I. Vertical down, vertical up, and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. In addition, the student is introduced to the theory and practices of Hardsurfacing with the Shielded Metal Arc Welding process. Safety procedures are reviewed.

**Lab Hours:** 192

**Prerequisite(s):** WEL155

#### **WEL187 Advanced GMAW**

**4 credits**—This course is a continuation of GMAW-FCAW I. Vertical down, vertical up and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. Safety procedures are reviewed.

**Lab Hours:** 192

**Prerequisite(s):** WEL186

#### **WEL191 Gas Tungsten Arc Welding**

**3 credits**—This course is an introduction to Gas Tungsten Arc Welding process, also known as T.I.G. Topics of study include: safety, theory of the process, advantages, types of power sources, pulsed power sources, types of electrodes and shielding gases, basic joints, basic welding terminology, and AC and DC current. Shop practice on the five basic joints in all positions will be emphasized. The learner will weld on mild steel, aluminum and stainless steel sheet.

**Lab Hours:** 144

**Prerequisite(s):** WEL155

**WEL234 Introduction to GMAW II**

**2 credits**—The introduction to Gas Metal Arc Welding II course will allow students to enhance their basic welding hands-on skills to improve their proficiency using Metal Inert Gas (MIG) welding processes. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lab Hours:** 96

**Prerequisite(s):** A minimum grade of C in WEL104.

**WEL303 Pipe Welding/SMAW**

**3 credits**—This course is an introduction to vertical down and vertical up pipe welding procedures and techniques. Topics include: safety, elements of the American Petroleum Institute Pipe Welding Code and the American Society of Mechanical Engineers Pipe Welding Code and the American Welding Society Structural Steel Pipe Welding Code.

**Lab Hours:** 144

**Prerequisite(s):** WEL155 and WEL164

**WEL339 Electromechanical Maintenance – Effective Fall 2015**

**3 credits**—This course is an introduction to basic welding and cutting processes. Topics include: Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, Oxy-Acetylene Fusion Welding and Braze Welding, Oxy-Fuel Flame Cutting and Plasma Arc Cutting. Specific safety rules for oxy-fuel equipment, electric arc welding processes and plasma cutting will be discussed.

**Lecture Hours:** 16 **Lab Hours:** 64

**WEL339 Electromechanical Maintenance – Effective Summer 2016**

**3 credits**—This course is a basic introduction to welding and cutting processes. Topics include: shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding. Cutting processes include oxy-fuel cutting and plasma arc cutting. Electric arc and oxy-fuel safety rules will be discussed.

**Lecture Hours:** 16 **Lab Hours:** 64

**WEL710 Robotic Welding**

**6 credits**—This course is an introduction to robotic welding. Students will learn the advantages and limitations of welding robots and their current application in modern manufacturing. Robot components and basic robot programming are covered in detail. The variables for Gas Metal Arc Welding, arc welding safety, robot safety and weld quality and weld defects are included.

**Lecture Hours:** 48

**Prerequisite(s):** WEL11, WEL155, WEL186, WEL187, and MAT772



Fall 2015 & Spring 2016  
Course Schedules

Supplement B3





Fall 2015 & Spring 2016  
Course Schedules

Supplement B3



# Legend:

August 02 2016  
12:21

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

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LOCATION: CPCTR  
TERM : 2016/SP

Location

Lec,Lab-A,Lab-B=FTF; Lab-C=Internship; WEB=100% online; WEBH=Mixed;

Meeting Times & Dates

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
MLT-103-1 051756	Lab Mathematics 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CPC 128 LAB-A WEBH WEBH LEC	W	01:00PM 01/11/16 02:50PM 05/11/16	24	3.00	5	20	12	0	8
			MTWRFSN	01/11/16 05/11/16	25						
			PRIMARY	MLT-103-1		5	10	7	0	3	
			SECONDARY	MLT-103-2		10	10	5	0	5	
MLT-103-2 051766	Lab Mathematics 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CPC 128 LAB-A WEBH WEBH LEC	F	10:00AM 01/11/16 11:50AM 05/11/16	24	3.00	10	20	12	0	8
			MTWRFSN	01/11/16 05/11/16	25						
			PRIMARY	MLT-103-1		5	10	7	0	3	
			SECONDARY	MLT-103-2		10	10	5	0	5	
MLT-285-2 051786	Clinical Practicum-Chemistr 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CPC 128 LEC	M	08:00AM 02/08/16 05:00PM 02/08/16	24	4.00	10	24	15	0	9
			M	08:00AM 03/07/16 05:00PM 03/07/16	24						
		TRNG TRNG	01/11/16	50							
		LAB-C	05/11/16								

LOCATION: CFCTR  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
MLT-230-1 049633	Advanced Hematology	CFC 146	MW	01:00PM 08/24/15	32	3.00	6	12	6	0	6
	0065366 Amy R. Kapanka	LEC		01:50PM 12/17/15							
	0065366 Amy R. Kapanka	CFC 128	W	10:00AM 08/24/15	24						
		LAB-A		11:50AM 12/17/15							
MLT-230-2 049634	Advanced Hematology	CFC 146	MW	01:00PM 08/24/15	32	3.00	6	12	6	0	6
	0065366 Amy R. Kapanka	LEC		01:50PM 12/17/15							
	0065366 Amy R. Kapanka	CFC 128	T	08:00AM 08/24/15	24						
		LAB-A		09:50AM 12/17/15							
MLT-233-1 049635	Hemostasis and Thrombosis	CFC 146	R	11:00AM 08/24/15	32	2.00	6	12	5	0	7
	0080310 Kizer E. Friedley	LEC		11:50AM 12/17/15							
	0080310 Kizer E. Friedley	CFC 128	W	08:00AM 08/24/15	24						
		LAB-A		09:50AM 12/17/15							
MLT-233-2 049636	Hemostasis and Thrombosis	CFC 146	R	11:00AM 08/24/15	32	2.00	6	12	7	0	5
	0080310 Kizer E. Friedley	LEC		11:50AM 12/17/15							
	0080310 Kizer E. Friedley	CFC 128	R	09:00AM 08/24/15	24						
		LAB-A		10:50AM 12/17/15							
MLT-240-1 049637	Clinical Chemistry I	CFC 146	MF	11:00AM 08/24/15	32	7.00	6	12	5	0	7
	0065366 Amy R. Kapanka	LEC		11:50AM 12/17/15							
	0065366 Amy R. Kapanka	CFC 146	T	10:00AM 08/24/15	32						
		LEC		10:50AM 12/17/15							
		CFC 146	R	08:00AM 08/24/15	32						
		LEC		08:50AM 12/17/15							
		CFC 146	F	03:00PM 11/20/15	32						
		LEC		03:50PM 11/20/15							
		CFC 128	M	02:00PM 08/24/15	24						
		LAB-A		04:50PM 12/17/15							
		CFC 128	F	08:00AM 08/24/15	24						
		LAB-A		10:50AM 12/17/15							
MLT-240-2 049638	Clinical Chemistry I	CFC 146	MF	11:00AM 08/24/15	32	7.00	6	12	8	0	4
	0080310 Kizer E. Friedley	LEC		11:50AM 12/17/15							
	0065366 Amy R. Kapanka	CFC 146	T	10:00AM 08/24/15	32						
	0065366 Amy R. Kapanka	LEC		10:50AM 12/17/15							
		CFC 146	R	08:00AM 08/24/15	32						
		LEC		08:50AM 12/17/15							
		CFC 146	F	03:00PM 11/20/15	32						
		LEC		03:50PM 11/20/15							
		CFC 128	W	02:00PM 08/24/15	24						
		LAB-A		04:50PM 12/17/15							
		CFC 128	F	08:00AM 08/24/15	24						
		LAB-A		10:50AM 12/17/15							
MLT-252-1 049645	Parasitology	CFC 146	F	02:00PM 08/24/15	32	1.00	12	24	11	0	13
	0065366 Amy R. Kapanka	LEC		02:50PM 12/17/15							

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: CFCTR  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
MLT-260-1 049646	Immunohematology 0080310 Kizer E. Friedley 0080310 Kizer E. Friedley	CFC 146	T	11:00AM 08/24/15	32	4.00	6	12	8	0	4		
		LEC		11:50AM 12/17/15									
		CFC 146	F	01:00PM 08/24/15	32								
		LEC		01:50PM 12/17/15									
		CFC 128	T	01:00PM 08/24/15	24								
		LAB-A		02:50PM 12/17/15									
		CFC 128	R	03:00PM 08/24/15	24								
		LAB-A		04:50PM 12/17/15									
MLT-260-2 049647	Immunohematology 0080310 Kizer E. Friedley 0080310 Kizer E. Friedley	CFC 146	T	11:00AM 08/24/15	32	4.00	6	12	8	0	4		
		LEC		11:50AM 12/17/15									
		CFC 146	F	01:00PM 08/24/15	32								
		LEC		01:50PM 12/17/15									
		CFC 128	T	03:00PM 08/24/15	24								
		LAB-A		04:50PM 12/17/15									
		CFC 128	R	01:00PM 08/24/15	24								
		LAB-A		02:50PM 12/17/15									
MLT-270-1 049643	Immunology and Serology 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CFC 146	M	08:00AM 08/24/15	32	2.00	6	12	6	0	6		
		LEC		08:50AM 12/17/15									
		CFC 128	M	09:00AM 08/24/15	24								
		LAB-A		10:50AM 12/17/15									
MLT-270-2 049644	Immunology and Serology 0080310 Kizer E. Friedley 0065366 Amy R. Kapanka	CFC 146	M	08:00AM 08/24/15	32	2.00	6	12	5	0	7		
		LEC		08:50AM 12/17/15									
		CFC 128	M	09:00AM 08/24/15	24								
		LAB-A		10:50AM 12/17/15									
									72	144	75	0	69

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: CFCTR  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail	
MLT-103-1 051756	Lab Mathematics 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CFC 128	W	01:00PM 01/11/16	24	3.00	5	20	12	0	8	
		LAB-A WEBH WEBH LEC	MTWRFSN	02:50PM 05/11/16 01/11/16 05/11/16	25							
				PRIMARY MLT-103-1 SECONDARY MLT-103-2			5 10	10 10	7 5	0 0	3 5	
MLT-103-2 051766	Lab Mathematics 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CFC 128	F	10:00AM 01/11/16	24	3.00	10	20	12	0	8	
		LAB-A WEBH WEBH LEC	MTWRFSN	11:50AM 05/11/16 01/11/16 05/11/16	25							
				PRIMARY MLT-103-1 SECONDARY MLT-103-2			5 10	10 10	7 5	0 0	3 5	
MLT-285-2 051786	Clinical Practicum-Chemistr 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CFC 128	M	08:00AM 02/08/16	24	4.00	10	24	15	0	9	
		LEC		05:00PM 02/08/16								
		CFC 128	M	08:00AM 03/07/16	24							
		LEC TRNG TRNG LAB-C	MTWRF	05:00PM 03/07/16 01/11/16 05/11/16	50							
MLT-287-1 051782	Clin Prac-Hematology 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CFC 128	M	08:00AM 01/11/16	24	4.00	10	24	14	0	10	
		LEC		05:00PM 01/11/16								
		CFC 128	M	08:00AM 01/25/16	24							
		LEC TRNG TRNG LAB-C	MTWRF	05:00PM 01/25/16 01/11/16 05/11/16	50							
MLT-288-1 051783	Clin Prac-Microbiology 0065366 Amy R. Kapanka 0065366 Amy R. Kapanka	CFC 128	M	08:00AM 04/04/16	24	4.00	10	24	14	0	10	
		LEC		05:00PM 04/04/16								
		CFC 128	M	08:00AM 05/09/16	24							
		LEC		05:00PM 05/09/16								
		TRNG TRNG LAB-C	MTWRF	01/11/16 05/11/16	50							
								45	92	67	0	45

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: FARM  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
AGS-216-1 052043	Equine Science 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	FLAB LAB LEC FLAB LAB LAB-A	MT  WR	12:00PM 03/07/16 01:50PM 05/11/16 12:00PM 03/07/16 01:50PM 05/11/16	20  20	3.00	10	25	11	0	14		
AGT-700-1 054005	Special Topics-Agriculture 0144665 Ole S. Cleveland 0173052 Dresden D. Wulf	FLAB LAB LEC	FS	08:00AM 04/29/16 04:00PM 04/30/16	20	1.00	10	20	6	0	14		
									20	45	17	0	28

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: INCTR  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BUS-102-100 050835	Intro to Business 0227081 Carol A. Jensen	ICTR TBA LEC	M	06:00PM 08/24/15 08:50PM 12/17/15		3.00	10	25	6	0	19
CRJ-100-100 050836	Intro to Criminal Justice 0236471 Stephanie V. Wright	ICTR TBA LEC	TR	07:00AM 08/24/15 08:15AM 12/17/15		3.00	10	35	9	0	26
				PRIMARY CRJ-100-6			10	10	1	0	9
				SECONDARY CRJ-100-100			10	25	8	0	17
CRJ-100-6 050233	Intro to Criminal Justice 0236471 Stephanie V. Wright	ICTR TBA LEC	TR	07:00AM 08/24/15 08:15AM 12/17/15		3.00	10	35	9	0	26
				PRIMARY CRJ-100-6			10	10	1	0	9
				SECONDARY CRJ-100-100			10	25	8	0	17
ENG-105-100 050853	Composition I 0207929 Jennifer L. Coulter	ICTR 103 LEC	MWF	07:00AM 08/24/15 07:50AM 12/17/15	25	3.00	10	20	20	0	0
				PRIMARY ENG-105-100			10	20	8	0	12
				SECONDARY ENG-105-16			10	20	12	0	8
ENG-105-101 050854	Composition I 0207929 Jennifer L. Coulter	ICTR 103 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	25	3.00	10	20	15	0	5
				PRIMARY ENG-105-101			10	20	2	0	18
				SECONDARY ENG-105-17			10	20	13	0	7
ENG-105-16 049855	Composition I 0207929 Jennifer L. Coulter	ICTR 103 LEC	MWF	07:00AM 08/24/15 07:50AM 12/17/15	25	3.00	10	20	20	0	0
				PRIMARY ENG-105-100			10	20	8	0	12
				SECONDARY ENG-105-16			10	20	12	0	8
ENG-105-17 049857	Composition I 0207929 Jennifer L. Coulter	ICTR 103 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	25	3.00	10	20	15	0	5
				PRIMARY ENG-105-101			10	20	2	0	18
				SECONDARY ENG-105-17			10	20	13	0	7
MAT-052-10 049831	Pre-Algebra 0231474 Anna J. Pint	ICTF ITFS LEC	MW	04:30PM 08/24/15 05:45PM 12/17/15		3.00	5		11	0	
				PRIMARY MAT-052-9			10	20	8	0	12
				SECONDARY MAT-052-10			5	5	2	0	3
				SECONDARY MAT-052-11			5	5	1	0	4
				SECONDARY MAT-052-12			5	5	0	0	5

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
MAT-063-20 049893	Elementary Algebra 0065601 Lavonne M. Vichlach Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	ICTF ITFS LEC WEBH WEBH LEC	TR MTWRFSN	04:00PM 08/24/15 04:50PM 12/17/15 08/24/15 12/17/15	25	4.00	5	19	15	0	4
				PRIMARY MAT-063-19			10	23	10	0	13
				SECONDARY MAT-063-20			5	5	2	0	3
				SECONDARY MAT-063-21			5	5	3	0	2
				SECONDARY MAT-063-22			5	5	0	0	5
MAT-156-100 050863	Statistics 0225444 Dustin G. Hollingsw	ICTR 203 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15		3.00	10	30	6	0	24
MAT-210-5 051017	Calculus I 0065292 Karen K. Ernst	IIC 201 LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15		4.00	10	26	24	0	2
				PRIMARY MAT-210-1			1	24	11	0	13
				SECONDARY MAT-210-2			1	3	1	0	2
				SECONDARY MAT-210-3			1	7	1	0	6
				SECONDARY MAT-210-4			1	3	2	0	1
				SECONDARY MAT-210-5			10	10	9	0	1
MAT-764-100 050889	Math for Welders 0255358 Paul H. Packer	ICTR TBA LEC	W	01:00PM 08/24/15 03:00PM 12/17/15		2.00	10	20	5	0	15
PSY-111-100 050866	Introduction to Psychology 0207067 Joel W. Dinger	ICTR 203 LEC	MWF	07:00AM 08/24/15 07:50AM 12/17/15		3.00	10	40	22	0	18
PSY-111-25 051055	Introduction to Psychology 0165035 Pat Crowe	IIC 102 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15		3.00	1	40	32	0	8
				PRIMARY PSY-111-2			10	15	13	0	2
				SECONDARY PSY-111-101			1	15	14	0	1
				SECONDARY PSY-111-25			1	2	1	0	1
				SECONDARY PSY-111-26			1	2	2	0	0
				SECONDARY PSY-111-114			1	4	0	0	4
				SECONDARY PSY-111-28			1	3	2	0	1
SOC-110-21 051059	Intro to Sociology 0065215 Roger J. Eich	IIC 104 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15		3.00	1	30	18	0	12
				PRIMARY SOC-110-3			10	24	18	0	6

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: INCTR  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
				SECONDARY SOC-110-21				1 2	0	0	2		
SPC-101-10 049862	Fundamentals of Oral Comm 0065373 Barbara L. McFerran	ICTR TBA LEC	W	06:00PM 08/24/15 08:50PM 12/17/15		3.00	10	25	21	0	4		
				PRIMARY SPC-101-100 SECONDARY SPC-101-10			10 10	25 25	19 2	0 0	6 23		
SPC-101-100 050857	Fundamentals of Oral Comm 0065373 Barbara L. McFerran	ICTR TBA LEC	W	06:00PM 08/24/15 08:50PM 12/17/15		3.00	10	25	21	0	4		
				PRIMARY SPC-101-100 SECONDARY SPC-101-10			10 10	25 25	19 2	0 0	6 23		
SPC-101-106 051047	Fundamentals of Oral Comm 0065373 Barbara L. McFerran	ICTR TBA LEC	M	06:00PM 08/24/15 08:50PM 12/17/15		3.00	10	25	10	0	15		
WEL-104-100 050890	Intro To MIG Welding 0255358 Paul H. Packer 0255358 Paul H. Packer	ICTR TBA LEC ICTR TBA LAB-B	MF MF	01:00PM 08/24/15 03:00PM 12/17/15 01:00PM 08/24/15 03:00PM 12/17/15		2.00	10	15	5	0	10		
WEL-134-100 050891	Cutting Processes 0255358 Paul H. Packer 0255358 Paul H. Packer	ICTR TBA LEC ICTR TBA LAB-B	TR TR	01:00PM 08/24/15 03:00PM 12/17/15 01:00PM 08/24/15 03:00PM 12/17/15		2.00	5	10	5	0	5		
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									167	265	289	0	202



SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: INCTR  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ART-101-4 052356	Art Appreciation 0066087 Kim A. Behm	ICDL 112 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	10	3.00	1	30	15	0	15
				PRIMARY ART-101-3			10	20	15	0	5
				SECONDARY ART-101-4			1	5	0	0	5
ENG-106-102 052416	Composition II 0207929 Jennifer L. Coulter	ICTR 115 LEC	MWF	07:00AM 01/11/16 07:50AM 05/11/16	24	3.00	10	20	20	0	0
				PRIMARY ENG-106-17			10	20	15	0	5
				SECONDARY ENG-106-102			10	20	5	0	15
ENG-106-103 052417	Composition II 0207929 Jennifer L. Coulter	ICTR 115 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	24	3.00	10	20	10	0	10
				PRIMARY ENG-106-18			10	20	6	0	14
				SECONDARY ENG-106-103			10	20	4	0	16
ENG-106-17 051818	Composition II 0207929 Jennifer L. Coulter	ICTR 115 LEC	MWF	07:00AM 01/11/16 07:50AM 05/11/16	24	3.00	10	20	20	0	0
				PRIMARY ENG-106-17			10	20	15	0	5
				SECONDARY ENG-106-102			10	20	5	0	15
ENG-106-18 051819	Composition II 0207929 Jennifer L. Coulter	ICTR 115 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	24	3.00	10	20	10	0	10
				PRIMARY ENG-106-18			10	20	6	0	14
				SECONDARY ENG-106-103			10	20	4	0	16
HIS-117-8 052346	Western Civ I-Ancient & Med 0152239 Evgeny Badredinov	ICDL 113 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	9	3.00	1	38	34	0	4
				PRIMARY HIS-117-3			10	18	17	0	1
				SECONDARY HIS-117-8			1	5	4	0	1
				SECONDARY HIS-117-10			1	5	0	0	5
				SECONDARY HIS-117-12			1	13	13	0	0
HIS-119-7 052351	Western Civ Iii-Modern Peri 0166742 Susan R. Padget	ICDL 112 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	10	3.00	1	38	7	0	31
				PRIMARY HIS-119-6			10	20	4	0	16
				SECONDARY HIS-119-7			1	5	1	0	4
				SECONDARY HIS-119-101			1	2	2	0	0

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OPEN AND CLOSED SECTIONS BY LOCATION  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
MAT-063-15 051591	Elementary Algebra 0242336 Alexandria L. Curri Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	ICTF 112 ITFS TR LEC WEBH WEBH LEC	MTWRFSN	04:00PM 01/11/16 04:50PM 05/11/16 01/11/16 05/11/16	25	4.00	5	23	8	0	15
				PRIMARY MAT-063-14			5	15	3	0	12
				SECONDARY MAT-063-15			5	5	3	0	2
				SECONDARY MAT-063-16			5	5	2	0	3
MAT-156-100 052438	Statistics 0244596 Corey S. Gevaert	ICTF TBA LEC	W	06:00PM 01/11/16 08:50PM 05/11/16		3.00	10	25	22	0	3
MAT-156-13 051658	Statistics 0065333 John J. Neely	ICTF 112 ITFS MWF LEC		10:00AM 01/11/16 10:50AM 05/11/16		3.00	1	30	24	0	6
				PRIMARY MAT-156-12			10	30	22	0	8
				SECONDARY MAT-156-13			1	2	2	0	0
MAT-210-2 051662	Calculus I 0065292 Karen K. Ernst	ICTF 112 ITFS MTWR LEC		01:00PM 01/11/16 01:50PM 05/11/16		4.00	1	20	13	0	7
				PRIMARY MAT-210-1			10	16	11	0	5
				SECONDARY MAT-210-2			1	2	1	0	1
				SECONDARY MAT-210-4			1	5	1	0	4
MAT-216-2 051677	Calculus II 0065292 Karen K. Ernst	ICTF 203 ITFS MTWR LEC		08:00AM 01/11/16 08:50AM 05/11/16		4.00	1	15	5	0	10
				PRIMARY MAT-216-1			8	13	4	0	9
				SECONDARY MAT-216-2			1	2	1	0	1
				SECONDARY MAT-216-4			1	2	0	0	2
				SECONDARY MAT-216-5			1	1	0	0	1

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OPEN AND CLOSED SECTIONS BY LOCATION  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail	
PNN-100-114 052604	Nursing Assistant	ICTR 107	W	05:00PM 01/27/16	10	3.00	1	10	9	0	1	
	0237876 Roberta S. Johnston	LEC		09:15PM 01/27/16								
	0237876 Roberta S. Johnston	ICTR 107	M	05:00PM 02/01/16	10							
	0237876 Roberta S. Johnston	LEC		09:15PM 02/15/16								
	0090221 Elizabeth A. Cummin	ICTR 107	W	05:00PM 02/17/16	10							
		LEC		09:15PM 03/02/16								
		ICTR 107	M	05:00PM 03/07/16	10							
		LEC		09:15PM 03/07/16								
		ICTR 107	W	05:00PM 02/03/16	10							
		LAB-A		09:15PM 02/10/16								
		ICTR 107	M	05:00PM 02/22/16	10							
		LAB-A		09:15PM 02/29/16								
		TRNG TRNG	W	05:00PM 03/09/16	50							
		LAB-B		09:15PM 03/09/16								
		TRNG TRNG	MW	05:00PM 03/21/16	50							
		LAB-B		09:15PM 04/11/16								
				PRIMARY PNN-100-3				4	6	5	0	1
				SECONDARY PNN-100-114				1	4	4	0	0
	PNN-100-116 052714	Nursing Assistant	ICTR 107	TR	05:00PM 01/26/16	10	3.00	1	10	6	0	4
		0158430 Angel D. Decker	LEC		09:15PM 01/28/16							
0158430 Angel D. Decker		ICTR 107	R	05:00PM 02/04/16	10							
0158430 Angel D. Decker		LEC		09:15PM 02/11/16								
0090221 Elizabeth A. Cummin		ICTR 107	T	05:00PM 02/16/16	10							
		LEC		09:15PM 03/01/16								
		ICTR 107	R	05:00PM 03/03/16	10							
		LEC		09:15PM 03/03/16								
		ICTR 107	T	05:00PM 02/02/16	10							
		LAB-A		09:05PM 02/09/16								
		ICTR 107	R	05:00PM 02/18/16	10							
		LAB-A		07:15PM 02/25/16								
		TRNG TRNG	TR	05:00PM 03/08/16	50							
		LAB-B		07:15PM 03/10/16								
		TRNG TRNG	TR	05:00PM 03/22/16	50							
		LAB-B		07:15PM 04/07/16								
			PRIMARY PNN-100-12				6	8	5	0	3	
			SECONDARY PNN-100-116				1	2	1	0	1	

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PNN-100-12 052697	Nursing Assistant	ICTR 107	TR	05:00PM 01/26/16	10	3.00	6	10	6	0	4
	0158430 Angel D. Decker	LEC		09:15PM 01/28/16							
	0158430 Angel D. Decker	ICTR 107	R	05:00PM 02/04/16	10						
	0158430 Angel D. Decker	LEC		09:15PM 02/11/16							
	0090221 Elizabeth A. Cummin	ICTR 107	T	05:00PM 02/16/16	10						
		LEC		09:15PM 03/01/16							
		ICTR 107	R	05:00PM 03/03/16	10						
		LEC		09:15PM 03/03/16							
		ICTR 107	T	05:00PM 02/02/16	10						
		LAB-A		09:15PM 02/09/16							
		ICTR 107	R	05:00PM 02/18/16	10						
		LAB-A		09:15PM 02/25/16							
		TRNG TRNG	TR	05:00PM 03/08/16	50						
		LAB-B		09:15PM 03/10/16							
		TRNG TRNG	TR	05:00PM 03/22/16	50						
		LAB-B		09:15PM 04/07/16							
				PRIMARY PNN-100-12			6	8	5	0	3
				SECONDARY PNN-100-116			1	2	1	0	1
PNN-100-3 052284	Nursing Assistant	ICTR 107	W	05:00PM 01/27/16	10	3.00	4	10	9	0	1
	0237876 Roberta S. Johnston	LEC		09:15PM 01/27/16							
	0237876 Roberta S. Johnston	ICTR 107	M	05:00PM 02/01/16	10						
	0237876 Roberta S. Johnston	LEC		09:15PM 02/15/16							
	0090221 Elizabeth A. Cummin	ICTR 107	W	05:00PM 02/17/16	10						
		LEC		09:15PM 03/02/16							
		ICTR 107	M	05:00PM 03/07/16	10						
		LEC		09:15PM 03/07/16							
		ICTR 107	W	05:00PM 02/03/16	10						
		LAB-A		09:15PM 02/10/16							
		ICTR 107	M	05:00PM 02/22/16	10						
		LAB-A		09:15PM 02/29/16							
		TRNG TRNG	W	05:00PM 03/09/16	50						
		LAB-B		09:15PM 03/09/16							
		TRNG TRNG	MW	05:00PM 03/21/16	50						
		LAB-B		09:15PM 04/11/16							
				PRIMARY PNN-100-3			4	6	5	0	1
				SECONDARY PNN-100-114			1	4	4	0	0
POL-111-4 052053	American National Governmen	ICTF 203 ITFS TR		12:00PM 01/11/16		3.00	1	35	16	0	19
	0255008 Bradley F. Dyke	LEC		01:15PM 05/11/16							
				PRIMARY POL-111-2			10	32	14	0	18
				SECONDARY POL-111-3			1	2	1	0	1
				SECONDARY POL-111-4			1	2	1	0	1

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PSY-111-100 052443	Introduction to Psychology 0207067 Joel W. Dinger	ICTR TBA LEC	MWF	07:00AM 01/11/16 07:50AM 05/11/16		3.00	10	25	7	0	18
PSY-111-16 052075	Introduction to Psychology 0244860 Stacilyn Hill	ICTF 203 LEC	ITFS W	06:00PM 01/11/16 08:50PM 05/11/16		3.00	1	35	13	0	22
				PRIMARY PSY-111-15			10	28	9	0	19
				SECONDARY PSY-111-16			1	2	2	0	0
				SECONDARY PSY-111-106			1	3	2	0	1
PSY-121-3 052081	Developmental Psychology 0165035 Pat Crowe	ICTF 203 LEC	ITFS MWF	11:00AM 01/11/16 11:50AM 05/11/16		3.00	1	35	29	0	6
				PRIMARY PSY-121-2			10	32	27	0	5
				SECONDARY PSY-121-3			1	2	2	0	0
SOC-110-121 052769	Intro to Sociology 0101530 Rachel E. Hurley Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	ICTR 113 LEC WEBH WEBH LEC ICTR 113 LEC	M MTWRFSN MWF	07:00AM 01/11/16 07:50AM 01/11/16 01/12/16 03/04/16 07:00AM 03/07/16 07:50AM 05/11/16	9 25 9	3.00	10	37	33	0	4
SOC-110-7 052097	Intro to Sociology 0101530 Rachel E. Hurley	ICTF 112 LEC	ITFS M	06:00PM 01/11/16 08:50PM 05/11/16		3.00	1	35	15	0	20
				PRIMARY SOC-110-6			10	31	10	0	21
				SECONDARY SOC-110-7			1	2	2	0	0
				SECONDARY SOC-110-8			1	2	2	0	0
				SECONDARY SOC-110-122			1	1	1	0	0
SPC-101-100 052459	Fundamentals of Oral Comm 0065373 Barbara L. McFerran	ICTR TBA LEC	M	06:00PM 01/11/16 08:50PM 05/11/16		3.00	10	25	16	0	9
				PRIMARY SPC-101-26			1	5	6	0	-1
				SECONDARY SPC-101-100			10	25	10	0	15
SPC-101-104 052512	Fundamentals of Oral Comm 0065373 Barbara L. McFerran	ICTR TBA LEC	W	06:00PM 01/11/16 08:50PM 05/11/16		3.00	1	25	18	0	7
				PRIMARY SPC-101-27			1	5	2	0	3
				SECONDARY SPC-101-104			1	25	16	0	9

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LOCATION: INCTR  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
SPC-101-26 051920	Fundamentals of Oral Comm 0065373 Barbara L. McFerran	ICTR TBA LEC	M	06:00PM 01/11/16 08:50PM 05/11/16		3.00	1	25	16	0	9
				PRIMARY SPC-101-26 SECONDARY SPC-101-100			1 10	5 25	6 10	0 0	-1 15
SPC-101-27 051921	Fundamentals of Oral Comm 0065373 Barbara L. McFerran	ICTR TBA LEC	W	06:00PM 01/11/16 08:50PM 05/11/16		3.00	1	25	18	0	7
				PRIMARY SPC-101-27 SECONDARY SPC-101-104			1 1	5 25	2 16	0 0	3 9
WEL-111-100 052611	Welding Blueprint Reading 0255358 Paul H. Packer	ICTR TBA LEC	R	01:00PM 01/11/16 03:00PM 05/11/16		3.00	7	13	4	0	9
WEL-234-100 052612	Intro to GMAW II 0255358 Paul H. Packer	ICTR TBA LAB-B	MTW	01:00PM 01/11/16 03:00PM 05/11/16		2.00	10	13	4	0	9
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							127	223	407	0	260

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OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: MAIN  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ACC-115-1 049677	Intro to Accounting 0255003 Mark A. Sutton	BLHK 221 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	30	4.00	10	30	24	0	6
				PRIMARY ACC-115-1 SECONDARY ACC-115-100			10 1	29 1	23 1	0 0	6 0
ACC-115-100 051025	Intro to Accounting 0255003 Mark A. Sutton	BLHK 221 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	30	4.00	1	30	24	0	6
				PRIMARY ACC-115-1 SECONDARY ACC-115-100			10 1	29 1	23 1	0 0	6 0
ACC-115-2 049678	Intro to Accounting 0255003 Mark A. Sutton	BLHK 123 LEC	TR	10:00AM 08/24/15 11:50AM 12/17/15	30	4.00	10	30	17	0	13
ACC-131-1 049682	Principles of Accounting I 0000022 Jennifer L. Brehm	BLHK 221 LEC	TR	10:00AM 08/24/15 11:50AM 12/17/15	30	4.00	10	30	27	0	3
ACC-131-2 049688	Principles of Accounting I 0000022 Jennifer L. Brehm	BLHK 123 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	30	4.00	10	30	30	0	0
ACC-131-4 050585	Principles of Accounting I 0242470 Kelly A. Hoepfner 10 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	BLHK 121 LEC WEBH WEBH LEC	R MTWRFSN	05:30PM 10/01/15 09:30PM 12/10/15 10/01/15 12/10/15	30 25	4.00	10	30	21	0	9
ACC-132-1 049692	Principles of Accounting II 0000022 Jennifer L. Brehm	BLHK 221 LEC	MW	10:00AM 08/24/15 11:50AM 12/17/15	30	4.00	10	30	14	0	16
ACC-222-1 049695	Cost Accounting 0065240 Patrick J. Geer	BLHK 223 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	30	4.00	10	30	7	0	23
ACC-231-1 049697	Intermediate Accounting I 0065240 Patrick J. Geer	BLHK 223 LEC	TR	10:00AM 08/24/15 11:50AM 12/17/15	30	4.00	10	30	9	0	21
ACC-265-1 049701	Income Tax Accounting 0065240 Patrick J. Geer	BLHK 223 LEC	TR	12:00PM 08/24/15 01:50PM 12/17/15	30	4.00	10	30	14	0	16
ACC-801-1 049702	Payroll Accounting 0065240 Patrick J. Geer	BLHK 233 LAB-A	MW	10:00AM 08/24/15 10:50AM 12/17/15	20	1.00	10	20	7	0	13
ADM-105-1 049703	Intro to Keyboarding (Beg) 0156578 Lisa L. Smith	BLHK 222 LAB-A	MW	09:00AM 08/24/15 09:50AM 12/17/15	24	1.00	10	24	5	0	19

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ADM-105-2 049775	Intro to Keyboarding (Beg) 0065824 Denise M. Leonard	BLHK 132 LAB-A	TR	11:00AM 08/24/15 11:50AM 12/17/15	28	1.00	10	22	16	0	6
ADM-108-1 049778	Keyboarding Skill Dev (Adv) 0156578 Lisa L. Smith	BLHK 222 LAB-A	TR	08:00AM 08/24/15 08:50AM 12/17/15	24	1.00	10	24	3	0	21
ADM-131-1 049782	Office Calculators 0156578 Lisa L. Smith	BLHK 235 LAB-A	MW	11:00AM 08/24/15 11:50AM 12/17/15	20	1.00	10	20	20	0	0
ADM-131-2 049827	Office Calculators 0065824 Denise M. Leonard	BLHK 235 LAB-A	TR	10:00AM 08/24/15 10:50AM 12/17/15	20	1.00	10	20	10	0	10
ADM-148-1 049828	Transcription 0000113 Elizabeth A. Sindt 0000113 Elizabeth A. Sindt	BLHK 234 LEC BLHK 234 LAB-A BLHK 234 LAB-A	M  M  W	01:00PM 08/24/15 01:50PM 12/17/15 01:50PM 08/24/15 02:15PM 12/17/15 01:00PM 08/24/15 02:15PM 12/17/15	20  20  20	2.00	12	20	5	0	15
ADM-159-1 049839	Proofreading & Editing 0065220 Sharon S. Messer	BLHK 233 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	20	3.00	12	20	16	0	4
ADM-159-2 049843	Proofreading & Editing 0065220 Sharon S. Messer	BLHK 122 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	24	3.00	12	20	8	0	12
ADM-162-1 049853	Office Procedures 0156578 Lisa L. Smith 0156578 Lisa L. Smith Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 235 LEC WEBH WEBH LAB-A	TR  MTWRFSN	12:00PM 08/24/15 01:15PM 12/17/15 08/24/15 12/17/15	20  25	3.00	10	20	12	0	8



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ADM-200-1 049854	Legal Document Processing 0073581 Carrie L. Chandler Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 234 LEC WEBH WEBH LEC	T  MTWRFSN	12:00PM 08/24/15 01:15PM 12/17/15 08/24/15 12/17/15	20  25	3.00	10	20	8	0	12
ADM-222-1 049856	Career Capstone 0000113 Elizabeth A. Sindt	BLHK 221 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	30	3.00	10	30	18	0	12
ADN-121-1 049651	Transition to Prof. Nursing 0115026 Shawn R. Buhrow	GRUN 103 LEC	T	10:00AM 08/24/15 11:50AM 12/17/15	32	2.00	10	32	29	0	3
ADN-122-1 049659	Advanced Nursing Skills 0065687 Ruth A. Gaede 0065687 Ruth A. Gaede	GRUN 175 LEC GRUN 113 LAB-A	T  T	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 03:50PM 12/17/15	60  34	2.00	9	18	18	0	0
ADN-122-2 049660	Advanced Nursing Skills 0065687 Ruth A. Gaede 0065687 Ruth A. Gaede	GRUN 175 LEC GRUN 113 LAB-A	T  W	01:00PM 08/24/15 01:50PM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	60  34	2.00	10	18	14	0	4
ADN-123-4 050769	Physical Assessment 0115026 Shawn R. Buhrow 0115026 Shawn R. Buhrow	GRUN 171 LEC GRUN 103 LAB-A	R  W	10:00AM 08/24/15 10:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	60  32	2.00	8	16	16	0	0
ADN-123-5 050770	Physical Assessment 0115026 Shawn R. Buhrow 0115026 Shawn R. Buhrow	GRUN 171 LEC GRUN 103 LAB-A	R  W	10:00AM 08/24/15 10:50AM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	60  32	2.00	8	16	13	0	3
ADN-281-1 049661	Diet Management 0027302 Russell L. Culberts	GRUN 113 LEC	R	11:00AM 08/24/15 11:50AM 12/17/15	34	1.00	15	32	32	0	0
ADN-331-1 049866	Issues in Nursing Managemen 0027302 Russell L. Culberts	GRUN 167 LEC	R	01:00PM 08/24/15 02:50PM 12/17/15	64	2.00	10	32	26	0	6

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ADN-410-1 049861	Advanced Nrsg in OB & Peds 0115026 Shawn R. Buhrow 0115026 Shawn R. Buhrow	GRUN 113 LEC TRNG TRNG LAB-B TRNG TRNG LAB-B	TR  M  M	08:00AM 08/24/15 09:20AM 12/17/15 06:30AM 08/24/15 12:30PM 10/16/15 02:30PM 10/19/15 08:30PM 12/17/15	34  50  50	5.00	4	8	4	0	4
ADN-410-2 049863	Advanced Nrsg in OB & Peds 0074447 Sara A. Joslin 0115026 Shawn R. Buhrow	GRUN 113 LEC TRNG TRNG LAB-B	TR  M	08:00AM 08/24/15 09:20AM 12/17/15 06:30AM 08/24/15 12:30PM 12/17/15	34  50	5.00	4	8	7	0	1
ADN-410-3 049864	Advanced Nrsg in OB & Peds 0124077 Megan E. Rubendall 0115026 Shawn R. Buhrow	GRUN 113 LEC TRNG TRNG LAB-B	TR  M	08:00AM 08/24/15 09:20AM 12/17/15 06:30AM 08/24/15 12:30PM 12/17/15	34  50	5.00	4	8	8	0	0
ADN-410-4 049865	Advanced Nrsg in OB & Peds 0101132 Laura K. Payton 0115026 Shawn R. Buhrow	GRUN 113 LEC TRNG TRNG LAB-B	TR  M	08:00AM 08/24/15 09:20AM 12/17/15 02:30PM 08/24/15 08:30PM 12/17/15	34  50	5.00	4	8	8	0	0
ADN-531-1 049655	Advanced Adult Health Nrsg 0027302 Russell L. Culberts 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 08/24/15 09:50AM 12/17/15 06:30AM 08/24/15 02:30PM 12/17/15	60  50	6.00	4	8	8	0	0
ADN-531-2 049656	Advanced Adult Health Nrsg 0188910 Darryl G. Koch 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 08/24/15 09:50AM 12/17/15 06:30AM 08/24/15 02:30PM 12/17/15	60  50	6.00	4	8	8	0	0
ADN-531-3 049657	Advanced Adult Health Nrsg 0124371 Teresa A. Culpepper 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 08/24/15 09:50AM 12/17/15 01:30PM 08/24/15 09:30PM 12/17/15	60  50	6.00	4	8	8	0	0
ADN-531-4 049658	Advanced Adult Health Nrsg 0076015 Valerie J. Hileman 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 08/24/15 09:50AM 12/17/15 01:30PM 08/24/15 09:30PM 12/17/15	60  50	6.00	4	8	8	0	0
ADN-532-5 050217	Advanced Adult Health Nrsg 0065599 Betty J. Butler 0065599 Betty J. Butler	GRUN 167 LEC TRNG TRNG LAB-B	TR  F	10:00AM 08/24/15 11:50AM 12/17/15 06:30AM 08/24/15 12:30PM 12/17/15	64  50	6.00	4	8	5	0	3

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ADN-532-6 050218	Advanced Adult Health Nrsg 0027302 Russell L. Culberts 0065599 Betty J. Butler	GRUN 167 LEC TRNG TRNG LAB-B	TR F	10:00AM 08/24/15 11:50AM 12/17/15 06:30AM 08/24/15 12:30PM 12/17/15	64 50	6.00	4	8	7	0	1
ADN-532-7 050219	Advanced Adult Health Nrsg 0124371 Teresa A. Culpepper 0065599 Betty J. Butler	GRUN 167 LEC TRNG TRNG LAB-B	TR W	10:00AM 08/24/15 11:50AM 12/17/15 06:30AM 08/24/15 12:30PM 12/17/15	64 50	6.00	4	8	8	0	0
ADN-532-8 050220	Advanced Adult Health Nrsg 0079257 Jenny R. Gronoski 0065599 Betty J. Butler	GRUN 167 LEC TRNG TRNG LAB-B	TR W	10:00AM 08/24/15 11:50AM 12/17/15 02:30PM 08/24/15 08:30PM 12/17/15	64 50	6.00	4	8	7	0	1
AGA-114-1 050082	Principles of Agronomy 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 165 LEC BREM 104 LAB-A	TR F	10:00AM 08/24/15 10:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	65 30	3.00	10	20	14	0	6
AGA-114-2 050084	Principles of Agronomy 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 165 LEC BREM 104 LAB-A	TR F	10:00AM 08/24/15 10:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	65 30	3.00	10	20	7	0	13
AGA-154-1 050079	Fundamentals of Soil Scienc 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 104 LEC BREM 104 LAB-A	T R	11:00AM 08/24/15 12:50PM 12/17/15 11:00AM 08/24/15 12:50PM 12/17/15	30 30	3.00	10	20	15	0	5
AGA-154-2 050997	Fundamentals of Soil Scienc 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 104 LEC BREM 104 LAB-A	TR MW	12:00PM 08/24/15 12:50PM 12/17/15 03:00PM 08/24/15 03:50PM 12/17/15	30 30	3.00	1	1	1	0	0
AGA-214-1 050087	Cash Grains 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 104 LEC BREM 104 LAB-A	M W	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	30 30	3.00	8	15	11	0	4
AGA-214-2 050091	Cash Grains 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 104 LEC BREM 104 LAB-A	T R	02:00PM 08/24/15 03:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	30 30	3.00	8	15	13	0	2

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AGB-101-1 050093	Agriculture Economics 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 104 LEC BREM 104 LAB-A	M  W	10:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	30  30	3.00	10	30	19	0	11
AGB-235-1 050095	Intro to Agriculture Market 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 104 LEC BREM 104 LAB-A	MT  WR	08:00AM 08/24/15 08:50AM 12/17/15 08:00AM 08/24/15 08:50AM 12/17/15	30  30	3.00	10	32	31	0	1
AGB-303-1 050033	Agriculture Leadership 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BREM 112 LEC WEBH WEBH LEC WEBH WEBH LAB-A	T  MTWRFSN  MTWRFSN	01:00PM 08/24/15 01:50PM 12/17/15 08/24/15 12/17/15 08/24/15 12/17/15	24  25  25	3.00	10	15	10	0	5
AGB-303-2 050038	Agriculture Leadership 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 112 LEC BREM 112 LAB-A	MT  WR	12:00PM 08/24/15 12:50PM 12/17/15 12:00PM 08/24/15 12:50PM 12/17/15	24  24	3.00	10	15	17	0	-2
AGC-103-1 050097	Ag Computers 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	MT  WR	08:00AM 08/24/15 08:50AM 12/17/15 08:00AM 08/24/15 08:50AM 12/17/15	24  24	3.00	10	22	12	0	10
AGC-103-2 050099	Ag Computers 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	MT  WR	09:00AM 08/24/15 09:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	24  24	3.00	10	22	15	0	7
AGC-103-3 050100	Ag Computers 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	MT  WR	11:00AM 08/24/15 11:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	24  24	3.00	10	22	11	0	11
AGC-103-4 050157	Ag Computers 0027815 Terri A. Rogers 0027815 Terri A. Rogers	BREM 106 LEC BREM 106 LAB-A	MT  WR	12:00PM 08/24/15 12:50PM 12/17/15 12:00PM 08/24/15 12:50PM 12/17/15	25  25	3.00	10	22	16	0	6

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AGH-107-1 050066	Horticulture Lab 0065841 Scott M. Harvey	FAYT 100 LAB-B	MTWRF	08/24/15 12/17/15		1.00	10	31	6	0	25
AGH-112-1 050064	Intro to Turfgrass Mgt 0065841 Scott M. Harvey	BTLR 103 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	30	3.00	10	32	20	0	12
AGH-123-1 050069	Woody Plant Materials 0065241 Daniel J. Lichty 0065241 Daniel J. Lichty	FAYT 101 LEC FAYT 101 LAB-A	T  R	10:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15		3.00	12	30	14	0	16
AGH-134-1 050068	Greenhouse Production 0065241 Daniel J. Lichty	FAYT 101 LEC	MTW	09:00AM 08/24/15 09:50AM 12/17/15		3.00	10	20	4	0	16
AGH-140-1 050162	Equipment Operations 0218133 Ryan R. Kurtz 0218133 Ryan R. Kurtz	BTLR 103 LEC BTLR 103 LAB-A	T  R	10:00AM 08/24/15 10:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	30  30	2.00	8	15	10	0	5
AGH-142-1 050076	Landscape Construction 0065241 Daniel J. Lichty 0065241 Daniel J. Lichty	FAYT 101 LEC FAYT 101 LAB-A	M  W	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15		3.00	12	20	9	0	11
AGH-161-1 050045	Irrigation Systems 0065841 Scott M. Harvey 0065841 Scott M. Harvey	FAYT 101 LEC FAYT 101 LAB-A	MT  WR	12:00PM 08/24/15 12:50PM 12/17/15 12:00PM 08/24/15 12:50PM 12/17/15		3.00	10	25	22	0	3
AGH-200-1 050048	Landscape Estimating and Bi 0065841 Scott M. Harvey 0065841 Scott M. Harvey	BTLR 103 LEC BTLR 103 LAB-A	T  R	08:00AM 08/24/15 08:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	30  30	2.00	12	20	12	0	8
AGH-221-1 050071	Principles of Horticulture 0065241 Daniel J. Lichty	BTLR 103 LEC BTLR 103 LEC	M  W	11:00AM 08/24/15 11:50AM 12/17/15 11:00AM 08/24/15 12:50PM 12/17/15	30  30	3.00	10	20	15	0	5
AGH-273-1 050075	Nursery Management 0065241 Daniel J. Lichty 0065241 Daniel J. Lichty	FAYT 101 LEC FAYT 101 LAB-A	T  R	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15		3.00	8	15	3	0	12
AGH-280-1 050049	Botany for Horticulture 0065841 Scott M. Harvey 0065841 Scott M. Harvey	BTLR 103 LEC BTLR 103 LAB-A	MW  F	09:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	30  30	3.00	10	26	13	0	13

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AGH-400-1 050065	Athletic Field Maintenance 0065841 Scott M. Harvey 0065841 Scott M. Harvey	BTLR 103 LEC BTLR 103 LAB-A	T  R	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	30  30	3.00	8	15	10	0	5
AGM-104-1 049582	Electricity 0255179 Gregory L. Lawrence 0255179 Gregory L. Lawrence	BTLR 111 LEC BTLR 111 LAB-B BTLR 111 LAB-B	MTWRF  TRF  MW	07:30AM 11/16/15 09:20AM 12/17/15 10:00AM 11/16/15 11:50AM 12/17/15 10:00AM 11/16/15 12:40PM 12/17/15	30  30  30	4.00	10	27	24	0	3
AGM-107-1 049579	Gas Engine Rebuild 0166627 Glen D. Adolphs 0166627 Glen D. Adolphs	BTLR 105 LEC BTLR 105 LAB-B BTLR 105 LAB-B	MTWRF  TRF  MW	07:30AM 08/24/15 09:26AM 10/15/15 09:35AM 08/24/15 11:50AM 10/15/15 09:35AM 08/24/15 12:20PM 10/15/15	25  25  25	7.00	10	27	24	0	3
AGM-113-1 049580	Hydraulics I 0166627 Glen D. Adolphs 0166627 Glen D. Adolphs	BTLR 105 LEC BTLR 105 LAB-B	MTWRF  MTWRF	07:30AM 10/19/15 09:20AM 11/13/15 09:01AM 10/19/15 11:22AM 11/13/15	25  25	3.00	10	27	24	0	3
AGM-126-1 050406	Funds of Diesel Eng Sub Sys 0163116 Gerald L. Kass 0163116 Gerald L. Kass	BTLR 111 LEC BTLR 111 LAB-A BTLR 117 LAB-A	M  M  W	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15 12:00PM 08/24/15 02:50PM 12/17/15	30  30  30	3.00	12	15	6	0	9
AGM-224-1 049585	Hydraulics II 0166627 Glen D. Adolphs 0166627 Glen D. Adolphs	BTLR 105 LEC BTLR 105 LAB-B BTLR 105 LAB-B	MTWRF  TRF  MW	07:30AM 11/16/15 09:20AM 12/17/15 10:00AM 11/16/15 11:50AM 12/17/15 10:00AM 11/16/15 12:40PM 12/17/15	25  25  25	4.00	10	25	18	0	7
AGM-327-1 049583	Equipment Maintenance 0255179 Gregory L. Lawrence 0255179 Gregory L. Lawrence	BTLR 111 LEC BTLR 111 LAB-B BTLR 111 LAB-B	MTWRF  TRF  MW	07:30AM 08/24/15 09:26AM 10/15/15 09:35AM 08/24/15 11:50AM 10/15/15 09:35AM 08/24/15 12:20PM 10/15/15	30  30  30	7.00	10	25	18	0	7

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AGM-333-1 049584	Electronics 0255179 Gregory L. Lawrence 0255179 Gregory L. Lawrence	BTLR 111 LEC BTLR 111 LAB-B	MTWRF  MTWRF	07:30AM 10/19/15 09:00AM 11/13/15 09:01AM 10/19/15 11:22AM 11/13/15	30  30	3.00	10	25	18	0	7
AGP-333-1 050103	Precision Farming Systems 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	M  W	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	24  24	3.00	8	15	15	0	0
AGP-333-2 050105	Precision Farming Systems 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	T  R	02:00PM 08/24/15 03:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	24  24	3.00	8	15	10	0	5
AGP-436-1 050102	Advanced Preci Farm-Hardwa 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC FLAB LAB LAB-A	MW  T	12:00PM 08/24/15 12:50PM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	24  20	3.00	10	15	14	0	1
AGS-113-1 050030	Survey of the Animal Indust 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 165 LEC BREM 165 LAB-A	MT  WR	08:00AM 08/24/15 08:50AM 12/17/15 08:00AM 08/24/15 08:50AM 12/17/15	65  65	3.00	10	31	28	0	3
AGS-113-2 050031	Survey of the Animal Indust 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 165 LEC BREM 165 LAB-A	MT  WR	09:00AM 08/24/15 09:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	65  65	3.00	10	25	23	0	2
AGS-211-1 050023	Issues Facing Animal Scienc 0144665 Ole S. Cleveland	BREM 112 LEC	F	10:00AM 08/24/15 11:50AM 12/17/15	24	2.00	10	27	21	0	6
AGS-218-1 050014	Domestic Animal Physiology 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 165 LEC FLAB LAB LAB-A	MTW  R	11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	65  20	4.00	12	25	22	0	3
AGS-218-2 050039	Domestic Animal Physiology 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 112 LEC FLAB LAB LAB-A	MTW  R	11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	24  20	4.00	12	25	19	0	6
AGS-305-1 050019	Livestock Evaluation 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	FLAB LAB LEC FLAB LAB LAB-A	M  W	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	20  20	3.00	10	25	14	0	11

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AGS-319-1 050016	Animal Nutrition 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 165 LEC BREM 165 LAB-A	MT  WR	12:00PM 08/24/15 12:50PM 12/17/15 12:00PM 08/24/15 12:50PM 12/17/15	65  65	3.00	10	31	27	0	4
AGV-154-1 050026	Vet Reception & Admin Skill 0144665 Ole S. Cleveland	BREM 106 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	25	4.00	14	27	22	0	5
ART-101-1 050110	Art Appreciation 0066087 Kim A. Behm	TADL 127 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	32	3.00	10	20	13	0	7
ART-101-2 050114	Art Appreciation 0066087 Kim A. Behm	BLHK 237 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	32	3.00	10	30	17	0	13
ART-133-1 050125	Drawing 0121079 Deidra D. Noborikaw 0121079 Deidra D. Noborikaw	BLHK 254 LEC BLHK 254 LAB-A	T  R	06:00PM 08/24/15 07:50PM 12/17/15 06:00PM 08/24/15 07:50PM 12/17/15	20  20	3.00	10	20	7	0	13
ART-143-1 049357	Painting 0066087 Kim A. Behm 0066087 Kim A. Behm	BLHK 254 LEC BLHK 254 LAB-A	M  W	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	20  20	3.00	12	20	13	0	7
ART-203-1 050442	Art History I 0066087 Kim A. Behm	BLHK 237 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	32	3.00	10	30	9	0	21
AUT-106-1 049550	Intro To Automotive Technol 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MW  F  MW	07:30AM 08/24/15 09:20AM 09/21/15 07:30AM 08/24/15 09:20AM 09/21/15 09:30AM 08/24/15 12:20PM 09/21/15	30  30  30	2.00	12	25	19	0	6
AUT-109-1 049552	Intro to Automotive Tech II 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	TR  TR  F	07:30AM 08/24/15 09:20AM 09/18/15 09:30AM 08/24/15 11:50AM 09/18/15 09:30AM 08/24/15 12:30PM 09/18/15	30  30  30	2.00	12	26	22	0	4
AUT-164-1 049555	Automotive Engine Repair 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  TRF  MW	07:30AM 09/22/15 09:00AM 10/20/15 09:01AM 09/22/15 11:50AM 10/20/15 09:01AM 09/22/15 12:55PM 10/20/15	30  30  30	4.00	12	25	20	0	5



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AUT-504-1 049557	Automotive Brake Systems 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  TRF  MW	07:30AM 11/18/15 09:00AM 12/17/15 09:01AM 11/18/15 11:50AM 12/17/15 09:01AM 11/18/15 12:47PM 12/17/15	30  30  30	4.00	12	26	20	0	6
AUT-537-1 049558	Automotive Advanced Brake S 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  TRF  MW	07:30AM 08/24/15 09:00AM 09/21/15 09:01AM 08/24/15 11:50AM 09/21/15 09:01AM 08/24/15 12:55PM 09/21/15	30  30  30	4.00	12	25	15	0	10
AUT-610-1 049556	Automotive Electrical I 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MTWRF  TRF  MW	07:30AM 10/21/15 09:00AM 11/17/15 09:01AM 10/21/15 11:50AM 11/17/15 09:01AM 10/21/15 12:55PM 11/17/15	30  30  30	4.00	12	27	21	0	6
AUT-610-100 050799	Automotive Electrical I 0185357 Joseph G. Becker 0185357 Joseph G. Becker	BTLR 133 LEC BTLR 133 LAB-A	MTWR  MTWR	01:30PM 08/24/15 02:00PM 12/17/15 02:05PM 08/24/15 03:05PM 12/17/15	30  30	4.00	7	14	6	0	8
AUT-704-1 049560	Auto Heating and Air Condit 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MTWRF  TRF  MW	07:30AM 09/22/15 09:00AM 10/20/15 09:01AM 09/22/15 11:50AM 10/20/15 09:01AM 09/22/15 12:55PM 10/20/15	30  30  30	4.00	12	25	15	0	10
AUT-834-1 049578	Automotive Fuel Systems 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MTWRF  TRF  MW	07:30AM 11/18/15 09:00AM 12/17/15 09:01AM 11/18/15 11:50AM 12/17/15 07:30AM 11/18/15 12:47PM 12/17/15	30  30  30	4.00	12	25	15	0	10
AUT-886-1 049572	Comprehensive Application 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  TRF  MW	07:30AM 10/21/15 09:00AM 11/17/15 09:01AM 10/21/15 11:50AM 11/17/15 09:01AM 10/21/15 12:55PM 11/17/15	30  30  30	4.00	12	25	14	0	11

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BCA-087-1 049920	College Prep Computer Skill 0181535 Bonnie L. Smith-Dav 0181535 Bonnie L. Smith-Dav	BREM 133 LEC BREM 133 LAB-A BREM 133 LAB-A	M  M  TWR	03:00PM 09/14/15 04:00PM 12/17/15 04:00PM 09/14/15 04:20PM 12/17/15 03:00PM 09/14/15 04:20PM 12/17/15	20  20  20	3.00	5	15	11	0	4
BCA-132-1 049858	Electronic Communications 0065700 Sharon K. Buss	BLHK 233 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	20	3.00	10	20	14	0	6
BCA-134-1 049859	Word Processing 0000113 Elizabeth A. Sindt	BLHK 233 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	10	20	17	0	3
BCA-134-2 049860	Word Processing 0000113 Elizabeth A. Sindt	BLHK 232 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	20	3.00	10	20	14	0	6
BCA-201-1 049869	Introduction to Info System 0218199 Todd A. Stabenow	BLHK 132 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	28	3.00	10	28	19	0	9
BCA-201-2 049870	Introduction to Info System 0218199 Todd A. Stabenow	BLHK 132 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	28	3.00	10	28	18	0	10
BCA-201-3 049872	Introduction to Info System 0218199 Todd A. Stabenow	BLHK 132 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	28	3.00	10	28	16	0	12
BCA-201-4 049873	Introduction to Info System 0218199 Todd A. Stabenow	BLHK 132 LEC	TR	09:00AM 09/14/15 10:50AM 12/17/15	28	3.00	10	28	16	0	12
BCA-205-1 049922	Database/Spreadsheets 0065112 Roger S. Davis	BLHK 122 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	24	3.00	10	20	14	0	6
BCA-213-1 049923	Int Comp Business App 0065112 Roger S. Davis	BLHK 122 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	24	3.00	10	20	7	0	13
BIO-105-1 050361	Introductory Biology 0236054 Jeffrey K. Perkins 0000102 Arlyn E. Ristau	GRUN 247 LEC GRUN 215 LAB-A	MWF  M	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	60  24	4.00	10	24	20	0	4
BIO-105-2 050362	Introductory Biology 0152236 Johnpaul L. Collins 0152236 Johnpaul L. Collins	GRUN 215 LEC GRUN 215 LAB-A GRUN 215 LEC	W  W  M	06:00PM 08/24/15 06:50PM 12/17/15 07:00PM 08/24/15 08:50PM 12/17/15 06:00PM 08/24/15 07:50PM 12/17/15	24  24  24	4.00	10	24	18	0	6

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BIO-105-3 050363	Introductory Biology 0236054 Jeffrey K. Perkins 0000102 Arlyn E. Ristau	GRUN 247 LEC GRUN 215 LAB-A	MWF  W	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	60  24	4.00	10	24	22	0	2
BIO-105-4 050364	Introductory Biology 0079320 Kassandra K. Einfeld 0079320 Kassandra K. Einfeld Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	GRUN 271 LEC GRUN 215 LAB-A WEBH WEBH LEC	M  W  MTWRFSN	02:30PM 08/24/15 03:45PM 12/17/15 02:30PM 08/24/15 04:20PM 12/17/15 08/24/15 12/17/15	48  24  25	4.00	10	24	22	0	2
BIO-112-1 050365	General Biology I 0000102 Arlyn E. Ristau 0000102 Arlyn E. Ristau	GRUN 215 LEC GRUN 215 LAB-A	TR  T	07:30AM 08/24/15 08:45AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	24  24	4.00	10	24	10	0	14
BIO-112-2 050366	General Biology I 0000102 Arlyn E. Ristau 0000102 Arlyn E. Ristau 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 271 LEC GRUN 215 LAB-A GRUN 271 LEC	M  M  F	01:00PM 08/24/15 02:15PM 12/17/15 02:30PM 08/24/15 04:20PM 12/17/15 01:00PM 08/24/15 02:15PM 12/17/15	48  24  48	4.00	10	24	15	0	9
BIO-112-3 050368	General Biology I 0000102 Arlyn E. Ristau 0000102 Arlyn E. Ristau 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 271 LEC GRUN 215 LAB-A GRUN 271 LEC	M  F  F	01:00PM 08/24/15 02:15PM 12/17/15 02:30PM 08/24/15 04:20PM 12/17/15 01:00PM 08/24/15 02:15PM 12/17/15	48  24  48	4.00	10	24	9	0	15
BIO-151-1 050369	Nutrition 0261761 Maxwell O. Minor	GRUN 232 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	35	33	0	2
				PRIMARY BIO-151-1 SECONDARY BIO-151-102			10 1	34 1	32 1	0 0	2 0
BIO-151-102 051016	Nutrition 0261761 Maxwell O. Minor	GRUN 232 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	1	35	33	0	2
				PRIMARY BIO-151-1 SECONDARY BIO-151-102			10 1	34 1	32 1	0 0	2 0

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BIO-151-2 050370	Nutrition 0212695 Michelle D. Cook	GRUN 242 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	40	3.00	10	35	27	0	8
BIO-151-3 050371	Nutrition 0079320 Kassandra K. Einfeld	TADL 127 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	32	3.00	10	35	26	0	9
				PRIMARY BIO-151-3 SECONDARY BIO-151-10			10 1	32 3	24 2	0 0	8 1
BIO-154-1 050372	Human Biology 0251146 Steven R. Prust	GRUN 271 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	48	3.00	10	30	28	0	2
BIO-154-100 050914	Human Biology 0087518 Eric V. Berns	GRUN 232 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	40	3.00	1	30	14	0	16
				PRIMARY BIO-154-3 SECONDARY BIO-154-100			10 1	23 7	8 6	0 0	15 1
BIO-154-2 050373	Human Biology 0236054 Jeffrey K. Perkins	GRUN 247 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	60	3.00	10	30	28	0	2
BIO-154-3 050374	Human Biology 0087518 Eric V. Berns	GRUN 232 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	40	3.00	10	30	14	0	16
				PRIMARY BIO-154-3 SECONDARY BIO-154-100			10 1	23 7	8 6	0 0	15 1
BIO-154-8 050873	Human Biology 0236054 Jeffrey K. Perkins	GRUN 232 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	40	3.00	10	30	18	0	12
BIO-163-1 050378	Essentials of Anat & Phys 0244795 Peter J. Neibert 0244795 Peter J. Neibert	GRUN 247 LEC GRUN 219 LAB-A	MW M	06:00PM 08/24/15 07:15PM 12/17/15 07:30PM 08/24/15 09:20PM 12/17/15	60 24	4.00	10	44	42	0	2
				PRIMARY BIO-163-1 SECONDARY BIO-163-2			10 10	23 23	21 21	0 0	2 2
BIO-163-2 051022	Essentials of Anat & Phys 0244795 Peter J. Neibert 0244795 Peter J. Neibert	GRUN 247 LEC GRUN 219 LAB-A	MW W	06:00PM 08/24/15 07:15PM 12/17/15 07:30PM 08/24/15 09:20PM 12/17/15	60 24	4.00	10	44	42	0	2
				PRIMARY BIO-163-1 SECONDARY BIO-163-2			10 10	23 23	21 21	0 0	2 2

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BIO-168-1 050376	Hum Anat & Physiology I w/L 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 247 LEC GRUN 219 LAB-A	TR  T	04:00PM 08/24/15 05:15PM 12/17/15 05:30PM 08/24/15 07:20PM 12/17/15	60  24	4.00	10	24	7	0	17
BIO-168-10 050386	Hum Anat & Physiology I w/L 0242387 Michael J. Herring 0242387 Michael J. Herring	GRUN 247 LEC GRUN 219 LAB-A	TR  M	01:30PM 08/24/15 02:45PM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	60  24	4.00	10	24	18	0	6
				PRIMARY BIO-168-10 SECONDARY BIO-168-100			10 1	20 1	17 1	0 0	3 0
BIO-168-100 051008	Hum Anat & Physiology I w/L 0242387 Michael J. Herring 0242387 Michael J. Herring	GRUN 247 LEC GRUN 219 LAB-A	TR  M	01:30PM 08/24/15 02:45PM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	60  24	4.00	1	24	18	0	6
				PRIMARY BIO-168-10 SECONDARY BIO-168-100			10 1	20 1	17 1	0 0	3 0
BIO-168-12 050388	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MW  W	01:00PM 08/24/15 02:15PM 12/17/15 02:30PM 08/24/15 04:20PM 12/17/15	60  24	4.00	10	24	20	0	4
BIO-168-13 050389	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MW  M	01:00PM 08/24/15 02:15PM 12/17/15 02:30PM 08/24/15 04:20PM 12/17/15	60  24	4.00	10	24	19	0	5
BIO-168-14 050390	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	TR  T	10:30AM 08/24/15 11:45AM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	60  24	4.00	10	24	17	0	7
BIO-168-15 050391	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	TR  R	10:30AM 08/24/15 11:45AM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	60  24	4.00	10	24	17	0	7
BIO-168-2 050377	Hum Anat & Physiology I w/L 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 247 LEC GRUN 219 LAB-A	TR  R	04:00PM 08/24/15 05:15PM 12/17/15 05:30PM 08/24/15 07:20PM 12/17/15	60  24	4.00	10	24	17	0	7
				PRIMARY BIO-168-2 SECONDARY BIO-168-101			10 1	22 2	17 0	0 0	5 2

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BIO-168-3 050379	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MWF  M	11:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	60  24	4.00	10	20	15	0	5
BIO-168-4 050380	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MWF  W	11:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	60  24	4.00	10	20	17	0	3
BIO-168-5 050381	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MWF  F	11:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	60  24	4.00	10	20	14	0	6
BIO-168-6 050382	Hum Anat & Physiology I w/L 0218950 Michael P. O'Hara 0218950 Michael P. O'Hara	GRUN 247 LEC GRUN 219 LAB-A	TR  R	06:00PM 08/24/15 07:15PM 12/17/15 07:30PM 08/24/15 09:20PM 12/17/15	60  24	4.00	10	24	8	0	16
BIO-168-7 050383	Hum Anat & Physiology I w/L 0218950 Michael P. O'Hara 0218950 Michael P. O'Hara	GRUN 247 LEC GRUN 219 LAB-A	TR  T	06:00PM 08/24/15 07:15PM 12/17/15 07:30PM 08/24/15 09:20PM 12/17/15	60  24	4.00	10	24	7	0	17
BIO-168-8 050384	Hum Anat & Physiology I w/L 0242387 Michael J. Herring 0242387 Michael J. Herring	GRUN 247 LEC GRUN 219 LAB-A	TR  W	01:30PM 08/24/15 02:45PM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	60  24	4.00	10	20	13	0	7
BIO-168-9 050385	Hum Anat & Physiology I w/L 0242387 Michael J. Herring 0242387 Michael J. Herring	GRUN 247 LEC GRUN 219 LAB-A	TR  F	01:30PM 08/24/15 02:45PM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	60  24	4.00	10	20	13	0	7
BIO-173-1 050392	Human Anat & Phys II w/Lab 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 247 LEC GRUN 219 LAB-A	MW  M	03:00PM 08/24/15 04:15PM 12/17/15 04:30PM 08/24/15 06:20PM 12/17/15	60  24	4.00	10	24	19	0	5
BIO-173-2 050393	Human Anat & Phys II w/Lab 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 247 LEC GRUN 219 LAB-A	MW  W	03:00PM 08/24/15 04:15PM 12/17/15 04:30PM 08/24/15 06:20PM 12/17/15	60  24	4.00	10	24	19	0	5

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BIO-173-3 050394	Human Anat & Phys II w/Lab 0079320 Cassandra K. Einfeld 0079320 Cassandra K. Einfeld	GRUN 247 LEC GRUN 219 LAB-A	TR  T	08:00AM 08/24/15 09:15AM 12/17/15 09:30AM 08/24/15 11:20AM 12/17/15	60  24	4.00	10	24	20	0	4
BIO-173-4 051249	Human Anat & Phys II w/Lab 0079320 Cassandra K. Einfeld 0079320 Cassandra K. Einfeld	GRUN 247 LEC GRUN 219 LAB-A	TR  R	08:00AM 08/24/15 09:15AM 12/17/15 09:30AM 08/24/15 11:20AM 12/17/15	60  24	4.00	10	24	10	0	14
BIO-185-1 050395	Microbiology w/Lab 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 232 LEC GRUN 213 LAB-A	M  W	06:00PM 08/24/15 07:50PM 12/17/15 04:00PM 08/24/15 05:50PM 12/17/15	40  24	3.00	10	24	12	0	12
BIO-185-2 050396	Microbiology w/Lab 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 232 LEC GRUN 213 LAB-A	M  T	06:00PM 08/24/15 07:50PM 12/17/15 06:00PM 08/24/15 07:50PM 12/17/15	40  24	3.00	10	24	6	0	18
BIO-185-3 050440	Microbiology w/Lab 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 235 LEC GRUN 213 LAB-A	TR  T	10:00AM 08/24/15 10:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	60  24	3.00	10	24	22	0	2
BIO-185-4 050444	Microbiology w/Lab 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 235 LEC GRUN 213 LAB-A	TR  R	10:00AM 08/24/15 10:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	60  24	3.00	10	24	16	0	8
BIO-185-5 050446	Microbiology w/Lab 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 235 LEC GRUN 213 LAB-A	M  W	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	60  24	3.00	10	24	19	0	5
BUS-102-1 049924	Intro to Business 0217691 Karen R. Reynolds	BLHK 225 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	51	3.00	10	40	26	0	14
BUS-102-2 049925	Intro to Business 0163752 Mark D. Ryan	BLHK 225 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	51	3.00	10	40	21	0	19
BUS-102-3 049926	Intro to Business 0255003 Mark A. Sutton	BLHK 225 LEC	TR	12:00PM 09/14/15 01:50PM 12/17/15	51	3.00	10	40	19	0	21
BUS-180-1 049929	Business Ethics 0248702 Timothy R. Furlong	BLHK 223 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	30	3.00	10	30	14	0	16

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BUS-183-1 049931	Business Law 0065240 Patrick J. Geer	BLHK 225 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	51	3.00	10	40	11	0	29
BUS-210-1 049933	Business Statistics 0218997 Joseph A. Toe	BLHK 132 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	28	3.00	10	28	17	0	11
BUS-210-2 049936	Business Statistics 0218199 Todd A. Stabenow	BLHK 132 LEC	R	06:00PM 08/24/15 08:50PM 12/17/15	28	3.00	10	28	15	0	13
BUS-230-1 049937	Quan Methd for Bus Dec Maki 0218199 Todd A. Stabenow	BLHK 132 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	28	3.00	10	28	18	0	10
CAD-105-1 050441	CAD I 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 118 LEC BUCH 118 LAB-A	TR	01:30PM 08/24/15 01:55PM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15	24 24	2.00	10	20	15	0	5
CAD-200-1 050407	CAD SoftPlan 0231810 Jacob R. Kvinlaug 0231810 Jacob R. Kvinlaug	BUCH 152 LEC BUCH 152 LAB-A	T R	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	25 25	3.00	5		6	0	
				SECONDARY IND-949-1 PRIMARY CAD-200-1				1 5	1 20	1 5	0 0 15
CET-122-1 050445	Construction Drawing/Contra 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 116 LEC BUCH 116 LAB-A	TR	12:00PM 08/24/15 12:30PM 12/17/15 12:35PM 08/24/15 01:20PM 12/17/15	32 32	2.00	12	25	13	0	12
CET-213-1 050458	Rt Surveying/Roadway Dsgn 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 152 LEC BUCH 152 LAB-A BUCH 152 LAB-B	MW MW F	12:00PM 08/24/15 12:30PM 12/17/15 12:35PM 08/24/15 01:20PM 12/17/15 10:00AM 08/24/15 12:50PM 12/17/15	25 25 25	3.00	12	24	7	0	17
CET-223-1 050468	Soils, Testing and Foundati 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 116 LEC BUCH 116 LAB-B BUCH 116 LAB-B	TR	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:25AM 12/17/15 09:30AM 08/24/15 11:30AM 12/17/15	32 32 32	3.00	10	20	7	0	13
CHM-122-1 050450	Intro To General Chemistry 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A	MWF T	11:00AM 08/24/15 11:50AM 12/17/15 11:00AM 08/24/15 12:50PM 12/17/15	60 24	4.00	10	24	21	0	3



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CHM-122-2 050454	Intro To General Chemistry 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A	MWF  W	11:00AM 08/24/15 11:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	60  24	4.00	10	24	20	0	4
CHM-122-3 050456	Intro To General Chemistry 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A GRUN 235 LEC	M  M  W	06:00PM 08/24/15 06:50PM 12/17/15 07:00PM 08/24/15 08:50PM 12/17/15 06:00PM 08/24/15 07:50PM 12/17/15	60  24  60	4.00	10	24	6	0	18
CHM-122-4 050753	Intro To General Chemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 235 LEC GRUN 203 LAB-A	MW  M	01:00PM 08/24/15 02:15PM 12/17/15 02:30PM 08/24/15 04:20PM 12/17/15	60  24	4.00	10	24	21	0	3
CHM-122-5 050754	Intro To General Chemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 235 LEC GRUN 203 LAB-A	MW  W	01:00PM 08/24/15 02:15PM 12/17/15 02:30PM 08/24/15 04:20PM 12/17/15	60  24	4.00	10	24	16	0	8
CHM-122-6 050755	Intro To General Chemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 235 LEC GRUN 203 LAB-A	TR  F	01:00PM 08/24/15 02:15PM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	60  24	4.00	10	24	16	0	8
CHM-132-1 050756	Intro To Org & Biochemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 247 LEC GRUN 203 LAB-A	MWF  W	09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	60  24	4.00	10	24	15	0	9
CHM-132-2 051244	Intro To Org & Biochemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 247 LEC GRUN 203 LAB-A GRUN 203 LEC	MW  W  M	09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 10:50AM 12/17/15	60  24  24	4.00	1	1	1	0	0

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CHM-165-1 050757	General Chemistry I 0220048 Irene K. Metz 0220048 Irene K. Metz It is highly recommended that 1 year of high school Chemistry and the Math requirement be completed within the past 5 years with a grade of C- or better.	GRUN 235 LEC GRUN 203 LAB-A	MWF  T	10:00AM 08/24/15 10:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	60  24	4.00	10	24	11	0	13
CHM-165-2 050758	General Chemistry I 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A	MWF  R	10:00AM 08/24/15 10:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	60  24	4.00	10	24	7	0	17
CHM-924-1 051283	Honors Project 0220048 Irene K. Metz	LEC		09/14/15 12/17/15		1.00	1	1	1	0	0
CIS-121-1 050151	Intro To Programming Logic 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	M  W  MTWRFSN  MTWRFSN	06:00PM 08/24/15 06:50PM 12/17/15 06:00PM 08/24/15 06:50PM 12/17/15 08/24/15 12/17/15 08/24/15 12/17/15	20  20  25  25	3.00	10	21	14	0	7
CIS-206-1 050156	Web Scripting 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	T  T  MTWRFSN  MTWRFSN	06:00PM 08/24/15 06:50PM 12/17/15 07:00PM 08/24/15 07:50PM 12/17/15 08/24/15 12/17/15 08/24/15 12/17/15	20  20  25  25	3.00	12	20	5	0	15

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CIS-225-1 050161	Advanced Server Side Web Pr 0140259 Robert A. Willey 0140259 Robert A. Willey Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	R  R  MTWRFSN MTWRFSN	06:00PM 08/24/15 06:50PM 12/17/15 07:00PM 08/24/15 07:50PM 12/17/15 08/24/15 12/17/15 08/24/15 12/17/15	20  20  25 25	3.00	12	20	5	0	15
CIS-303-1 050594	Intro to Data Base 0066334 Todd A. Bengen 0066334 Todd A. Bengen	BLHK 133 LEC BLHK 133 LAB-A	MW  MW	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15	20  20	3.00	10	20	17	0	3
CIS-303-2 050604	Intro to Data Base 0066334 Todd A. Bengen 0066334 Todd A. Bengen Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 133 LEC WEBH WEBH LAB-A	TR  MTWRFSN	09:00AM 08/24/15 09:50AM 12/17/15 08/24/15 12/17/15	20  25	3.00	10	20	18	0	2
CIS-355-1 050154	Database Design and Managem 0200376 Sarah E. Pepples 0200376 Sarah E. Pepples Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 133 LEC BLHK 133 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	T  T  MTWRFSN MTWRFSN	06:00PM 08/24/15 07:15PM 12/17/15 07:25PM 08/24/15 08:15PM 12/17/15 08/24/15 12/17/15 08/24/15 12/17/15	20  20  25 25	4.00	10	20	11	0	9
CLS-130-1 049738	African Cultures 0065116 Patrick T. Malloy	GRUN 244 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	40	3.00	10	38	34	0	4

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CLS-141-1 049743	Middle East History & Cultu 0065116 Patrick T. Malloy This class is paired with another class. Both classes need to be taken this term.	GRUN 244 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	40	3.00	10	38	11	0	27
CLS-141-2 049744	Middle East History & Cultu 0065116 Patrick T. Malloy	GRUN 244 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	40	3.00	10	38	36	0	2
CLS-150-1 049745	Latin Am History & Culture 0169171 Shelly J. Criswell	TADL 127 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	32	3.00	10	35	10	0	25
				PRIMARY CLS-150-1 SECONDARY CLS-150-4			10 1	15 10	9 1	0 0	6 9
CLS-160-1 049730	East Asian Cultures 0152188 Robert P. Steed	GRUN 244 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	40	3.00	10	38	24	0	14
CLS-164-1 049736	Japanese History and Cultur 0152188 Robert P. Steed	GRUN 242 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	40	3.00	10	38	35	0	3
CLS-172-1 049747	Russian Civilization 0152239 Evgeny Badredinov	GRUN 267 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	40	3.00	7	38	24	0	14
CLS-924-1 051048	Honors Project-Cultures 0152188 Robert P. Steed	GRUN 242 LEC		08/24/15 12/17/15	40	1.00	1	1	1	0	0
CLS-926-1 050937	Honors Seminar 0152239 Evgeny Badredinov Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	GRUN 244 LEC WEBH WEBH LEC	T MTWRFSN	06:00PM 10/19/15 08:50PM 12/17/15 10/19/15 12/17/15	40 25	3.00	10	25	9	0	16
CLS-928-1 051004	Independent Study 0152188 Robert P. Steed	GRUN 242 LEC		08/24/15 12/17/15	40	3.00	1	1	1	0	0
CNS-107-1 050172	Outdoor Recreation Techniqu 0218133 Ryan R. Kurtz	BREM 108 LAB-A	F	01:00PM 09/11/15 04:50PM 10/30/15	24	1.00	10	15	13	0	2

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CNS-108-1 050155	Wildlife Identification	BREM 108	M	08:00AM 08/24/15	24	3.00	10	20	8	0	12
	0027815 Terri A. Rogers	LEC		09:50AM 12/17/15							
	0027815 Terri A. Rogers	BREM 108	W	08:00AM 08/24/15	24						
		LAB-A		09:50AM 12/17/15							
CNS-121-1 050152	Environmental Conservation	BREM 108	T	08:00AM 08/24/15	24	3.00	10	25	12	0	13
	0027815 Terri A. Rogers	LEC		09:50AM 12/17/15							
	0027815 Terri A. Rogers	BREM 108	R	08:00AM 08/24/15	24						
		LAB-A		09:50AM 12/17/15							
CNS-121-2 050153	Environmental Conservation	BREM 108	M	10:00AM 08/24/15	24	3.00	10	25	25	0	0
	0027815 Terri A. Rogers	LEC		11:50AM 12/17/15							
	0027815 Terri A. Rogers	BREM 108	W	10:00AM 08/24/15	24						
		LAB-A		11:50AM 12/17/15							
CNS-136-1 050176	Aquatic Management	BREM 108	M	12:00PM 09/14/15	24	3.00	10	20	14	0	6
	0218133 Ryan R. Kurtz	LEC		02:24PM 12/07/15							
	0218133 Ryan R. Kurtz	BREM 108	M	02:25PM 09/14/15	24						
		LAB-A		04:50PM 12/07/15							
CNS-138-1 050163	Woodland Management	BREM 112	M	08:00AM 09/11/15	24	3.00	10	25	14	0	11
	0218133 Ryan R. Kurtz	LEC		10:24AM 12/11/15							
	0218133 Ryan R. Kurtz	BREM 108	F	08:00AM 09/11/15	24						
		LAB-A		10:24AM 12/11/15							
CNS-204-1 050158	Native Vegetation	BREM 108	T	01:00PM 08/24/15	24	3.00	10	15	10	0	5
	0027815 Terri A. Rogers	LEC		02:50PM 12/17/15							
	0027815 Terri A. Rogers	BREM 108	R	01:00PM 08/24/15	24						
		LAB-A		02:50PM 12/17/15							
CNS-205-2 050180	Advd Outdoor Recreation Tec	BREM 112	MW	08:00AM 08/24/15	24	1.00	6	8	5	0	3
	0082130 Matthew R. Crayne	LAB-A		09:50AM 09/08/15							
		BREM 112	MW	01:00PM 08/24/15	24						
		LAB-A		03:50PM 09/08/15							
		TRNG TRNG	MTWRFSN	08/24/15	50						
	LAB-A		09/08/15								
CNS-228-1 050178	Natural Areas Management	FLAB LAB	W	09:00AM 09/09/15	20	3.00	8	16	15	0	1
	0218133 Ryan R. Kurtz	LEC		10:23AM 11/18/15							
	0218133 Ryan R. Kurtz	FLAB LAB	W	10:24AM 09/09/15	20						
		LAB-A		11:50AM 11/18/15							
		FLAB LAB	W	12:20PM 09/09/15	20						
	LAB-A		04:38PM 11/18/15								
COM-140-1 049696	Introduction to Mass Media	LBRY 202	TR	10:30AM 08/24/15	30	3.00	10	25	11	0	14
	0066093 Susan C. Cusmano	LEC		11:45AM 12/17/15							

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COM-140-2 049698	Introduction to Mass Media 0066093 Susan C. Cusmano	LBRY 208 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	30	3.00	10	25	13	0	12
COM-148-1 049699	Diversity and the Media 0065149 Karla J. Brown	LBRY 202 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	30	3.00	10	25	14	0	11
COM-148-2 049700	Diversity and the Media 0218746 Rachelle L. Biderma	LBRY 202 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	30	3.00	10	25	21	0	4
COM-730-1 050424	Communications 0065373 Barbara L. McFerran	BUCH 114 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	22	3.00	10	20	8	0	12
COM-730-2 050426	Communications 0255249 Travis J. Landhuis	BUCH 114 LEC	M	03:00PM 08/24/15 05:50PM 12/17/15	22	3.00	10	20	3	0	17
COM-781-1 049690	Written Comm in the Wrkplac 0065352 Linda L. Bingham	LBRY 221 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	10	20	17	0	3
COM-781-3 049693	Written Comm in the Wrkplac 0065352 Linda L. Bingham	LBRY 221 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	20	3.00	10	20	7	0	13
COM-781-4 050197	Written Comm in the Wrkplac 0255249 Travis J. Landhuis	BUCH 114 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	22	3.00	10	20	6	0	14
CON-102-2 050411	Intro To Residential Constr 0202297 Benjamin A. Stricke	BTLR 121 LEC	TR	08:00AM 08/24/15 08:30AM 12/17/15	12	2.00	12	24	10	0	14
	0202297 Benjamin A. Stricke	BTLR 121 LAB-A	TR	08:35AM 08/24/15 09:20AM 12/17/15	12						
CON-108-2 051062	Construction Safety 0231810 Jacob R. Kvinlaug	BUCH 125 LEC	M	12:00PM 08/24/15 12:50PM 12/17/15	30	1.00	10	27	25	0	2
CON-129-1 050415	Concrete Lab 0202297 Benjamin A. Stricke	BTLR 123 LAB-A	F	08:00AM 08/24/15 11:50AM 12/17/15	30	2.00	5	20	10	0	10
CON-130-1 050414	Concrete Theory 0202297 Benjamin A. Stricke	BTLR 121 LEC	M	10:00AM 08/24/15 10:50AM 12/17/15	12	1.00	5	20	10	0	10
CON-131-1 050412	Layout & Blueprint Reading 0202297 Benjamin A. Stricke	BTLR 121 LEC	M	09:00AM 08/24/15 09:50AM 12/17/15	12	1.00	5	20	10	0	10
CON-131-2 050824	Layout & Blueprint Reading 0202297 Benjamin A. Stricke	BUCH 158 LEC	W	08:00AM 08/24/15 08:50AM 12/17/15	24	1.00	5	20	12	0	8
CON-133-1 050416	Construction Technology Lab 0202297 Benjamin A. Stricke	BTLR 121 LEC	TR	10:00AM 08/24/15 11:50AM 12/17/15	12	4.00	5	20	10	0	10

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CON-201-1 050417	Framing Techniques and Lab 0202297 Benjamin A. Stricke 0202297 Benjamin A. Stricke	BTLR 121 LEC BTLR 123 LAB-A	W  W	09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	12  30	2.00	5	20	10	0	10
CON-228-1 050408	Methods of Interior Finishi 0231810 Jacob R. Kvinlaug 0231810 Jacob R. Kvinlaug	BUCH 129 LEC BUCH 129 LAB-A	M  WF	09:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	24  24	3.00	5	20	6	0	14
CON-266-1 050475	Construction Safety 0231810 Jacob R. Kvinlaug	BUCH 116 LEC BUCH 116 LEC	M  R	02:00PM 08/24/15 03:20PM 12/17/15 02:00PM 08/24/15 03:20PM 12/17/15	32  32	3.00	12	25	7	0	18
CON-302-1 050319	Building Science I 0231810 Jacob R. Kvinlaug	BUCH 129 LEC	W	12:00PM 08/24/15 12:50PM 12/17/15	24	1.00	5	20	10	0	10
CON-386-1 050409	Sustainable Design 0231810 Jacob R. Kvinlaug	BUCH 129 LEC	M	08:00AM 08/24/15 08:50AM 12/17/15	24	1.00	10	24	6	0	18
CON-510-1 050410	Construction Technology Lab 0231810 Jacob R. Kvinlaug	BTLR 123 LAB-A	TR	10:00AM 08/24/15 12:50PM 12/17/15	30	3.00	10	20	5	0	15
CRJ-100-1 050181	Intro to Criminal Justice 0065767 Jane A. Wagner	TADL 127 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	32	3.00	10	33	28	0	5
				PRIMARY CRJ-100-1 SECONDARY CRJ-100-7			10 1	29 4	27 1	0 0	2 3
CRJ-100-2 050182	Intro to Criminal Justice 0230621 Patrick H. Fisher	HESC 214 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	36	3.00	10	36	29	0	7
CRJ-100-3 050183	Intro to Criminal Justice 0200421 Mark A. Howard	HESC 216 LEC	MW	02:00PM 09/14/15 03:50PM 12/17/15	36	3.00	10	35	11	0	24
CRJ-100-4 050184	Intro to Criminal Justice 0065767 Jane A. Wagner	HESC 216 LEC	M	06:00PM 08/24/15 08:50PM 12/17/15	36	3.00	10	36	16	0	20
CRJ-120-3 050765	Intro to Corrections 0088678 Aaron M. Puhmann	HESC 214 LEC	MWF	02:00PM 08/24/15 02:50PM 12/17/15	36	3.00	10	36	24	0	12
CRJ-135-1 050193	Criminal Evidence 0144402 Amy E. Clark	HESC 216 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	36	3.00	36	36	35	0	1
CRJ-141-1 050187	Criminal Investigation 0145310 James A. Wertz	HESC 216 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	36	3.00	10	36	9	0	27

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CRJ-143-1 050188	Police Operations 0179913 Matthew A. Wertz	HESC 216 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	36	3.00	20	20	19	0	1
CRJ-143-2 050192	Police Operations 0075996 Melissa A. Ludwig	HESC 216 LEC	TR	01:00PM 08/24/15 02:15PM 12/17/15	36	3.00	36	36	10	0	26
CRJ-151-3 051045	Defensive Tactics 0094429 Christopher J. Gerg 0094429 Christopher J. Gerg	HESC 118 LEC HESC 118 LAB-A	T  T	05:00PM 08/24/15 05:50PM 12/17/15 06:00PM 08/24/15 07:50PM 12/17/15	36  36	2.00	10	10	8	0	2
CRJ-151-4 051220	Defensive Tactics 0128158 Gregory D. Erie 0128158 Gregory D. Erie	HESC 118 LEC HESC 118 LAB-A	T  T	05:00PM 08/24/15 05:50PM 12/17/15 06:00PM 08/24/15 07:50PM 12/17/15	36  36	2.00	10	10	9	0	1
CRJ-200-1 050194	Criminology 0065767 Jane A. Wagner Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	HESC 216 LEC WEBH WEBH LEC	TR  MTWRFSN	10:30AM 09/14/15 11:45AM 12/17/15 09/14/15 12/17/15	36  25	3.00	10	36	15	0	21
CRJ-200-2 050207	Criminology 0230621 Patrick H. Fisher	HESC 214 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	36	3.00	10	36	27	0	9
CRJ-201-1 050190	Juvenile Delinquency 0065767 Jane A. Wagner	HESC 214 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	36	3.00	10	36	13	0	23
CRJ-233-2 050766	Prob, Parole, Comm-Based Co 0088678 Aaron M. Puhmann	HESC 214 LEC	MW	03:00PM 08/24/15 04:15PM 12/17/15	36	3.00	15	36	11	0	25
CRJ-234-1 050196	Traffic Law 0179913 Matthew A. Wertz	HESC 216 LEC	MW	08:00AM 08/24/15 08:50AM 12/17/15	36	2.00	18	36	4	0	32
CRJ-234-2 050212	Traffic Law 0075996 Melissa A. Ludwig	HESC 216 LEC	TR	12:00PM 08/24/15 12:50PM 12/17/15	36	2.00	18	36	12	0	24
CRJ-237-1 050186	Criminal & Constitutional L 0145310 James A. Wertz	HESC 216 LEC	MWF	01:00PM 08/24/15 01:50PM 12/17/15	36	3.00	18	36	9	0	27
CRJ-237-2 050198	Criminal & Constitutional L 0244556 Donald R. Walton	HESC 216 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	36	3.00	18	36	8	0	28



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CRJ-244-1 050199	Adv. Accident Investigation 0179869 Carroll E. Kienol	HESC 216 LEC	TR	02:30PM 08/24/15 03:45PM 12/17/15	36	3.00	10	36	14	0	22	
CRJ-244-2 050213	Adv. Accident Investigation 0154175 Willie R. Keller	HESC 216 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	36	3.00	10	36	14	0	22	
CRJ-252-1 050200	Basic Firearms 0204272 Michael Girsch 0065362 Robert R. Boots	CHIK 101 LAB-A	MF	08:00AM 08/24/15 09:50AM 10/15/15	10	1.00	1	10	8	0	2	
				PRIMARY CRJ-252-1 SECONDARY CRJ-252-4				1 1	5 5	4 4	0 0	1 1
CRJ-252-4 051221	Basic Firearms 0065362 Robert R. Boots	CHIK 101 LAB-A	MF	08:00AM 08/24/15 09:50AM 10/15/15	10	1.00	1	10	8	0	2	
				PRIMARY CRJ-252-1 SECONDARY CRJ-252-4				1 1	5 5	4 4	0 0	1 1
CRJ-254-2 050204	Advanced Firearms 0204272 Michael Girsch	CHIK 101 LAB-A	MF	10:00AM 10/19/15 11:50AM 12/17/15	10	1.00	1	5	5	0	0	
CRJ-254-4 051222	Advanced Firearms 0065362 Robert R. Boots	CHIK 101 LAB-A	MF	10:00AM 10/19/15 11:50AM 12/17/15	10	1.00	1	5	3	0	2	
CRJ-266-1 050214	Report Writing and Testifyi 0200421 Mark A. Howard	HESC 214 LEC	TR	01:00PM 08/24/15 02:15PM 12/17/15	36	3.00	12	36	13	0	23	
CRJ-282-1 050206	Crime Scene Investigation 0141171 Michael L. Rasmusse 0141171 Michael L. Rasmusse	HESC 214 LEC HESC 114 LAB-A	T R	10:30AM 08/24/15 12:20PM 12/17/15 10:30AM 08/24/15 12:20PM 12/17/15	36 16	3.00	15	18	20	0	-2	
CRJ-285-1 050221	Physical Cond. for Pub. Ser 0080631 Rebecca J. Walters 0080631 Rebecca J. Walters	HESC 118 LEC HESC 118 LAB-A	MW MW	10:30AM 08/24/15 11:00AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	36 36	2.00	12	16	15	0	1	
CRJ-285-2 050222	Physical Cond. for Pub. Ser 0095862 Brooke M. Heuer 0095862 Brooke M. Heuer	HESC 118 LEC HESC 118 LAB-A	TR TR	03:00PM 08/24/15 03:30PM 12/17/15 03:30PM 08/24/15 04:20PM 12/17/15	36 36	2.00	12	16	11	0	5	
CRJ-315-1 050227	Crisis Intervention 0230621 Patrick H. Fisher	HESC 214 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	36	3.00	18	36	23	0	13	
CRJ-316-1 050210	Juvenile Justice 0065767 Jane A. Wagner	HESC 214 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	36	3.00	12	36	16	0	20	

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CRJ-317-1 050767	White Collar Crime 0200421 Mark A. Howard	HESC 214 LEC	MWF	01:00PM 08/24/15 01:50PM 12/17/15	36	3.00	12	36	14	0	22
CRJ-320-1 050223	Criminal Justice Ethics 0230621 Patrick H. Fisher	HESC 214 LEC	MWF	07:00AM 08/24/15 07:50AM 12/17/15	36	3.00	10	36	9	0	27
CRJ-320-2 050224	Criminal Justice Ethics 0230621 Patrick H. Fisher	HESC 214 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	36	3.00	10	36	20	0	16
CRR-306-1 049587	Intro To Collision Repair 0065287 Allan D. Read 0065287 Allan D. Read	BTLR 107A LEC BTLR 107A LAB-A BTLR 107A LAB-A	MTWRF  TR  MWF	07:30AM 10/19/15 08:40AM 12/17/15 08:41AM 10/19/15 10:20AM 12/17/15 08:41AM 10/19/15 11:22AM 12/17/15	30  30  30	6.00	10	30	25	0	5
CRR-510-1 049592	Collision Production Tech 0065287 Allan D. Read 0065287 Allan D. Read	BTLR 115 LEC BTLR 107 LAB-A	MTWR  MTWR	07:30AM 08/24/15 09:24AM 10/15/15 09:34AM 08/24/15 12:30PM 10/15/15	18  25	7.00	10	30	9	0	21
CRR-740-1 049591	Estimating I 0152397 Terry M. Van Dyke 0065287 Allan D. Read 0152397 Terry M. Van Dyke 0065287 Allan D. Read	BTLR 115 LEC BTLR 107 LAB-A	F  F	07:30AM 08/24/15 09:20AM 12/17/15 09:37AM 08/24/15 11:34AM 12/17/15	18  25	3.00	14	30	8	0	22
CRR-806-1 049586	Intro To Refinishing 0152397 Terry M. Van Dyke 0152397 Terry M. Van Dyke	BTLR 107A LEC BTLR 107A LAB-A BTLR 107A LAB-A	MTWRF  TR  MWF	07:30AM 08/24/15 08:44AM 10/15/15 08:45AM 08/24/15 10:20AM 10/15/15 08:45AM 08/24/15 11:52AM 10/15/15	30  30  30	6.00	10	30	25	0	5
CRR-877-1 049595	Refinishing Applications 0152397 Terry M. Van Dyke 0152397 Terry M. Van Dyke	BTLR 115 LEC BTLR 107 LAB-A	MTWR  MTWR	07:30AM 10/19/15 09:18AM 12/17/15 09:30AM 10/19/15 12:16PM 12/17/15	18  25	7.00	10	30	8	0	22
CSC-110-1 049939	Introduction to Computers 0065700 Sharon K. Buss	BLHK 234 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	20	3.00	10	20	16	0	4
CSC-110-2 049940	Introduction to Computers 0065112 Roger S. Davis	BLHK 122 LEC	MTWR	02:00PM 09/14/15 02:50PM 12/17/15	24	3.00	10	20	4	0	16
CSC-110-3 049941	Introduction to Computers 0065700 Sharon K. Buss	BLHK 222 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	24	3.00	10	20	17	0	3

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CSC-110-4 049943	Introduction to Computers 0065112 Roger S. Davis	BLHK 122 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	24	3.00	10	20	13	0	7
CSC-110-5 049945	Introduction to Computers 0065112 Roger S. Davis	BLHK 122 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	24	3.00	10	20	4	0	16
CSC-110-6 049947	Introduction to Computers 0242309 Wilma J. Bowman	BLHK 122 LEC	T	06:00PM 08/24/15 08:50PM 12/17/15	24	3.00	10	20	7	0	13
DEA-103-1 050482	Orientation to Dental Assis 0065464 Rebecca L. Carrier	GRUN 147 LEC	WR	03:00PM 08/24/15 03:50PM 12/17/15	40	2.00	10	24	22	0	2
DEA-258-1 050480	Dental Anatomy 0065464 Rebecca L. Carrier 0065464 Rebecca L. Carrier	GRUN 154 LEC GRUN 175 LEC GRUN 154 LAB-A	T  R  R	10:00AM 08/24/15 10:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	20  60  20	4.00	6	12	10	0	2
DEA-258-2 050481	Dental Anatomy 0065246 Judy K. Poland 0065464 Rebecca L. Carrier	GRUN 154 LEC GRUN 175 LEC GRUN 154 LAB-A	T  R  R	10:00AM 08/24/15 10:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	20  60  20	4.00	6	12	12	0	0
DEA-302-2 050474	Dental Radiography 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 154 LEC GRUN 132I LAB-A	MT  T	01:00PM 08/24/15 01:50PM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20  18	3.00	3	6	5	0	1
DEA-302-3 050477	Dental Radiography 0065246 Judy K. Poland 0065246 Judy K. Poland	GRUN 154 LEC GRUN 132I LAB-A	MT  R	01:00PM 08/24/15 01:50PM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20  18	3.00	3	6	5	0	1
DEA-302-4 050479	Dental Radiography 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 154 LEC GRUN 132I LAB-A	MT  R	01:00PM 08/24/15 01:50PM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20  18	3.00	3	6	6	0	0
DEA-302-5 050476	Dental Radiography 0065246 Judy K. Poland 0065246 Judy K. Poland	GRUN 154 LEC GRUN 132I LAB-A	MT  T	01:00PM 08/24/15 01:50PM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20  18	3.00	3	6	6	0	0

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DEA-412-1 050483	Dental Materials I 0065246 Judy K. Poland 0065246 Judy K. Poland	GRUN 154 LEC GRUN 154 LAB-A	MT  M	02:00PM 08/24/15 02:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	20  20	3.00	3	6	6	0	0
DEA-412-2 050484	Dental Materials I 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 154 LEC GRUN 154 LAB-A	MT  M	02:00PM 08/24/15 02:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	20  20	3.00	3	6	5	0	1
DEA-412-3 050486	Dental Materials I 0065246 Judy K. Poland 0065246 Judy K. Poland	GRUN 154 LEC GRUN 154 LAB-A	MT  T	02:00PM 08/24/15 02:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	20  20	3.00	3	6	5	0	1
DEA-412-4 050487	Dental Materials I 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 154 LEC GRUN 154 LAB-A	MT  T	02:00PM 08/24/15 02:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	20  20	3.00	3	6	6	0	0
DEA-513-1 050467	Chairside Assisting I 0065464 Rebecca L. Carrier 0065464 Rebecca L. Carrier	GRUN 147 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  M  W	10:00AM 08/24/15 11:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	40  18  18	4.00	3	6	5	0	1
DEA-513-2 050469	Chairside Assisting I 0065246 Judy K. Poland 0065464 Rebecca L. Carrier	GRUN 147 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  M  W	10:00AM 08/24/15 11:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	40  18  18	4.00	3	6	6	0	0
DEA-513-3 050470	Chairside Assisting I 0065464 Rebecca L. Carrier 0065464 Rebecca L. Carrier	GRUN 147 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  W  W	10:00AM 08/24/15 11:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40  18  18	4.00	3	6	5	0	1
DEA-513-4 050471	Chairside Assisting I 0065246 Judy K. Poland 0065464 Rebecca L. Carrier	GRUN 147 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  W  W	10:00AM 08/24/15 11:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40  18  18	4.00	3	6	6	0	0

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DHY-115-1 050323	Head & Neck Anat for Dent H 0073459 Kathryn A. Gisleson	GRUN 147 LEC	T	01:00PM 08/24/15 02:50PM 12/17/15	40	2.00	12	22	20	0	2
DHY-116-1 050325	Tooth Morphology 0073459 Kathryn A. Gisleson	GRUN 147 LEC	W	01:00PM 08/24/15 01:50PM 12/17/15	40	1.00	12	22	20	0	2
DHY-121-1 050322	Oral Histology & Embryology 0065210 Bonita R. Ocheltree	GRUN 147 LEC	M	01:00PM 08/24/15 02:50PM 12/17/15	40	2.00	10	22	20	0	2
DHY-131-1 050294	Pharmacology 0065210 Bonita R. Ocheltree	GRUN 147 LEC	M	08:00AM 08/24/15 09:50AM 12/17/15	40	2.00	10	21	19	0	2
DHY-162-1 050311	Oral Radiology 0065210 Bonita R. Ocheltree 0065251 Anne L. Rose	GRUN 147 LEC GRUN 154 LAB-B GRUN 132I LAB-B	T W W	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40 20 18	2.00	2	2	2	0	0
DHY-162-2 050312	Oral Radiology 0065210 Bonita R. Ocheltree 0065210 Bonita R. Ocheltree	GRUN 147 LEC GRUN 154 LAB-B GRUN 132I LAB-B	T W W	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40 20 18	2.00	3	5	5	0	0
DHY-162-3 050313	Oral Radiology 0065104 Diana D. Cooke-Gehr 0065210 Bonita R. Ocheltree	GRUN 147 LEC GRUN 154 LAB-B GRUN 132I LAB-B	T W W	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40 20 18	2.00	3	5	3	0	2
DHY-162-4 050314	Oral Radiology 0065251 Anne L. Rose 0065210 Bonita R. Ocheltree	GRUN 147 LEC GRUN 154 LAB-B GRUN 132I LAB-B	T W W	08:00AM 08/24/15 08:50AM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	40 20 18	2.00	3	5	5	0	0
DHY-162-5 050315	Oral Radiology 0065210 Bonita R. Ocheltree 0065210 Bonita R. Ocheltree	GRUN 147 LEC GRUN 154 LAB-B GRUN 132I LAB-B	T W W	08:00AM 08/24/15 08:50AM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	40 20 18	2.00	3	5	5	0	0

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DHY-175-1 050316	Funds of Clinical Dental Hy 0073459 Kathryn A. Gisleson 0073459 Kathryn A. Gisleson	GRUN 175 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  T  R	09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15	60  18  18	6.00	3	5	5	0	0
DHY-175-2 050317	Funds of Clinical Dental Hy 0065210 Bonita R. Ocheltree 0171338 Mariel J. Brubaker 0073459 Kathryn A. Gisleson	GRUN 175 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  T  R	09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15	60  18  18	6.00	4	5	4	0	1
DHY-175-3 050318	Funds of Clinical Dental Hy 0065251 Anne L. Rose 0073459 Kathryn A. Gisleson	GRUN 175 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  T  R	09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15	60  18  18	6.00	4	5	4	0	1
DHY-175-4 050320	Funds of Clinical Dental Hy 0065612 Regina M. Blumhardt 0073459 Kathryn A. Gisleson	GRUN 175 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  T  R	09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15	60  18  18	6.00	3	5	5	0	0
DHY-175-5 050321	Funds of Clinical Dental Hy 0065104 Diana D. Cooke-Gehr 0073459 Kathryn A. Gisleson	GRUN 175 LEC GRUN 132I LAB-A GRUN 132I LAB-A	M  T  R	09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15	60  18  18	6.00	3	5	2	0	3
DHY-211-1 050302	Periodontology 0065246 Judy K. Poland	GRUN 147 LEC	R	10:00AM 08/24/15 11:50AM 12/17/15	40	2.00	11	22	19	0	3
DHY-254-1 050300	Community Oral Health I 0073459 Kathryn A. Gisleson	GRUN 147 LEC	W	10:00AM 08/24/15 11:50AM 12/17/15	40	2.00	11	22	19	0	3
DHY-271-1 050295	Pain Control 0187851 Lory L. Hulstein	GRUN 147 LEC	T	09:00AM 08/24/15 10:50AM 12/17/15	40	2.00	10	21	19	0	2
DHY-297-1 050306	Clinical Dental Hygiene III 0073459 Kathryn A. Gisleson 0187851 Lory L. Hulstein 0065210 Bonita R. Ocheltree	GRUN 132I LAB-B	MTR	01:00PM 08/24/15 04:50PM 12/17/15	18	4.00	3	6	5	0	1

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DHY-297-2 050308	Clinical Dental Hygiene III 0065104 Diana D. Cooke-Gehr 0187851 Lory L. Hulstein 0065210 Bonita R. Ocheltree 0073459 Kathryn A. Gisleson	GRUN 132I LAB-B	MTR	01:00PM 08/24/15 04:50PM 12/17/15	18	4.00	3	6	5	0	1
DHY-297-3 050309	Clinical Dental Hygiene III 0203220 Patricia L. Ragsdal 0171338 Mariel J. Brubaker 0065210 Bonita R. Ocheltree 0073459 Kathryn A. Gisleson	GRUN 132I LAB-B	MTR	01:00PM 08/24/15 04:50PM 12/17/15	18	4.00	3	6	5	0	1
DHY-297-4 050310	Clinical Dental Hygiene III 0065612 Regina M. Blumhardt 0065210 Bonita R. Ocheltree 0203220 Patricia L. Ragsdal 0073459 Kathryn A. Gisleson	GRUN 132I LAB-B	MTR	01:00PM 08/24/15 04:50PM 12/17/15	18	4.00	3	6	4	0	2
DHY-298-1 050296	Clinical DH III Seminar 0065210 Bonita R. Ocheltree 0203220 Patricia L. Ragsdal	GRUN 147 LEC GRUN 132I LAB-A	T M	11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40 18	2.00	3	6	5	0	1
DHY-298-2 050297	Clinical DH III Seminar 0171338 Mariel J. Brubaker 0065210 Bonita R. Ocheltree	GRUN 147 LEC GRUN 132I LAB-A	T M	11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40 18	2.00	3	6	5	0	1
DHY-298-3 050298	Clinical DH III Seminar 0065612 Regina M. Blumhardt 0065210 Bonita R. Ocheltree	GRUN 147 LEC GRUN 132I LAB-A	T M	11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40 18	2.00	3	6	5	0	1
DHY-298-4 050299	Clinical DH III Seminar 0065251 Anne L. Rose 0065210 Bonita R. Ocheltree	GRUN 147 LEC GRUN 132I LAB-A	T M	11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	40 18	2.00	3	6	4	0	2
DRA-107-1 049689	Theatrical Arts & Society 0065352 Linda L. Bingham	LBRY 208 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	30	3.00	10	30	6	0	24
DRF-113-1 050449	Funds of Technical Drafting 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 118 LEC BUCH 118 LAB-A	TR TR	08:00AM 08/24/15 08:30AM 12/17/15 08:35AM 08/24/15 10:30AM 12/17/15	24 24	3.00	10	24	13	0	11
ECE-103-1 050337	Intro To Early Childhood Ed 0235306 Emily E. Knutson	BLHK 288 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	30	3.00	15	30	15	0	15

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ECE-103-2 050338	Intro To Early Childhood Ed 0069314 Jaime F. Nugent Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC WEBH WEBH LEC	TR	07:30PM 08/24/15 08:45PM 10/15/15 08/24/15 10/15/15	32 25	3.00	15	25	11	0	14
ECE-120-1 050351	Communication with Families 0065624 Jane A. Even	BLHK 281 LEC	T	01:30PM 08/24/15 03:20PM 12/17/15	32	2.00	10	25	14	0	11
ECE-120-2 050355	Communication with Families 0235306 Emily E. Knutson Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	TR	07:30PM 10/19/15 08:20PM 12/17/15 10/19/15 12/17/15	30 25	2.00	10	25	9	0	16
ECE-125-1 050348	School Age Care 0235306 Emily E. Knutson	BLHK 281 LEC	MW	02:00PM 08/24/15 02:50PM 12/17/15	32	2.00	10	30	13	0	17
ECE-125-2 050349	School Age Care 0245657 Melissa A. Ellis Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	TR	07:00PM 08/24/15 07:50PM 10/15/15 08/24/15 10/15/15	30 25	2.00	10	25	10	0	15
ECE-158-1 050328	Early Childhood Curriculum 0248558 Tami R. McCoy	BLHK 281 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	32	3.00	15	30	13	0	17



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ECE-158-2 050329	Early Childhood Curriculum 0188278 Gwendolyn M. Dayton Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC WEBH WEBH LEC	TR MTWRFSN	06:00PM 08/24/15 07:15PM 10/15/15 08/24/15 10/15/15	32 25	3.00	15	25	9	0	16
ECE-170-1 050335	Child Growth & Development 0065624 Jane A. Even	BLHK 288 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	30	3.00	15	30	19	0	11
ECE-221-1 050343	Infant/Toddler Care & Educ 0065624 Jane A. Even	BLHK 281 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	32	3.00	15	30	15	0	15
ECE-221-2 050345	Infant/Toddler Care & Educ 0235306 Emily E. Knutson Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC WEBH WEBH LEC	TR MTWRFSN	06:00PM 10/19/15 07:15PM 12/17/15 10/19/15 12/17/15	32 25	3.00	15	25	9	0	16
ECE-260-1 050341	Current Top/Iss in Childcar 0065624 Jane A. Even	BLHK 281 LEC	MW	01:00PM 08/24/15 01:50PM 12/17/15	32	2.00	10	25	14	0	11
ECE-260-2 050342	Current Top/Iss in Childcar 0245657 Melissa A. Ellis Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	TR MTWRFSN	06:00PM 08/24/15 06:50PM 10/15/15 08/24/15 10/15/15	30 25	2.00	10	25	10	0	15

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ECE-290-1 050353	Early Childhood Prog Admin 0245657 Melissa A. Ellis Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	TR MTWRFSN	06:00PM 10/19/15 07:15PM 12/17/15 10/19/15 12/17/15	30 25	3.00	10	25	5	0	20
ECE-298-1 050336	Child Dev. Career Strategie 0065624 Jane A. Even	BLHK 281 LEC	MW	11:00AM 08/24/15 11:50AM 12/17/15	32	2.00	10	20	15	0	5
ECE-944-2 050818	Field Experience Seminar I 0065624 Jane A. Even Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC	F	11:00AM 08/24/15 11:50AM 12/17/15	32	1.00	5	15	10	0	5
ECE-945-2 050819	Field Experience Seminar II 0248558 Tami R. McCoy Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC	F	11:00AM 08/24/15 11:50AM 12/17/15	32	1.00	5	15	8	0	7
ECN-110-1 049948	Introduction to Economics 0218997 Joseph A. Toe	BLHK 123 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	30	3.00	10	30	10	0	20
ECN-120-1 049949	Principles of Macroeconomic 0065244 Mitchell J. Roose	TADL 127 LEC	T	06:00PM 08/24/15 08:50PM 12/17/15	32	3.00	10	21	12	0	9
				PRIMARY ECN-120-1			10	15	12	0	3
				SECONDARY ECN-120-5			3	3	0	0	3
				SECONDARY ECN-120-6			3	3	0	0	3

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ECN-120-2 049952	Principles of Macroeconomic 0255003 Mark A. Sutton	BLHK 121 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	30	3.00	10	30	28	0	2
ECN-120-3 049954	Principles of Macroeconomic 0218997 Joseph A. Toe	BLHK 225 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	51	3.00	10	40	30	0	10
ECN-130-1 049955	Principles of Microeconomic 0218997 Joseph A. Toe	BLHK 121 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	30	20	0	10
EDU-214-1 050330	Exploring PK-12 Education 0065624 Jane A. Even This class is paired with another class. Both classes need to be taken this term.	BLHK 288 LEC	MW	09:00AM 08/24/15 09:50AM 12/17/15	30	2.00	12	35	28	0	7
EDU-214-2 050331	Exploring PK-12 Education 0235306 Emily E. Knutson This class is paired with another class. Both classes need to be taken this term.	BLHK 288 LEC	TR	12:00PM 08/24/15 12:50PM 12/17/15	30	2.00	12	35	23	0	12
EDU-216-2 050963	Introduction to Teaching 0260948 Jeffrey E. Frost Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 239 LEC WEBH WEBH LEC	TR MTWRFSN	06:00PM 08/24/15 07:15PM 10/15/15 08/24/15 10/15/15	32 25	3.00	10	25	5	0	20
EDU-223-1 050352	Multicultural Education 0000042 Ruben J. Carrion Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	R MTWRFSN	04:30PM 08/24/15 05:45PM 12/17/15 08/24/15 12/17/15	30 25	3.00	17	25	6	0	19

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EDU-235-1 050347	Children's Literature 0248558 Tami R. McCoy	BLHK 239 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	32	3.00	10	30	16	0	14
EDU-240-1 050339	Educational Psychology 0248558 Tami R. McCoy	BLHK 288 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	30	3.00	10	35	9	0	26
EDU-255-1 049683	Technology in the Classroom 0065370 Cherie L. Dargan	BLHK 132 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	28	3.00	10	25	6	0	19
EGT-140-1 050356	Fluid Power 0246937 Carl E. Carey 0246937 Carl E. Carey	BTLR 117 LEC BTLR 117 LAB-A	M WF	08:00AM 10/19/15 09:50AM 12/17/15 08:00AM 10/19/15 09:50AM 12/17/15	30 30	2.00	10	30	13	0	17
EGT-140-2 051269	Fluid Power 0246937 Carl E. Carey 0246937 Carl E. Carey	BTLR 117 LEC BTLR 117 LAB-A	M WF	08:00AM 08/24/15 09:50AM 10/15/15 08:00AM 08/24/15 09:50AM 10/15/15	30 30	2.00	10	20	12	0	8
EGT-243-1 050472	Statics/Strength of Materia 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 116 LEC BUCH 116 LAB-A BUCH 116 LAB-A	M M TRF	09:30AM 08/24/15 10:20AM 12/17/15 10:25AM 08/24/15 11:20AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	32 32 32	3.00	12	25	7	0	18
EGT-410-1 050169	Principles of Engineering 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BUCH 125 LEC BUCH 125 LAB-A BUCH 125 LAB-A	M MW W	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 03:30PM 12/17/15 01:00PM 08/24/15 01:50PM 12/17/15	30 30 30	3.00	5	12	9	0	3
EGT-410-2 050170	Principles of Engineering 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BUCH 125 LEC BUCH 125 LAB-A BUCH 125 LAB-A	T TR R	01:30PM 08/24/15 02:20PM 12/17/15 02:30PM 08/24/15 04:00PM 12/17/15 01:30PM 08/24/15 02:20PM 12/17/15	30 30 30	3.00	5	15	3	0	12
EGT-460-1 050452	Civil Engr and Architecture 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 118 LEC BUCH 118 LAB-A	MW MW	08:30AM 08/24/15 09:00AM 12/17/15 09:05AM 08/24/15 10:50AM 12/17/15	24 24	3.00	12	24	14	0	10
ELT-103-1 050293	Facilities Blueprint Readin 0066305 George M. Cable	BUCH 129 LEC	TR	10:00AM 08/24/15 11:20AM 12/17/15	24	3.00	9	20	10	0	10

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ELT-139-1 050139	Electrical Systems 0065604 Randall E. Lowe 0065604 Randall E. Lowe	BREM 162	MW	07:30AM 08/24/15	14	3.00	10	20	12	0	8
		LEC		08:20AM 10/15/15							
		BREM 162	MW	08:30AM 08/24/15	14						
		LAB-A		10:50AM 10/15/15							
		BREM 162	F	08:00AM 08/24/15	14						
		LAB-A		10:50AM 10/15/15							
ELT-139-2 050358	Electrical Systems 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BTLR 125	M	10:00AM 08/24/15	32	3.00	10	30	24	0	6
		LEC		11:50AM 10/15/15							
		BTLR 125	WF	10:00AM 08/24/15	32						
		LAB-A		11:50AM 10/15/15							
		BTLR 125	TR	10:00AM 08/24/15	32						
		LAB-A		11:50AM 10/15/15							
ELT-149-1 050142	Advanced Electrical Systems 0065604 Randall E. Lowe 0065604 Randall E. Lowe	BREM 162	MF	08:00AM 10/19/15	14	2.00	10	20	10	0	10
		LEC		08:50AM 12/17/15							
		BREM 162	MWF	09:00AM 10/19/15	14						
		LAB-A		09:50AM 12/17/15							
		BREM 162	W	08:00AM 10/19/15	14						
		LAB-A		08:50AM 12/17/15							
ELT-192-1 050360	Intro to Computer Science 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 118	MW	01:00PM 08/24/15	24	3.00	10	24	13	0	11
		LEC		01:50PM 12/17/15							
		BUCH 118	MW	02:00PM 08/24/15	24						
		LAB-A		02:50PM 12/17/15							
ELT-239-1 050901	Advanced Electrical Systems 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BTLR 125	M	10:00AM 10/19/15	32	3.00	8	30	23	0	7
		LEC		10:50AM 12/17/15							
		BTLR 125	M	11:00AM 10/19/15	32						
		LAB-A		11:50AM 12/17/15							
		BTLR 125	TWRF	10:00AM 10/19/15	32						
		LAB-A		11:50AM 12/17/15							
ELT-240-1 050290	PLC's II 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BREM 145	MW	07:30AM 10/19/15	22	2.00	10	20	9	0	11
		LEC		08:00AM 12/17/15							
		BREM 145	MW	08:05AM 10/19/15	22						
		LAB-A		09:50AM 12/17/15							
ELT-290-1 050164	DC Electricity 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BREM 151	MW	09:00AM 08/24/15	26	4.00	10	30	16	0	14
		LEC		11:50AM 10/15/15							
		BREM 151	TRF	09:00AM 08/24/15	26						
		LAB-B		10:50AM 10/15/15							
ELT-291-1 050165	AC Electricity 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BREM 151	MW	09:00AM 10/19/15	26	4.00	10	30	12	0	18
		LEC		11:50AM 12/17/15							
		BREM 151	TRF	09:00AM 10/19/15	26						
		LAB-B		10:50AM 12/17/15							

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ELT-315-1 050900	Digital Logic for Ind. Apps 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BTLR 125 LEC BTLR 125 LAB-A	MW	01:00PM 08/24/15 01:25PM 12/17/15 01:26PM 08/24/15 02:20PM 12/17/15	32 32	2.00	8	30	23	0	7
ELT-403-1 050399	Visual Basic 0065768 Steven J. Novak 0065768 Steven J. Novak	BREM 154 LEC BREM 154 LAB-B	MW	12:00PM 08/24/15 12:50PM 12/17/15 01:00PM 08/24/15 02:20PM 12/17/15	30 30	3.00	12	28	4	0	24
ELT-409-1 050400	Data Acquisition Systems 0065768 Steven J. Novak 0065768 Steven J. Novak	BREM 154 LEC BREM 154 LAB-B	M	10:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	30 30	4.00	0	28	9	0	19
ELT-415-1 050403	Communication Circuits I 0065768 Steven J. Novak 0065768 Steven J. Novak	BREM 141 LEC BREM 141 LAB-B BREM 141 LAB-B	MWF	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 08:50AM 12/17/15	24 24 24	5.00	10	25	3	0	22
ELT-417-1 050404	Computer Systems 0065279 Jerry G. Farrell 0065279 Jerry G. Farrell	BREM 166 LEC BREM 166 LAB-A	F	09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 01:50PM 12/17/15	18 18	3.00	12	24	3	0	21
ELT-512-1 050171	Electronic Fabrication 0158647 Jerome Amos, Jr 0158647 Jerome Amos, Jr 0086234 Robert E. Mosley 0086234 Robert E. Mosley	BREM 145 LEC BREM 145 LAB-A	T	11:00AM 08/24/15 11:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	22 22	2.00	10	25	13	0	12
ELT-590-1 050292	Semiconductors 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BTLR 117 LEC BTLR 117 LAB-A BTLR 123 LAB-A	TR	07:30AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	30 30 30	5.00	10	20	10	0	10
ELT-736-1 050291	Instrumentation and Control 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BREM 145 LEC BREM 145 LAB-A	MW	07:30AM 08/24/15 08:00AM 10/15/15 08:05AM 08/24/15 09:50AM 10/15/15	22 22	2.00	9	20	10	0	10
ELT-802-2 050402	Electronics Design Project 0065768 Steven J. Novak	BREM 154 LAB-A	T	02:30PM 08/24/15 04:20PM 12/17/15	30	1.00	10	20	9	0	11

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EMS-114-2 050512	Emergency Medical Responder	HESC 137	T	01:00PM 08/24/15	36	2.00	10	36	12	0	24	
	0111018 Gregory J. Helmuth	LEC		01:50PM 12/17/15								
	0111018 Gregory J. Helmuth	HESC 137 LAB-A	T	02:00PM 08/24/15 03:50PM 12/17/15	36							
EMS-201-1 050495	Emergency Medical Technicia	HESC 218	TR	05:00PM 08/24/15	36	7.00	6	24	12	0	12	
	0111018 Gregory J. Helmuth	LEC		07:15PM 12/17/15								
	0157186 David M. Meiser	HESC 218	TR	07:30PM 08/24/15	36							
	0157186 David M. Meiser	LAB-A		08:20PM 12/17/15								
	0155204 Joseph L. Bonewitz	HESC 218	MTWRFSN	08/24/15								
	0248403 Johnathan R. Cockre	LAB-C		12/17/15								
	0065429 Jane A. Morgan											
				PRIMARY EMS-201-1			6	24	12	0	12	
				SECONDARY EMS-201-3			6	24	0	0	24	
EMS-201-2 050500	Emergency Medical Technicia	HESC 218	MW	12:50PM 08/24/15	36	7.00	6	24	6	0	18	
	0111018 Gregory J. Helmuth	LEC		03:00PM 12/17/15								
	0111018 Gregory J. Helmuth	HESC 218	MW	03:00PM 08/24/15	36							
	0065429 Jane A. Morgan	LAB-A		03:50PM 12/17/15								
	0248403 Johnathan R. Cockre	HESC 218 LAB-C	MTWRFSN	08/24/15 12/17/15								
				PRIMARY EMS-201-2			6	24	6	0	18	
EMS-201-3 051255	Emergency Medical Technicia	HESC 218	TR	05:00PM 08/24/15	36	7.00	6	24	12	0	12	
	0111018 Gregory J. Helmuth	LEC		07:15PM 12/17/15								
	0157186 David M. Meiser	HESC 218	TR	07:30PM 08/24/15	36							
	0155204 Joseph L. Bonewitz	LAB-A		08:20PM 12/17/15								
	0157186 David M. Meiser	HESC 218	MTWRFSN	08/24/15								
	0065429 Jane A. Morgan	LAB-C		12/17/15								
	0248403 Johnathan R. Cockre											
				PRIMARY EMS-201-1			6	24	12	0	12	
				SECONDARY EMS-201-3			6	24	0	0	24	
EMS-619-1 050505	Airway and Patient Assessme	HESC 218	TR	09:00AM 08/24/15	36	4.00	10	36	24	0	12	
	0065429 Jane A. Morgan	LEC		11:50AM 10/15/15								
	0187113 Bethany L. Marshall	HESC 218	TR	01:00PM 08/24/15	36							
	0155204 Joseph L. Bonewitz	LAB-A		02:50PM 10/15/15								
	0065429 Jane A. Morgan											
	0184160 Loren L. Ridge											
	0144264 Steven L. Carey											
	0122131 Gregory A. Stewart											
	0248403 Johnathan R. Cockre											
					PRIMARY EMS-619-1			10	36	24	0	12
					SECONDARY EMS-619-2			10	20	0	0	20
					SECONDARY EMS-619-3			10	20	0	0	20

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				SECONDARY EMS-619-4				10 20	0	0	20
EMS-619-2 051260	Airway and Patient Assessme 0065429 Jane A. Morgan 0187113 Bethany L. Marshall 0184160 Loren L. Ridge 0155204 Joseph L. Bonewitz 0065429 Jane A. Morgan 0144264 Steven L. Carey 0122131 Gregory A. Stewart 0248403 Johnathan R. Cockre	HESC 218 LEC HESC 218 LAB-A	TR	09:00AM 08/24/15 11:50AM 10/15/15	36	4.00	10	36	24	0	12
				PRIMARY EMS-619-1				10 36	24	0	12
				SECONDARY EMS-619-2				10 20	0	0	20
				SECONDARY EMS-619-3				10 20	0	0	20
				SECONDARY EMS-619-4				10 20	0	0	20
EMS-619-3 051261	Airway and Patient Assessme 0065429 Jane A. Morgan 0187113 Bethany L. Marshall 0155204 Joseph L. Bonewitz 0065429 Jane A. Morgan 0184160 Loren L. Ridge 0144264 Steven L. Carey 0248403 Johnathan R. Cockre 0122131 Gregory A. Stewart	HESC 218 LEC HESC 218 LAB-A	TR	09:00AM 08/24/15 11:50AM 10/15/15	36	4.00	10	36	24	0	12
				PRIMARY EMS-619-1				10 36	24	0	12
				SECONDARY EMS-619-2				10 20	0	0	20
				SECONDARY EMS-619-3				10 20	0	0	20
				SECONDARY EMS-619-4				10 20	0	0	20
EMS-619-4 051267	Airway and Patient Assessme 0065429 Jane A. Morgan 0187113 Bethany L. Marshall 0155204 Joseph L. Bonewitz 0065429 Jane A. Morgan 0184160 Loren L. Ridge 0144264 Steven L. Carey 0122131 Gregory A. Stewart 0248403 Johnathan R. Cockre	HESC 218 LEC HESC 218 LAB-A	TR	09:00AM 08/24/15 11:50AM 10/15/15	36	4.00	10	36	24	0	12
				PRIMARY EMS-619-1				10 36	24	0	12
				SECONDARY EMS-619-2				10 20	0	0	20
				SECONDARY EMS-619-3				10 20	0	0	20
				SECONDARY EMS-619-4				10 20	0	0	20



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EMS-671-1 050507	Paramedic Phar/Pathophysiol 0111018 Gregory J. Helmuth 0111018 Gregory J. Helmuth 0197843 Amber L. Heller 0065328 Jason J. Hernandez 0248403 Johnathan R. Cockre 0122131 Gregory A. Stewart	HESC 218 LEC HESC 218 LAB-A	MW  MW	09:00AM 08/24/15 10:15AM 12/17/15 10:30AM 08/24/15 11:20AM 12/17/15	36  36	3.00	0	24	24	0	0
				PRIMARY EMS-671-1			0	24	24	0	0
				SECONDARY EMS-671-2			0	24	0	0	24
				SECONDARY EMS-671-3			0	24	0	0	24
				SECONDARY EMS-671-4			0	24	0	0	24
EMS-671-2 051262	Paramedic Phar/Pathophysiol 0111018 Gregory J. Helmuth 0197843 Amber L. Heller 0111018 Gregory J. Helmuth 0065328 Jason J. Hernandez 0248403 Johnathan R. Cockre 0122131 Gregory A. Stewart	HESC 218 LEC HESC 218 LAB-A	MW  MW	09:00AM 08/24/15 10:15AM 12/17/15 10:30AM 08/24/15 11:20AM 12/17/15	36  36	3.00	0	24	24	0	0
				PRIMARY EMS-671-1			0	24	24	0	0
				SECONDARY EMS-671-2			0	24	0	0	24
				SECONDARY EMS-671-3			0	24	0	0	24
				SECONDARY EMS-671-4			0	24	0	0	24
EMS-671-3 051263	Paramedic Phar/Pathophysiol 0111018 Gregory J. Helmuth 0065328 Jason J. Hernandez 0111018 Gregory J. Helmuth 0197843 Amber L. Heller 0248403 Johnathan R. Cockre 0122131 Gregory A. Stewart	HESC 218 LEC HESC 218 LAB-A	MW  MW	09:00AM 08/24/15 10:15AM 12/17/15 10:30AM 08/24/15 11:20AM 12/17/15	36  36	3.00	0	24	24	0	0
				PRIMARY EMS-671-1			0	24	24	0	0
				SECONDARY EMS-671-2			0	24	0	0	24
				SECONDARY EMS-671-3			0	24	0	0	24
				SECONDARY EMS-671-4			0	24	0	0	24
EMS-678-2 050588	Traum. Emerg. for Paramedic 0216457 Christopher D. Ward 0155204 Joseph L. Bonewitz 0155204 Joseph L. Bonewitz 0216457 Christopher D. Ward 0184160 Loren L. Ridge 0122131 Gregory A. Stewart 0248403 Johnathan R. Cockre	HESC 218 LEC HESC 218 LAB-A	TR  TR	09:00AM 10/19/15 11:50AM 12/17/15 01:00PM 10/19/15 02:50PM 12/17/15	36  36	3.00	12	36	23	0	13
				PRIMARY EMS-678-2			12	36	23	0	13

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				SECONDARY EMS-678-3			12	24	0	0	24
EMS-678-3 051265	Traum. Emerg. for Paramedic 0216457 Christopher D. Ward 0155204 Joseph L. Bonewitz 0184160 Loren L. Ridge 0122131 Gregory A. Stewart 0155204 Joseph L. Bonewitz 0216457 Christopher D. Ward 0248403 Johnathan R. Cockre	HESC 218 LEC HESC 218 LAB-A	TR	09:00AM 10/19/15 11:50AM 12/17/15	36	3.00	12	36	23	0	13
				PRIMARY EMS-678-2			12	36	23	0	13
				SECONDARY EMS-678-3			12	24	0	0	24
ENG-060-1 049783	College Preparatory Writing 0066107 Michelle R. Klingfu	BUCH 118 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	24	3.00	10	20	17	0	3
ENG-060-3 049785	College Preparatory Writing 0233389 Donald P. McGeough	BREM 166 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	18	3.00	10	18	16	0	2
ENG-060-4 049786	College Preparatory Writing 0233389 Donald P. McGeough	BREM 166 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	18	3.00	10	18	18	0	0
ENG-060-5 049787	College Preparatory Writing 0233389 Donald P. McGeough	BREM 135 LEC	TR	03:00PM 08/24/15 04:15PM 12/17/15	31	3.00	10	20	13	0	7
ENG-060-7 049789	College Preparatory Writing 0177764 Linda J. Alexander-	BREM 166 LEC	MTWR	08:00AM 09/14/15 08:45AM 12/17/15	18	3.00	10	20	10	0	10
ENG-060-8 049790	College Preparatory Writing 0067911 Marcea K. Seible	BREM 135 LEC	MTWR	10:30AM 08/24/15 11:50AM 10/15/15	31	3.00	10	20	19	0	1
ENG-060-9 049791	College Preparatory Writing 0067911 Marcea K. Seible	BREM 133 LEC	MTWR	01:00PM 08/24/15 02:20PM 10/15/15	20	3.00	10	20	13	0	7
ENG-061-1 049792	College Preparatory Writing 0066107 Michelle R. Klingfu	BREM 166 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	18	3.00	10	20	20	0	0
ENG-061-10 049801	College Preparatory Writing 0177764 Linda J. Alexander-	LBRY 221 LEC	MTWR	09:00AM 09/14/15 09:45AM 12/17/15	20	3.00	10	23	16	0	7

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ENG-061-11 049802	College Preparatory Writing 0208258 Ronda R. Reid Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BREM 133 LEC WEBH WEBH LEC	TR MTWRFSN	06:00PM 08/24/15 07:15PM 10/15/15 08/24/15 10/15/15	20 25	3.00	10	20	4	0	16
ENG-061-12 049803	College Preparatory Writing 0067911 Marcea K. Seible	BREM 135 LEC	MTWR	10:30AM 10/19/15 11:50AM 12/17/15	31	3.00	10	20	17	0	3
ENG-061-13 049804	College Preparatory Writing 0067911 Marcea K. Seible	BREM 133 LEC	MTWR	01:00PM 10/19/15 02:20PM 12/17/15	20	3.00	10	20	15	0	5
ENG-061-15 050560	College Preparatory Writing 0067911 Marcea K. Seible	BREM 133 LEC	MTWR	09:00AM 08/24/15 10:20AM 10/15/15	20	3.00	10	20	12	0	8
ENG-061-2 049793	College Preparatory Writing 0066107 Michelle R. Klingfu	BREM 133 LEC	TR	04:30PM 08/24/15 05:45PM 12/17/15	20	3.00	10	20	16	0	4
ENG-061-3 049794	College Preparatory Writing 0195580 Jane C. Scott	BREM 133 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	20	3.00	10	20	13	0	7
ENG-061-4 049795	College Preparatory Writing 0255249 Travis J. Landhuis	BUCH 152 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	25	3.00	10	20	16	0	4
ENG-061-5 049796	College Preparatory Writing 0065361 Deborah L. Yuska	BUCH 152 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	25	3.00	10	20	13	0	7
ENG-061-6 049797	College Preparatory Writing 0065361 Deborah L. Yuska	BUCH 152 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	25	3.00	10	20	16	0	4
ENG-061-7 049798	College Preparatory Writing 0065361 Deborah L. Yuska	GRUN 275 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	20	3.00	10	20	7	0	13
ENG-105-1 049662	Composition I 0065331 Aaron J. Narigon This class is paired with another class. Both classes need to be taken this term.	GRUN 275 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	20	3.00	10	20	17	0	3
ENG-105-104 050913	Composition I 0000122 Steven E. Surles	GRUN 275 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	1	20	20	0	0

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				PRIMARY ENG-105-13 SECONDARY ENG-105-104			10 1	20 1	19 1	0 0	1 0
ENG-105-107 050967	Composition I 0207929 Jennifer L. Coulter	GRUN 273 LEC	M	06:00PM 08/24/15 08:50PM 12/17/15	20	3.00	1	20	14	0	6
				PRIMARY ENG-105-32 SECONDARY ENG-105-107			10 1	19 1	13 1	0 0	6 0
ENG-105-109 051029	Composition I 0065779 Amy S. Boevers	GRUN 273 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	20	3.00	1	20	16	0	4
				PRIMARY ENG-105-31 SECONDARY ENG-105-109			10 1	19 1	15 1	0 0	4 0
ENG-105-11 049681	Composition I 0065352 Linda L. Bingham	LBRY 221 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	20	3.00	10	20	14	0	6
ENG-105-12 049834	Composition I 0248420 Anna A. Laneville 10 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	GRUN 273 LEC WEBH WEBH LEC	T MTWRFSN	05:30PM 08/25/15 07:50PM 10/27/15 08/25/15 10/27/15	20 25	3.00	10	20	12	0	8
ENG-105-13 049841	Composition I 0000122 Steven E. Surles	GRUN 275 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	10	20	20	0	0
				PRIMARY ENG-105-13 SECONDARY ENG-105-104			10 1	20 1	19 1	0 0	1 0
ENG-105-14 049842	Composition I 0000122 Steven E. Surles	GRUN 273 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	20	3.00	10	20	17	0	3
ENG-105-15 049844	Composition I 0000122 Steven E. Surles	GRUN 273 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	20	3.00	10	20	18	0	2
ENG-105-2 049663	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	22	3.00	10	20	15	0	5
ENG-105-21 050020	Composition I 0181309 Matthew J. Bloom	BUCH 114 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	22	3.00	10	20	20	0	0
ENG-105-22 050021	Composition I 0181309 Matthew J. Bloom	GRUN 254 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	10	20	18	0	2

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ENG-105-23 050024	Composition I 0065779 Amy S. Boevers	GRUN 273 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	20	3.00	10	20	16	0	4	
ENG-105-24 050025	Composition I 0065779 Amy S. Boevers	GRUN 273 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	10	20	17	0	3	
ENG-105-25 050032	Composition I 0169171 Shelly J. Criswell Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	LBRY 221 LEC WEBH WEBH LEC	TR MTWRFSN	07:30PM 08/24/15 08:45PM 10/15/15 08/24/15 10/15/15	20 25	3.00	10	20	6	0	14	
ENG-105-26 050034	Composition I 0210490 Sarah D. Moore	GRUN 273 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	20	3.00	10	20	16	0	4	
ENG-105-27 050234	Composition I 0067911 Marcea K. Seible	BREM 133 LEC	MTWR	09:00AM 10/19/15 10:20AM 12/17/15	20	3.00	10	20	16	0	4	
ENG-105-29 050435	Composition I 0181309 Matthew J. Bloom	GRUN 254 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	20	3.00	10	20	19	0	1	
ENG-105-3 049664	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	22	3.00	10	20	19	0	1	
ENG-105-30 050436	Composition I 0210490 Sarah D. Moore	GRUN 273 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	20	3.00	10	20	13	0	7	
ENG-105-31 050520	Composition I 0065779 Amy S. Boevers	GRUN 273 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	20	3.00	10	20	16	0	4	
				PRIMARY ENG-105-31 SECONDARY ENG-105-109				10 1	19 1	15 1	0 0	4 0
ENG-105-32 050530	Composition I 0207929 Jennifer L. Coulter	GRUN 273 LEC	M	06:00PM 08/24/15 08:50PM 12/17/15	20	3.00	10	20	14	0	6	
				PRIMARY ENG-105-32 SECONDARY ENG-105-107				10 1	19 1	13 1	0 0	6 0
ENG-105-34 051245	Composition I 0242054 Crystal J. Sivia	GRUN 275 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	20	3.00	10	20	9	0	11	

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ENG-105-35 051251	Composition I 0065861 Caran A. Howard Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	GRUN 254 LEC WEBH WEBH LEC	MWF MTWRFSN	09:00AM 09/14/15 09:50AM 12/17/15 09/14/15 12/17/15	20 25	3.00	10	20	7	0	13
ENG-105-36 051252	Composition I 0065861 Caran A. Howard Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	LBRY 221 LEC WEBH WEBH LEC	MWF MTWRFSN	11:00AM 09/14/15 11:50AM 12/17/15 09/14/15 12/17/15	20 25	3.00	10	20	11	0	9
ENG-105-4 049665	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	22	3.00	10	20	15	0	5
ENG-105-5 049666	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	22	3.00	10	20	14	0	6
ENG-105-6 049667	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	22	3.00	10	20	18	0	2
ENG-105-7 049668	Composition I 0000116 Robin L. Sprague	GRUN 254 LEC	MWF	10:00AM 08/24/15 11:50AM 10/15/15	20	3.00	10	20	11	0	9
ENG-105-8 049669	Composition I 0000116 Robin L. Sprague	GRUN 254 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	20	3.00	10	20	16	0	4
ENG-106-1 049672	Composition II 0065331 Aaron J. Narigon	GRUN 275 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	20	3.00	10	20	19	0	1
ENG-106-10 050108	Composition II 0000116 Robin L. Sprague	GRUN 254 LEC	MWF	10:00AM 10/19/15 11:50AM 12/17/15	20	3.00	10	20	14	0	6
ENG-106-2 049673	Composition II 0065331 Aaron J. Narigon	GRUN 275 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	20	3.00	10	20	18	0	2

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ENG-106-3 049674	Composition II 0065331 Aaron J. Narigon	GRUN 275 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	20	3.00	10	20	20	0	0
ENG-106-4 049675	Composition II 0065370 Cherie L. Dargan	LBRY 221 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	20	3.00	10	20	12	0	8
ENG-106-7 049845	Composition II 0000122 Steven E. Surles	GRUN 273 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	20	3.00	10	20	10	0	10
ENG-106-8 049846	Composition II 0000122 Steven E. Surles	GRUN 273 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	20	3.00	10	20	17	0	3
ENG-106-9 050013	Composition II 0195472 Deborah J. Bloom	GRUN 273 LEC	TR	03:00PM 08/24/15 04:15PM 12/17/15	20	3.00	10	20	13	0	7
ENG-221-1 049686	Creative Writing 0000116 Robin L. Sprague	GRUN 254 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	20	3.00	10	20	16	0	4
ENV-115-1 050457	Environmental Science 0218133 Ryan R. Kurtz Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	GRUN 271 LEC WEBH WEBH LEC	TR MTWRFSN	01:30PM 10/19/15 02:45PM 12/17/15 10/19/15 12/17/15	48 25	3.00	10	30	22	0	8
ENV-115-2 050459	Environmental Science 0242333 Kim E. Hurst 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	GRUN 271 LEC WEBH WEBH LEC	T MTWRFSN	05:30PM 11/03/15 09:30PM 12/01/15 11/03/15 12/01/15	48 25	3.00	10	30	6	0	24
ENV-115-3 050460	Environmental Science 0079320 Kassandra K. Einfeld	GRUN 271 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	48	3.00	10	30	26	0	4
ENV-115-4 050461	Environmental Science 0235261 Mark A. Wilcox	GRUN 232 LEC	F	01:00PM 08/24/15 03:50PM 12/17/15	40	3.00	10	30	11	0	19
ENV-115-5 050462	Environmental Science 0079320 Kassandra K. Einfeld	GRUN 232 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	40	3.00	10	30	26	0	4

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ENV-116-5 050875	Environmental Science Lab 0218133 Ryan R. Kurtz	GRUN 215 LAB-A	T	03:00PM 08/24/15 04:50PM 12/17/15	24	1.00	9	24	15	0	9
ENV-116-6 050876	Environmental Science Lab 0218133 Ryan R. Kurtz	GRUN 215 LAB-A	R	03:00PM 08/24/15 04:50PM 12/17/15	24	1.00	9	24	7	0	17
ESL-005-1 049806	ESL Rdg for Academic Purp I 0212793 Natalie R. Miller	BREM 131 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	12	4.00	6	12	9	0	3
ESL-011-1 049807	ESL Wrtg for Acad Purpose I 0212793 Natalie R. Miller	BREM 131 LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15	12	4.00	6	12	7	0	5
ESL-014-1 049808	ESL Lstg/Spkg for Acad Purp 0262042 Daryl G. Veatch 0262042 Daryl G. Veatch 0065862 Yumiko Uchiyama-Han 0065862 Yumiko Uchiyama-Han	BREM 131 LEC BREM 131 LAB-A	MW MW	01:00PM 08/24/15 02:50PM 12/17/15 02:50PM 08/24/15 03:15PM 12/17/15	12 12	4.00	6	12	6	0	6
ESL-020-1 049809	English as a Second Lang-La 0065862 Yumiko Uchiyama-Han	BREM 131 LAB-A	MTWR	12:00PM 08/24/15 12:50PM 12/17/15	12	2.00	5	10	3	0	7
ESL-083-1 049810	ESL Wrtg for Acad Purp II 0065862 Yumiko Uchiyama-Han	BREM 131 LEC	MTWR	10:00AM 08/24/15 10:50AM 12/17/15	12	4.00	6	12	2	0	10
ESL-084-1 049811	ESL Reading for Acad Purp I 0065862 Yumiko Uchiyama-Han	BREM 131 LEC	MTWR	11:00AM 08/24/15 11:50AM 12/17/15	12	4.00	6	12	2	0	10
FIN-121-1 049957	Personal Finance 0163752 Mark D. Ryan	BLHK 223 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	30	3.00	15	30	19	0	11
FIR-130-1 050488	Fire Prevention 0118233 Troy L. Luck 0255133 Daniel W. McKenzie 0248403 Johnathan R. Cockre	HESC 216 LEC	R	06:00PM 08/24/15 08:50PM 12/17/15	36	3.00	5	30	8	0	22
FIR-139-1 050455	Fire Fighter I 0144265 Roger D. Carr 0027196 Gary Ciddio 0146528 Joshua M. Heller 0255133 Daniel W. McKenzie 0148854 Michael B. Moore 0144265 Roger D. Carr 0148854 Michael B. Moore 0027196 Gary Ciddio 0146528 Joshua M. Heller 0255133 Daniel W. McKenzie 0248403 Johnathan R. Cockre	HESC 137 LEC HESC 137 LAB-A	MW MW	06:00PM 08/24/15 07:15PM 12/17/15 07:30PM 08/24/15 08:20PM 12/17/15	36 36	4.00	10	30	5	0	25
			PRIMARY	FIR-139-1			10	30	5	0	25



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				SECONDARY FIR-139-2			10	30	0	0	30
				SECONDARY FIR-139-3			10	30	0	0	30
FIR-213-1 050485	Principles of Emergency Ser 0146528 Joshua M. Heller 0148854 Michael B. Moore 0027196 Gary Ciddio 0248403 Johnathan R. Cockre	HESC 216 LEC	T	06:00PM 08/24/15 08:50PM 12/17/15	36	3.00	10	30	8	0	22
FIR-235-1 050447	Fire Investigation I 0255133 Daniel W. McKenzie 0075019 Jason R. Kayser 0118233 Troy L. Luck 0248403 Johnathan R. Cockre	HESC 216 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	36	3.00	10	30	10	0	20
FIR-400-1 050451	Emergency Safety & Survival 0027196 Gary Ciddio 0075019 Jason R. Kayser 0148854 Michael B. Moore 0248403 Johnathan R. Cockre	HESC 218 LEC	M	06:00PM 08/24/15 08:50PM 12/17/15	36	3.00	10	30	11	0	19
FLS-151-1 050576	Elementary Spanish I 0065692 Joel R. Berry	LBRY 204 LEC	TR	01:30PM 08/24/15 04:00PM 12/17/15	30	5.00	10	24	18	0	6
GRA-105-1 050109	Drawing and Composition 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 254 LEC BLHK 254 LAB-A	M WF	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20 20	4.00	9	18	18	0	0
				PRIMARY GRA-105-1			9	18	18	0	0
				SECONDARY GRA-105-100			1	1	0	0	1
GRA-105-100 050995	Drawing and Composition 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 254 LEC BLHK 254 LAB-A	M WF	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20 20	4.00	1	18	18	0	0
				PRIMARY GRA-105-1			9	18	18	0	0
				SECONDARY GRA-105-100			1	1	0	0	1
GRA-133-1 050112	Desktop Publishing 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 145 LEC BLHK 145 LAB-A	M WF	01:00PM 08/24/15 02:50PM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	18 18	4.00	9	18	15	0	3

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GRA-133-3 051180	Desktop Publishing 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 145 LEC BLHK 145 LAB-A	TR  TR	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	18  18	4.00	9	18	14	0	4
GRA-142-3 051232	Graphic Imaging 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 149 LEC BLHK 149 LAB-A	TR  TR	01:00PM 08/24/15 02:20PM 12/17/15 02:30PM 08/24/15 03:20PM 12/17/15	18  18	4.00	9	18	15	0	3
GRA-150-1 050117	Introduction to Web Design 0065641 Terry D. Juhl 0065641 Terry D. Juhl Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 145 LEC BLHK 145 LAB-A WEBH WEBH LEC	F  F  MTWRFSN	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 08/24/15 12/17/15	18  18  25	3.00	12	18	13	0	5
GRA-196-1 050118	Design and Layout I 0065641 Terry D. Juhl 0065641 Terry D. Juhl	BLHK 145 LEC BLHK 145 LAB-A	M  WF	10:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	18  18	4.00	9	18	17	0	1
GRA-196-3 051225	Design and Layout I 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 145 LEC BLHK 145 LAB-A	TR  TR	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 03:50PM 12/17/15	18  18	4.00	9	18	6	0	12
GRA-200-2 050121	Applications of Color 0065641 Terry D. Juhl 0065641 Terry D. Juhl Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 149 LEC BLHK 149 LAB-A BLHK 149 LAB-A WEBH WEBH LEC	T  R  R  MTWRFSN	10:30AM 08/24/15 11:20AM 12/17/15 11:30AM 08/24/15 11:50AM 12/17/15 10:30AM 08/24/15 11:50AM 12/17/15 08/24/15 12/17/15	18  18  18  25	3.00	9	15	15	0	0

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GRA-205-3 051234	Design and Layout III 0065641 Terry D. Juhl 0065641 Terry D. Juhl	BLHK 149 LEC BLHK 149 LAB-A	TR	08:00AM 08/24/15 09:20AM 12/17/15 09:30AM 08/24/15 10:20AM 12/17/15	18 18	4.00	9	18	12	0	6
GRA-239-2 050960	CMS Web Design 0065641 Terry D. Juhl 0065641 Terry D. Juhl	BLHK 145 LEC BLHK 145 LAB-A	M W	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	18 18	3.00	9	18	8	0	10
GRA-290-2 051181	Portfolio Preparation 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 145 LEC BLHK 145 LAB-A	T R	11:00AM 08/24/15 12:50PM 12/17/15 11:00AM 08/24/15 12:50PM 12/17/15	18 18	3.00	9	18	2	0	16
HCM-138-2 050955	Food Fundamentals 0255256 Ashley L. Gracia	BLHK 221 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	8	30	7	0	23
HCM-608-2 050956	Introduction To Hospitality 0255256 Ashley L. Gracia	BLHK 222 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	24	3.00	5	24	11	0	13
HCR-110-1 050145	Res. Forced Air Heat System 0065604 Randall E. Lowe 0065604 Randall E. Lowe	BREM 162 LEC BREM 162 LAB-A BREM 162 LAB-A	T R T	08:00AM 10/19/15 09:50AM 12/17/15 08:00AM 10/19/15 10:50AM 12/17/15 10:00AM 10/19/15 10:50AM 12/17/15	14 14 14	2.00	12	20	10	0	10
HCR-265-1 050148	Applied Practices I 0065604 Randall E. Lowe	BREM 162 LAB-B BREM 162 LAB-B	TR MTWR	11:00AM 08/24/15 11:50AM 12/17/15 12:15PM 08/24/15 04:30PM 12/17/15	14 14	5.00	10	20	11	0	9
HIS-117-1 049749	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	40	3.00	10	38	25	0	13
				PRIMARY HIS-117-1 SECONDARY HIS-117-101			10 1	36 2	24 1	0 0	12 1
HIS-117-100 050939	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	40	3.00	1	38	25	0	13
				PRIMARY HIS-117-3 SECONDARY HIS-117-100			10 1	37 1	25 0	0 0	12 1
HIS-117-101 050968	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	40	3.00	1	38	25	0	13
				PRIMARY HIS-117-1			10	36	24	0	12

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				SECONDARY HIS-117-101				1 2	1	0	1
HIS-117-2 049750	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	38	17	0	21
HIS-117-3 049751	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	40	3.00	10	38	25	0	13
				PRIMARY HIS-117-3			10	37	25	0	12
				SECONDARY HIS-117-100			1	1	0	0	1
HIS-117-4 049752	Western Civ I-Ancient & Med 0152239 Evgeny Badredinov	GRUN 267 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	40	3.00	10	38	19	0	19
HIS-118-1 049755	Western Civ Ii-Early Modern 0065514 Kenneth F. Cox	GRUN 267 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	40	3.00	10	38	16	0	22
HIS-119-1 049756	Western Civ Iii-Modern Peri 0065514 Kenneth F. Cox	GRUN 267 LEC	TR	04:30PM 08/24/15 05:45PM 12/17/15	40	3.00	10	38	8	0	30
HIS-119-102 050993	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov	GRUN 267 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	40	3.00	1	38	21	0	17
				PRIMARY HIS-119-3			10	37	20	0	17
				SECONDARY HIS-119-102			1	1	1	0	0
HIS-119-2 049758	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov	GRUN 267 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	40	3.00	10	38	33	0	5
HIS-119-3 049759	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov	GRUN 267 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	40	3.00	10	38	21	0	17
				PRIMARY HIS-119-3			10	37	20	0	17
				SECONDARY HIS-119-102			1	1	1	0	0
HIS-119-6 049764	Western Civ Iii-Modern Peri 0065853 Bruce P. Costa	TADL 129 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	24	3.00	10	38	32	0	6
				PRIMARY HIS-119-6			10	24	15	0	9
				SECONDARY HIS-119-8			1	10	5	0	5
				SECONDARY HIS-119-101			1	2	0	0	2
				SECONDARY HIS-119-100			1	12	12	0	0
HIS-151-1 050506	U.S. History to 1877 0231509 Tyler A. Vincent	BLHK 255 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	48	3.00	10	35	16	0	19
HIS-151-2 050509	U.S. History to 1877 0065550 Steve L. Murra	BLHK 239 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	32	3.00	10	32	13	0	19

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HIS-152-1 050511	U.S. History Since 1877 0065550 Steve L. Murra	GRUN 261 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	40	3.00	10	35	27	0	8
HIS-152-2 050513	U.S. History Since 1877 0000030 Patrick G. Ashwood	BLHK 255 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	48	3.00	10	35	18	0	17
HIS-152-3 050514	U.S. History Since 1877 0066122 Joshua J. Waddle	TADL 127 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	32	3.00	10	32	6	0	26
HIS-152-4 050515	U.S. History Since 1877 0231509 Tyler A. Vincent Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 237 LEC WEBH WEBH LEC	MW MTWRFSN	01:00PM 09/14/15 02:15PM 12/17/15 09/14/15 12/17/15	32 25	3.00	10	32	10	0	22
HIS-152-5 050516	U.S. History Since 1877 0110121 Heidi K. Hudson	GRUN 234 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	40	3.00	10	35	9	0	26
HIS-201-1 050503	Iowa History 0066122 Joshua J. Waddle	GRUN 234 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	40	3.00	17	35	4	0	31
HIT-125-1 049963	Essentials of Health Record 0261479 Kristen R. Murphy	BLHK 132 LEC	TR	01:30PM 08/24/15 02:20PM 12/17/15	28	2.00	10	28	13	0	15
HIT-215-1 049973	Introduction to CPT 0066120 Deanne L. Ulrich	BLHK 234 LEC	MW	09:00AM 08/24/15 09:50AM 12/17/15	20	2.00	10	20	9	0	11
HIT-240-1 049975	Advanced Coding and Classif 0066120 Deanne L. Ulrich	BLHK 233 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	20	3.00	10	20	12	0	8
HIT-250-1 049965	Coding I (ICD) 0066120 Deanne L. Ulrich	BLHK 232 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	12	20	9	0	11
HIT-280-1 049976	CPT-4 Coding 0066120 Deanne L. Ulrich	BLHK 234 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	20	3.00	10	20	8	0	12
HIT-510-1 050606	Coding Certification Review 0066120 Deanne L. Ulrich	BLHK 235 LEC	TR	01:30PM 08/24/15 02:20PM 12/17/15	20	2.00	10	20	2	0	18
HIT-510-2 051235	Coding Certification Review 0066120 Deanne L. Ulrich	BLHK 122 LEC	MW	03:00PM 08/24/15 03:50PM 12/17/15	24	2.00	10	20	1	0	19

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HSC-108-1 050764	Intro To Health Professions 0254457 Carole G. Ostendorf 0090221 Elizabeth A. Cummin	GRUN 175 LEC	T	02:00PM 08/24/15 04:00PM 12/17/15	60	2.00	20	40	38	0	2
HSC-108-2 051014	Intro To Health Professions 0090221 Elizabeth A. Cummin	GRUN 171 LEC	R	02:00PM 08/24/15 04:00PM 12/17/15	60	2.00	20	40	42	0	-2
HSC-108-3 051065	Intro To Health Professions 0090221 Elizabeth A. Cummin	GRUN 167 LEC	M	02:00PM 08/24/15 04:00PM 12/17/15	64	2.00	20	40	32	0	8
HSC-116-1 049969	Beginning Medical Terminolo 0065519 Margaret W. Maxwell 0065519 Margaret W. Maxwell	GRUN 244 LEC GRUN 244 LAB-B	MWF MWF	09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 10:50AM 12/17/15	40 40	4.00	10	40	24	0	16
HSC-124-1 049977	Advanced Medical Terminolog 0118379 Laurie L. Landt 0118379 Laurie L. Landt	BLHK 221 LEC WEBH WEBH LAB-B	TR MTWRFSN	03:00PM 08/24/15 04:15PM 12/17/15 08/24/15 12/17/15	30 25	4.00	10	30	8	0	22
HSC-217-1 049978	Introduction To Pathology 0248418 Amy L. Page Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 121 LEC WEBH WEBH LEC	T MTWRFSN	01:30PM 08/24/15 02:45PM 12/17/15 08/24/15 12/17/15	30 25	3.00	10	30	9	0	21
IND-100-1 050346	Basic Mechanical Systems 0220389 Michael S. Cook 0220389 Michael S. Cook	BTLR 125 LEC BTLR 125 LAB-A BTLR 125 LAB-A	M WF M	08:00AM 08/24/15 08:50AM 10/15/15 08:00AM 08/24/15 09:50AM 10/15/15 09:00AM 08/24/15 09:50AM 10/15/15	32 32 32	2.00	10	28	13	0	15
IND-100-2 050405	Basic Mechanical Systems 0220389 Michael S. Cook 0220389 Michael S. Cook	BTLR 125 LEC BTLR 125 LAB-A	TR TR	08:00AM 08/24/15 08:30AM 12/17/15 08:35AM 08/24/15 09:30AM 12/17/15	32 32	2.00	10	20	6	0	14
IND-100-3 051268	Basic Mechanical Systems 0220389 Michael S. Cook 0220389 Michael S. Cook	BTLR 125 LEC BTLR 125 LAB-A	M WF	08:00AM 10/19/15 09:50AM 12/17/15 08:00AM 10/19/15 09:50AM 12/17/15	32 32	2.00	10	20	11	0	9

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
IND-111-2 050173	Ind Safety Mechanical Syste 0065141 Douglas J. Kruger	BTLR 117 LEC	M	12:00PM 08/24/15 12:50PM 12/17/15	30	1.00	9	50	29	0	21
IND-181-1 050146	Heating, Vent. & Air Cond. 0065604 Randall E. Lowe 0065604 Randall E. Lowe	BREM 162 LEC BREM 162 LAB-A BREM 162 LAB-A	T  R T	08:00AM 08/24/15 09:50AM 10/15/15 08:00AM 08/24/15 10:50AM 10/15/15 10:00AM 08/24/15 10:50AM 10/15/15	14  14 14	2.00	10	20	12	0	8
IND-949-1 051266	Special Topics in Industria 0231810 Jacob R. Kvinlaug 0231810 Jacob R. Kvinlaug	BUCH 152 LEC BUCH 152 LAB-A	T  R	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	25  25	3.00	1		6	0	
				SECONDARY IND-949-1 PRIMARY CAD-200-1			1 5	1 20	1 5	0 0	0 15
LIT-101-1 049684	Intro to Literature 0065370 Cherie L. Dargan	LBRY 202 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	30	3.00	10	30	19	0	11
LIT-101-4 051154	Intro to Literature 0256798 Tobias A. Veeder 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	LBRY 202 LEC	R	05:30PM 10/01/15 09:30PM 10/29/15	30	3.00	10	25	9	0	16
MAP-132-1 049970	Medical Transcription 0065824 Denise M. Leonard 0065824 Denise M. Leonard	BLHK 232 LEC BLHK 232 LAB-B	M  TWR	09:00AM 08/24/15 09:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	20  20	2.00	10	20	4	0	16
MAP-141-1 049972	Medical Insurance 0066120 Deanne L. Ulrich	BLHK 235 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	20	3.00	10	20	16	0	4

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MAP-152-1 049980	Computer Patient Billing 0066120 Deanne L. Ulrich 0066120 Deanne L. Ulrich Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 235 LEC BLHK 235 LAB-A WEBH WEBH LAB-A	M  W  MTWRFSN	01:00PM 08/24/15 01:50PM 12/17/15 01:00PM 08/24/15 01:50PM 12/17/15 08/24/15 12/17/15	20  20  25	2.00	10	20	10	0	10
MAT-045-1 049813	Fundamentals of Math 0242336 Alexandria L. Curri	BUCH 127 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	24	4.00	10	20	18	0	2
MAT-045-2 049814	Fundamentals of Math 0231474 Anna J. Pint	BUCH 127 LEC	TR	06:00PM 09/14/15 08:15PM 12/17/15	24	4.00	10	20	11	0	9
MAT-048-1 049815	Preparatory Math for Elem A 0065830 Trudy L. Fritch	BUCH 158 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	24	4.00	20	20	12	0	8
MAT-052-1 049816	Pre-Algebra 0255251 David E. Sundstedt	BUCH 158 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	24	3.00	10	20	16	0	4
MAT-052-14 049836	Pre-Algebra 0125746 Paul E. Leitz	BREM 106 LEC	MTWR	01:00PM 09/14/15 01:45PM 12/17/15	25	3.00	10	25	19	0	6
MAT-052-2 049818	Pre-Algebra 0088026 Mary E. Avenanti	BREM 135 LEC	TR	06:00PM 08/24/15 07:15PM 12/17/15	31	3.00	10	20	16	0	4
MAT-052-3 049819	Pre-Algebra 0255251 David E. Sundstedt	BREM 135 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	31	3.00	10	20	10	0	10
MAT-052-4 049821	Pre-Algebra 0255251 David E. Sundstedt	BREM 145 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	22	3.00	10	20	18	0	2
MAT-052-5 049822	Pre-Algebra 0125746 Paul E. Leitz	BUCH 127 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	24	3.00	10	20	14	0	6
MAT-052-6 049823	Pre-Algebra 0125746 Paul E. Leitz	BUCH 127 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	24	3.00	10	20	19	0	1
MAT-052-7 049824	Pre-Algebra 0213443 Jacquelin L. Jensen	LBRY 204 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	30	3.00	10	20	14	0	6
MAT-052-9 049830	Pre-Algebra 0231474 Anna J. Pint	TADL 127 LEC	MW	04:30PM 08/24/15 05:45PM 12/17/15	32	3.00	10		11	0	



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				PRIMARY MAT-052-9			10	20	8	0	12
				SECONDARY MAT-052-10			5	5	2	0	3
				SECONDARY MAT-052-11			5	5	1	0	4
				SECONDARY MAT-052-12			5	5	0	0	5
MAT-063-1 049874	Elementary Algebra 0231474 Anna J. Pint	BUCH 158 LEC	MTWR	03:00PM 08/24/15 03:50PM 12/17/15	24	4.00	10	23	13	0	10
MAT-063-10 049883	Elementary Algebra 0065627 Linda K. Lechty	BREM 122 LEC	TR	06:00PM 08/24/15 07:50PM 12/17/15	28	4.00	10	23	18	0	5
MAT-063-11 049884	Elementary Algebra 0065830 Trudy L. Fritch	BUCH 129 LEC	MW	10:00AM 08/24/15 11:50AM 12/17/15	24	4.00	10	23	19	0	4
MAT-063-12 049885	Elementary Algebra 0207775 Kalpana Gustavson	BLHK 123 LEC	TR	12:00PM 08/24/15 01:50PM 12/17/15	30	4.00	10	23	17	0	6
MAT-063-13 049886	Elementary Algebra 0242336 Alexandria L. Curri	BREM 165 LEC	MTWR	01:00PM 08/24/15 01:50PM 12/17/15	65	4.00	10	23	22	0	1
MAT-063-14 049887	Elementary Algebra 0065601 Lavonne M. Vichlach	BTLR 129 LEC	MTWR	02:00PM 08/24/15 02:50PM 12/17/15	30	4.00	10	23	18	0	5
MAT-063-15 049888	Elementary Algebra 0207775 Kalpana Gustavson	BREM 112 LEC	TR	09:00AM 08/24/15 10:50AM 12/17/15	24	4.00	10	23	16	0	7
MAT-063-16 049889	Elementary Algebra 0065601 Lavonne M. Vichlach	BUCH 127 LEC	MTWR	03:00PM 08/24/15 03:50PM 12/17/15	24	4.00	10	23	19	0	4
MAT-063-19 049892	Elementary Algebra 0065601 Lavonne M. Vichlach Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	TADL 127 LEC WEBH WEBH LEC	TR MTWRFSN	04:00PM 08/24/15 04:50PM 12/17/15 08/24/15 12/17/15	32 25	4.00	10	19	15	0	4
				PRIMARY MAT-063-19			10	23	10	0	13
				SECONDARY MAT-063-20			5	5	2	0	3
				SECONDARY MAT-063-21			5	5	3	0	2
				SECONDARY MAT-063-22			5	5	0	0	5
MAT-063-2 049875	Elementary Algebra 0065601 Lavonne M. Vichlach	BUCH 112 LEC	MTWR	10:00AM 08/24/15 10:50AM 12/17/15	40	4.00	10	23	19	0	4

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MAT-063-23 049896	Elementary Algebra 0255248 Estella M. Maynard Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 222 LEC WEBH WEBH LEC	MW MTWRFSN	01:00PM 09/14/15 02:15PM 12/17/15 09/14/15 12/17/15	24 25	4.00	10	25	19	0	6
MAT-063-25 049898	Elementary Algebra 0255248 Estella M. Maynard	BREM 155 LEC	MW	09:00AM 08/24/15 10:50AM 12/17/15	40	4.00	10	23	21	0	2
MAT-063-26 049899	Elementary Algebra 0065830 Trudy L. Fritch	BTLR 103 LEC	MW	01:00PM 08/24/15 02:50PM 12/17/15	30	4.00	10	23	16	0	7
MAT-063-27 049900	Elementary Algebra 0196316 Neil R. Lundgren Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BREM 112 LEC WEBH WEBH LEC	TR MTWRFSN	05:30PM 08/24/15 07:20PM 10/15/15 08/24/15 10/15/15	24 25	4.00	10	23	7	0	16
MAT-063-3 049876	Elementary Algebra 0065601 Lavonne M. Vichlach	BREM 104 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	30	4.00	10	23	21	0	2
MAT-063-4 049877	Elementary Algebra 0231475 Kay L. Garman	BREM 122 LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15	28	4.00	10	23	18	0	5
MAT-063-5 049878	Elementary Algebra 0065627 Linda K. Lechty	BREM 122 LEC	MW	06:00PM 08/24/15 07:50PM 12/17/15	28	4.00	10	23	15	0	8
MAT-063-6 049879	Elementary Algebra 0065377 Renee G. Aschbrenne	BREM 122 LEC	MTWR	10:00AM 08/24/15 10:50AM 12/17/15	28	4.00	10	23	19	0	4
MAT-063-7 049880	Elementary Algebra 0231475 Kay L. Garman	BREM 122 LEC	MTWR	09:00AM 08/24/15 09:50AM 12/17/15	28	4.00	10	23	10	0	13
MAT-063-8 049881	Elementary Algebra 0255251 David E. Sundstedt	BREM 122 LEC	TR	01:30PM 08/24/15 03:20PM 12/17/15	28	4.00	10	23	14	0	9

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MAT-063-9 049882	Elementary Algebra 0065377 Renee G. Aschbrenne	BREM 122 LEC	MTWR	11:00AM 08/24/15 11:50AM 12/17/15	28	4.00	10	23	22	0	1
MAT-102-1 050501	Intermediate Algebra 0065099 Rodney C. Holke-Far	GRUN 232 LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15	40	4.00	10	25	18	0	7
MAT-102-2 050517	Intermediate Algebra 0065292 Karen K. Ernst	GRUN 234 LEC	MTWR	11:00AM 08/24/15 11:50AM 12/17/15	40	4.00	10	25	19	0	6
MAT-110-12 050870	Math for Liberal Arts 0065245 Jeremy L. Fry	GRUN 256 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	40	3.00	10	35	24	0	11
MAT-110-2 050522	Math for Liberal Arts 0065099 Rodney C. Holke-Far	GRUN 261 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	35	17	0	18
MAT-110-3 050523	Math for Liberal Arts 0065245 Jeremy L. Fry	GRUN 256 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	40	3.00	10	35	27	0	8
MAT-110-4 050524	Math for Liberal Arts 0065245 Jeremy L. Fry	GRUN 234 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	40	3.00	10	35	11	0	24
MAT-110-5 050528	Math for Liberal Arts 0065333 John J. Neely	GRUN 256 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	40	3.00	10	35	18	0	17
MAT-110-8 050540	Math for Liberal Arts 0166097 Rodica F. Somodi	GRUN 256 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	40	3.00	10	35	4	0	31
MAT-122-1 050543	College Algebra 0065821 Gretchen I. Syhre	GRUN 232 LEC	MTWRF	11:00AM 08/24/15 11:50AM 12/17/15	40	5.00	10	25	14	0	11
MAT-128-1 050544	Precalculus 0065333 John J. Neely	GRUN 234 LEC	MTWR	01:00PM 08/24/15 01:50PM 12/17/15	40	4.00	10	20	7	0	13
MAT-134-1 050526	Trigonometry Analytic Geome 0065292 Karen K. Ernst	GRUN 232 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	40	3.00	12	25	11	0	14
MAT-156-1 050545	Statistics 0065333 John J. Neely	TADL 129 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	24	3.00	10	30	28	0	2
				PRIMARY MAT-156-1			10	24	13	0	11
				SECONDARY MAT-156-13			10	12	9	0	3
				SECONDARY MAT-156-16			1	9	6	0	3
MAT-156-10 050559	Statistics 0065821 Gretchen I. Syhre	TADL 127 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	32	3.00	10	30	29	0	1
				PRIMARY MAT-156-10			10	20	19	0	1
				SECONDARY MAT-156-14			10	13	10	0	3

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MAT-156-2 050546	Statistics 0225444 Dustin G. Hollingsw	GRUN 244 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	40	3.00	10	30	23	0	7
MAT-156-3 050547	Statistics 0065333 John J. Neely	GRUN 256 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	40	3.00	10	30	25	0	5
MAT-156-4 050549	Statistics 0065821 Gretchen I. Syhre Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	GRUN 234 LEC WEBH WEBH LEC	MWF MTWRFSN	08:00AM 09/14/15 08:50AM 12/17/15 09/14/15 12/17/15	40 25	3.00	10	25	14	0	11
MAT-156-5 050550	Statistics 0065821 Gretchen I. Syhre	GRUN 256 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	30	27	0	3
MAT-156-6 050551	Statistics 0065099 Rodney C. Holke-Far	GRUN 271 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	48	3.00	10	30	28	0	2
MAT-156-7 050553	Statistics 0065333 John J. Neely	GRUN 232 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	40	3.00	10	30	22	0	8
MAT-156-8 050557	Statistics 0065245 Jeremy L. Fry	BLHK 121 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	30	3.00	10	30	24	0	6
MAT-156-9 050558	Statistics 0065821 Gretchen I. Syhre	GRUN 234 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	40	3.00	10	30	18	0	12
MAT-210-1 050616	Calculus I 0065292 Karen K. Ernst	TADL 129 LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15	24	4.00	1	26	24	0	2
				PRIMARY MAT-210-1			1	24	11	0	13
				SECONDARY MAT-210-2			1	3	1	0	2
				SECONDARY MAT-210-3			1	7	1	0	6
				SECONDARY MAT-210-4			1	3	2	0	1
				SECONDARY MAT-210-5			10	10	9	0	1
MAT-216-1 050617	Calculus II 0065292 Karen K. Ernst	TADL 129 LEC	MWRF	01:00PM 08/24/15 01:50PM 12/17/15	24	4.00	8	14	10	0	4

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MAT-504-1 050150	Electronics Math I 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BREM 155 LEC BREM 155 LAB-A	MWF TR	08:00AM 08/24/15 08:50AM 12/17/15 08:00AM 08/24/15 08:50AM 12/17/15	40 40	4.00	10	25	13	0	12
MAT-744-1 050267	Technical Math 0065099 Rodney C. Holke-Far	BREM 155 LEC	MTWR	11:00AM 08/24/15 11:50AM 12/17/15	40	4.00	10	30	12	0	18
MAT-772-10 050781	Applied Math 0244375 Andrew J. Nicholas	BTLR 117 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	30	21	0	9
MAT-772-11 050869	Applied Math 0244375 Andrew J. Nicholas	BUCH 112 LEC	TR	08:00AM 08/24/15 09:15AM 12/17/15	40	3.00	10	30	16	0	14
MAT-772-12 051002	Applied Math 0244596 Corey S. Gevaert	BREM 155 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	30	22	0	8
MAT-772-13 051231	Applied Math 0244375 Andrew J. Nicholas	BTLR 117 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	30	3.00	10	22	16	0	6
MAT-772-2 050261	Applied Math 0208176 Edwin L. Mouw	BUCH 112 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	40	3.00	10	30	22	0	8
MAT-772-3 050262	Applied Math 0208176 Edwin L. Mouw	BUCH 112 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	30	24	0	6
MAT-772-6 050265	Applied Math 0166097 Rodica F. Somodi	GRUN 256 LEC	M	06:00PM 08/24/15 08:50PM 12/17/15	40	3.00	10	30	9	0	21
MAT-772-7 050266	Applied Math 0221650 James D. Hasty	GRUN 232 LEC	TR	04:30PM 08/24/15 05:45PM 12/17/15	40	3.00	10	30	16	0	14
MAT-772-8 050779	Applied Math 0213443 Jacquelin L. Jensen	BTLR 129 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	30	21	0	9
MAT-772-9 050780	Applied Math 0221650 James D. Hasty	BTLR 107A LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	30	3.00	10	30	25	0	5
MFG-122-1 050489	Machine Trade Printreading 0118007 Bret A. Weber	BUCH 127 LEC BUCH 127 LEC	T R	01:00PM 08/24/15 01:50PM 12/17/15 12:00PM 08/24/15 01:50PM 12/17/15	24 24	3.00	10	20	14	0	6
MFG-122-2 050494	Machine Trade Printreading 0027283 Keith R. Siers	BUCH 158 LEC BUCH 158 LEC	M F	11:00AM 08/24/15 12:50PM 12/17/15 12:00PM 08/24/15 12:50PM 12/17/15	24 24	3.00	10	20	14	0	6

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MFG-122-3 050537	Machine Trade Printreading 0121981 Paul L. Kurt	BUCH 158 LEC	TR	10:30AM 08/24/15 11:50AM 12/17/15	24	3.00	10	20	9	0	11
MFG-158-1 051044	Intro to CNC Programming II 0027283 Keith R. Siers	BUCH 153L LEC	WF	08:00AM 10/19/15 09:50AM 12/17/15	25	2.00	1		15	0	
				SECONDARY MFG-158-1 PRIMARY MFG-308-2			1 10	5 20	3 12	0 0	2 8
MFG-158-2 051246	Intro to CNC Programming II 0027283 Keith R. Siers	BUCH 153L LEC BUCH 153L LEC	T F	08:00AM 10/19/15 09:50AM 12/17/15 10:00AM 10/19/15 11:50AM 12/17/15	25 25	2.00	1		14	0	
				SECONDARY MFG-158-2 PRIMARY MFG-308-1			1 10	5 20	0 14	0 0	5 6
MFG-211-1 050490	Basic Machine Theory 0118007 Bret A. Weber	BUCH 158 LEC	F	08:00AM 08/24/15 09:50AM 12/17/15	24	2.00	10	20	16	0	4
MFG-211-2 050496	Basic Machine Theory 0118007 Bret A. Weber	BUCH 158 LEC	F	10:00AM 08/24/15 11:50AM 12/17/15	24	2.00	10	20	16	0	4
MFG-214-1 050518	Advanced Machine Theory 0121981 Paul L. Kurt	BUCH 127 LEC	F	12:00PM 08/24/15 01:50PM 12/17/15	24	2.00	10	20	9	0	11
MFG-222-1 050491	Machine Operations I 0118007 Bret A. Weber 0118007 Bret A. Weber	BUCH 152 LEC BUCH 153 LAB-B	MW MW	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15	25 50	4.00	10	20	16	0	4
MFG-222-2 050497	Machine Operations I 0118007 Bret A. Weber 0118007 Bret A. Weber	BUCH 129 LEC BUCH 153 LAB-B	TR TR	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15	24 50	4.00	10	20	16	0	4
MFG-228-1 050525	Machine Operations II 0121981 Paul L. Kurt 0121981 Paul L. Kurt	BUCH 129 LEC BUCH 153 LAB-B	TR TR	12:00PM 08/24/15 12:50PM 12/17/15 01:00PM 08/24/15 03:50PM 12/17/15	24 50	4.00	7	20	10	0	10
MFG-305-1 050492	CNC Operations 0027283 Keith R. Siers	BUCH 153L LAB-B BUCH 153L LAB-B	T R	10:00AM 08/24/15 12:50PM 12/17/15 08:00AM 08/24/15 10:50AM 12/17/15	25 25	2.00	10	20	14	0	6

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MFG-305-2 050498	CNC Operations 0027283 Keith R. Siers	BUCH 153L LAB-B	M	08:00AM 08/24/15 10:50AM 12/17/15	25	2.00	10	20	15	0	5
		BUCH 153L LAB-B	W	10:00AM 08/24/15 12:50PM 12/17/15	25						
MFG-306-1 050527	CNC Operations II 0121981 Paul L. Kurt	BUCH 153 LAB-B	MW	02:00PM 08/24/15 04:50PM 12/17/15	50	2.00	7	20	12	0	8
MFG-308-1 050493	CNC Programming Theory 0027283 Keith R. Siers	BUCH 153L LEC	T	08:00AM 08/24/15 09:50AM 12/17/15	25	4.00	10		14	0	
		BUCH 153L LEC	F	10:00AM 08/24/15 11:50AM 12/17/15	25						
				SECONDARY MFG-158-2 PRIMARY MFG-308-1			1 10	5 20	0 14	0 0	5 6
MFG-308-2 050499	CNC Programming Theory 0027283 Keith R. Siers	BUCH 153L LEC	W	08:00AM 08/24/15 09:50AM 12/17/15	25	4.00	10		15	0	
		BUCH 153L LEC	F	08:00AM 08/24/15 09:50AM 12/17/15	25						
				SECONDARY MFG-158-1 PRIMARY MFG-308-2			1 10	5 20	3 12	0 0	2 8
MFG-309-1 050529	CNC Programming Theory II 0121981 Paul L. Kurt	BUCH 153L LEC	MW	12:00PM 08/24/15 01:50PM 12/17/15	25	4.00	7	20	12	0	8
MFG-404-1 050605	Basic Diemaking 0065234 Brent J. Blythe 0065234 Brent J. Blythe	BUCH 127 LEC	MW	07:30AM 08/24/15 08:20AM 12/17/15	24	6.00	10	20	12	0	8
		BUCH 153 LAB-B	M	08:30AM 08/24/15 12:30PM 12/17/15	50						
		BUCH 153 LAB-B	W	08:30AM 08/24/15 12:30PM 12/17/15	50						
		BUCH 153 LAB-B	F	07:30AM 08/24/15 11:20AM 12/17/15	50						
MFG-404-2 050632	Basic Diemaking 0065306 Jamie A. Dettmer 0065306 Jamie A. Dettmer	BUCH 158 LEC	TR	07:30AM 08/24/15 08:20AM 12/17/15	24	6.00	10	20	7	0	13
		BUCH 153 LAB-B	T	08:30AM 08/24/15 12:50PM 12/17/15	50						
		BUCH 153 LAB-B	R	08:30AM 08/24/15 12:20PM 12/17/15	50						
		BUCH 153 LAB-B	F	07:30AM 08/24/15 10:50AM 12/17/15	50						

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MFG-410-1 050631	CAD Die Design 0065234 Brent J. Blythe 0065234 Brent J. Blythe	BUCH 125 LEC BUCH 125 LAB-B	TR	07:30AM 08/24/15 08:20AM 12/17/15 08:30AM 08/24/15 09:50AM 12/17/15	30 30	3.00	10	20	12	0	8
MFG-410-2 050633	CAD Die Design 0065306 Jamie A. Dettmer 0065306 Jamie A. Dettmer	BUCH 125 LEC BUCH 125 LAB-B	MW	07:30AM 08/24/15 08:20AM 12/17/15 08:30AM 08/24/15 09:50AM 12/17/15	30 30	3.00	10	20	6	0	14
MGT-101-1 049981	Principles of Management 0217691 Karen R. Reynolds	BLHK 225 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	51	3.00	10	40	20	0	20
MGT-170-1 049984	Human Resource Management 0217691 Karen R. Reynolds	BLHK 121 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	30	3.00	10	30	22	0	8
MGT-170-2 050906	Human Resource Management 0236037 Rebecca S. Johnson	BLHK 123 LEC WEBH WEBH LEC	R	05:30PM 08/27/15 09:30PM 09/24/15 08/27/15 09/24/15	30 25	3.00	10	30	6	0	24
MGT-174-2 050944	Training & Employee Develop 0217691 Karen R. Reynolds	LBRV 206 LEC WEBH WEBH LEC	T	10:30AM 08/24/15 11:45AM 12/17/15 08/24/15 12/17/15	30 25	3.00	15	30	13	0	17
MGT-177-1 049987	Staffing Management 0217691 Karen R. Reynolds Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 121 LEC WEBH WEBH LEC	MW	10:00AM 08/24/15 10:50AM 12/17/15 08/24/15 12/17/15	30 25	3.00	15	30	11	0	19
MGT-180-2 050943	Management & Labor Relation 0241556 Tiffany A. Adams	BLHK 222 LEC WEBH WEBH LEC	T	12:00PM 08/24/15 01:15PM 12/17/15 08/24/15 12/17/15	24 25	3.00	15	30	11	0	19
MGT-222-1 049992	Golf Club Operations 0207481 Chad A. Hoffman 0255254 John J. Bermel	BLHK 237 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	32	3.00	8	25	5	0	20



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MKT-110-1 049993	Principles of Marketing 0163752 Mark D. Ryan	BLHK 225 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	51	3.00	10	40	23	0	17
MKT-110-3 050584	Principles of Marketing 0163752 Mark D. Ryan 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	BLHK 121 LEC WEBH WEBH LEC	R MTWRFSN	05:30PM 08/27/15 09:30PM 09/24/15 08/27/15 09/24/15	30 25	3.00	10	30	12	0	18
MKT-140-1 049994	Principles of Selling 0163752 Mark D. Ryan	BLHK 121 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	30	3.00	10	30	11	0	19
MKT-142-1 049995	Consumer Behavior 0217691 Karen R. Reynolds	BLHK 221 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	30	3.00	10	30	14	0	16
MKT-198-1 050902	Sports Marketing 0251042 Marcia L. Griffin	BLHK 221 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	30	3.00	10	30	12	0	18
MLT-101-1 049631	Intro to Lab Science 0065366 Amy R. Kapanka	TADL 129 LEC	T	12:00PM 08/24/15 01:50PM 12/17/15	24	2.00	12	24	20	0	4
MLT-101-2 049632	Intro to Lab Science 0065366 Amy R. Kapanka	TADL 129 LEC	T	12:00PM 08/24/15 01:50PM 12/17/15	24	2.00	12	24	6	0	18
MMS-103-1 050237	Basic Digital Photography 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling	BLHK 147 LEC BLHK 147 LAB-A	MW MW	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	20 20	3.00	20	20	16	0	4
MMS-103-2 050238	Basic Digital Photography 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling	BLHK 147 LEC BLHK 147 LAB-A	MW MW	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15	20 20	3.00	20	20	9	0	11
MMS-105-1 050239	Audio Production 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson	BLHK 135 LEC BLHK 286 LAB-A	TR TR	03:00PM 08/24/15 03:50PM 12/17/15 04:00PM 08/24/15 04:50PM 12/17/15	20 21	3.00	10	20	12	0	8
MMS-111-1 050241	Video Production I 0248712 Troy D. McKay 0248712 Troy D. McKay	BLHK 126 LEC BLHK 126 LAB-A	TR TR	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	20 20	3.00	10	20	11	0	9
			PRIMARY	MMS-111-1			10	19	10	0	9

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				SECONDARY MMS-111-100				1 1	1	0	0
MMS-111-100 051043	Video Production I 0248712 Troy D. McKay	BLHK 126 LEC	TR	10:00AM 08/24/15 10:50AM 12/17/15	20	3.00	1	20	11	0	9
	0248712 Troy D. McKay	BLHK 126 LAB-A	TR	11:00AM 08/24/15 11:50AM 12/17/15	20						
				PRIMARY MMS-111-1				10 19	10	0	9
				SECONDARY MMS-111-100				1 1	1	0	0
MMS-111-2 050242	Video Production I 0248712 Troy D. McKay	BLHK 126 LEC	TR	01:00PM 08/24/15 01:50PM 12/17/15	20	3.00	10	20	8	0	12
	0248712 Troy D. McKay	BLHK 126 LAB-A	TR	02:00PM 08/24/15 02:50PM 12/17/15	20						
MMS-117-2 051182	Social Media for Business 0128534 Daniel G. Nierling	BLHK 147 LEC	TR	08:30AM 08/24/15 09:45AM 12/17/15	20	3.00	10	20	13	0	7
MMS-213-1 050245	Video Production II 0248712 Troy D. McKay	BLHK 147 LEC	MW	03:00PM 08/24/15 03:50PM 12/17/15	20	3.00	10	20	5	0	15
	0248712 Troy D. McKay	BLHK 147 LAB-A	MW	04:00PM 08/24/15 04:50PM 12/17/15	20						
MMS-214-2 050930	Audio Production II 0146272 Jon R. Chamberlain	BLHK 286 LEC	TR	10:00AM 08/24/15 10:50AM 12/17/15	21	3.00	10	20	3	0	17
	0146272 Jon R. Chamberlain	BLHK 286 LAB-A	TR	11:00AM 08/24/15 11:50AM 12/17/15	21						
MMS-300-1 050247	Cinematography 0248712 Troy D. McKay	BLHK 126 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	20	3.00	10	20	8	0	12
MMS-320-1 050249	Recording Studio I 0248753 Michael E. Cutsfort	BLHK 286 LEC	TR	05:00PM 08/24/15 05:50PM 12/17/15	21	3.00	10	20	4	0	16
	0248753 Michael E. Cutsfort	BLHK 286 LAB-A	TR	06:00PM 08/24/15 06:50PM 12/17/15	21						
MMS-330-1 050250	Motion Graphics for Video 0225526 Matthew R. Miller	BLHK 147 LEC	TR	03:00PM 08/24/15 03:50PM 12/17/15	20	3.00	20	20	8	0	12
	0225526 Matthew R. Miller	BLHK 147 LAB-A	TR	04:00PM 08/24/15 04:50PM 12/17/15	20						
MMS-410-1 050248	Film Editing 0248712 Troy D. McKay	BLHK 126 LEC	MW	10:00AM 08/24/15 10:50AM 12/17/15	20	3.00	10	20	8	0	12
	0248712 Troy D. McKay	BLHK 126 LAB-A	MW	11:00AM 08/24/15 11:50AM 12/17/15	20						
MUA-120-1 050128	Applied Piano I 0106740 Lucinda M. Lear	BLHK 286 LEC		08/24/15 12/17/15	21	1.00	1	10	3	0	7

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MUA-120-2 050129	Applied Piano I 0106740 Lucinda M. Lear	BLHK 286 LEC		08/24/15 12/17/15	21	2.00	1	10	5	0	5
MUA-319-2 050132	Applied Voice 0106740 Lucinda M. Lear	BLHK 286 LEC		08/24/15 12/17/15	21	2.00	20	20	4	0	16
MUS-100-1 050126	Music Appreciation 0106740 Lucinda M. Lear	TADL 129 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	24	3.00	10	20	11	0	9
MUS-154-1 050608	Chorus 0106740 Lucinda M. Lear	BLHK 286 LAB-A	TR	03:00PM 08/24/15 03:50PM 12/17/15	21	1.00	10	25	9	0	16
NET-109-1 050595	A+ Certification Prep Cours 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A BLHK 134 LAB-A	MW MW F	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20 20 20	4.00	12	20	18	0	2
				PRIMARY NET-109-1 SECONDARY NET-109-100			12 1	19 1	17 1	0 0	2 0
NET-109-100 051216	A+ Certification Prep Cours 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A BLHK 134 LAB-A	MW MW F	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	20 20 20	4.00	1	20	18	0	2
				PRIMARY NET-109-1 SECONDARY NET-109-100			12 1	19 1	17 1	0 0	2 0
NET-109-2 050596	A+ Certification Prep Cours 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A BLHK 134 LAB-A	MW MW F	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	20 20 20	4.00	12	20	18	0	2
NET-213-1 050597	CISCO Networking 0066334 Todd A. Bengen 0066334 Todd A. Bengen	BLHK 133 LEC BLHK 133 LAB-A BLHK 133 LEC	TR TR F	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15 12:00PM 08/24/15 12:50PM 12/17/15	20 20 20	4.00	12	20	18	0	2

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NET-213-2 050598	CISCO Networking 0066334 Todd A. Bengen 0066334 Todd A. Bengen	BLHK 133 LEC BLHK 133 LAB-A	TRF  TR	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15	20  20	4.00	12	20	18	0	2
NET-268-1 050603	CCNA Rtg&Swit-Scaling Ntwrk 0066334 Todd A. Bengen 0066334 Todd A. Bengen	BLHK 133 LEC BLHK 133 LAB-A	MW  MW	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	20  20	3.00	12	20	12	0	8
NET-310-1 050599	Virtual Machines 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	TR  TR	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	20  20	3.00	5	20	8	0	12
NET-320-1 050994	Advanced Server Configurati 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	TR  TR	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	20  20	3.00	10	20	11	0	9
NET-346-1 050601	Windows Exchange Server 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	MW  MW	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15	20  20	3.00	12	20	11	0	9
NET-612-1 050602	Fundamentals of Ntwrk Secur 0085945 Aaron M. Kirkpatric 0085945 Aaron M. Kirkpatric	BLHK 134 LEC BLHK 134 LAB-A	M  W	03:00PM 08/24/15 04:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	20  20	3.00	12	20	10	0	10
OTA-201-1 050533	Pediatrics & Occupation 0222963 Cindy M. Koehn	HESC 233 LEC	MR	09:00AM 08/24/15 11:50AM 10/15/15	20	3.00	15	20	18	0	2
OTA-202-1 050534	Pediatric OTA Skills 0222963 Cindy M. Koehn 0222963 Cindy M. Koehn	HESC 137 LEC HESC 233 LAB-A HESC 233 LAB-A	TF  TF  T	08:00AM 08/24/15 08:50AM 10/15/15 09:00AM 08/24/15 11:50AM 10/15/15 01:00PM 08/24/15 02:50PM 10/15/15	36  20  20	3.00	10	20	18	0	2
				PRIMARY OTA-202-1			10	10	9	0	1
				SECONDARY OTA-202-2			10	10	9	0	1

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OTA-202-2 050535	Pediatric OTA Skills 0222963 Cindy M. Koehn 0222963 Cindy M. Koehn	HESC 137 LEC HESC 233 LAB-A HESC 233 LAB-A	TF  TF  T	08:00AM 08/24/15 08:50AM 10/15/15 09:00AM 08/24/15 11:50AM 10/15/15 01:00PM 08/24/15 02:50PM 10/15/15	36  20  20	3.00	10	20	18	0	2
				PRIMARY OTA-202-1 SECONDARY OTA-202-2			10 10	10 10	9 9	0 0	1 1
OTA-203-1 050536	Level I Fieldwork Pediatric 0222963 Cindy M. Koehn 0222963 Cindy M. Koehn	HESC 233 LEC TRNG TRNG LAB-C	M  W	01:00PM 08/24/15 03:00PM 10/15/15 08:00AM 08/24/15 03:50PM 10/15/15	20  50	2.00	15	20	18	0	2
OTA-204-1 050541	Ped Psychosocial 0222963 Cindy M. Koehn	HESC 137 LEC	R	01:00PM 08/24/15 02:50PM 10/15/15	36	1.00	20	20	18	0	2
OTA-311-1 050552	Adult Psych Cond & Occ 0109291 Karen L. Quigley	HESC 233 LEC	M	02:00PM 10/19/15 05:20PM 12/17/15	20	2.00	20	20	17	0	3
OTA-312-1 050555	Adult Psychosocial OTA Skil 0109291 Karen L. Quigley 0109291 Karen L. Quigley	HESC 233 LEC HESC 233 LAB-A	TW  TW	02:00PM 10/19/15 02:50PM 12/17/15 03:00PM 10/19/15 04:50PM 12/17/15	20  20	2.00	10	10	9	0	1
OTA-312-2 050556	Adult Psychosocial OTA Skil 0109291 Karen L. Quigley 0109291 Karen L. Quigley	HESC 233 LEC HESC 233 LAB-A	TW  TW	02:00PM 10/19/15 02:50PM 12/17/15 03:00PM 10/19/15 04:50PM 12/17/15	20  20	2.00	10	10	8	0	2
OTA-501-1 050542	Professional Practice for O 0222963 Cindy M. Koehn	HESC 137 LEC	MW	09:00AM 10/19/15 11:50AM 12/17/15	36	3.00	15	20	17	0	3
PEA-123-1 050564	Circuit Training 0066089 Nikki J. Carrion	HESC 133 LAB-A	TR	12:00PM 08/24/15 12:50PM 12/17/15	20	1.00	10	18	4	0	14
PEA-187-1 050568	Weight Training I 0212695 Michelle D. Cook	HESC 133 LAB-A	MW	10:00AM 08/24/15 10:50AM 12/17/15	20	1.00	12	20	7	0	13
PEA-194-1 050577	Vinyasa Yoga 0065481 Catherine M. Robb	HESC 129 LAB-A	MW	11:00AM 08/24/15 11:50AM 12/17/15	20	1.00	12	18	7	0	11
PEH-111-1 050570	Personal Wellness 0065798 Mikki M. Savage	HESC 137 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	36	3.00	10	30	12	0	18
PEH-111-2 050571	Personal Wellness 0066089 Nikki J. Carrion	HESC 137 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	36	3.00	10	30	12	0	18

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PEH-111-3 050572	Personal Wellness 0065798 Mikki M. Savage	HESC 137 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	36	3.00	10	30	10	0	20
PEH-141-1 050574	First Aid 0065798 Mikki M. Savage Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	HESC 137 LEC WEBH WEBH LEC	F MTWRFSN	10:00AM 10/19/15 11:50AM 12/17/15 10/19/15 12/17/15	36 25	2.00	10	20	5	0	15
PHI-101-1 049716	Introduction to Philosophy 0248401 Timothy L. Adamson	GRUN 263 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	38	13	0	25
PHI-101-2 049717	Introduction to Philosophy 0248401 Timothy L. Adamson	GRUN 263 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	40	3.00	10	38	13	0	25
PHI-101-3 049718	Introduction to Philosophy 0248401 Timothy L. Adamson	GRUN 263 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	40	3.00	10	38	18	0	20
PHI-105-1 049720	Introduction to Ethics 0248401 Timothy L. Adamson	GRUN 263 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	40	3.00	10	38	18	0	20
PHI-105-3 049725	Introduction to Ethics 0000114 Linda D. Smith	GRUN 242 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	40	3.00	10	38	10	0	28
PHS-120-1 050619	Exploring Physical Science 0248585 Conor J. O'Malley 0248585 Conor J. O'Malley	GRUN 207 LEC GRUN 207 LAB-A GRUN 207 LEC	M F W	10:00AM 08/24/15 10:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	24 24 24	4.00	10	24	10	0	14
PHS-152-2 051046	Astronomy 0248585 Conor J. O'Malley 0248585 Conor J. O'Malley	GRUN 207 LEC GRUN 207 LAB-A GRUN 207 LEC	M W W	02:30PM 08/24/15 04:20PM 12/17/15 03:30PM 08/24/15 05:20PM 12/17/15 02:30PM 08/24/15 03:20PM 12/17/15	24 24 24	4.00	1	24	8	0	16
PHT-102-1 050253	Photo Design I 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 189 LEC BLHK 189 LAB-B	MW	10:00AM 08/24/15 10:50AM 12/17/15 08/24/15 12/17/15	32 32	3.00	10	30	13	0	17

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PHT-102-2 050254	Photo Design I 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 189 LEC BLHK 189 LAB-B	MW	11:00AM 08/24/15 11:50AM 12/17/15 08/24/15 12/17/15	32 32	3.00	10	30	10	0	20
PHT-106-1 050255	Introduction to Image Editi 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 184 LEC BLHK 184 LAB-A	MW	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	16 16	3.00	8	16	8	0	8
PHT-106-3 050257	Introduction to Image Editi 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 184 LEC BLHK 184 LAB-A	TR	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	16 16	3.00	8	16	15	0	1
PHT-108-1 050258	Camera I 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 189 LEC BLHK 189 LAB-A	MW	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15	32 32	3.00	12	30	12	0	18
PHT-108-2 050259	Camera I 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 189 LEC BLHK 189 LAB-A	MW	01:00PM 08/24/15 01:50PM 12/17/15 02:00PM 08/24/15 02:50PM 12/17/15	32 32	3.00	12	30	11	0	19
PHT-109-2 050269	Print I 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 189 LEC BLHK 189 LEC BLHK 153 LAB-A BLHK 157 LAB-A	F	10:00AM 08/24/15 10:50AM 12/17/15 10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15 10:00AM 08/24/15 10:50AM 12/17/15	32 32	3.00	10	15	13	0	2
PHT-109-3 050279	Print I 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 189 LEC BLHK 189 LEC BLHK 153 LAB-A BLHK 157 LAB-A	F	12:00PM 08/24/15 12:50PM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15 01:00PM 08/24/15 01:50PM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	32 32	3.00	10	15	10	0	5
PHT-208-1 050280	Basic Photojournalism 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling	BLHK 239 LEC BLHK 239 LAB-B	TR	10:00AM 08/24/15 10:50AM 12/17/15 08/24/15 12/17/15	32 32	3.00	10	30	8	0	22

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PHT-210-1 050281	Visual Communications 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling	BLHK 189 LEC BLHK 189 LAB-B	TR	01:00PM 08/24/15 01:50PM 12/17/15 08/24/15 12/17/15	32	3.00	10	30	7	0	23
PHT-215-1 050282	Portrait Image Editing 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 149 LEC BLHK 149 LEC BLHK 184 LAB-A BLHK 184 LAB-A	F F F F	08:00AM 08/24/15 08:50AM 12/17/15 10:00AM 08/24/15 10:50AM 12/17/15 09:00AM 08/24/15 09:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	18 18 16 16	3.00	12	20	19	0	1
PHT-216-1 050285	Commercial Image Editing 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 184 LEC BLHK 184 LAB-A	MW MW	10:00AM 08/24/15 10:50AM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	16 16	3.00	12	16	13	0	3
PHT-220-2 050271	Intermediate Portraiture 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 185 LEC BLHK 185 LAB-B	MW	09:00AM 08/24/15 09:50AM 12/17/15 08/24/15 12/17/15	20 20	3.00	12	15	15	0	0
PHT-227-1 050272	Intermediate Commercial 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 123 LEC BLHK 123 LAB-B	TR	08:00AM 08/24/15 08:50AM 12/17/15 08/24/15 12/17/15	30 30	3.00	12	15	8	0	7
PHT-235-2 051241	Techng for Studio Promo 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 184 LEC BLHK 184 LAB-B	M	01:00PM 08/24/15 02:50PM 12/17/15 08/24/15 12/17/15	16	3.00	15	30	5	0	25
PHT-241-1 050276	Portrait Business 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 184 LEC BLHK 184 LAB-B	W	01:00PM 08/24/15 02:50PM 12/17/15 08/24/15 12/17/15	16	3.00	12	20	14	0	6
PHT-248-1 050278	Commercial Business 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 135 LEC BLHK 135 LAB-B	TR	09:00AM 08/24/15 09:50AM 12/17/15 08/24/15 12/17/15	20	3.00	12	18	6	0	12
PHY-100-1 050621	Physics in Everyday Life 0248585 Conor J. O'Malley	GRUN 207 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	24	3.00	14	24	17	0	7



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PHY-162-1 050623	College Physics I 0248585 Conor J. O'Malley 0248585 Conor J. O'Malley	GRUN 207	T	12:00PM 08/24/15	24	4.00	10	24	11	0	13
		LEC		12:50PM 12/17/15							
		GRUN 207	R	12:00PM 08/24/15	24						
		LAB-A		01:50PM 12/17/15							
		GRUN 207	T	01:00PM 08/24/15	24						
		LEC		02:50PM 12/17/15							
PHY-183-2 050624	Applied Physics 0221650 James D. Hasty 0221650 James D. Hasty	BREM 155	T	12:00PM 08/24/15	40	3.00	10	24	8	0	16
		LEC		01:50PM 12/17/15							
		BREM 155	R	01:00PM 08/24/15	40						
		LAB-B		02:50PM 12/17/15							
		BREM 155	R	12:00PM 08/24/15	40						
		LEC		12:50PM 12/17/15							
PNN-100-10 049527	Nursing Assistant 0194186 Penny L. Rummel 0194186 Penny L. Rummel 0194186 Penny L. Rummel 0090221 Elizabeth A. Cummin	GRUN 119	RF	08:00AM 10/01/15	24	3.00	5	10	8	0	2
		LEC		02:00PM 10/08/15							
		GRUN 119	T	08:00AM 10/13/15	24						
		LEC		02:00PM 10/13/15							
		GRUN 119	R	08:00AM 10/22/15	24						
		LEC		02:00PM 10/22/15							
		GRUN 119	T	08:00AM 10/27/15	24						
		LEC		02:30PM 10/27/15							
		GRUN 119	TF	08:00AM 10/06/15	24						
		LAB-A		02:00PM 10/09/15							
		GRUN 119	T	08:00AM 10/20/15	24						
		LAB-A		01:30PM 10/20/15							
		TRNG TRNG	F	07:00AM 10/23/15	50						
		LAB-B		02:15PM 10/23/15							
		TRNG TRNG	RF	07:00AM 10/29/15	50						
LAB-B		02:15PM 10/30/15									
TRNG TRNG	T	07:00AM 11/03/15	50								
LAB-B		02:15PM 11/03/15									
TRNG TRNG	R	07:00AM 11/05/15	50								
LAB-B		01:45PM 11/05/15									

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PNN-100-101 050970	Nursing Assistant	GRUN 119	TR	05:00PM 08/25/15	24	3.00	1	20	19	0	1
	0211161 Teresa M. Izer	LEC		09:15PM 08/27/15							
	0211161 Teresa M. Izer	GRUN 119	R	05:00PM 09/03/15	24						
	0211161 Teresa M. Izer	LEC		09:15PM 09/10/15							
	0090221 Elizabeth A. Cummin	GRUN 119	TR	05:00PM 09/22/15	24						
		LEC		09:15PM 09/24/15							
		GRUN 119	R	05:00PM 10/01/15	24						
		LEC		09:15PM 10/08/15							
		GRUN 119	T	05:00PM 09/01/15	24						
		LAB-A		09:15PM 09/15/15							
		GRUN 119	T	05:00PM 09/29/15	24						
		LAB-A		09:15PM 09/29/15							
		TRNG TRNG	T	05:00PM 10/06/15	50						
		LAB-B		09:15PM 10/06/15							
		TRNG TRNG	TR	05:00PM 10/13/15	50						
		LAB-B		09:15PM 11/03/15							
				PRIMARY PNN-100-5			5	8	8	0	0
				SECONDARY PNN-100-101			1	2	1	0	1
				SECONDARY PNN-100-27			6	10	10	0	0
PNN-100-104 051193	Nursing Assistant	GRUN 119	W	05:00PM 08/19/15	24	3.00	4	20	19	0	1
	0168340 Dawn M. Karr	LEC		09:15PM 08/19/15							
	0168340 Dawn M. Karr	GRUN 119	M	05:00PM 08/24/15	24						
	0168340 Dawn M. Karr	LEC		09:15PM 08/24/15							
	0090221 Elizabeth A. Cummin	GRUN 119	W	05:00PM 09/02/15	24						
		LEC		09:15PM 09/02/15							
		GRUN 119	M	05:00PM 09/14/15	24						
		LEC		09:15PM 10/05/15							
		GRUN 119	W	05:00PM 10/07/15	24						
		LEC		09:15PM 10/07/15							
		GRUN 119	W	05:00PM 08/26/15	24						
		LAB-A		09:15PM 08/26/15							
		GRUN 119	W	05:00PM 09/09/15	24						
		LAB-A		09:15PM 09/09/15							
		GRUN 119	W	05:00PM 09/23/15	24						
		LAB-A		09:15PM 09/30/15							
		TRNG TRNG	MW	05:00PM 10/12/15	50						
		LAB-B		09:15PM 11/04/15							
				PRIMARY PNN-100-33			6	6	6	0	0
				SECONDARY PNN-100-104			4	4	4	0	0
				SECONDARY PNN-100-34			6	10	9	0	1

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PNN-100-27 051174	Nursing Assistant	GRUN 119	TR	05:00PM 08/25/15	24	3.00	6	20	19	0	1
	0068615 Annette I. Johnson	LEC		09:15PM 08/27/15							
	0068615 Annette I. Johnson	GRUN 119	R	05:00PM 09/03/15	24						
	0211161 Teresa M. Izer	LEC		09:15PM 09/10/15							
	0090221 Elizabeth A. Cummin	GRUN 119	TR	05:00PM 09/22/15	24						
		LEC		09:15PM 09/24/15							
		GRUN 119	R	05:00PM 10/01/15	24						
		LEC		09:15PM 10/08/15							
		GRUN 119	T	05:00PM 09/01/15	24						
		LAB-A		09:15PM 09/15/15							
		GRUN 119	T	05:00PM 09/29/15	24						
		LAB-A		09:15PM 09/29/15							
		TRNG TRNG	T	05:00PM 10/06/15	50						
		LAB-B		09:15PM 10/06/15							
		TRNG TRNG	TR	05:00PM 10/13/15	50						
		LAB-B		09:15PM 11/03/15							
				PRIMARY PNN-100-5			5	8	8	0	0
				SECONDARY PNN-100-101			1	2	1	0	1
				SECONDARY PNN-100-27			6	10	10	0	0
PNN-100-33 051191	Nursing Assistant	GRUN 119	W	05:00PM 08/19/15	24	3.00	6	20	19	0	1
	0168340 Dawn M. Karr	LEC		09:15PM 08/19/15							
	0168340 Dawn M. Karr	GRUN 119	M	05:00PM 08/24/15	24						
	0168340 Dawn M. Karr	LEC		09:15PM 08/24/15							
	0090221 Elizabeth A. Cummin	GRUN 119	W	05:00PM 09/02/15	24						
		LEC		09:15PM 09/02/15							
		GRUN 119	M	05:00PM 09/14/15	24						
		LEC		09:15PM 10/05/15							
		GRUN 119	W	05:00PM 10/07/15	24						
		LEC		09:15PM 10/07/15							
		GRUN 119	W	05:00PM 08/26/15	24						
		LAB-A		09:15PM 08/26/15							
		GRUN 119	W	05:00PM 09/09/15	24						
		LAB-A		09:15PM 09/09/15							
		GRUN 119	W	05:00PM 09/23/15	24						
		LAB-A		09:15PM 09/30/15							
		TRNG TRNG	MW	05:00PM 10/12/15	50						
		LAB-B		09:15PM 11/04/15							
				PRIMARY PNN-100-33			6	6	6	0	0
				SECONDARY PNN-100-104			4	4	4	0	0
				SECONDARY PNN-100-34			6	10	9	0	1

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PNN-100-34 051192	Nursing Assistant	GRUN 119	W	05:00PM 08/19/15	24	3.00	6	20	19	0	1
	0068615 Annette I. Johnson	LEC		09:15PM 08/19/15							
	0068615 Annette I. Johnson	GRUN 119	M	05:00PM 08/24/15	24						
	0168340 Dawn M. Karr	LEC		09:15PM 08/24/15							
	0090221 Elizabeth A. Cummin	GRUN 119	W	05:00PM 09/02/15	24						
		LEC		09:15PM 09/02/15							
		GRUN 119	M	05:00PM 09/14/15	24						
		LEC		09:15PM 10/05/15							
		GRUN 119	W	05:00PM 10/07/15	24						
		LEC		09:15PM 10/07/15							
		GRUN 113	W	05:00PM 08/26/15	34						
		LAB-A		09:15PM 08/26/15							
		GRUN 113	W	05:00PM 09/09/15	34						
		LAB-A		09:15PM 09/09/15							
		GRUN 113	W	05:00PM 09/23/15	34						
		LAB-A		09:15PM 09/30/15							
		TRNG TRNG	MW	05:00PM 10/12/15	50						
		LAB-B		09:15PM 11/04/15							
				PRIMARY PNN-100-33			6	6	6	0	0
				SECONDARY PNN-100-104			4	4	4	0	0
				SECONDARY PNN-100-34			6	10	9	0	1
PNN-100-35 051186	Nursing Assistant	GRUN 119	MR	08:00AM 08/24/15	24	3.00	6	10	9	0	1
	0194186 Penny L. Rummel	LEC		02:00PM 08/27/15							
	0194186 Penny L. Rummel	GRUN 119	TR	08:00AM 09/01/15	24						
	0194186 Penny L. Rummel	LEC		02:00PM 09/08/15							
	0090221 Elizabeth A. Cummin	GRUN 119	F	08:00AM 09/11/15	24						
		LEC		02:30PM 09/11/15							
		GRUN 119	F	08:00AM 08/28/15	24						
		LAB-A		02:00PM 09/04/15							
		GRUN 119	R	08:00AM 09/10/15	24						
		LAB-A		01:30PM 09/10/15							
		TRNG TRNG	TR	07:00AM 09/15/15	50						
		LAB-B		02:15PM 09/22/15							
		TRNG TRNG	R	07:00AM 09/24/15	50						
		LAB-B		02:15PM 09/24/15							
		TRNG TRNG	F	07:00AM 09/25/15	50						
		LAB-B		01:45PM 09/25/15							

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PNN-100-37 052217	Nursing Assistant	GRUN 119	MT	05:00PM 10/26/15	24	3.00	6	10	7	0	3
	0194186 Penny L. Rummel	LEC		09:15PM 11/02/15							
	0194186 Penny L. Rummel	GRUN 119	R	05:00PM 11/05/15	24						
	0194186 Penny L. Rummel	LEC		09:15PM 11/05/15							
	0090221 Elizabeth A. Cummin	GRUN 119	W	05:00PM 11/11/15	24						
		LEC		09:15PM 11/11/15							
		GRUN 119	MT	05:00PM 11/17/15	24						
		LEC		09:15PM 11/24/15							
		GRUN 119	W	05:00PM 11/04/15	24						
		LAB-A		09:15PM 11/04/15							
		GRUN 119	MR	05:00PM 11/09/15	24						
		LAB-A		09:15PM 11/12/15							
		GRUN 119	R	05:00PM 11/19/15	24						
		LAB-A		09:15PM 11/19/15							
		TRNG TRNG	MWR	05:00PM 11/30/15	50						
		LAB-B		09:15PM 12/14/15							
		TRNG TRNG	T	05:00PM 12/15/15	50						
	LAB-B		09:15PM 12/15/15								
PNN-100-5 049483	Nursing Assistant	GRUN 119	TR	05:00PM 08/25/15	24	3.00	5	20	19	0	1
	0211161 Teresa M. Izer	LEC		09:15PM 08/27/15							
	0211161 Teresa M. Izer	GRUN 119	R	05:00PM 09/03/15	24						
	0211161 Teresa M. Izer	LEC		09:15PM 09/10/15							
	0090221 Elizabeth A. Cummin	GRUN 119	TR	05:00PM 09/22/15	24						
		LEC		09:15PM 09/24/15							
		GRUN 119	R	05:00PM 10/01/15	24						
		LEC		09:15PM 10/08/15							
		GRUN 119	T	05:00PM 09/01/15	24						
		LAB-A		09:15PM 09/15/15							
		GRUN 119	T	05:00PM 09/29/15	24						
		LAB-A		09:15PM 09/29/15							
		TRNG TRNG	T	05:00PM 10/06/15	50						
		LAB-B		09:15PM 10/06/15							
		TRNG TRNG	TR	05:00PM 10/13/15	50						
		LAB-B		09:15PM 11/03/15							
				PRIMARY PNN-100-5				5	8	8	0
			SECONDARY PNN-100-101				1	2	1	0	1
			SECONDARY PNN-100-27				6	10	10	0	0
PNN-115-2 050784	Introduction To Nursing	GRUN 175	TW	10:00AM 08/24/15	60	4.00	24	48	28	0	20
	0105699 Jane E. Herrera	LEC		11:50AM 12/17/15							
PNN-116-4 050582	Intro To Nursing Skills Lab	GRUN 167	T	01:00PM 08/24/15	64	2.00	8	16	12	0	4
	0105699 Jane E. Herrera	LEC		02:50PM 10/15/15							
	0105699 Jane E. Herrera	GRUN 103	M	01:00PM 08/24/15	32						
		LAB-A		04:50PM 10/15/15							

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PNN-116-5 050583	Intro To Nursing Skills Lab 0105699 Jane E. Herrera 0105699 Jane E. Herrera	GRUN 167 LEC GRUN 103 LAB-A	T  M	01:00PM 08/24/15 02:50PM 10/15/15 08:00AM 08/24/15 11:50AM 10/15/15	64  32	2.00	8	16	16	0	0
PNN-207-2 050562	Introduction To Pharmacolog 0254990 Sandra J. Gardner	GRUN 171 LEC	W	01:00PM 08/24/15 03:30PM 12/17/15	60	3.00	14	32	24	0	8
PNN-541-10 050789	Medical-Surgical Nursing A 0126006 Angela M. O'Hair 0105699 Jane E. Herrera 0065687 Ruth A. Gaede	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 08/24/15 11:50AM 10/15/15 06:30AM 08/24/15 12:30PM 10/15/15	60  50	5.00	4	8	8	0	0
PNN-541-11 051301	Medical-Surgical Nursing A 0105699 Jane E. Herrera 0126006 Angela M. O'Hair 0088566 Gary L. Schultz 0128489 Jean L. Brodigan 0254990 Sandra J. Gardner 0065687 Ruth A. Gaede 0065687 Ruth A. Gaede	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 08/24/15 11:50AM 10/15/15 06:30AM 08/24/15 12:30PM 10/15/15	60  50	5.00	4	8	0	0	8
PNN-541-6 050785	Medical-Surgical Nursing A 0065687 Ruth A. Gaede 0105699 Jane E. Herrera 0065687 Ruth A. Gaede	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 08/24/15 11:50AM 10/15/15 06:30AM 08/24/15 12:30PM 10/15/15	60  50	5.00	4	8	6	0	2
PNN-541-7 050786	Medical-Surgical Nursing A 0254990 Sandra J. Gardner 0105699 Jane E. Herrera 0065687 Ruth A. Gaede	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 08/24/15 11:50AM 10/15/15 06:30AM 08/24/15 12:30PM 10/15/15	60  50	5.00	4	6	4	0	2
PNN-541-8 050787	Medical-Surgical Nursing A 0128489 Jean L. Brodigan 0105699 Jane E. Herrera 0065687 Ruth A. Gaede	GRUN 171 LEC TRNG TRNG LAB-B	MTW  WR	10:00AM 08/24/15 11:50AM 10/15/15 01:30PM 08/24/15 07:30PM 10/15/15	60  50	5.00	4	8	5	0	3
PNN-541-9 050788	Medical-Surgical Nursing A 0088566 Gary L. Schultz 0105699 Jane E. Herrera 0065687 Ruth A. Gaede	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 08/24/15 11:50AM 10/15/15 06:30AM 08/24/15 12:30PM 10/15/15	60  50	5.00	4	8	5	0	3
PNN-542-10 050794	Medical-Surgical Nursing B 0126006 Angela M. O'Hair 0105699 Jane E. Herrera 0254990 Sandra J. Gardner	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 10/19/15 11:50AM 12/17/15 06:30AM 10/19/15 12:30PM 12/17/15	60  50	5.00	4	8	8	0	0

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PNN-542-11 050795	Medical-Surgical Nursing B 0128489 Jean L. Brodigan 0105699 Jane E. Herrera 0254990 Sandra J. Gardner	GRUN 171 LEC TRNG TRNG LAB-B	MTW  WR	10:00AM 10/19/15 11:50AM 12/17/15 01:30PM 10/19/15 07:30PM 12/17/15	60  50	5.00	4	8	8	0	0
PNN-542-13 051302	Medical-Surgical Nursing B 0105699 Jane E. Herrera 0254990 Sandra J. Gardner 0065687 Ruth A. Gaede 0128489 Jean L. Brodigan 0126006 Angela M. O'Hair 0254990 Sandra J. Gardner	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 10/19/15 11:50AM 12/17/15 06:30AM 10/19/15 12:30PM 12/17/15	60  50	5.00	4	8	0	0	8
PNN-542-8 050790	Medical-Surgical Nursing B 0254990 Sandra J. Gardner 0254990 Sandra J. Gardner 0105699 Jane E. Herrera	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 10/19/15 11:50AM 12/17/15 06:30AM 10/19/15 12:30PM 12/17/15	60  50	5.00	4	6	6	0	0
PNN-542-9 050791	Medical-Surgical Nursing B 0065687 Ruth A. Gaede 0105699 Jane E. Herrera 0254990 Sandra J. Gardner	GRUN 171 LEC TRNG TRNG LAB-B	MTW  RF	10:00AM 10/19/15 11:50AM 12/17/15 06:30AM 10/19/15 12:30PM 12/17/15	60  50	5.00	4	8	8	0	0
PNN-543-1 050044	Foundations of Clin. Practi 0065599 Betty J. Butler 0065599 Betty J. Butler	GRUN 167 LEC GRUN 113 LAB-A	T  M	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	64  34	3.00	10	32	19	0	13
PNN-543-2 050208	Foundations of Clin. Practi 0065599 Betty J. Butler 0065599 Betty J. Butler	GRUN 167 LEC GRUN 113 LAB-A	T  M	08:00AM 08/24/15 09:50AM 12/17/15 01:00PM 08/24/15 02:50PM 12/17/15	64  34	3.00	10	32	12	0	20
POL-111-1 050625	American National Governmen 0255008 Bradley F. Dyke	BLHK 255 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	48	3.00	10	35	27	0	8
POL-111-2 050626	American National Governmen 0255008 Bradley F. Dyke	BREM 155 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	40	3.00	10	35	22	0	13
POL-111-3 050627	American National Governmen 0255008 Bradley F. Dyke	GRUN 261 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	40	3.00	10	35	25	0	10
POL-121-1 050644	International Relations 0255008 Bradley F. Dyke	BLHK 255 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	48	3.00	10	28	7	0	21
PSY-102-2 050646	Human & Work Relations 0244860 Stacilyn Hill	BTLR 111 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	30	24	0	6

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PSY-102-5 050897	Human & Work Relations 0065368 Alan D. Scholle	BUCH 116 LEC	MW	08:00AM 08/24/15 09:15AM 12/17/15	32	3.00	10	30	11	0	19
PSY-111-1 050647	Introduction to Psychology 0065100 James D. Rodgers	GRUN 271 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	48	3.00	10	40	31	0	9
PSY-111-10 050656	Introduction to Psychology 0257925 Charles T. Blair-Br Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 252 LEC WEBH WEBH LEC	TR MTWRFSN	12:00PM 09/14/15 01:15PM 12/17/15 09/14/15 12/17/15	50 25	3.00	10	30	24	0	6
PSY-111-105 050910	Introduction to Psychology 0257925 Charles T. Blair-Br	BLHK 255 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	48	3.00	1	40	30	0	10
				PRIMARY PSY-111-14			10	35	27	0	8
				SECONDARY PSY-111-105			1	3	2	0	1
				SECONDARY PSY-111-111			1	2	1	0	1
PSY-111-106 050945	Introduction to Psychology 0065100 James D. Rodgers	BLHK 252 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	50	3.00	1	40	36	0	4
				PRIMARY PSY-111-3			10	39	35	0	4
				SECONDARY PSY-111-106			1	1	1	0	0
PSY-111-109 050961	Introduction to Psychology 0242099 Ashley P. Jones	BLHK 252 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	50	3.00	1	40	19	0	21
				PRIMARY PSY-111-15			10	37	16	0	21
				SECONDARY PSY-111-109			1	3	3	0	0
PSY-111-11 050657	Introduction to Psychology 0251056 Desislava S. Stoych	BUCH 108 LEC	MTWR	01:00PM 10/19/15 02:20PM 12/17/15		3.00	10	36	10	0	26
PSY-111-110 050964	Introduction to Psychology 0065100 James D. Rodgers	GRUN 271 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	48	3.00	1	40	31	0	9
				PRIMARY PSY-111-16			10	39	31	0	8
				SECONDARY PSY-111-110			1	1	0	0	1
PSY-111-111 050965	Introduction to Psychology 0257925 Charles T. Blair-Br	BLHK 255 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	48	3.00	1	40	30	0	10



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				PRIMARY PSY-111-14			10	35	27	0	8
				SECONDARY PSY-111-105			1	3	2	0	1
				SECONDARY PSY-111-111			1	2	1	0	1
PSY-111-13 050659	Introduction to Psychology 0065368 Alan D. Scholle	GRUN 263 LEC	MW	06:00PM 10/19/15 08:50PM 12/17/15	40	3.00	10	40	9	0	31
PSY-111-14 050660	Introduction to Psychology 0257925 Charles T. Blair-Br	BLHK 255 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	48	3.00	10	40	30	0	10
				PRIMARY PSY-111-14			10	35	27	0	8
				SECONDARY PSY-111-105			1	3	2	0	1
				SECONDARY PSY-111-111			1	2	1	0	1
PSY-111-15 050661	Introduction to Psychology 0242099 Ashley P. Jones	BLHK 252 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	50	3.00	10	40	19	0	21
				PRIMARY PSY-111-15			10	37	16	0	21
				SECONDARY PSY-111-109			1	3	3	0	0
PSY-111-16 050662	Introduction to Psychology 0065100 James D. Rodgers	GRUN 271 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	48	3.00	10	40	31	0	9
				PRIMARY PSY-111-16			10	39	31	0	8
				SECONDARY PSY-111-110			1	1	0	0	1
PSY-111-2 050648	Introduction to Psychology 0165035 Pat Crowe	TADL 127 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	32	3.00	10	40	32	0	8
				PRIMARY PSY-111-2			10	15	13	0	2
				SECONDARY PSY-111-101			1	15	14	0	1
				SECONDARY PSY-111-25			1	2	1	0	1
				SECONDARY PSY-111-26			1	2	2	0	0
				SECONDARY PSY-111-114			1	4	0	0	4
				SECONDARY PSY-111-28			1	3	2	0	1
PSY-111-24 050894	Introduction to Psychology 0244860 Stacilyn Hill 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	GRUN 271 LEC WEBH WEBH LEC	T MTWRFSN	05:30PM 08/25/15 09:30PM 09/22/15 08/25/15 09/22/15	48 25	3.00	10	40	4	0	36
PSY-111-3 050649	Introduction to Psychology 0065100 James D. Rodgers	BLHK 252 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	50	3.00	10	40	36	0	4

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				PRIMARY PSY-111-3 SECONDARY PSY-111-106			10 1	39 1	35 1	0 0	4 0
PSY-111-4 050650	Introduction to Psychology 0065786 Tracy J. Grandy	BLHK 252 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	50	3.00	10	40	35	0	5
PSY-111-5 050651	Introduction to Psychology 0164171 Larry F. Herzog	BLHK 252 LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	50	3.00	10	40	19	0	21
PSY-111-6 050652	Introduction to Psychology 0251056 Desislava S. Stoych	BLHK 255 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	48	3.00	10	40	10	0	30
				PRIMARY PSY-111-6 SECONDARY PSY-111-108			10 1	38 2	10 0	0 0	28 2
PSY-111-7 050653	Introduction to Psychology 0065786 Tracy J. Grandy	BLHK 252 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	50	3.00	10	40	33	0	7
PSY-111-8 050654	Introduction to Psychology 0165035 Pat Crowe	BLHK 252 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	50	3.00	10	40	34	0	6
PSY-111-9 050655	Introduction to Psychology 0180687 Christine L. Bennet Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	GRUN 244 LEC WEBH WEBH LEC	TR MTWRFSN	04:00PM 09/14/15 05:15PM 12/17/15 09/14/15 12/17/15	40 25	3.00	10	40	7	0	33
PSY-121-1 050663	Developmental Psychology 0065100 James D. Rodgers	BLHK 239 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	32	3.00	10	32	25	0	7
PSY-121-2 050664	Developmental Psychology 0165035 Pat Crowe	GRUN 261 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	40	3.00	10	35	33	0	2
PSY-121-3 050665	Developmental Psychology 0165035 Pat Crowe	TADL 127 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	32	3.00	10	35	21	0	14
				PRIMARY PSY-121-3 SECONDARY PSY-121-11			10 1	26 2	20 1	0 0	6 1
PSY-121-4 050666	Developmental Psychology 0244860 Stacilyn Hill	GRUN 261 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	40	3.00	10	35	19	0	16

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PSY-241-1 050667	Abnormal Psychology 0065100 James D. Rodgers	BLHK 288 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	30	3.00	10	30	13	0	17
PSY-261-1 050668	Human Sexuality 0065786 Tracy J. Grandy	BLHK 255 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	48	3.00	10	30	18	0	12
PSY-262-1 050670	Psychology of Gender 0065786 Tracy J. Grandy	BLHK 255 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	48	3.00	10	30	27	0	3
PTA-110-1 050090	Fundamentals of PTA 0254879 Melissa M. Schneide	HESC 235 LEC	T	08:30AM 08/24/15 10:20AM 12/17/15	24	3.00	6	12	12	0	0
	0254879 Melissa M. Schneide	HESC 237 LAB-A	R	11:00AM 08/24/15 12:50PM 12/17/15	20						
PTA-110-2 050092	Fundamentals of PTA 0254457 Carole G. Ostendorf	HESC 235 LEC	T	08:30AM 08/24/15 10:20AM 12/17/15	24	3.00	5	13	12	0	1
	0254879 Melissa M. Schneide	HESC 237 LAB-A	R	11:00AM 08/24/15 12:50PM 12/17/15	20						
PTA-120-1 050077	Kinesiology 0254457 Carole G. Ostendorf	HESC 235 LEC	M	08:00AM 08/24/15 09:50AM 12/17/15	24	3.00	6	12	12	0	0
	0254457 Carole G. Ostendorf	HESC 237 LAB-A	T	10:30AM 08/24/15 12:20PM 12/17/15	20						
PTA-120-2 050078	Kinesiology 0254879 Melissa M. Schneide	HESC 235 LEC	M	08:00AM 08/24/15 09:50AM 12/17/15	24	3.00	6	13	12	0	1
	0254457 Carole G. Ostendorf	HESC 237 LAB-A	T	10:30AM 08/24/15 12:20PM 12/17/15	20						
PTA-150-1 050085	Pathophysiology 0254457 Carole G. Ostendorf	HESC 235 LEC	MW	01:00PM 08/24/15 01:50PM 12/17/15	24	3.00	11	25	24	0	1
		HESC 235 LEC	R	08:00AM 08/24/15 08:50AM 12/17/15	24						
PTA-194-1 050081	Therapeutic Agents I 0254879 Melissa M. Schneide	HESC 235 LEC	M	10:00AM 08/24/15 11:50AM 12/17/15	24	3.00	6	12	12	0	0
	0254879 Melissa M. Schneide	HESC 237 LAB-A	W	10:00AM 08/24/15 11:50AM 12/17/15	20						
PTA-194-2 050083	Therapeutic Agents I 0254457 Carole G. Ostendorf	HESC 235 LEC	M	10:00AM 08/24/15 11:50AM 12/17/15	24	3.00	6	13	12	0	1
	0254879 Melissa M. Schneide	HESC 237 LAB-A	W	10:00AM 08/24/15 11:50AM 12/17/15	20						
PTA-211-1 050094	Musculoskeletal I 0254879 Melissa M. Schneide	HESC 235 LEC	W	08:00AM 08/24/15 09:50AM 12/17/15	24	3.00	6	12	12	0	0
	0254879 Melissa M. Schneide	HESC 237 LAB-A	R	09:00AM 08/24/15 10:50AM 12/17/15	20						

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PTA-211-2 050096	Musculoskeletal I 0254457 Carole G. Ostendorf 0254879 Melissa M. Schneide	HESC 235 LEC HESC 237 LAB-A	W  R	08:00AM 08/24/15 09:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	24  20	3.00	6	13	12	0	1
PTA-310-1 050098	PTA Clinical I 0254879 Melissa M. Schneide	HESC 235 LAB-C	F	08:00AM 08/24/15 12:00PM 12/17/15	24	1.00	11	25	24	0	1
RCP-315-2 051206	Cardiopulmonary Therapeutic 0065460 Alison N. White 0065460 Alison N. White 0065802 Jamie S. Bute	GRUN 141 LEC GRUN 141 LEC GRUN 141 LAB-A	M  F  F	08:00AM 08/24/15 09:50AM 12/17/15 08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 10:50AM 12/17/15	24  24  24	4.00	10	20	13	0	7
RCP-350-2 051207	Pulmonary Pathology 0065802 Jamie S. Bute	GRUN 141 LEC GRUN 141 LEC	M  F	01:00PM 08/24/15 02:50PM 12/17/15 11:00AM 08/24/15 11:50AM 12/17/15	24  24	3.00	10	20	13	0	7
RCP-561-2 051208	Intro To Ventilator Support 0093311 Beth N. Hartman 0093311 Beth N. Hartman 0065802 Jamie S. Bute	GRUN 141 LEC GRUN 141 LAB-A	W  W	01:00PM 08/24/15 01:50PM 12/17/15 08:00AM 08/24/15 11:50AM 12/17/15	24  24	3.00	15	20	12	0	8
RCP-600-2 051209	Neonatal Pediatric Respirat 0065802 Jamie S. Bute 0065802 Jamie S. Bute	WEBH WEBH LEC GRUN 141 LAB-A	MTWRFSN  M	08/24/15 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15	25  24	3.00	12	20	14	0	6
RDG-038-1 049902	College Preparatory Reading 0242556 Christy L. Schmitt	BREM 122 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	28	3.00	10	20	6	0	14
RDG-039-1 049903	College Preparatory Reading 0242556 Christy L. Schmitt	BREM 122 LEC	MW	04:00PM 08/24/15 05:15PM 12/17/15	28	3.00	10	20	14	0	6
RDG-039-2 049904	College Preparatory Reading 0249054 Helen J. Hansen	BTLR 107A LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	20	17	0	3
RDG-039-3 049905	College Preparatory Reading 0249054 Helen J. Hansen	BREM 106 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	25	3.00	10	20	16	0	4
RDG-039-4 049906	College Preparatory Reading 0065804 Jill M. Olind	BTLR 105 LEC	MTWR	02:00PM 09/14/15 02:45PM 12/17/15	25	3.00	10	20	4	0	16
RDG-039-5 049907	College Preparatory Reading 0065314 Laura K. Meyers	BREM 135 LEC	MTWR	09:00AM 08/24/15 10:20AM 10/15/15	31	3.00	10	20	13	0	7

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RDG-039-6 049908	College Preparatory Reading 0065314 Laura K. Meyers	BREM 133 LEC	MTWR	10:30AM 08/24/15 11:50AM 10/15/15	20	3.00	10	20	13	0	7
RDG-040-1 049909	College Prep Reading III 0181535 Bonnie L. Smith-Dav	BLHK 135 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	20	3.00	10	20	16	0	4
RDG-040-10 049918	College Prep Reading III 0065314 Laura K. Meyers	BREM 133 LEC	MTWR	10:30AM 10/19/15 11:50AM 12/17/15	20	3.00	10	20	15	0	5
RDG-040-11 049919	College Prep Reading III 0181535 Bonnie L. Smith-Dav	BUCH 114 LEC	MTWR	02:00PM 09/14/15 02:45PM 12/17/15	22	3.00	10	20	7	0	13
RDG-040-12 050561	College Prep Reading III 0065314 Laura K. Meyers	BREM 135 LEC	MTWR	01:00PM 08/24/15 02:20PM 10/15/15	31	3.00	10	20	15	0	5
RDG-040-2 049910	College Prep Reading III 0195580 Jane C. Scott	BREM 135 LEC	MW	04:30PM 08/24/15 05:45PM 12/17/15	31	3.00	10	20	17	0	3
RDG-040-3 049911	College Prep Reading III 0065804 Jill M. Olind	BREM 135 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	31	3.00	10	20	17	0	3
RDG-040-4 049912	College Prep Reading III 0242556 Christy L. Schmitt	BREM 122 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	28	3.00	10	20	16	0	4
RDG-040-5 049913	College Prep Reading III 0249054 Helen J. Hansen	LBRY 206 LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	30	3.00	10	20	18	0	2
RDG-040-9 049917	College Prep Reading III 0065314 Laura K. Meyers	BREM 135 LEC	MTWR	09:00AM 10/19/15 10:20AM 12/17/15	31	3.00	10	20	17	0	3
REL-101-1 049722	Survey of World Religions 0000114 Linda D. Smith	GRUN 242 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	40	3.00	10	38	7	0	31
REL-101-2 049723	Survey of World Religions 0000114 Linda D. Smith	GRUN 242 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	40	3.00	10	38	11	0	27
REL-101-4 049728	Survey of World Religions 0152188 Robert P. Steed	GRUN 242 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	40	3.00	10	38	10	0	28
REL-101-5 049729	Survey of World Religions 0152188 Robert P. Steed	GRUN 242 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	40	3.00	10	38	10	0	28
SDV-108-1 049687	The College Experience 0065331 Aaron J. Narigon This class is paired with another class. Both classes need to be taken this term.	GRUN 275 LEC	F	12:00PM 08/24/15 12:50PM 12/17/15	20	1.00	12	20	18	0	2

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SDV-108-10 050332	The College Experience 0065624 Jane A. Even This class is paired with another class. Both classes need to be taken this term.	BLHK 288 LEC	F	09:00AM 08/24/15 09:50AM 12/17/15	30	1.00	12	35	25	0	10
SDV-108-12 050806	The College Experience 0065798 Mikki M. Savage	HESC 137 LEC	F	09:00AM 08/24/15 09:50AM 12/17/15	36	1.00	12	25	19	0	6
SDV-108-13 050807	The College Experience 0110121 Heidi K. Hudson	BUCH 129 LEC	T	05:00PM 08/24/15 05:50PM 12/17/15	24	1.00	12	25	18	0	7
SDV-108-14 050808	The College Experience 0175987 Ronald E. Green	BTLR 111 LEC	T	01:30PM 08/24/15 02:20PM 12/17/15	30	1.00	12	25	17	0	8
SDV-108-15 050809	The College Experience 0175987 Ronald E. Green	BTLR 111 LEC	R	01:30PM 08/24/15 02:20PM 12/17/15	30	1.00	12	25	20	0	5
SDV-108-16 050810	The College Experience 0065237 Carol L. Luvert	BREM 106 LEC	T	10:30AM 08/24/15 11:20AM 12/17/15	25	1.00	12	25	23	0	2
SDV-108-17 050811	The College Experience 0218746 Rachelle L. Biderma	BLHK 252 LEC	R	10:30AM 08/24/15 11:20AM 12/17/15	50	1.00	12	25	19	0	6
SDV-108-18 050812	The College Experience 0092161 Laurie J. Plum	BTLR 103 LEC	M	08:00AM 08/24/15 08:50AM 12/17/15	30	1.00	12	25	19	0	6
SDV-108-19 050813	The College Experience 0252164 Nicolas A. Landmess	BREM 112 LEC	T	08:00AM 08/24/15 08:50AM 12/17/15	24	1.00	12	25	20	0	5
SDV-108-2 049781	The College Experience 0218746 Rachelle L. Biderma This class is paired with another class. Both classes need to be taken this term.	LBRY 208 LEC	F	12:00PM 08/24/15 12:50PM 12/17/15	30	1.00	12	25	9	0	16
SDV-108-20 050814	The College Experience 0092161 Laurie J. Plum	BTLR 103 LEC	W	08:00AM 08/24/15 08:50AM 12/17/15	30	1.00	12	25	13	0	12
SDV-108-21 050880	The College Experience 0252164 Nicolas A. Landmess	BREM 122 LEC	F	11:00AM 08/24/15 11:50AM 12/17/15	28	1.00	12	25	24	0	1
SDV-108-29 050962	The College Experience 0235306 Emily E. Knutson	BLHK 288 LEC	T	01:00PM 08/24/15 01:50PM 12/17/15	30	1.00	12	35	19	0	16

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SDV-108-3 050216	The College Experience 0065116 Patrick T. Malloy This class is paired with another class. Both classes need to be taken this term.	GRUN 244 LEC	F	12:00PM 08/24/15 12:50PM 12/17/15	40	1.00	12	30	8	0	22
SDV-108-6 050802	The College Experience 0218746 Rachelle L. Biderma	LBRY 204 LEC	M	09:00AM 08/24/15 09:50AM 12/17/15	30	1.00	12	25	18	0	7
SDV-108-7 050803	The College Experience 0162135 Michaela L. Rich	BTLR 103 LEC	T	09:00AM 08/24/15 09:50AM 12/17/15	30	1.00	12	25	9	0	16
SDV-108-8 050804	The College Experience 0065331 Aaron J. Narigon	LBRY 204 LEC	W	09:00AM 08/24/15 09:50AM 12/17/15	30	1.00	12	25	13	0	12
SDV-108-9 050805	The College Experience 0162135 Michaela L. Rich	LBRY 208 LEC	R	09:00AM 08/24/15 09:50AM 12/17/15	30	1.00	12	25	15	0	10
SDV-109-1 049927	College 101 0175987 Ronald E. Green	BUCH 129 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	24	3.00	10	25	22	0	3
SDV-109-10 050879	College 101 0098556 Lisa M. Ciesielski Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	LBRY 206 LEC WEBH WEBH LEC	W MTWRFSN	04:30PM 08/24/15 05:45PM 12/17/15 08/24/15 12/17/15	30 25	3.00	10	25	7	0	18
SDV-109-4 049932	College 101 0175987 Ronald E. Green	BREM 122 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	28	3.00	10	25	21	0	4
SDV-109-8 049942	College 101 0065213 John T. VonTersch	BREM 106 LEC	MTWR	08:00AM 09/14/15 08:45AM 12/17/15	25	3.00	10	25	14	0	11
SDV-109-9 049944	College 101 0065213 John T. VonTersch	BLHK 239 LEC	MTWR	09:00AM 09/14/15 09:45AM 12/17/15	32	3.00	10	25	20	0	5
SDV-127-1 049950	Study Strategies 0231476 Stacia M. Eggers	BREM 122 LEC	MW	12:00PM 08/24/15 12:50PM 10/15/15	28	1.00	10	20	8	0	12
SDV-127-2 049953	Study Strategies 0231476 Stacia M. Eggers	BREM 122 LEC	MW	12:00PM 10/19/15 12:50PM 12/17/15	28	1.00	10	20	3	0	17

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SDV-131-2 049962	Career Exploration 0231476 Stacia M. Eggers	BREM 106 LEC	MW	11:00AM 08/24/15 11:50AM 12/17/15	25	2.00	10	25	21	0	4
SOC-110-1 050671	Intro to Sociology 0066143 Lisa J. Munoz	GRUN 232 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	40	3.00	10	40	33	0	7
SOC-110-10 050681	Intro to Sociology 0101530 Rachel E. Hurley	TADL 127 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	32	3.00	10	40	25	0	15
				PRIMARY SOC-110-10			10	23	13	0	10
				SECONDARY SOC-110-18			1	13	10	0	3
				SECONDARY SOC-110-24			1	3	2	0	1
				SECONDARY SOC-110-25			1	3	0	0	3
SOC-110-15 050772	Intro to Sociology 0065215 Roger J. Eich	GRUN 261 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	40	3.00	10	40	29	0	11
SOC-110-16 050773	Intro to Sociology 0193100 Casey J. Schotter	GRUN 261 LEC	TR	06:00PM 08/24/15 07:15PM 12/17/15	40	3.00	10	40	8	0	32
SOC-110-2 050672	Intro to Sociology 0065215 Roger J. Eich	GRUN 261 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	40	3.00	10	40	23	0	17
SOC-110-3 050673	Intro to Sociology 0065215 Roger J. Eich	GRUN 263 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	40	3.00	10	30	18	0	12
				PRIMARY SOC-110-3			10	24	18	0	6
				SECONDARY SOC-110-21			1	2	0	0	2
SOC-110-4 050674	Intro to Sociology 0248580 Rodney L. Lake 0065215 Roger J. Eich	GRUN 261 LEC	TR	07:30AM 08/24/15 08:45AM 12/17/15	40	3.00	10	40	10	0	30
SOC-110-5 050675	Intro to Sociology 0207220 Todd A. Mensink	BLHK 252 LEC	TR	03:00PM 08/24/15 04:15PM 12/17/15	50	3.00	10	40	21	0	19
SOC-110-7 050677	Intro to Sociology 0248580 Rodney L. Lake 0065215 Roger J. Eich Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and instructor Syllabi for specific class requirements and deadlines.	GRUN 261 LEC WEBH WEBH LEC	MWF MTWRFSN	10:00AM 09/14/15 10:50AM 12/17/15 09/14/15 12/17/15	40 25	3.00	10	25	12	0	13



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SOC-110-8 050678	Intro to Sociology 0248580 Rodney L. Lake 0227299 Donald E. Wright	BLHK 255 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	48	3.00	10	40	21	0	19
SOC-115-1 050682	Social Problems 0066143 Lisa J. Munoz	BLHK 252 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	50	3.00	10	35	29	0	6
SOC-120-1 050683	Marriage and Family 0248580 Rodney L. Lake 0165035 Pat Crowe	BLHK 237 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	32	3.00	10	32	19	0	13
SOC-120-2 050684	Marriage and Family 0248580 Rodney L. Lake 0165035 Pat Crowe	BLHK 237 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	32	3.00	10	32	11	0	21
SOC-135-1 050686	Death & Dying 0000030 Patrick G. Ashwood	BLHK 288 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	30	3.00	10	32	13	0	19
SOC-135-2 050687	Death & Dying 0000030 Patrick G. Ashwood	BLHK 288 LEC	TR	03:00PM 08/24/15 04:15PM 12/17/15	30	3.00	10	30	14	0	16
SOC-135-3 050688	Death & Dying 0065078 Beth J. Bardonner	BLHK 255 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	48	3.00	10	35	7	0	28
SOC-205-2 050690	Diversity in America 0066143 Lisa J. Munoz	BLHK 237 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	32	3.00	10	30	25	0	5
SOC-205-3 050691	Diversity in America 0227299 Donald E. Wright	BLHK 237 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	32	3.00	10	30	15	0	15
SOC-205-5 050693	Diversity in America 0242053 Andrew J. Teesdale	BLHK 239 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	32	3.00	10	30	17	0	13
SOC-205-6 050694	Diversity in America 0066143 Lisa J. Munoz	BLHK 237 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	32	3.00	10	30	25	0	5
SOC-924-1 052410	Honors Project 0066143 Lisa J. Munoz	LEC		10/19/15 12/17/15		1.00	1	1	1	0	0
SPC-101-1 049773	Fundamentals of Oral Comm 0066093 Susan C. Cusmano	LBRY 206 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	30	3.00	10	25	19	0	6
SPC-101-11 050147	Fundamentals of Oral Comm 0065820 Stuart L. Holsing	LBRY 204 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	30	3.00	10	25	22	0	3
SPC-101-12 050149	Fundamentals of Oral Comm 0065820 Stuart L. Holsing	LBRY 206 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	30	3.00	10	25	23	0	2

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SPC-101-13 050418	Fundamentals of Oral Comm 0000077 Frances K. Kavalier Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	LBRY 206 LEC WEBH WEBH LEC	TR  MTWRFSN	07:30PM 08/24/15 08:45PM 10/15/15 08/24/15 10/15/15	30  25	3.00	10	25	11	0	14
SPC-101-14 050419	Fundamentals of Oral Comm 0000077 Frances K. Kavalier 0065373 Barbara L. McFerran Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	LBRY 206 LEC WEBH WEBH LEC	TR  MTWRFSN	07:30PM 10/19/15 08:45PM 12/17/15 10/19/15 12/17/15	30  25	3.00	10	25	16	0	9
SPC-101-16 050421	Fundamentals of Oral Comm 0218742 Joshua R. Hamzehee	BLHK 239 LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	32	3.00	10	25	21	0	4
SPC-101-17 050422	Fundamentals of Oral Comm 0218742 Joshua R. Hamzehee	BLHK 239 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	32	3.00	10	25	23	0	2
SPC-101-18 050428	Fundamentals of Oral Comm 0207762 Kristine L. Brunkho	LBRY 206 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	25	22	0	3
SPC-101-19 050429	Fundamentals of Oral Comm 0207762 Kristine L. Brunkho	LBRY 206 LEC	TR	01:30PM 08/24/15 02:45PM 12/17/15	30	3.00	10	25	21	0	4
SPC-101-2 049774	Fundamentals of Oral Comm 0066093 Susan C. Cusmano This section helps students who have speech anxiety. Special instruction aids the student to deal with & recover from speech anxiety.	LBRY 206 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	30	3.00	10	20	10	0	10
SPC-101-20 050430	Fundamentals of Oral Comm 0223689 Jill J. Dobson	LBRY 208 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	30	3.00	10	25	12	0	13

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SPC-101-21 050431	Fundamentals of Oral Comm 0065309 Valerie L. Eagen	LBRY 204 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	30	3.00	10	25	23	0	2
SPC-101-22 050432	Fundamentals of Oral Comm 0065309 Valerie L. Eagen	LBRY 202 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	25	22	0	3
SPC-101-24 050581	Fundamentals of Oral Comm 0241980 Sade Barfield	LBRY 202 LEC	MW	02:30PM 08/24/15 03:45PM 12/17/15	30	3.00	10	25	10	0	15
SPC-101-25 050820	Fundamentals of Oral Comm 0000057 Nermin Ferkić	LBRY 202 LEC	MW	04:30PM 08/24/15 05:45PM 12/17/15	30	3.00	10	25	10	0	15
SPC-101-26 050895	Fundamentals of Oral Comm 0106309 Roxanne L. Heimann 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	LBRY 204 LEC WEBH WEBH LEC	T MTWRFSN	05:30PM 11/03/15 09:30PM 12/01/15 11/03/15 12/01/15	30 25	3.00	10	25	4	0	21
SPC-101-3 049776	Fundamentals of Oral Comm 0066093 Susan C. Cusmano	LBRY 206 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	30	3.00	10	25	17	0	8
SPC-101-4 049777	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	LBRY 204 LEC WEBH WEBH LEC	MW MTWRFSN	01:00PM 08/24/15 02:15PM 10/15/15 08/24/15 12/17/15	30 25	3.00	10	25	7	0	18
SPC-101-5 049779	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma This class is paired with another class. Both classes need to be taken this term.	LBRY 208 LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	30	3.00	10	25	8	0	17
SPC-101-8 049847	Fundamentals of Oral Comm 0065149 Karla J. Brown	LBRY 202 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	30	3.00	10	25	20	0	5

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SPC-101-9 049848	Fundamentals of Oral Comm 0065149 Karla J. Brown	LBRY 202 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	30	3.00	10	25	22	0	3
WDV-102-1 050167	Intro To Web Development 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	M  M  MTWRFSN  MTWRFSN	07:00PM 08/24/15 07:50PM 12/17/15 08:00PM 08/24/15 08:50PM 12/17/15 08/24/15 12/17/15 08/24/15 12/17/15	20  20  25  25	3.00	12	20	11	0	9
WDV-105-1 050168	Web Layouts 0155484 Kaitlyn R. Wolf 0155484 Kaitlyn R. Wolf Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	W  W  MTWRFSN  MTWRFSN	07:00PM 08/24/15 07:50PM 12/17/15 08:00PM 08/24/15 08:50PM 12/17/15 08/24/15 12/17/15 08/24/15 12/17/15	20  20  25  25	3.00	10	20	9	0	11
WEL-104-1 050640	Intro To MIG Welding 0090667 Jeffrey D. Jantzen 0090667 Jeffrey D. Jantzen	BUCH 156 LEC BUCH 155 LAB-B	TR  TWRF	01:00PM 10/19/15 02:50PM 11/14/15 08:00AM 10/19/15 10:50AM 11/14/15	24  50	2.00	10	18	13	0	5
WEL-104-2 050642	Intro To MIG Welding 0192816 Jonathan C. Lowery 0192816 Jonathan C. Lowery	BUCH 156 LEC BUCH 155 LAB-B	TF  TWRF	03:00PM 10/19/15 04:50PM 11/14/15 07:00PM 10/19/15 09:50PM 11/14/15	24  50	2.00	10	18	4	0	14
WEL-111-1 050086	Welding Blueprint Reading 0090667 Jeffrey D. Jantzen	BUCH 156 LEC	M	08:00AM 08/24/15 10:50AM 12/17/15	24	3.00	7	18	15	0	3
WEL-111-2 050088	Welding Blueprint Reading 0192816 Jonathan C. Lowery	BUCH 156 LEC	M	03:00PM 08/24/15 05:50PM 12/17/15	24	3.00	7	18	4	0	14
WEL-112-1 050130	Welding Blueprint Reading/A 0090667 Jeffrey D. Jantzen	BUCH 156 LEC	M	01:00PM 08/24/15 02:50PM 12/17/15	24	2.00	5	18	5	0	13

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WEL-112-2 050133	Welding Blueprint Reading/A 0192816 Jonathan C. Lowery	BUCH 156 LAB-B LEC	M	06:00PM 08/24/15 07:50PM 12/17/15	24	2.00	5	18	6	0	12
WEL-125-1 050634	Fusion and Braze Welding 0090667 Jeffrey D. Jantzen	BUCH 155 LAB-B BUCH 155 LAB-B	TWRF MTWRF	08:00AM 10/19/15 08:50AM 12/17/15 10/19/15 12/17/15	50 50	2.00	5	10	5	0	5
WEL-125-2 050635	Fusion and Braze Welding 0192816 Jonathan C. Lowery	BUCH 155 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	M TWRF MTWRF	08:00PM 10/19/15 09:50PM 12/17/15 09:00PM 10/19/15 09:50PM 12/17/15 10/19/15 12/17/15	50 50 50	2.00	5	10	8	0	2
WEL-134-1 050089	Cutting Processes 0090667 Jeffrey D. Jantzen 0090667 Jeffrey D. Jantzen	BUCH 156 LEC BUCH 155 LAB-B BUCH 155 LAB-B	M TWRF TWRF	11:00AM 10/19/15 12:50PM 12/17/15 11:00AM 10/19/15 12:50PM 11/14/15 11/16/15 12/17/15	24 50 50	2.00	5	18	13	0	5
WEL-134-2 050101	Cutting Processes 0192816 Jonathan C. Lowery 0192816 Jonathan C. Lowery	BUCH 158 LEC BUCH 155 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	TF TWRF MWR M	02:00PM 10/19/15 02:50PM 12/17/15 05:00PM 10/19/15 06:50PM 11/14/15 02:00PM 10/19/15 02:50PM 12/17/15 09:00PM 10/19/15 09:50PM 12/17/15	24 50 50 50	2.00	5	18	4	0	14
WEL-155-1 050104	Arc Welding I (SMAW) 0090667 Jeffrey D. Jantzen 0090667 Jeffrey D. Jantzen	BUCH 156 LEC BUCH 155 LAB-B	TR TWRF	01:00PM 08/24/15 01:50PM 10/15/15 08:00AM 08/24/15 12:50PM 10/15/15	24 50	4.00	7	18	15	0	3
WEL-155-2 050106	Arc Welding I (SMAW) 0192816 Jonathan C. Lowery 0192816 Jonathan C. Lowery	BUCH 156 LEC BUCH 155 LAB-B	TF TWRF	04:00PM 08/24/15 04:50PM 10/15/15 05:00PM 08/24/15 09:30PM 10/15/15	24 50	4.00	7	18	6	0	12

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WEL-164-1 050134	Arc Welding II (SMAW) 0090667 Jeffrey D. Jantzen	BUCH 156	W	01:00PM 10/19/15	24	4.00	8	14	5	0	9
		LAB-B		02:50PM 12/17/15							
		BUCH 155	TWRF	08:00AM 10/19/15	50						
		LAB-B		11:50AM 12/17/15							
		BUCH 155	MF	12:00PM 10/19/15	50						
		LAB-B		12:50PM 12/17/15							
WEL-164-2 050135	Arc Welding II (SMAW) 0192816 Jonathan C. Lowery	BUCH 155	TWRF	05:00PM 10/19/15	50	4.00	8	14	6	0	8
		LAB-B		09:50PM 12/17/15							
		BUCH 156	W	03:00PM 10/19/15	24						
		LAB-B		04:50PM 12/17/15							
		BUCH 155	M	08:00PM 10/19/15	50						
		LAB-B		09:50PM 12/17/15							
WEL-187-1 050136	Advanced GMAW 0090667 Jeffrey D. Jantzen	BUCH 156	W	01:00PM 08/24/15	24	4.00	5	14	5	0	9
		LAB-B		02:50PM 10/15/15							
		BUCH 155	TWRF	08:00AM 08/24/15	50						
		LAB-B		11:50AM 10/15/15							
		BUCH 155	WF	12:00PM 08/24/15	50						
		LAB-B		12:50PM 10/15/15							
WEL-187-2 050137	Advanced GMAW 0192816 Jonathan C. Lowery	BUCH 155	TWRF	05:00PM 08/24/15	50	4.00	5	14	6	0	8
		LAB-B		09:50PM 10/15/15							
		BUCH 156	W	03:00PM 08/24/15	24						
		LAB-B		04:50PM 10/15/15							
		BUCH 155	M	08:00PM 08/24/15	50						
		LAB-B		09:50PM 10/15/15							
WEL-191-1 050636	Gas Tungsten Arc Welding 0090667 Jeffrey D. Jantzen	BUCH 156	F	01:00PM 08/24/15	24	3.00	5	10	10	0	0
		LAB-B		02:50PM 10/15/15							
		BUCH 155	TWRF	09:00AM 08/24/15	50						
		LAB-B		12:50PM 10/15/15							
WEL-191-2 050637	Gas Tungsten Arc Welding 0192816 Jonathan C. Lowery	BUCH 155	TWRF	05:00PM 08/24/15	50	3.00	5	10	9	0	1
		LAB-B		08:50PM 10/15/15							
		BUCH 156	R	03:00PM 08/24/15	24						
		LAB-B		04:50PM 10/15/15							
WEL-234-1 050641	Intro to GMAW II 0090667 Jeffrey D. Jantzen	BUCH 155	TWRF	08:00AM 11/16/15	50	2.00	10	18	14	0	4
		LAB-B		12:50PM 12/17/15							
		BUCH 156	TR	01:00PM 11/16/15	24						
		LAB-B		02:50PM 12/17/15							

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: MAIN  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
WEL-234-2 050643	Intro to GMAW II 0192816 Jonathan C. Lowery	BUCH 155 LAB-B BUCH 156 LAB-B	TWRF  TF	05:00PM 11/16/15 09:50PM 12/17/15 03:00PM 11/16/15 04:50PM 12/17/15	50  24	2.00	10	18	4	0	14		
WEL-303-1 050638	Pipe Welding/SMAW 0090667 Jeffrey D. Jantzen	BUCH 156 LAB-B BUCH 155 LAB-B	F  TWRF	01:00PM 10/19/15 02:50PM 12/17/15 09:00AM 10/19/15 12:50PM 12/17/15	24  50	3.00	5	10	4	0	6		
WEL-303-2 050639	Pipe Welding/SMAW 0192816 Jonathan C. Lowery	BUCH 155 LAB-B BUCH 156 LAB-B	TWRF  R	05:00PM 10/19/15 08:50PM 12/17/15 03:00PM 10/19/15 04:50PM 12/17/15	50  24	3.00	5	10	9	0	1		
WEL-402-1 050629	Tool Steel Weld & Heat Trea 0065234 Brent J. Blythe 0065234 Brent J. Blythe	BUCH 127 LEC BUCH 155 LAB-A	T  R	12:00PM 08/24/15 12:50PM 12/17/15 12:30PM 08/24/15 02:20PM 12/17/15	24  50	2.00	10	20	12	0	8		
WEL-402-2 050630	Tool Steel Weld & Heat Trea 0065306 Jamie A. Dettmer 0065306 Jamie A. Dettmer	BUCH 158 LEC BUCH 155 LAB-A	T  R	01:00PM 08/24/15 01:50PM 12/17/15 12:30PM 08/24/15 02:20PM 12/17/15	24  50	2.00	10	20	7	0	13		
WST-101-1 049851	Women's Studies 0065149 Karla J. Brown	LBRY 208 LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	30	3.00	10	30	14	0	16		
WST-101-2 049852	Women's Studies 0065149 Karla J. Brown	LBRY 208 LEC	TR	10:30AM 08/24/15 11:45AM 12/17/15	30	3.00	10	30	23	0	7		
									8244	19678	12586	0	8094

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: MAIN  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ACC-115-1 051700	Intro to Accounting 0255003 Mark A. Sutton	BLHK 221 LEC	MTWR	09:00AM 01/11/16 09:50AM 05/11/16	30	4.00	10	30	21	0	9
ACC-116-1 051703	Intro to Accounting II 0255003 Mark A. Sutton	BLHK 121 LEC	MTWR	08:00AM 01/11/16 08:50AM 05/11/16	30	4.00	10	30	5	0	25
ACC-131-1 051705	Principles of Accounting I 0000022 Jennifer L. Brehm	BLHK 123 LEC	TR	09:00AM 01/11/16 10:50AM 05/11/16	30	4.00	10	30	26	0	4
ACC-131-2 051708	Principles of Accounting I 0000022 Jennifer L. Brehm	BLHK 123 LEC	MTWR	11:00AM 01/11/16 11:50AM 05/11/16	30	4.00	10	30	27	0	3
ACC-132-1 051723	Principles of Accounting II 0000022 Jennifer L. Brehm	BLHK 123 LEC	TR	12:00PM 01/11/16 01:50PM 05/11/16	30	4.00	10	30	30	0	0
ACC-132-3 052431	Principles of Accounting II 0242470 Kelly A. Hoepfner 10 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	BLHK 121 LEC WEBH WEBH LEC	R MTWRFSN	05:30PM 01/14/16 09:30PM 03/24/16 01/14/16 03/24/16	30 25	4.00	10	30	17	0	13
ACC-190-1 051724	Financial Analysis 0065240 Patrick J. Geer	BLHK 221 LEC	TR	01:30PM 01/11/16 02:20PM 05/11/16	30	2.00	10	30	9	0	21
ACC-232-1 051726	Intermediate Accounting II 0065240 Patrick J. Geer	BLHK 121 LEC	TR	09:00AM 01/11/16 10:50AM 05/11/16	30	4.00	10	30	10	0	20
ACC-250-1 051727	Review for the LPA Exam 0065240 Patrick J. Geer	BLHK 221 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	30	3.00	10	30	9	0	21
ACC-311-1 051729	Computer Accounting 0065240 Patrick J. Geer	BLHK 222 LEC BLHK 222 LAB-A	MW MW	09:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 10:50AM 05/11/16	24 24	3.00	10	24	14	0	10
ACC-360-1 051730	Accounting Spreadsheets 0065240 Patrick J. Geer	BLHK 222 LEC BLHK 222 LAB-A	MW MW	01:00PM 01/11/16 01:25PM 05/11/16 01:30PM 01/11/16 02:20PM 05/11/16	24 24	2.00	10	24	8	0	16
ACC-801-1 051731	Payroll Accounting 0065240 Patrick J. Geer	BLHK 222 LAB-A	MW	11:00AM 01/11/16 11:50AM 05/11/16	24	1.00	10	24	12	0	12



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OPEN AND CLOSED SECTIONS BY LOCATION  
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ACC-803-2 052867	Accounting Simulations 0065240 Patrick J. Geer	BLHK 222 LAB-A	F	09:00AM 01/11/16 10:50AM 05/11/16	24	1.00	10	20	10	0	10
ADM-105-1 051825	Intro to Keyboarding (Beg) 0065824 Denise M. Leonard	BLHK 222 LAB-A	TR	11:00AM 01/11/16 11:50AM 05/11/16	24	1.00	10	24	14	0	10
ADM-105-2 052857	Intro to Keyboarding (Beg) 0065824 Denise M. Leonard	BLHK 234 LAB-A	MW	01:00PM 01/11/16 01:50PM 05/11/16	20	1.00	10	20	5	0	15
ADM-108-1 051826	Keyboarding Skill Dev (Adv) 0156578 Lisa L. Smith	BLHK 222 LAB-A	TR	08:00AM 01/11/16 08:50AM 05/11/16	24	1.00	10	24	3	0	21
ADM-131-1 051828	Office Calculators 0065824 Denise M. Leonard	BLHK 232 LAB-A	MW	09:00AM 01/11/16 09:50AM 05/11/16	20	1.00	10	20	11	0	9
ADM-131-2 051829	Office Calculators 0156578 Lisa L. Smith	BLHK 232 LAB-A	TR	12:00PM 01/11/16 12:50PM 05/11/16	20	1.00	10	20	7	0	13
ADM-148-1 051831	Transcription 0065824 Denise M. Leonard	BLHK 234 LEC	T	01:30PM 01/11/16 02:20PM 05/11/16	20	2.00	12	20	7	0	13
	0065824 Denise M. Leonard	BLHK 234 LAB-A	T	02:20PM 01/11/16 02:45PM 05/11/16	20						
		BLHK 234 LAB-A	R	01:30PM 01/11/16 02:45PM 05/11/16	20						
ADM-159-1 051832	Proofreading & Editing 0065824 Denise M. Leonard	BLHK 234 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	20	3.00	12	20	11	0	9
ADM-159-2 051833	Proofreading & Editing 0000113 Elizabeth A. Sindt	BLHK 234 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	20	3.00	12	20	16	0	4
ADM-162-1 051834	Office Procedures 0156578 Lisa L. Smith	BLHK 132 LEC	TR	01:30PM 01/11/16 02:15PM 05/11/16	28	3.00	10	24	6	0	18
	Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEBH WEBH LAB-A	MTWRFSN	01/11/16 05/11/16	25						
ADM-222-1 051841	Career Capstone 0000113 Elizabeth A. Sindt	BLHK 221 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	30	3.00	10	30	17	0	13
ADM-222-2 052696	Career Capstone 0000113 Elizabeth A. Sindt	BLHK 123 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	30	3.00	10	20	15	0	5

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OPEN AND CLOSED SECTIONS BY LOCATION  
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ADN-121-3 052563	Transition to Prof. Nursing 0115026 Shawn R. Buhrow	GRUN 167 LEC	R	10:00AM 01/11/16 11:50AM 05/11/16	64	2.00	10	40	37	0	3
ADN-122-4 052170	Advanced Nursing Skills 0065687 Ruth A. Gaede 0065687 Ruth A. Gaede	GRUN 171 LEC GRUN 103 LAB-A	T	01:00PM 01/11/16 01:50PM 05/11/16 02:00PM 01/11/16 03:50PM 05/11/16	60 32	2.00	8	44	37	0	7
				PRIMARY ADN-122-4			8	16	15	0	1
				SECONDARY ADN-122-6			6	12	11	0	1
				SECONDARY ADN-122-7			4	16	11	0	5
ADN-122-6 052172	Advanced Nursing Skills 0065687 Ruth A. Gaede 0065687 Ruth A. Gaede	GRUN 171 LEC GRUN 103 LAB-A	T	01:00PM 01/11/16 01:50PM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16	60 32	2.00	6	44	37	0	7
				PRIMARY ADN-122-4			8	16	15	0	1
				SECONDARY ADN-122-6			6	12	11	0	1
				SECONDARY ADN-122-7			4	16	11	0	5
ADN-122-7 052562	Advanced Nursing Skills 0065687 Ruth A. Gaede 0065687 Ruth A. Gaede	GRUN 171 LEC GRUN 113 LAB-A	T	01:00PM 01/11/16 01:50PM 05/11/16 03:00PM 01/11/16 04:50PM 05/11/16	60 34	2.00	4	44	37	0	7
				PRIMARY ADN-122-4			8	16	15	0	1
				SECONDARY ADN-122-6			6	12	11	0	1
				SECONDARY ADN-122-7			4	16	11	0	5
ADN-123-1 052157	Physical Assessment 0115026 Shawn R. Buhrow 0115026 Shawn R. Buhrow	GRUN 175 LEC GRUN 113 LAB-A	T	10:00AM 01/11/16 10:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	60 34	2.00	8	40	37	0	3
				PRIMARY ADN-123-1			8	20	14	0	6
				SECONDARY ADN-123-2			6	20	13	0	7
				SECONDARY ADN-123-3			6	12	10	0	2
ADN-123-2 052158	Physical Assessment 0115026 Shawn R. Buhrow 0115026 Shawn R. Buhrow	GRUN 175 LEC GRUN 113 LAB-A	T	10:00AM 01/11/16 10:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	60 34	2.00	6	40	37	0	3
				PRIMARY ADN-123-1			8	20	14	0	6
				SECONDARY ADN-123-2			6	20	13	0	7
				SECONDARY ADN-123-3			6	12	10	0	2

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OPEN AND CLOSED SECTIONS BY LOCATION  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ADN-123-3 052159	Physical Assessment 0115026 Shawn R. Buhrow 0115026 Shawn R. Buhrow	GRUN 175 LEC GRUN 113 LAB-A	T  W	10:00AM 01/11/16 10:50AM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16	60  34	2.00	6	40	37	0	3
				PRIMARY ADN-123-1			8	20	14	0	6
				SECONDARY ADN-123-2			6	20	13	0	7
				SECONDARY ADN-123-3			6	12	10	0	2
ADN-281-2 052397	Diet Management 0027302 Russell L. Culberts	GRUN 167 LEC	R	01:00PM 01/11/16 01:50PM 05/11/16	64	1.00	10	40	38	0	2
ADN-331-1 052151	Issues in Nursing Managemen 0065599 Betty J. Butler	GRUN 171 LEC	R	01:00PM 01/11/16 02:50PM 05/11/16	60	2.00	20	40	31	0	9
ADN-410-1 052147	Advanced Nrsng in OB & Peds 0115026 Shawn R. Buhrow 0115026 Shawn R. Buhrow	GRUN 167 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:30AM 05/11/16 06:30AM 01/11/16 12:30PM 05/11/16	64  50	5.00	4	32	31	0	1
				PRIMARY ADN-410-1			4	8	8	0	0
				SECONDARY ADN-410-2			4	8	8	0	0
				SECONDARY ADN-410-3			4	8	8	0	0
				SECONDARY ADN-410-4			4	8	7	0	1
ADN-410-2 052148	Advanced Nrsng in OB & Peds 0074447 Sara A. Joslin 0115026 Shawn R. Buhrow	GRUN 167 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:30AM 05/11/16 06:30AM 01/11/16 12:30PM 05/11/16	64  50	5.00	4	32	31	0	1
				PRIMARY ADN-410-1			4	8	8	0	0
				SECONDARY ADN-410-2			4	8	8	0	0
				SECONDARY ADN-410-3			4	8	8	0	0
				SECONDARY ADN-410-4			4	8	7	0	1
ADN-410-3 052149	Advanced Nrsng in OB & Peds 0101132 Laura K. Payton 0115026 Shawn R. Buhrow	GRUN 167 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:30AM 05/11/16 06:30AM 01/11/16 12:30PM 05/11/16	64  50	5.00	4	32	31	0	1
				PRIMARY ADN-410-1			4	8	8	0	0
				SECONDARY ADN-410-2			4	8	8	0	0
				SECONDARY ADN-410-3			4	8	8	0	0
				SECONDARY ADN-410-4			4	8	7	0	1

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ADN-410-4 052150	Advanced Nrsng in OB & Peds 0124077 Megan E. Rubendall 0115026 Shawn R. Buhrow	GRUN 167 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:30AM 05/11/16 02:30PM 01/11/16 08:30PM 05/11/16	64  50	5.00	4	32	31	0	1
				PRIMARY ADN-410-1			4	8	8	0	0
				SECONDARY ADN-410-2			4	8	8	0	0
				SECONDARY ADN-410-3			4	8	8	0	0
				SECONDARY ADN-410-4			4	8	7	0	1
ADN-531-1 052160	Advanced Adult Health Nrsng 0027302 Russell L. Culberts 0027302 Russell L. Culberts 0264609 Kiley A. Jordan	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:50AM 05/11/16 06:30AM 01/11/16 02:30PM 05/11/16	60  50	6.00	4	40	40	0	0
				PRIMARY ADN-531-1			4	7	7	0	0
				SECONDARY ADN-531-2			4	7	7	0	0
				SECONDARY ADN-531-3			4	7	7	0	0
				SECONDARY ADN-531-4			4	7	7	0	0
				SECONDARY ADN-531-5			4	7	7	0	0
				SECONDARY ADN-531-6			3	6	5	0	1
ADN-531-2 052161	Advanced Adult Health Nrsng 0188910 Darryl G. Koch 0264609 Kiley A. Jordan 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:50AM 05/11/16 06:30AM 01/11/16 02:30PM 05/11/16	60  50	6.00	4	40	40	0	0
				PRIMARY ADN-531-1			4	7	7	0	0
				SECONDARY ADN-531-2			4	7	7	0	0
				SECONDARY ADN-531-3			4	7	7	0	0
				SECONDARY ADN-531-4			4	7	7	0	0
				SECONDARY ADN-531-5			4	7	7	0	0
				SECONDARY ADN-531-6			3	6	5	0	1
ADN-531-3 052162	Advanced Adult Health Nrsng 0088566 Gary L. Schultz 0264609 Kiley A. Jordan 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:50AM 05/11/16 01:30PM 01/11/16 09:30PM 05/11/16	60  50	6.00	4	40	40	0	0
				PRIMARY ADN-531-1			4	7	7	0	0
				SECONDARY ADN-531-2			4	7	7	0	0
				SECONDARY ADN-531-3			4	7	7	0	0
				SECONDARY ADN-531-4			4	7	7	0	0
				SECONDARY ADN-531-5			4	7	7	0	0
				SECONDARY ADN-531-6			3	6	5	0	1

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ADN-531-4 052163	Advanced Adult Health Nrsg 0124371 Teresa A. Culpepper 0264609 Kiley A. Jordan 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:50AM 05/11/16 01:30PM 01/11/16 09:30PM 05/11/16	60  50	6.00	4	40	40	0	0
				PRIMARY ADN-531-1			4	7	7	0	0
				SECONDARY ADN-531-2			4	7	7	0	0
				SECONDARY ADN-531-3			4	7	7	0	0
				SECONDARY ADN-531-4			4	7	7	0	0
				SECONDARY ADN-531-5			4	7	7	0	0
				SECONDARY ADN-531-6			3	6	5	0	1
ADN-531-5 052165	Advanced Adult Health Nrsg 0076015 Valerie J. Hileman 0264609 Kiley A. Jordan 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:50AM 05/11/16 01:30PM 01/11/16 09:30PM 05/11/16	60  50	6.00	4	40	40	0	0
				PRIMARY ADN-531-1			4	7	7	0	0
				SECONDARY ADN-531-2			4	7	7	0	0
				SECONDARY ADN-531-3			4	7	7	0	0
				SECONDARY ADN-531-4			4	7	7	0	0
				SECONDARY ADN-531-5			4	7	7	0	0
				SECONDARY ADN-531-6			3	6	5	0	1
ADN-531-6 052664	Advanced Adult Health Nrsg 0027302 Russell L. Culberts 0076015 Valerie J. Hileman 0124371 Teresa A. Culpepper 0088566 Gary L. Schultz 0188910 Darryl G. Koch 0264609 Kiley A. Jordan 0027302 Russell L. Culberts	GRUN 175 LEC TRNG TRNG LAB-B	TR  M	08:00AM 01/11/16 09:50AM 05/11/16 06:30AM 01/11/16 02:30PM 05/11/16	60  50	6.00	3	40	40	0	0
				PRIMARY ADN-531-1			4	7	7	0	0
				SECONDARY ADN-531-2			4	7	7	0	0
				SECONDARY ADN-531-3			4	7	7	0	0
				SECONDARY ADN-531-4			4	7	7	0	0
				SECONDARY ADN-531-5			4	7	7	0	0
				SECONDARY ADN-531-6			3	6	5	0	1
ADN-532-1 052143	Advanced Adult Health Nrsg 0065599 Betty J. Butler 0213444 Susan A. Oestereich 0065599 Betty J. Butler	GRUN 171 LEC TRNG TRNG LAB-B	TR  F	10:00AM 01/11/16 11:50AM 05/11/16 06:30AM 01/11/16 12:50PM 05/11/16	60  50	6.00	4	32	31	0	1
				PRIMARY ADN-532-1			4	8	8	0	0
				SECONDARY ADN-532-2			4	8	8	0	0
				SECONDARY ADN-532-3			4	6	4	0	2
				SECONDARY ADN-532-4			4	8	7	0	1

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				SECONDARY ADN-532-5				5 8	4	0	4
ADN-532-2 052144	Advanced Adult Health Nrsrg 0027302 Russell L. Culberts 0065599 Betty J. Butler 0065599 Betty J. Butler	GRUN 171 LEC TRNG TRNG LAB-B	TR  F	10:00AM 01/11/16 11:50AM 05/11/16 06:30AM 01/11/16 12:50PM 05/11/16	60  50	6.00	4	32	31	0	1
				PRIMARY ADN-532-1				4 8	8	0	0
				SECONDARY ADN-532-2				4 8	8	0	0
				SECONDARY ADN-532-3				4 6	4	0	2
				SECONDARY ADN-532-4				4 8	7	0	1
				SECONDARY ADN-532-5				5 8	4	0	4
ADN-532-3 052145	Advanced Adult Health Nrsrg 0065599 Betty J. Butler 0124371 Teresa A. Culpepper 0065599 Betty J. Butler	GRUN 171 LEC TRNG TRNG LAB-B	TR  W	10:00AM 01/11/16 11:50AM 05/11/16 06:30AM 01/11/16 12:30PM 05/11/16	60  50	6.00	4	32	31	0	1
				PRIMARY ADN-532-1				4 8	8	0	0
				SECONDARY ADN-532-2				4 8	8	0	0
				SECONDARY ADN-532-3				4 6	4	0	2
				SECONDARY ADN-532-4				4 8	7	0	1
				SECONDARY ADN-532-5				5 8	4	0	4
ADN-532-4 052146	Advanced Adult Health Nrsrg 0065599 Betty J. Butler 0079257 Jenny R. Gronoski 0065599 Betty J. Butler	GRUN 171 LEC TRNG TRNG LAB-B	TR  W	10:00AM 01/11/16 11:50AM 05/11/16 02:30PM 01/11/16 08:30PM 05/11/16	60  50	6.00	4	32	31	0	1
				PRIMARY ADN-532-1				4 8	8	0	0
				SECONDARY ADN-532-2				4 8	8	0	0
				SECONDARY ADN-532-3				4 6	4	0	2
				SECONDARY ADN-532-4				4 8	7	0	1
				SECONDARY ADN-532-5				5 8	4	0	4
ADN-532-5 052520	Advanced Adult Health Nrsrg 0065599 Betty J. Butler 0079257 Jenny R. Gronoski 0124371 Teresa A. Culpepper 0027302 Russell L. Culberts 0213444 Susan A. Oestereich 0065599 Betty J. Butler	GRUN 171 LEC TRNG TRNG LAB-B	TR  W	10:00AM 01/11/16 11:50AM 05/11/16 06:30AM 01/11/16 12:50PM 05/11/16	60  50	6.00	5	32	31	0	1
				PRIMARY ADN-532-1				4 8	8	0	0
				SECONDARY ADN-532-2				4 8	8	0	0
				SECONDARY ADN-532-3				4 6	4	0	2
				SECONDARY ADN-532-4				4 8	7	0	1
				SECONDARY ADN-532-5				5 8	4	0	4

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AGA-154-1 052019	Fundamentals of Soil Scienc 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 165 LEC BREM 104 LAB-A	MW  R	08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	65  30	3.00	10	21	19	0	2
AGA-154-2 052023	Fundamentals of Soil Scienc 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 165 LEC BREM 104 LAB-A	MW  F	08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	65  30	3.00	10	20	22	0	-2
AGA-284-2 052405	Pesticide App Certification 0065841 Scott M. Harvey 0065841 Scott M. Harvey	BTLR 103 LEC BTLR 103 LAB-A BTLR 103 LAB-A	MTWR  M  M	01:00PM 01/11/16 01:52PM 03/03/16 07:30AM 01/11/16 09:50AM 03/03/16 02:00PM 01/11/16 03:50PM 03/03/16	30  30  30	3.00	8	16	16	0	0
AGA-284-3 052775	Pesticide App Certification 0065841 Scott M. Harvey 0065841 Scott M. Harvey	BTLR 103 LEC BTLR 103 LAB-A BTLR 103 LAB-A	MTWR  M  F	01:00PM 01/11/16 01:52PM 03/03/16 02:00PM 01/11/16 03:50PM 03/03/16 01:00PM 01/11/16 03:20PM 03/03/16	30  30  30	3.00	8	16	9	0	7
AGA-376-1 051892	Integrated Pest Management 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 104 LEC BREM 104 LAB-A	MT  WR	10:00AM 03/07/16 11:50AM 05/11/16 10:00AM 03/07/16 11:50AM 05/11/16	30  30	3.00	10	27	26	0	1
AGA-376-3 052406	Integrated Pest Management 0065841 Scott M. Harvey 0065841 Scott M. Harvey	BTLR 103 LEC BTLR 103 LAB-A BTLR 103 LAB-A BTLR 103 LAB-A	TW  R  T  M	02:00PM 01/11/16 02:50PM 05/11/16 02:00PM 01/11/16 02:50PM 05/11/16 03:00PM 01/11/16 03:50PM 03/03/16 01:00PM 03/07/16 01:50PM 05/11/16	30  30  30  30	3.00	10	25	9	0	16
AGA-376-4 052880	Integrated Pest Management 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 111 LEC BREM 111 LAB-A	MTWR  MTWR	12:00PM 03/07/16 12:50PM 05/11/16 01:00PM 03/07/16 01:50PM 05/11/16		3.00	1	1	1	0	0
AGB-331-2 052026	Entrepreneurship in Ag 0103105 Meghan L. Bond 0103105 Meghan L. Bond	BREM 104 LEC BREM 104 LAB-A	MT  WR	12:00PM 01/11/16 01:54PM 03/03/16 12:00PM 01/11/16 01:54PM 03/03/16	30  30	3.00	10	32	32	0	0

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AGB-336-1 052035	Agricultural Selling 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 104 LEC BREM 104 LAB-A BREM 165 LAB-A	MT  W  R	08:00AM 01/11/16 09:55AM 03/03/16 08:00AM 01/11/16 09:50AM 03/03/16 08:00AM 01/11/16 09:50AM 03/03/16	30  30  65	3.00	10	30	26	0	4
AGB-466-1 052030	Agricultural Finance 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	MTWR  MTWR	10:00AM 01/11/16 10:52AM 03/03/16 11:00AM 01/11/16 11:52AM 03/03/16	24  24	3.00	9	22	20	0	2
AGC-999-1 052783	Study Abroad 0102208 Bradley R. Kinsinge	TRNG TRNG LEC BREM 110 LEC	MTWRFSN  W	01/01/16 03/03/16 04:00PM 01/13/16 05:50PM 01/13/16	50  24	3.00	1	8	2	0	6
AGC-999-2 052784	Study Abroad 0102208 Bradley R. Kinsinge	TRNG TRNG LEC BREM 110 LEC	MTWRFSN  W	01/01/16 03/03/16 04:00PM 01/13/16 05:50PM 01/13/16	50  24	1.00	1	8	4	0	4
AGH-107-1 051753	Horticulture Lab 0065241 Daniel J. Lichty	FAYT 111 LAB-B	MTWRF	01/11/16 05/11/16	15	1.00	10	31	10	0	21
AGH-119-1 051752	Herbaceous Plant Materials 0065241 Daniel J. Lichty	BTLR 103 LEC	R	08:00AM 01/11/16 09:50AM 05/11/16	30	2.00	10	20	4	0	16
AGH-140-2 052408	Equipment Operations 0065841 Scott M. Harvey 0065841 Scott M. Harvey	FAYT 103 LEC FAYT 103 LAB-A FAYT 103 LAB-A	MT  W  R	04:00PM 01/11/16 04:50PM 03/03/16 03:00PM 01/11/16 03:50PM 03/03/16 03:00PM 03/07/16 05:50PM 05/11/16	20  20  20	2.00	8	15	5	0	10
AGH-143-1 051899	Equipment Repair 0065841 Scott M. Harvey 0065841 Scott M. Harvey	FAYT 103 LEC FAYT 102 LAB-A	MW  TR	10:00AM 01/11/16 11:55AM 03/03/16 10:00AM 01/11/16 11:50AM 03/03/16	20  10	3.00	8	15	14	0	1
AGH-152-1 051757	Landscape Design Techniques 0065241 Daniel J. Lichty 0065241 Daniel J. Lichty	BTLR 103 LEC BTLR 103 LAB-A BTLR 103 LAB-A	MW  MW  F	10:00AM 01/11/16 11:50AM 03/03/16 12:00PM 01/11/16 12:55PM 03/03/16 08:00AM 01/11/16 09:55AM 03/03/16	30  30  30	3.00	10	15	4	0	11



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AGH-159-1 051842	Landscape Graphics 0065241 Daniel J. Lichty 0065241 Daniel J. Lichty	BREM 106 LEC BREM 106 LAB-A	F  MW	08:00AM 03/07/16 09:50AM 05/11/16 11:00AM 03/07/16 12:50PM 05/11/16	25  25	2.00	7	15	4	0	11
AGH-211-2 052404	Advanced Turfgrass Mgt 0065841 Scott M. Harvey	BTLR 103 LEC FAYT 103 LEC	TW  R	08:00AM 01/11/16 09:50AM 03/03/16 08:00AM 01/11/16 09:50AM 03/03/16	30  20	3.00	10	24	10	0	14
AGH-233-1 051759	Plant Propagation I 0065241 Daniel J. Lichty 0065241 Daniel J. Lichty	FAYT 103 LEC FAYT 103 LAB-A	T  R	10:00AM 01/11/16 11:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	20  20	3.00	14	30	10	0	20
AGH-270-1 051849	Nursery Production 0065241 Daniel J. Lichty 0065241 Daniel J. Lichty	FAYT 103 LEC FAYT 103 LAB-A	MW  MW	08:00AM 03/07/16 08:50AM 05/11/16 09:00AM 03/07/16 10:50AM 05/11/16	20  20	2.00	10	24	11	0	13
AGH-292-1 051754	Garden Center Management 0065241 Daniel J. Lichty	FAYT 103 LEC	MTW	08:00AM 01/11/16 09:55AM 03/03/16	20	3.00	8	15	5	0	10
AGH-425-2 052505	Grounds Maintenance 0065841 Scott M. Harvey 0065841 Scott M. Harvey	BTLR 103 LEC BTLR 103 LEC BTLR 103 LAB-A FAYT 103 LEC	MW  T  MW  R	08:00AM 03/07/16 08:50AM 05/11/16 09:00AM 03/07/16 09:50AM 05/11/16 09:00AM 03/07/16 10:50AM 05/11/16 09:00AM 03/07/16 09:50AM 05/11/16	30  30  30  20	3.00	10	24	11	0	13
AGM-142-2 052782	Funds of Diesel Pwr Transfs 0163116 Gerald L. Kass 0163116 Gerald L. Kass	BTLR 111 LEC BTLR 111 LAB-A BTLR 111 LAB-A	T  T  R	12:00PM 01/11/16 12:50PM 05/11/16 01:00PM 01/11/16 03:50PM 05/11/16 12:00PM 01/11/16 02:50PM 05/11/16	30  30  30	4.00	5	20	6	0	14
AGM-408-1 051490	Power Transfer Systems 0255179 Gregory L. Lawrence 0255179 Gregory L. Lawrence	BTLR 111 LEC BTLR 111 LAB-B BTLR 111 LAB-B	MTWRF  MWF  TR	07:30AM 01/11/16 09:26AM 03/03/16 09:35AM 01/11/16 12:20PM 03/03/16 09:35AM 01/11/16 11:50AM 03/03/16	30  30  30	7.00	10	25	19	0	6

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AGM-417-1 051492	Ag Equipment Repair 0166627 Glen D. Adolphs 0166627 Glen D. Adolphs	BTLR 105 LEC BTLR 105 LAB-B	MTWRF  MTWRF	07:30AM 03/07/16 09:20AM 05/11/16 09:30AM 03/07/16 11:50AM 05/11/16	25  25	7.00	10	25	7	0	18
AGP-340-1 052032	Foundations of GIS & GPS 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	MTWR  F	12:00PM 01/11/16 12:52PM 03/03/16 08:00AM 01/11/16 12:15PM 03/03/16	24  24	3.00	8	15	13	0	2
AGP-450-1 052033	Fundamentals of GIS 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	MT  WR	09:00AM 01/11/16 09:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16	24  24	3.00	10	22	18	0	4
AGP-450-2 052034	Fundamentals of GIS 0102208 Bradley R. Kinsinge 0102208 Bradley R. Kinsinge	BREM 110 LEC BREM 110 LAB-A	MT  WR	01:00PM 01/11/16 01:50PM 05/11/16 01:00PM 01/11/16 01:50PM 05/11/16	24  24	3.00	10	22	11	0	11
AGS-211-1 052038	Issues Facing Animal Scienc 0144665 Ole S. Cleveland	BREM 112 LEC	F	10:00AM 01/11/16 11:55AM 05/11/16	24	2.00	10	20	11	0	9
AGS-225-1 052044	Swine Science 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 112 LEC BREM 112 LAB-A	MT  WR	02:00PM 01/11/16 03:55PM 03/03/16 02:00PM 01/11/16 03:50PM 03/03/16	24  24	3.00	10	24	15	0	9
AGS-226-1 052040	Beef Cattle Science 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 106 LEC BREM 106 LAB-A	MT  WR	02:00PM 01/11/16 03:55PM 03/03/16 02:00PM 01/11/16 03:50PM 03/03/16	25  25	3.00	10	24	13	0	11
AGS-226-2 052403	Beef Cattle Science 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 106 LEC BREM 106 LAB-A BREM 106 LAB-A	MT  W  R	02:00PM 01/11/16 03:55PM 03/03/16 02:00PM 01/11/16 03:50PM 03/03/16 03:00PM 01/11/16 04:50PM 03/03/16	25  25  25	3.00	1	1	1	0	0
AGS-272-1 052045	Foods of Animal Origin 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 112 LEC FLAB LAB LAB-A	MTWR  F	12:00PM 01/11/16 01:54PM 03/03/16 08:00AM 01/11/16 12:15PM 03/03/16	24  20	5.00	5	10	9	0	1

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AGS-319-1 052036	Animal Nutrition 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 165 LEC BREM 165 LAB-A	MT  WR	11:00AM 01/11/16 11:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	65  65	3.00	10	20	9	0	11
AGS-319-2 052037	Animal Nutrition 0144665 Ole S. Cleveland 0144665 Ole S. Cleveland	BREM 165 LEC BREM 165 LAB-A	MT  WR	12:00PM 01/11/16 12:50PM 05/11/16 12:00PM 01/11/16 12:50PM 05/11/16	65  65	3.00	10	27	26	0	1
AGT-928-1 052535	Ag Independent Study 0065241 Daniel J. Lichty 0102208 Bradley R. Kinsinge	BREM 111 LEC	MTWRF	03/07/16 05/11/16		3.00	1	3	3	0	0
AGV-121-1 052039	Veterinary Medical Terminol 0144665 Ole S. Cleveland	BREM 165 LEC	MTWR	02:00PM 03/07/16 02:50PM 05/11/16	65	2.00	7	20	17	0	3
AGV-121-2 052786	Veterinary Medical Terminol 0144665 Ole S. Cleveland	BREM 110 LEC BREM 165 LEC	MW  TR	04:30PM 03/07/16 05:20PM 05/11/16 02:00PM 03/07/16 02:50PM 05/11/16	24  65	2.00	1	1	1	0	0
AGV-123-2 052654	Companion Animal 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 112 LEC BREM 112 LAB-A	MT  WR	09:00AM 01/11/16 09:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16	24  24	3.00	10	30	16	0	14
AGV-140-2 052653	Veterinary Pharmacology 0173052 Dresden D. Wulf 0173052 Dresden D. Wulf	BREM 112 LEC BREM 112 LAB-A	MT  WR	08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 01/11/16 08:50AM 05/11/16	24  24	3.00	7	25	17	0	8
ART-101-1 051943	Art Appreciation 0066087 Kim A. Behm	BLHK 252 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	50	3.00	10	30	15	0	15
ART-101-3 051945	Art Appreciation 0066087 Kim A. Behm	TADL 127 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	32	3.00	10	30	15	0	15
				PRIMARY ART-101-3 SECONDARY ART-101-4			10 1	20 5	15 0	0 0	5 5
ART-134-1 051946	Drawing II 0264288 Jennifer L. Bates 0264288 Jennifer L. Bates	BLHK 254 LEC BLHK 254 LAB-A	T  R	06:00PM 01/11/16 07:50PM 05/11/16 06:00PM 01/11/16 07:50PM 05/11/16	20  20	3.00	10	20	5	0	15

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ART-143-1 051952	Painting 0066087 Kim A. Behm 0066087 Kim A. Behm	BLHK 254 LEC BLHK 254 LAB-A	M  W	01:00PM 01/11/16 02:50PM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16	20  20	3.00	12	20	12	0	8
ART-184-1 051954	Photography 0225441 James M. Ellenberge 0225441 James M. Ellenberge	BLHK 147 LEC BLHK 147 LAB-A	T  R	12:00PM 01/11/16 01:50PM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	20  20	3.00	10	20	9	0	11
ART-203-1 051956	Art History I 0066087 Kim A. Behm	BLHK 239 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	32	3.00	10	30	19	0	11
ART-204-1 051958	Art History II 0066087 Kim A. Behm	BLHK 288 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	30	3.00	10	30	7	0	23
ART-924-1 052883	Honors Project 0066087 Kim A. Behm	LEC	MTWRFSN	01/11/16 03/03/16		2.00	1	1	1	0	0
ATR-145-1 052385	Applied Industrial Robotics 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BTLR 123 LEC BTLR 125 LAB-A	M  WF	08:00AM 03/07/16 09:50AM 05/11/16 08:00AM 03/07/16 09:50AM 05/11/16	30  32	2.00	10	20	8	0	12
AUT-204-1 051511	Automatic Trans/Transaxles 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  MW  TRF	07:30AM 03/09/16 09:00AM 04/12/16 09:01AM 03/09/16 12:55PM 04/12/16 09:01AM 03/09/16 11:50AM 04/12/16	30  30  30	4.00	12	25	13	0	12
AUT-307-1 051499	Auto Man Trans/Transaxles 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  MW  TRF	07:30AM 02/09/16 09:00AM 03/08/16 09:01AM 02/09/16 12:55PM 03/08/16 09:01AM 02/09/16 11:50AM 03/08/16	30  30  30	4.00	12	25	18	0	7
AUT-315-1 051508	Auto Diff & 4-Wheel Drive 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  MW  TRF	07:30AM 01/11/16 09:00AM 02/08/16 09:01AM 01/11/16 12:55PM 02/08/16 09:01AM 01/11/16 11:50AM 02/08/16	30  30  30	4.00	12	25	14	0	11

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AUT-404-1 051505	Auto Suspension/Steering 0065504 William R. Koch 0065504 William R. Koch	BTLR 133 LEC BTLR 133 LAB-A BTLR 133 LAB-A	MTWRF  MW  TRF	07:30AM 04/13/16 09:00AM 05/11/16 09:01AM 04/13/16 12:55PM 05/11/16 09:01AM 04/13/16 11:50AM 05/11/16	30  30  30	4.00	12	25	16	0	9
AUT-504-1 052846	Automotive Brake Systems 0185357 Joseph G. Becker 0185357 Joseph G. Becker	BTLR 133 LEC BTLR 133 LAB-A	MTWR  MTWR	01:30PM 01/11/16 02:00PM 05/11/16 02:01PM 01/11/16 03:05PM 05/11/16	30  30	4.00	1	15	9	0	6
				PRIMARY AUT-504-100 SECONDARY AUT-504-1			12 1	14 1	8 1	0 0	6 0
AUT-504-100 052402	Automotive Brake Systems 0185357 Joseph G. Becker 0185357 Joseph G. Becker	BTLR 133 LEC BTLR 133 LAB-A	MTWR  MTWR	01:30PM 01/11/16 02:00PM 05/11/16 02:01PM 01/11/16 03:05PM 05/11/16	30  30	4.00	12	15	9	0	6
				PRIMARY AUT-504-100 SECONDARY AUT-504-1			12 1	14 1	8 1	0 0	6 0
AUT-631-1 051512	Automotive Electronics 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MTWRF  MW  TRF	07:30AM 04/13/16 09:00AM 05/11/16 09:01AM 04/13/16 12:55PM 05/11/16 09:01AM 04/13/16 11:50AM 05/11/16	30  30  30	4.00	12	25	13	0	12
AUT-643-1 051496	Auto Start,charge,electrica 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MTWRF  MW  TRF	07:30AM 01/11/16 09:00AM 02/08/16 09:01AM 01/11/16 12:55PM 02/08/16 09:01AM 01/11/16 11:50AM 02/08/16	30  30  30	4.00	12	25	18	0	7
AUT-827-1 051510	Automotive Ignition System 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MTWRF  MW  TRF	07:30AM 02/09/16 09:00AM 03/08/16 09:01AM 02/09/16 12:55PM 03/08/16 09:01AM 02/09/16 11:50AM 03/08/16	30  30  30	4.00	12	25	14	0	11

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AUT-842-1 051503	Auto Computerized Eng Contr 0231558 Brian J. Thomas 0231558 Brian J. Thomas	BTLR 129 LEC BTLR 129 LAB-A BTLR 129 LAB-A	MTWRF  MW  TRF	07:30AM 03/09/16 09:00AM 04/12/16 09:01AM 03/09/16 12:55PM 04/12/16 09:01AM 03/09/16 11:50AM 04/12/16	30  30  30	4.00	12	25	18	0	7
BCA-087-1 051332	College Prep Computer Skill 0181535 Bonnie L. Smith-Dav 0181535 Bonnie L. Smith-Dav	BREM 133 LEC BREM 133 LAB-A BREM 133 LAB-A	M  M  TWR	02:30PM 02/01/16 03:30PM 05/11/16 03:30PM 02/01/16 03:50PM 05/11/16 02:30PM 02/01/16 03:50PM 05/11/16	20  20  20	3.00	5	15	5	0	10
BCA-132-1 051844	Electronic Communications 0065700 Sharon K. Buss	BLHK 233 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	20	3.00	10	20	15	0	5
BCA-134-1 051847	Word Processing 0065700 Sharon K. Buss	BLHK 233 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	20	3.00	10	20	11	0	9
BCA-134-2 051853	Word Processing 0156578 Lisa L. Smith	BLHK 234 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	20	3.00	10	20	13	0	7
BCA-201-1 051856	Introduction to Info System 0218199 Todd A. Stabenow	BLHK 132 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	28	3.00	10	28	17	0	11
BCA-201-2 051858	Introduction to Info System 0218199 Todd A. Stabenow	BLHK 132 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	28	3.00	10	28	18	0	10
BCA-205-1 051859	Database/Spreadsheets 0065700 Sharon K. Buss	BLHK 233 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	20	3.00	10	20	15	0	5
BCA-213-1 051665	Int Comp Business App 0065112 Roger S. Davis	BLHK 122 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	24	3.00	10	20	7	0	13
BCA-924-1 054450	Honors Project 0218199 Todd A. Stabenow	LEC		03/07/16 05/11/16		1.00	1	1	1	0	0
BIO-105-1 051342	Introductory Biology 0251146 Steven R. Prust 0251146 Steven R. Prust	GRUN 271 LEC GRUN 215 LAB-A	MW  M	01:00PM 01/11/16 02:15PM 05/11/16 02:30PM 01/11/16 04:20PM 05/11/16	48  24	4.00	10	24	19	0	5
BIO-105-2 051343	Introductory Biology 0251146 Steven R. Prust 0251146 Steven R. Prust	GRUN 271 LEC GRUN 215 LAB-A	MW  W	01:00PM 01/11/16 02:15PM 05/11/16 02:30PM 01/11/16 04:20PM 05/11/16	48  24	4.00	10	24	20	0	4

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BIO-105-3 051344	Introductory Biology 0152236 Johnpaul L. Collins 0152236 Johnpaul L. Collins	GRUN 215 LEC GRUN 215 LAB-A GRUN 215 LEC	M  W  W	06:00PM 01/11/16 07:50PM 05/11/16 07:00PM 01/11/16 08:50PM 05/11/16 06:00PM 01/11/16 06:50PM 05/11/16	24  24  24	4.00	10	24	11	0	13
BIO-105-4 051345	Introductory Biology 0264376 Thomas M. Flack 0264376 Thomas M. Flack	GRUN 271 LEC GRUN 213 LAB-A	MWF  F	08:00AM 01/11/16 08:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	48  24	4.00	10	24	21	0	3
BIO-113-1 051346	General Biology II 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 247 LEC GRUN 215 LAB-A	MWF  T	09:00AM 01/11/16 09:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	60  24	4.00	10	20	16	0	4
BIO-113-2 051347	General Biology II 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 247 LEC GRUN 215 LAB-A	MWF  R	09:00AM 01/11/16 09:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	60  24	4.00	10	20	6	0	14
BIO-113-3 052673	General Biology II 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 247 LEC GRUN 215 LAB-A	MWF  F	09:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	60  24	4.00	10	20	12	0	8
BIO-151-101 052659	Nutrition 0212695 Michelle D. Cook	GRUN 271 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	48	3.00	1	35	32	0	3
				PRIMARY BIO-151-5 SECONDARY BIO-151-101			10 1	34 1	31 1	0 0	3 0
BIO-151-4 051348	Nutrition 0264376 Thomas M. Flack	GRUN 271 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	48	3.00	10	35	28	0	7
BIO-151-5 051349	Nutrition 0212695 Michelle D. Cook	GRUN 271 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	48	3.00	10	35	32	0	3
				PRIMARY BIO-151-5 SECONDARY BIO-151-101			10 1	34 1	31 1	0 0	3 0
BIO-151-6 051350	Nutrition 0212695 Michelle D. Cook	GRUN 242 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	40	3.00	10	35	15	0	20
BIO-154-10 052501	Human Biology 0236054 Jeffrey K. Perkins	TADL 129 LEC	MW	02:30PM 02/01/16 04:10PM 05/11/16	24	3.00	10	30	19	0	11
				PRIMARY BIO-154-10			10	24	18	0	6

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				SECONDARY BIO-154-12				1 3	1	0	2
BIO-154-5 051367	Human Biology 0251146 Steven R. Prust	GRUN 271 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	48	3.00	10	35	23	0	12
BIO-154-9 051404	Human Biology 0236054 Jeffrey K. Perkins	GRUN 271 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	48	3.00	10	35	22	0	13
BIO-163-1 051377	Essentials of Anat & Phys 0244795 Peter J. Neibert 0244795 Peter J. Neibert	GRUN 263 LEC GRUN 219 LAB-A	MW M	06:00PM 01/11/16 07:15PM 05/11/16 07:30PM 01/11/16 09:20PM 05/11/16	40 24	4.00	10	24	10	0	14
BIO-163-2 051378	Essentials of Anat & Phys 0242387 Michael J. Herring 0242387 Michael J. Herring	GRUN 235 LEC GRUN 219 LAB-A	TR T	12:00PM 01/11/16 01:15PM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	60 24	4.00	10	24	9	0	15
BIO-168-1 051383	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	TR T	10:30AM 01/11/16 11:45AM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	60 24	4.00	10	24	14	0	10
BIO-168-100 052638	Hum Anat & Physiology I w/L 0242387 Michael J. Herring	GRUN 235 LEC GRUN 219 LAB-A	MW W	02:30PM 01/11/16 03:45PM 05/11/16 04:30PM 01/11/16 06:20PM 05/11/16	60 24	4.00	1	24	20	0	4
				PRIMARY BIO-168-3				10 22	18	0	4
				SECONDARY BIO-168-100				1 2	2	0	0
BIO-168-2 051384	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	TR R	10:30AM 01/11/16 11:45AM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	60 24	4.00	10	24	15	0	9
BIO-168-3 051385	Hum Anat & Physiology I w/L 0242387 Michael J. Herring 0242387 Michael J. Herring	GRUN 235 LEC GRUN 219 LAB-A	MW W	02:30PM 01/11/16 03:45PM 05/11/16 04:30PM 01/11/16 06:20PM 05/11/16	60 24	4.00	10	24	20	0	4
				PRIMARY BIO-168-3				10 22	18	0	4
				SECONDARY BIO-168-100				1 2	2	0	0
BIO-168-4 051386	Hum Anat & Physiology I w/L 0242387 Michael J. Herring 0242387 Michael J. Herring	GRUN 235 LEC GRUN 219 LAB-A	MW M	02:30PM 01/11/16 03:45PM 05/11/16 04:30PM 01/11/16 06:20PM 05/11/16	60 24	4.00	10	24	14	0	10



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BIO-168-5 051399	Hum Anat & Physiology I w/L 0218950 Michael P. O'Hara 0218950 Michael P. O'Hara	GRUN 235 LEC GRUN 219 LAB-A	TR  R	03:00PM 01/11/16 04:15PM 05/11/16 04:30PM 01/11/16 06:20PM 05/11/16	60  24	4.00	10	24	16	0	8
BIO-168-6 051401	Hum Anat & Physiology I w/L 0218950 Michael P. O'Hara 0218950 Michael P. O'Hara	GRUN 235 LEC GRUN 219 LAB-A	TR  T	03:00PM 01/11/16 04:15PM 05/11/16 04:30PM 01/11/16 06:20PM 05/11/16	60  24	4.00	10	24	16	0	8
BIO-168-7 052785	Hum Anat & Physiology I w/L 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	TR  F	10:30AM 01/11/16 11:45AM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	60  24	4.00	10	12	7	0	5
BIO-173-1 051380	Human Anat & Phys II w/Lab 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MW  M	01:00PM 01/11/16 02:15PM 05/11/16 02:30PM 01/11/16 04:20PM 05/11/16	60  24	4.00	10	24	21	0	3
BIO-173-2 051382	Human Anat & Phys II w/Lab 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MW  W	01:00PM 01/11/16 02:15PM 05/11/16 02:30PM 01/11/16 04:20PM 05/11/16	60  24	4.00	10	24	22	0	2
BIO-173-3 051387	Human Anat & Phys II w/Lab 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 271 LEC GRUN 219 LAB-A	TR  R	06:00PM 01/11/16 07:15PM 05/11/16 07:30PM 01/11/16 09:20PM 05/11/16	48  24	4.00	10	24	24	0	0
BIO-173-4 051389	Human Anat & Phys II w/Lab 0261761 Maxwell O. Minor 0261761 Maxwell O. Minor	GRUN 271 LEC GRUN 219 LAB-A	TR  T	06:00PM 01/11/16 07:15PM 05/11/16 07:30PM 01/11/16 09:20PM 05/11/16	48  24	4.00	10	24	22	0	2
BIO-173-5 051391	Human Anat & Phys II w/Lab 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MWF  M	11:00AM 01/11/16 11:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	60  24	4.00	10	20	15	0	5
BIO-173-6 051393	Human Anat & Phys II w/Lab 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MWF  W	11:00AM 01/11/16 11:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	60  24	4.00	10	20	20	0	0

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BIO-173-7 051394	Human Anat & Phys II w/Lab 0065799 Martha S. Heath-Sin 0065799 Martha S. Heath-Sin	GRUN 247 LEC GRUN 219 LAB-A	MWF  F	11:00AM 01/11/16 11:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	60  24	4.00	10	20	16	0	4	
BIO-185-3 052508	Microbiology w/Lab 0000102 Arlyn E. Ristau 0000102 Arlyn E. Ristau	GRUN 235 LEC GRUN 213 LAB-A	TR  T	06:00PM 01/11/16 06:50PM 05/11/16 07:00PM 01/11/16 08:50PM 05/11/16	60  24	3.00	10	24	14	0	10	
BIO-186-10 052507	Microbiology 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 235 LEC GRUN 213 LAB-A	TR  R	10:30AM 01/11/16 11:45AM 05/11/16 08:30AM 01/11/16 10:20AM 05/11/16	60  24	4.00	12	24	20	0	4	
BIO-186-7 052300	Microbiology 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 235 LEC GRUN 213 LAB-A	MW  M	01:00PM 01/11/16 02:15PM 05/11/16 02:30PM 01/11/16 04:20PM 05/11/16	60  24	4.00	12	24	15	0	9	
BIO-186-8 052301	Microbiology 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 235 LEC GRUN 213 LAB-A	MW  W	01:00PM 01/11/16 02:15PM 05/11/16 02:30PM 01/11/16 04:20PM 05/11/16	60  24	4.00	12	24	13	0	11	
BIO-186-9 052506	Microbiology 0065770 Cynthia A. Boyd 0065770 Cynthia A. Boyd	GRUN 235 LEC GRUN 213 LAB-A	TR  T	10:30AM 01/11/16 11:45AM 05/11/16 08:30AM 01/11/16 10:20AM 05/11/16	60  24	4.00	12	24	17	0	7	
BUS-102-102 052660	Intro to Business 0218997 Joseph A. Toe	BLHK 225 LEC	TR	12:00PM 02/01/16 01:50PM 05/11/16	51	3.00	1	40	15	0	25	
				PRIMARY BUS-102-2 SECONDARY BUS-102-102				10 1	37 3	13 2	0 0	24 1
BUS-102-2 051862	Intro to Business 0218997 Joseph A. Toe	BLHK 225 LEC	TR	12:00PM 02/01/16 01:50PM 05/11/16	51	3.00	10	40	15	0	25	
				PRIMARY BUS-102-2 SECONDARY BUS-102-102				10 1	37 3	13 2	0 0	24 1
BUS-102-3 051872	Intro to Business 0163752 Mark D. Ryan	BLHK 225 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	51	3.00	10	40	32	0	8	
BUS-180-1 051875	Business Ethics 0248702 Timothy R. Furlong	BLHK 223 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	30	3.00	10	30	8	0	22	

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BUS-183-1 051876	Business Law 0242309 Wilma J. Bowman	BLHK 121 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	30	3.00	10	30	11	0	19
BUS-210-1 051879	Business Statistics 0218997 Joseph A. Toe	BLHK 235 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	20	3.00	10	20	17	0	3
BUS-220-1 051889	Intro To Int'l Business 0163752 Mark D. Ryan	BLHK 223 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	30	3.00	25	30	16	0	14
BUS-230-1 051988	Quan Methd for Bus Dec Maki 0218199 Todd A. Stabenow	BLHK 132 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	28	3.00	10	28	21	0	7
CET-133-1 051640	Const Mthds & Resources 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 118 LEC BUCH 118 LAB-A BUCH 112 LEC	M F W	11:00AM 01/11/16 11:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	24 24 40	3.00	10	24	6	0	18
CET-142-1 051641	PC Concrete, HMA & Testing 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 118 LEC BUCH 118 LAB-B BUCH 118 LEC BUCH 118 LAB-B	TR W T R	01:30PM 01/11/16 01:55PM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16 02:00PM 01/11/16 02:50PM 05/11/16 02:00PM 01/11/16 02:50PM 05/11/16	24 24 24 24	3.00	10	24	12	0	12
CET-160-1 051642	Surveying 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 116 LEC BUCH 116 LAB-A BUCH 116 LAB-B BUCH 116 LAB-B	TR TR F TR	08:30AM 01/11/16 08:55AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 10:50AM 05/11/16	32 32 32 32	3.00	10	24	12	0	12
CET-182-1 051643	Structural Detailing UsingC 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 118 LEC BUCH 118 LAB-B	MW MW	09:00AM 01/11/16 09:25AM 05/11/16 09:30AM 01/11/16 10:50AM 05/11/16	24 24	2.00	10	24	11	0	13
CET-233-1 051644	Fundamentals of GPS & GIS 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 118 LEC BUCH 118 LAB-A	M R	12:30PM 01/11/16 02:20PM 05/11/16 11:30AM 01/11/16 01:20PM 05/11/16	24 24	3.00	10	24	6	0	18

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CET-253-1 051645	Fundam of Const Estimating 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 116 LEC BUCH 118 LAB-A BUCH 116 LAB-A	TR  W  TR	01:00PM 01/11/16 01:25PM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16 12:00PM 01/11/16 12:50PM 05/11/16	32  24  32	3.00	10		13	0	
				SECONDARY CET-253-2 PRIMARY CET-253-1			1 10	1 25	1 12	0 0	0 13
CET-253-2 052887	Fundam of Const Estimating 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 118 LEC BUCH 112 LAB-A BUCH 116 LAB-A	TR  W  MR	01:00PM 01/11/16 01:25PM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16 12:00PM 01/11/16 12:50PM 05/11/16	24  40  32	3.00	1		13	0	
				SECONDARY CET-253-2 PRIMARY CET-253-1			1 10	1 25	1 12	0 0	0 13
CET-256-1 051646	Land Surveying 0065565 Ryland R. Benzing 0118820 Steven J. Cox 0065565 Ryland R. Benzing 0118820 Steven J. Cox	BUCH 118 LEC BUCH 125 LAB-A TADL 127 LAB-A	T  W  F	11:00AM 01/11/16 12:50PM 03/03/16 12:30PM 01/11/16 03:30PM 05/11/16 12:30PM 01/11/16 02:20PM 03/03/16	24  30  32	3.00	10	24	7	0	17
CET-262-1 051647	Environmental Technology 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	BUCH 116 LEC BUCH 116 LAB-A BUCH 118 LEC	M  W  F	09:00AM 01/11/16 09:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	32  32  24	3.00	10	24	7	0	17
CET-285-1 051648	Struc/Reinf Concrete Design 0000112 Paresh S. Shettigar 0000112 Paresh S. Shettigar	BUCH 118 LEC BUCH 118 LAB-A BUCH 118 LAB-A	M  TR  F	08:00AM 01/11/16 08:50AM 05/11/16 09:00AM 01/11/16 10:20AM 05/11/16 08:00AM 01/11/16 08:50AM 05/11/16	24  24  24	3.00	10	24	6	0	18
CHM-122-1 051598	Intro To General Chemistry 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A	MWF  T	11:00AM 01/11/16 11:50AM 05/11/16 11:00AM 01/11/16 12:50PM 05/11/16	60  24	4.00	10	24	14	0	10

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CHM-122-3 051602	Intro To General Chemistry 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A	MWF  W	11:00AM 01/11/16 11:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	60  24	4.00	10	24	15	0	9
CHM-122-4 051603	Intro To General Chemistry 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A GRUN 235 LEC	M  M  W	06:00PM 01/11/16 06:50PM 05/11/16 07:00PM 01/11/16 08:50PM 05/11/16 06:00PM 01/11/16 07:50PM 05/11/16	60  24  60	4.00	10	24	14	0	10
CHM-122-5 051605	Intro To General Chemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 235 LEC GRUN 203 LAB-A	TR  F	01:30PM 01/11/16 02:45PM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	60  24	4.00	10	24	12	0	12
CHM-132-1 051606	Intro To Org & Biochemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 234 LEC GRUN 203 LAB-A	MW  W	01:00PM 01/11/16 02:15PM 05/11/16 02:30PM 01/11/16 04:20PM 05/11/16	40  24	4.00	10	24	10	0	14
CHM-132-2 051608	Intro To Org & Biochemistry 0162135 Michaela L. Rich 0162135 Michaela L. Rich	GRUN 207 LEC GRUN 203 LAB-A	MWF  W	09:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	24  24	4.00	10	24	8	0	16
CHM-175-1 051609	General Chemistry II 0220048 Irene K. Metz 0220048 Irene K. Metz	GRUN 235 LEC GRUN 203 LAB-A	MWF  R	10:00AM 01/11/16 10:50AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	60  24	4.00	10	24	10	0	14
CHM-924-1 052893	Honors Project 0220048 Irene K. Metz	LEC	MTWRFSN	02/01/16 05/11/16		1.00	1	1	1	0	0
CIS-215-1 051575	Server Side Web Programming 0140259 Robert A. Willey 0140259 Robert A. Willey Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	W  W  MTWRFSN  MTWRFSN	06:00PM 01/11/16 06:50PM 05/11/16 07:00PM 01/11/16 07:50PM 05/11/16 01/11/16 05/11/16 01/11/16 05/11/16	20  20  25  25	3.00	20	20	10	0	10

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CIS-231-1 051576	PHP Programming 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	M  M  MTWRFSN MTWRFSN	06:00PM 01/11/16 06:50PM 05/11/16 07:00PM 01/11/16 07:50PM 05/11/16 01/11/16 05/11/16 01/11/16 05/11/16	20  20  25 25	3.00	12	20	7	0	13
CIS-604-1 052297	Visual Basic 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	TR  TR	01:00PM 01/11/16 01:50PM 05/11/16 02:00PM 01/11/16 02:50PM 05/11/16	20  20	3.00	10	20	8	0	12
CIS-750-1 052292	Project Management 0066334 Todd A. Bengen	BLHK 133 LEC	TR	11:00AM 01/11/16 12:15PM 05/11/16	20	3.00	10	20	15	0	5
CLS-130-2 051983	African Cultures 0000114 Linda D. Smith	GRUN 242 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	10	38	24	0	14
CLS-141-1 051985	Middle East History & Cultu 0065116 Patrick T. Malloy	GRUN 242 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	40	3.00	10	38	28	0	10
CLS-141-2 051986	Middle East History & Cultu 0065116 Patrick T. Malloy	GRUN 244 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	40	3.00	10	38	30	0	8
CLS-150-1 051987	Latin Am History & Culture 0065719 Jenifer M. Lara 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses	BLHK 237 LEC WEBH WEBH LEC	T  MTWRFSN	05:30PM 02/16/16 09:30PM 03/22/16 02/16/16 03/22/16	32  25	3.00	10	25	6	0	19
CLS-150-2 051989	Latin Am History & Culture 0000114 Linda D. Smith	GRUN 242 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	40	3.00	10	38	12	0	26
CLS-160-1 051992	East Asian Cultures 0152188 Robert P. Steed	GRUN 244 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	40	3.00	10	38	25	0	13
CLS-164-1 051995	Japanese History and Cultur 0152188 Robert P. Steed	GRUN 244 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	38	21	0	17

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CLS-172-1 051996	Russian Civilization 0152239 Evgeny Badredinov	GRUN 244 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	7	38	21	0	17
CNS-106-1 052065	Wildlife Ecology 0200260 Terry J. Vandewalle 0200260 Terry J. Vandewalle	BREM 165 LEC BREM 165 LEC BREM 165 LAB-A TRNG TRNG LAB-A	M  W W MW	09:00AM 01/11/16 10:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 10:50AM 05/11/16 01/11/16 05/11/16	65 65 65 50	4.00	10	25	13	0	12
CNS-108-1 052048	Wildlife Identification 0218133 Ryan R. Kurtz 0218133 Ryan R. Kurtz	BREM 108 LEC BREM 108 LAB-A	MW F	08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 01/11/16 09:55AM 05/11/16	24 24	3.00	10	20	9	0	11
CNS-121-2 052047	Environmental Conservation 0218133 Ryan R. Kurtz 0218133 Ryan R. Kurtz	BREM 108 LEC BREM 108 LAB-A	M W	10:00AM 01/11/16 11:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	24 24	3.00	10	25	10	0	15
CNS-134-1 052049	Wildlife Management 0218133 Ryan R. Kurtz 0218133 Ryan R. Kurtz	BREM 108 LEC BREM 108 LAB-A	TR W	02:00PM 01/11/16 03:50PM 04/07/16 02:00PM 01/11/16 04:35PM 04/07/16	24 24	4.00	10	20	14	0	6
CNS-143-1 052050	Fire Management 0218133 Ryan R. Kurtz 0218133 Ryan R. Kurtz	BREM 106 LEC BREM 108 LEC BREM 108 LAB-A BREM 108 LAB-A	TR M M WF	11:00AM 01/11/16 11:50AM 03/03/16 01:00PM 03/07/16 02:50PM 05/02/16 03:00PM 03/07/16 03:50PM 05/02/16 01:00PM 04/08/16 03:50PM 05/06/16	25 24 24 24	3.00	10	25	6	0	19
CNS-201-1 052061	Conservation Biology 0027815 Terri A. Rogers 0027815 Terri A. Rogers	BREM 108 LEC BREM 108 LAB-A TRNG TRNG LAB-A	TR TR	08:00AM 02/02/16 10:50AM 03/31/16 08:00AM 04/05/16 10:50AM 04/07/16 03/21/16 05/11/16	24 24 50	4.00	10	20	16	0	4
COM-140-1 051737	Introduction to Mass Media 0066093 Susan C. Cusmano	LBRY 204 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	30	3.00	10	25	7	0	18
COM-140-2 051739	Introduction to Mass Media 0066093 Susan C. Cusmano	LBRY 204 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	30	3.00	10	25	12	0	13

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COM-148-1 051740	Diversity and the Media 0218746 Rachele L. Biderma	LBRY 202 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	30	3.00	10	25	17	0	8
COM-148-2 051743	Diversity and the Media 0065149 Karla J. Brown	LBRY 202 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	30	3.00	10	25	15	0	10
COM-730-1 051744	Communications 0255249 Travis J. Landhuis	BUCH 114 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	22	3.00	10	20	18	0	2
COM-730-2 051745	Communications 0255249 Travis J. Landhuis	BUCH 114 LEC	M	03:00PM 01/11/16 05:50PM 05/11/16	22	3.00	10	20	4	0	16
COM-781-2 051747	Written Comm in the Wrkplac 0065352 Linda L. Bingham	LBRY 221 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	20	3.00	10	20	15	0	5
COM-781-3 051748	Written Comm in the Wrkplac 0181309 Matthew J. Bloom	BUCH 114 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	22	3.00	10	20	14	0	6
COM-781-4 051749	Written Comm in the Wrkplac 0264212 Karen E. Wilson	LBRY 221 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	20	3.00	10	20	10	0	10
COM-781-5 052621	Written Comm in the Wrkplac 0264212 Karen E. Wilson	BUCH 114 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	22	3.00	10	20	11	0	9
CON-121-1 051650	Carpentry Fundamentals I 0202297 Benjamin A. Stricke	BUCH 158 LEC	TR	08:30AM 01/11/16 09:00AM 05/11/16	24	4.00	5	12	9	0	3
	0202297 Benjamin A. Stricke	BUCH 158 LAB-A	TR	09:01AM 01/11/16 09:50AM 05/11/16	24						
		BTLR 123 LAB-A	F	08:00AM 01/11/16 11:50AM 05/11/16	30						
CON-146-1 051660	Construction Technology Lab 0202297 Benjamin A. Stricke	BTLR 123 LAB-A	MW	11:00AM 01/11/16 01:50PM 05/11/16	30	3.00	5	20	9	0	11
CON-214-1 051664	Exterior Framing Systems I 0202297 Benjamin A. Stricke	BTLR 125 LEC	T	10:30AM 01/11/16 11:20AM 05/11/16	32	3.00	5	12	9	0	3
	0202297 Benjamin A. Stricke	BTLR 125 LAB-A	T	11:30AM 01/11/16 12:50PM 05/11/16	32						
		BTLR 123 LAB-A	R	10:30AM 01/11/16 12:50PM 05/11/16	30						
CON-217-1 051667	Exterior Finishing 0078570 Scott R. Fisher	BUCH 127 LEC	MW	08:00AM 01/11/16 08:30AM 05/11/16	24	3.00	5	14	9	0	5
	0078570 Scott R. Fisher	BUCH 127 LAB-A	MW	08:31AM 01/11/16 10:30AM 05/11/16	24						



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CON-290-1 051672	Commercial Est. Project Mgm 0202297 Benjamin A. Stricke 0202297 Benjamin A. Stricke	BUCH 152 LEC BUCH 152 LAB-A	MW MW	09:00AM 01/11/16 09:30AM 05/11/16 09:31AM 01/11/16 10:30AM 05/11/16	25 25	2.00	5	12	5	0	7
CON-512-1 051681	Construction Technology Lab 0078570 Scott R. Fisher	BTLR 123 LAB-A	MW	11:00AM 01/11/16 01:50PM 05/11/16	30	3.00	5	20	5	0	15
CRJ-100-1 051671	Intro to Criminal Justice 0230621 Patrick H. Fisher	HESC 214 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	36	3.00	10	35	16	0	19
CRJ-100-2 051675	Intro to Criminal Justice 0230621 Patrick H. Fisher	TADL 127 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	32	3.00	15	24	13	0	11
CRJ-100-3 051676	Intro to Criminal Justice 0088678 Aaron M. Puhmann	HESC 214 LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	36	3.00	10	35	9	0	26
				PRIMARY CRJ-100-3 SECONDARY CRJ-100-101			10 1	34 1	9 0	0 0	25 1
CRJ-120-1 051678	Intro to Corrections 0088678 Aaron M. Puhmann	HESC 214 LEC	TR	01:00PM 01/11/16 02:15PM 05/11/16	36	3.00	10	36	15	0	21
CRJ-135-2 052842	Criminal Evidence 0141171 Michael L. Rasmusse	HESC 214 LEC	TR	08:00AM 01/11/16 09:15AM 05/11/16	36	3.00	12	36	3	0	33
CRJ-141-1 051680	Criminal Investigation 0145310 James A. Wertz	HESC 214 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	36	3.00	10	36	21	0	15
CRJ-143-1 051684	Police Operations 0179913 Matthew A. Wertz	HESC 216 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	36	3.00	36	36	8	0	28
CRJ-151-1 051692	Defensive Tactics 0065386 Jason J. Terrones 0065386 Jason J. Terrones	HESC 118 LEC HESC 118 LAB-A	TR TR	08:00AM 01/11/16 08:30AM 05/11/16 08:30AM 01/11/16 09:20AM 05/11/16	36 36	2.00	10	14	14	0	0
CRJ-200-1 051722	Criminology 0065767 Jane A. Wagner Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and instructor Syllabi for specific class requirements and deadlines.	HESC 214 LEC WEBH WEBH LEC	TR TR MTWRFSN	12:00PM 01/11/16 12:50PM 05/11/16 01/11/16 05/11/16	36 25	3.00	10	25	11	0	14

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CRJ-200-2 051725	Criminology 0230621 Patrick H. Fisher	HESC 214 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	36	3.00	10	36	19	0	17
CRJ-201-1 051694	Juvenile Delinquency 0065767 Jane A. Wagner Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	HESC 137 LEC WEBH WEBH LEC	MW MTWRFSN	11:00AM 01/11/16 11:50AM 05/11/16 01/11/16 05/11/16	36 25	3.00	10	25	13	0	12
CRJ-233-2 052864	Prob, Parole, Comm-Based Co 0088678 Aaron M. Puhmann Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	HESC 214 LEC WEBH WEBH LEC	R MTWRFSN	10:30AM 01/11/16 11:50AM 05/11/16 01/11/16 05/11/16	36 25	3.00	15	25	14	0	11
CRJ-234-1 051695	Traffic Law 0179913 Matthew A. Wertz	HESC 216 LEC	TR	10:30AM 01/11/16 11:20AM 05/11/16	36	2.00	18	36	11	0	25
CRJ-234-2 051697	Traffic Law 0075996 Melissa A. Ludwig	HESC 216 LEC	MW	11:00AM 01/11/16 11:50AM 05/11/16	36	2.00	18	36	12	0	24
CRJ-237-1 051699	Criminal & Constitutional L 0244556 Donald R. Walton	HESC 216 LEC	TR	07:30AM 01/11/16 08:45AM 05/11/16	36	3.00	18	36	6	0	30
CRJ-237-2 051701	Criminal & Constitutional L 0145310 James A. Wertz	HESC 214 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	36	3.00	18	36	13	0	23
CRJ-244-1 051702	Adv. Accident Investigation 0154175 Willie R. Keller	HESC 216 LEC	MW	08:30AM 01/11/16 09:45AM 05/11/16	36	3.00	10	36	5	0	31
CRJ-244-3 052270	Adv. Accident Investigation 0179869 Carroll E. Kienol	HESC 216 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	36	3.00	10	36	8	0	28
CRJ-252-10 052755	Basic Firearms 0160814 David L. MacDonald	CHIK 101 LAB-A	MF	01:00PM 01/11/16 02:50PM 03/03/16	10	1.00	1	5	2	0	3

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CRJ-252-5 051863	Basic Firearms 0235847 Todd M. Valentine	CHIK 101 LAB-A	MW	06:00PM 01/11/16 07:50PM 03/03/16	10	1.00	1	5	5	0	0
CRJ-252-6 052542	Basic Firearms 0065362 Robert R. Boots 0204272 Michael Girsch	CHIK 101 LAB-A	MF	08:00AM 01/11/16 09:50AM 03/07/16	10	1.00	1	10	9	0	1
				PRIMARY CRJ-252-6 SECONDARY CRJ-252-7			1	5	5	0	0
							1	5	4	0	1
CRJ-252-7 052543	Basic Firearms 0204272 Michael Girsch	CHIK 101 LAB-A	MF	08:00AM 01/11/16 09:50AM 03/07/16	10	1.00	1	10	9	0	1
				PRIMARY CRJ-252-6 SECONDARY CRJ-252-7			1	5	5	0	0
							1	5	4	0	1
CRJ-252-8 052544	Basic Firearms 0065362 Robert R. Boots 0204272 Michael Girsch	CHIK 101 LAB-A	MF	10:00AM 01/11/16 11:50AM 03/07/16	10	1.00	1	10	10	0	0
				PRIMARY CRJ-252-8 SECONDARY CRJ-252-9			1	5	5	0	0
							1	5	5	0	0
CRJ-252-9 052545	Basic Firearms 0204272 Michael Girsch	CHIK 101 LAB-A	MF	10:00AM 01/11/16 11:50AM 03/07/16	10	1.00	1	10	10	0	0
				PRIMARY CRJ-252-8 SECONDARY CRJ-252-9			1	5	5	0	0
							1	5	5	0	0
CRJ-254-10 052756	Advanced Firearms 0160814 David L. MacDonald	CHIK 101 LAB-A	MF	01:00PM 03/21/16 02:50PM 05/11/16	10	1.00	1	5	2	0	3
CRJ-254-5 051878	Advanced Firearms 0235847 Todd M. Valentine	CHIK 101 LAB-A	MW	06:00PM 03/07/16 07:50PM 05/11/16	10	1.00	1	5	5	0	0
CRJ-254-6 052546	Advanced Firearms 0065362 Robert R. Boots 0204272 Michael Girsch	CHIK 101 LAB-A	MF	08:00AM 03/21/16 09:50AM 05/11/16	10	1.00	1	10	9	0	1
				PRIMARY CRJ-254-6 SECONDARY CRJ-254-7			1	5	5	0	0
							1	5	4	0	1
CRJ-254-7 052547	Advanced Firearms 0204272 Michael Girsch	CHIK 101 LAB-A	MF	08:00AM 03/21/16 09:50AM 05/11/16	10	1.00	1	10	9	0	1
				PRIMARY CRJ-254-6 SECONDARY CRJ-254-7			1	5	5	0	0
							1	5	4	0	1

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CRJ-254-8 052548	Advanced Firearms 0065362 Robert R. Boots 0204272 Michael Girsch	CHIK 101 LAB-A	MF	10:00AM 03/21/16 11:50AM 05/11/16	10	1.00	1	10	9	0	1
				PRIMARY CRJ-254-8 SECONDARY CRJ-254-9			1 1	5 5	4 5	0 0	1 0
CRJ-254-9 052549	Advanced Firearms 0204272 Michael Girsch	CHIK 101 LAB-A	MF	10:00AM 03/21/16 11:50AM 05/11/16	10	1.00	1	10	9	0	1
				PRIMARY CRJ-254-8 SECONDARY CRJ-254-9			1 1	5 5	4 5	0 0	1 0
CRJ-266-1 051717	Report Writing and Testifyi 0200421 Mark A. Howard	HESC 214 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	36	3.00	12	36	13	0	23
CRJ-282-1 051711	Crime Scene Investigation 0141171 Michael L. Rasmusse 0141171 Michael L. Rasmusse	HESC 214 LEC HESC 114 LAB-A	T R	10:00AM 01/11/16 11:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	36 16	3.00	18	18	12	0	6
CRJ-285-1 051712	Physical Cond. for Pub. Ser 0080631 Rebecca J. Walters 0080631 Rebecca J. Walters	HESC 118 LEC HESC 111 LAB-A	TR TR	09:30AM 01/11/16 10:00AM 05/11/16 10:00AM 01/11/16 10:50AM 05/11/16	36 30	2.00	12	25	12	0	13
CRJ-285-2 051713	Physical Cond. for Pub. Ser 0095862 Brooke M. Heuer 0095862 Brooke M. Heuer	HESC 118 LEC HESC 111 LAB-A	TR TR	05:00PM 01/11/16 05:30PM 05/11/16 05:30PM 01/11/16 06:20PM 05/11/16	36 30	2.00	12	25	8	0	17
CRJ-315-1 051718	Crisis Intervention 0230621 Patrick H. Fisher	HESC 216 LEC	TR	11:30AM 01/11/16 12:45PM 05/11/16	36	3.00	18	36	14	0	22
CRJ-316-1 051720	Juvenile Justice 0065767 Jane A. Wagner	HESC 137 LEC	TR	01:00PM 01/11/16 02:15PM 05/11/16	36	3.00	12	36	23	0	13
CRJ-320-1 051715	Criminal Justice Ethics 0230621 Patrick H. Fisher	HESC 214 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	36	3.00	10	36	17	0	19
CRJ-322-1 052271	Tactical Police Operations 0128474 Kye J. Richter 0128474 Kye J. Richter	HESC 216 LEC HESC 216 LAB-A	F F	08:00AM 01/11/16 09:00AM 05/11/16 09:00AM 01/11/16 10:50AM 05/11/16	36 36	2.00	10	15	11	0	4

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CRJ-322-2 052272	Tactical Police Operations 0094429 Christopher J. Gerg 0094429 Christopher J. Gerg	HESC 216 LEC HESC 216 LAB-A	T  T	05:00PM 01/11/16 06:00PM 05/11/16 06:00PM 01/11/16 07:50PM 05/11/16	36  36	2.00	10	15	9	0	6
CRR-331-1 051521	Basic Collision Procedures 0065287 Allan D. Read 0065287 Allan D. Read	BTLR 107A LEC BTLR 107A LAB-A BTLR 107A LAB-A	MTWRF  MWF  TR	07:30AM 03/07/16 08:40AM 05/11/16 08:41AM 03/07/16 11:22AM 05/11/16 08:41AM 03/07/16 10:20AM 05/11/16	30  30  30	6.00	10	25	20	0	5
CRR-657-1 051524	Advanced Collision Repair 0065287 Allan D. Read 0065287 Allan D. Read	BTLR 115 LEC BTLR 115 LAB-A	MTWR  MTWR	07:30AM 01/11/16 09:24AM 03/03/16 09:35AM 01/11/16 12:30PM 03/03/16	18  18	7.00	10	25	7	0	18
CRR-750-1 051535	Estimating II 0065287 Allan D. Read 0152397 Terry M. Van Dyke 0065287 Allan D. Read 0152397 Terry M. Van Dyke	BTLR 115 LEC BTLR 115 LAB-A	F  F	07:30AM 01/11/16 09:28AM 05/11/16 09:40AM 01/11/16 11:47AM 05/11/16	18  18	3.00	14	30	7	0	23
CRR-836-1 051519	Refinishing II 0152397 Terry M. Van Dyke 0152397 Terry M. Van Dyke	BTLR 107A LEC BTLR 107A LAB-A BTLR 107A LAB-A	MTWRF  TR  MWF	07:30AM 01/11/16 08:44AM 03/03/16 08:45AM 01/11/16 10:20AM 03/03/16 08:45AM 01/11/16 11:52AM 03/03/16	30  30  30	6.00	10	25	20	0	5
CRR-881-1 051529	Refinish Production Technol 0152397 Terry M. Van Dyke 0152397 Terry M. Van Dyke	BTLR 115 LEC BTLR 115 LAB-A	MTWR  MTWR	07:30AM 03/07/16 09:20AM 05/11/16 09:30AM 03/07/16 12:20PM 05/11/16	18  18	7.00	10	30	7	0	23
CSC-110-1 052184	Introduction to Computers 0065112 Roger S. Davis	BLHK 122 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	24	3.00	10	20	8	0	12
CSC-110-2 052185	Introduction to Computers 0065112 Roger S. Davis	BLHK 122 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	24	3.00	10	20	17	0	3
CSC-110-3 052186	Introduction to Computers 0065112 Roger S. Davis	BLHK 122 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	24	3.00	10	20	14	0	6
CSC-110-4 052187	Introduction to Computers 0065112 Roger S. Davis	BLHK 122 LEC	MTWR	02:00PM 02/01/16 02:50PM 05/11/16	24	3.00	10	20	5	0	15

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DEA-263-1 052361	Dental Science II 0065464 Rebecca L. Carrier	GRUN 147 LEC	R	10:00AM 01/11/16 11:50AM 05/11/16	40	2.00	10	24	20	0	4
DEA-417-1 052366	Dental Materials II 0065246 Judy K. Poland 0065246 Judy K. Poland	GRUN 175 LEC GRUN 154 LAB-A	M	11:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16	60 20	2.00	6	24	20	0	4
				PRIMARY DEA-417-1 SECONDARY DEA-417-2			6 6	12 12	9 11	0 0	3 1
DEA-417-2 052368	Dental Materials II 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 175 LEC GRUN 154 LAB-A	M	11:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16	60 20	2.00	6	24	20	0	4
				PRIMARY DEA-417-1 SECONDARY DEA-417-2			6 6	12 12	9 11	0 0	3 1
DEA-514-1 052362	Chairside Assisting II 0065246 Judy K. Poland 0065246 Judy K. Poland	GRUN 175 LEC GRUN 132I LAB-A	M	10:00AM 01/11/16 10:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	60 18	2.00	6	24	20	0	4
				PRIMARY DEA-514-1 SECONDARY DEA-514-2			6 6	12 12	9 11	0 0	3 1
DEA-514-2 052364	Chairside Assisting II 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 175 LEC GRUN 132I LAB-A	M	10:00AM 01/11/16 10:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	60 18	2.00	6	24	20	0	4
				PRIMARY DEA-514-1 SECONDARY DEA-514-2			6 6	12 12	9 11	0 0	3 1
DEA-556-1 052387	Assisting Clinic I 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	W	08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16 08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 03:50PM 05/11/16	18 18 18 18	4.00	3	24	20	0	4
				PRIMARY DEA-556-1 SECONDARY DEA-556-2 SECONDARY DEA-556-3 SECONDARY DEA-556-4			3 3 3 3	6 6 6 6	6 5 5 4	0 0 0 0	0 1 1 2

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DEA-556-2 052388	Assisting Clinic I 0065246 Judy K. Poland 0065464 Rebecca L. Carrier	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	WF  W  F	08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16 01:00PM 01/11/16 03:50PM 05/11/16	18  18  18	4.00	3	24	20	0	4
				PRIMARY DEA-556-1			3	6	6	0	0
				SECONDARY DEA-556-2			3	6	5	0	1
				SECONDARY DEA-556-3			3	6	5	0	1
				SECONDARY DEA-556-4			3	6	4	0	2
DEA-556-3 052389	Assisting Clinic I 0128189 Diane A. Endelman 0065464 Rebecca L. Carrier 0065246 Judy K. Poland	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	WF  W  F	08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16 01:00PM 01/11/16 03:50PM 05/11/16	18  18  18	4.00	3	24	20	0	4
				PRIMARY DEA-556-1			3	6	6	0	0
				SECONDARY DEA-556-2			3	6	5	0	1
				SECONDARY DEA-556-3			3	6	5	0	1
				SECONDARY DEA-556-4			3	6	4	0	2
DEA-556-4 052390	Assisting Clinic I 0112059 Linda A. Block 0065246 Judy K. Poland 0065464 Rebecca L. Carrier	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	WF  W  F	08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16 01:00PM 01/11/16 03:50PM 05/11/16	18  18  18	4.00	3	24	20	0	4
				PRIMARY DEA-556-1			3	6	6	0	0
				SECONDARY DEA-556-2			3	6	5	0	1
				SECONDARY DEA-556-3			3	6	5	0	1
				SECONDARY DEA-556-4			3	6	4	0	2
DEA-603-1 052358	Dental Specialties 0065464 Rebecca L. Carrier	GRUN 154 LEC GRUN 154 LEC	M  T	09:00AM 01/11/16 09:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	20  20	2.00	10	24	20	0	4
DEA-702-2 052879	Dental Office Procedures 0065246 Judy K. Poland	GRUN 147 LEC GRUN 147 LEC	T  R	10:00AM 01/11/16 10:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16	40  40	2.00	10	24	20	0	4

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DHY-141-1 051934	General and Oral Pathology 0073459 Kathryn A. Gisleson	GRUN 147 LEC GRUN 147 LEC	M  T	01:00PM 01/11/16 02:50PM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16	40  40	3.00	10	22	20	0	2
DHY-187-1 051929	Clinical Dental Hygiene II 0065210 Bonita R. Ocheltree	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  T  T	08:00AM 01/11/16 11:30AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:30PM 05/11/16	18  18  18	3.00	3	24	20	0	4
				PRIMARY DHY-187-1			3	6	4	0	2
				SECONDARY DHY-187-2			3	6	5	0	1
				SECONDARY DHY-187-3			3	6	5	0	1
				SECONDARY DHY-187-4			3	6	6	0	0
DHY-187-2 051930	Clinical Dental Hygiene II 0065251 Anne L. Rose 0065210 Bonita R. Ocheltree	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  T  T	08:00AM 01/11/16 11:30AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:30PM 05/11/16	18  18  18	3.00	3	24	20	0	4
				PRIMARY DHY-187-1			3	6	4	0	2
				SECONDARY DHY-187-2			3	6	5	0	1
				SECONDARY DHY-187-3			3	6	5	0	1
				SECONDARY DHY-187-4			3	6	6	0	0
DHY-187-3 051931	Clinical Dental Hygiene II 0263904 Lucinda J. Boldt 0065210 Bonita R. Ocheltree	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  T  T	08:00AM 01/11/16 11:30AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:30PM 05/11/16	18  18  18	3.00	3	24	20	0	4
				PRIMARY DHY-187-1			3	6	4	0	2
				SECONDARY DHY-187-2			3	6	5	0	1
				SECONDARY DHY-187-3			3	6	5	0	1
				SECONDARY DHY-187-4			3	6	6	0	0
DHY-187-4 051933	Clinical Dental Hygiene II 0065612 Regina M. Blumhardt 0065210 Bonita R. Ocheltree	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  T  T	08:00AM 01/11/16 11:30AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:30PM 05/11/16	18  18  18	3.00	3	24	20	0	4
				PRIMARY DHY-187-1			3	6	4	0	2



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				SECONDARY DHY-187-2			3	6	5	0	1
				SECONDARY DHY-187-3			3	6	5	0	1
				SECONDARY DHY-187-4			3	6	6	0	0
DHY-188-1 051938	Clinical Dental Hyg II Sem 0065210 Bonita R. Ocheltree	GRUN 147 LEC	W	11:00AM 01/11/16 11:50AM 05/11/16	40	1.00	12	22	20	0	2
DHY-210-1 051935	Intro To Periodontology 0065210 Bonita R. Ocheltree	GRUN 147 LEC	W	09:00AM 01/11/16 09:50AM 05/11/16	40	1.00	12	22	20	0	2
DHY-222-1 051940	Biomtl for the Dental Hygti 0065210 Bonita R. Ocheltree	GRUN 171 LEC	R	08:00AM 01/11/16 09:50AM 05/11/16	60	3.00	6	24	20	0	4
	0065210 Bonita R. Ocheltree	GRUN 154 LAB-A	R	10:00AM 01/11/16 11:50AM 05/11/16	20						
				PRIMARY DHY-222-1			6	12	8	0	4
				SECONDARY DHY-222-2			6	12	12	0	0
DHY-222-2 051941	Biomtl for the Dental Hygti 0065251 Anne L. Rose	GRUN 171 LEC	R	08:00AM 01/11/16 09:50AM 05/11/16	60	3.00	6	24	20	0	4
	0065210 Bonita R. Ocheltree	GRUN 154 LAB-A	R	10:00AM 01/11/16 11:50AM 05/11/16	20						
				PRIMARY DHY-222-1			6	12	8	0	4
				SECONDARY DHY-222-2			6	12	12	0	0
DHY-240-1 051937	Ethics & Jurisprudence 0073459 Kathryn A. Gisleson	GRUN 147 LEC	W	10:00AM 01/11/16 10:50AM 05/11/16	40	1.00	8	22	20	0	2
DHY-259-1 051910	COH Service Learning Exp 0073459 Kathryn A. Gisleson	GRUN 147 LAB-A	M	10:00AM 01/11/16 11:50AM 05/11/16	40	1.00	8	22	19	0	3
DHY-262-2 051947	Special Needs Patient Ed 0065210 Bonita R. Ocheltree	GRUN 147 LEC	R	01:00PM 01/11/16 01:50PM 05/11/16	40	1.00	8	22	20	0	2
DHY-272-1 051912	Interdisciplinary Health Ca 0073459 Kathryn A. Gisleson	GRUN 147 LEC	W	01:00PM 01/11/16 01:50PM 05/11/16	40	2.00	3	24	19	0	5
	0065210 Bonita R. Ocheltree	GRUN 154	T	08:00AM 01/11/16	20						
	0187851 Lory L. Hulstein	LAB-A		09:50AM 05/11/16							
				PRIMARY DHY-272-1			3	6	5	0	1
				SECONDARY DHY-272-2			3	6	5	0	1
				SECONDARY DHY-272-3			3	6	5	0	1
				SECONDARY DHY-272-4			3	6	4	0	2

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DHY-272-2 051914	Interdisciplinary Health Ca 0171338 Mariel J. Brubaker 0073459 Kathryn A. Gisleson	GRUN 147 LEC GRUN 154 LAB-A	W  T	01:00PM 01/11/16 01:50PM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	40  20	2.00	3	24	19	0	5
				PRIMARY DHY-272-1			3	6	5	0	1
				SECONDARY DHY-272-2			3	6	5	0	1
				SECONDARY DHY-272-3			3	6	5	0	1
				SECONDARY DHY-272-4			3	6	4	0	2
DHY-272-3 051916	Interdisciplinary Health Ca 0073459 Kathryn A. Gisleson 0073459 Kathryn A. Gisleson	GRUN 147 LEC GRUN 154 LAB-A	W  W	01:00PM 01/11/16 01:50PM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	40  20	2.00	3	24	19	0	5
				PRIMARY DHY-272-1			3	6	5	0	1
				SECONDARY DHY-272-2			3	6	5	0	1
				SECONDARY DHY-272-3			3	6	5	0	1
				SECONDARY DHY-272-4			3	6	4	0	2
DHY-272-4 051919	Interdisciplinary Health Ca 0187851 Lory L. Hulstein 0073459 Kathryn A. Gisleson	GRUN 147 LEC GRUN 154 LAB-A	W  W	01:00PM 01/11/16 01:50PM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	40  20	2.00	3	24	19	0	5
				PRIMARY DHY-272-1			3	6	5	0	1
				SECONDARY DHY-272-2			3	6	5	0	1
				SECONDARY DHY-272-3			3	6	5	0	1
				SECONDARY DHY-272-4			3	6	4	0	2
DHY-307-1 051922	Clinical Dental Hygiene IV 0065210 Bonita R. Ocheltree 0187851 Lory L. Hulstein 0073459 Kathryn A. Gisleson	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  R R	01:00PM 01/11/16 04:50PM 05/11/16 08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16	18  18  18	4.00	3	24	19	0	5
				PRIMARY DHY-307-1			3	6	5	0	1
				SECONDARY DHY-307-2			3	6	5	0	1
				SECONDARY DHY-307-3			3	6	5	0	1
				SECONDARY DHY-307-4			3	6	4	0	2
DHY-307-2 051924	Clinical Dental Hygiene IV 0065612 Regina M. Blumhardt 0171338 Mariel J. Brubaker 0073459 Kathryn A. Gisleson	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  R R	01:00PM 01/11/16 04:50PM 05/11/16 08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16	18  18  18	4.00	3	24	19	0	5

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				PRIMARY DHY-307-1			3	6	5	0	1
				SECONDARY DHY-307-2			3	6	5	0	1
				SECONDARY DHY-307-3			3	6	5	0	1
				SECONDARY DHY-307-4			3	6	4	0	2
DHY-307-3 051925	Clinical Dental Hygiene IV 0203220 Patricia L. Ragsdal 0073459 Kathryn A. Gisleson	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  R  R	01:00PM 01/11/16 04:50PM 05/11/16 08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16	18  18  18	4.00	3	24	19	0	5
				PRIMARY DHY-307-1			3	6	5	0	1
				SECONDARY DHY-307-2			3	6	5	0	1
				SECONDARY DHY-307-3			3	6	5	0	1
				SECONDARY DHY-307-4			3	6	4	0	2
DHY-307-4 051926	Clinical Dental Hygiene IV 0263904 Lucinda J. Boldt 0112894 Danielle R. Luhning 0073459 Kathryn A. Gisleson	GRUN 132I LAB-B GRUN 132I LAB-B GRUN 132I LAB-B	M  R  R	01:00PM 01/11/16 04:50PM 05/11/16 08:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 04:50PM 05/11/16	18  18  18	4.00	3	24	19	0	5
				PRIMARY DHY-307-1			3	6	5	0	1
				SECONDARY DHY-307-2			3	6	5	0	1
				SECONDARY DHY-307-3			3	6	5	0	1
				SECONDARY DHY-307-4			3	6	4	0	2
DHY-308-1 051909	Clinical DH Seminar IV 0073459 Kathryn A. Gisleson	GRUN 147 LEC	M	09:00AM 01/11/16 09:50AM 05/11/16	40	1.00	22	22	19	0	3
DSL-377-1 051495	Diesel Engine Rebuild 0255179 Gregory L. Lawrence 0255179 Gregory L. Lawrence	BTLR 111 LEC BTLR 111 LAB-B	MTWRF  MTWRF	07:30AM 03/07/16 09:20AM 05/11/16 09:30AM 03/07/16 11:50AM 05/11/16	30  30	7.00	10	25	23	0	2
DSL-447-1 051494	Diesel Fuel Systems 0166627 Glen D. Adolphs 0166627 Glen D. Adolphs	BTLR 105 LEC BTLR 105 LAB-B BTLR 105 LAB-B	MTWRF  MWF  TR	07:30AM 01/11/16 09:26AM 03/03/16 09:35AM 01/11/16 12:20PM 03/03/16 09:35AM 01/11/16 11:50AM 03/03/16	25  25  25	7.00	10	25	23	0	2
DSL-807-1 051493	Diesel Truck Equipment Repa 0166627 Glen D. Adolphs 0166627 Glen D. Adolphs	BTLR 105 LEC BTLR 105 LAB-B	MTWRF  MTWRF	07:30AM 03/07/16 09:20AM 05/11/16 09:30AM 03/07/16 11:50AM 05/11/16	25  25	7.00	10	25	12	0	13

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ECE-133-1 051525	Child Health, Safety, & Nut 0235306 Emily E. Knutson	BLHK 281 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	32	3.00	10	30	13	0	17
ECE-133-2 051526	Child Health, Safety, & Nut 0235306 Emily E. Knutson Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	T MTWRFSN	06:00PM 01/11/16 08:50PM 03/03/16 01/11/16 03/03/16	30 25	3.00	10	25	16	0	9
ECE-159-1 051497	Early Childhood Curr II 0248558 Tami R. McCoy	BLHK 281 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	32	3.00	15	30	11	0	19
ECE-159-2 051498	Early Childhood Curr II 0069314 Jaime F. Nugent Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC WEBH WEBH LEC	R MTWRFSN	06:00PM 03/07/16 08:50PM 05/11/16 03/07/16 05/11/16	32 25	3.00	15	25	12	0	13
ECE-243-1 051518	Early Childhood Guidance 0065624 Jane A. Even	BLHK 281 LEC	TR	01:00PM 01/11/16 02:15PM 05/11/16	32	3.00	10	30	14	0	16
ECE-243-2 051520	Early Childhood Guidance 0245657 Melissa A. Ellis Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC WEBH WEBH LEC	T MTWRFSN	06:00PM 03/07/16 08:50PM 05/11/16 03/07/16 05/11/16	32 25	3.00	10	25	6	0	19
ECE-250-1 051501	Advanced Curriculum Plannin 0248558 Tami R. McCoy	BLHK 281 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	32	3.00	10	30	14	0	16

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ECE-250-2 051502	Advanced Curriculum Plannin 0069314 Jaime F. Nugent Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC WEBH WEBH LEC	T  MTWRFSN	06:00PM 01/11/16 08:50PM 03/03/16 01/11/16 03/03/16	32  25	3.00	10	25	8	0	17
ECE-290-1 051500	Early Childhood Prog Admin 0065624 Jane A. Even	BLHK 239 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	32	3.00	10	30	15	0	15
ECE-298-1 051527	Child Dev. Career Strategie 0242882 Rachel M. Evans Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 239 LEC WEBH WEBH LEC	R  MTWRFSN	06:00PM 01/11/16 07:50PM 03/03/16 01/11/16 03/03/16	32  25	2.00	10	20	10	0	10
ECE-944-1 051522	Field Experience Seminar I 0065624 Jane A. Even Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 281 LEC WEBH WEBH LEC	F  MTWRFSN	12:00PM 01/11/16 12:50PM 05/11/16 01/11/16 05/11/16	32  25	1.00	5	15	13	0	2
ECN-120-1 052189	Principles of Macroeconomic 0218997 Joseph A. Toe	BLHK 225 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	51	3.00	10	40	32	0	8
ECN-120-2 052190	Principles of Macroeconomic 0255003 Mark A. Sutton	BLHK 225 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	51	3.00	10	40	25	0	15

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ECN-120-4 052462	Principles of Macroeconomic 0245860 Dale A. Borman 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	BLHK 121 LEC WEBH WEBH LEC	R	05:30PM 03/31/16 09:30PM 04/28/16 03/31/16 04/28/16	30 25	3.00	10	30	18	0	12
ECN-130-1 052191	Principles of Microeconomic 0065244 Mitchell J. Roose	TADL 127 LEC	R	06:00PM 01/11/16 08:50PM 05/11/16	32	3.00	10	30	20	0	10
				PRIMARY ECN-130-1 SECONDARY ECN-130-5			10 4	26 4	19 1	0 0	7 3
ECN-130-2 052192	Principles of Microeconomic 0218997 Joseph A. Toe	BLHK 223 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	30	3.00	10	30	23	0	7
EDU-214-1 051514	Exploring PK-12 Education 0235306 Emily E. Knutson	BLHK 288 LEC	MW	10:00AM 01/11/16 10:50AM 05/11/16	30	2.00	12	25	13	0	12
EDU-214-2 051515	Exploring PK-12 Education 0065624 Jane A. Even	BLHK 288 LEC	MW	01:00PM 01/11/16 01:50PM 05/11/16	30	2.00	12	25	6	0	19
EDU-223-1 051936	Multicultural Education 0000042 Ruben J. Carrion Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	T	04:30PM 01/11/16 05:45PM 05/11/16 01/11/16 05/11/16	30 25	3.00	17	25	20	0	5
EDU-235-1 051533	Children's Literature 0248558 Tami R. McCoy	BLHK 288 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	30	3.00	10	30	16	0	14
EDU-240-1 051528	Educational Psychology 0248558 Tami R. McCoy	BLHK 281 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	32	3.00	10	30	10	0	20
EDU-246-2 051532	Including Diverse Learners 0235306 Emily E. Knutson	BLHK 239 LEC	TR	01:00PM 01/11/16 02:15PM 05/11/16	32	3.00	12	30	18	0	12
EDU-924-1 054299	Honors Project-Education 0248558 Tami R. McCoy	LEC	MTWRF	03/07/16 05/11/16		1.00	1	1	1	0	0

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EGT-149-1 052371	Fluid Power Systems II 0246937 Carl E. Carey 0246937 Carl E. Carey	BTLR 117	M	08:00AM 01/11/16	30	3.00	10	20	11	0	9
		LEC		09:50AM 03/03/16							
		BTLR 117	TWRF	08:00AM 01/11/16	30						
		LAB-A		09:50AM 03/03/16							
EGT-149-2 052375	Fluid Power Systems II 0246937 Carl E. Carey 0246937 Carl E. Carey	BTLR 117	M	08:00AM 03/07/16	30	3.00	10	20	10	0	10
		LEC		09:50AM 05/11/16							
		BTLR 117	TWRF	08:00AM 03/07/16	30						
		LAB-A		09:50AM 05/11/16							
EGT-152-1 052367	Advd Fluid Pwr & Servo Syst 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BTLR 125	M	10:00AM 03/07/16	32	2.00	10	20	6	0	14
		LEC		11:50AM 05/11/16							
		BTLR 125	WR	10:00AM 03/07/16	32						
		LAB-A		11:50AM 05/11/16							
EGT-152-2 052380	Advd Fluid Pwr & Servo Syst 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BTLR 123	M	08:00AM 01/11/16	30	2.00	10	20	8	0	12
		LEC		09:50AM 03/03/16							
		BTLR 123	WF	08:00AM 01/11/16	30						
		LAB-A		09:50AM 03/03/16							
ELT-104-1 052339	Electronic Drafting 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BREM 154	T	08:00AM 01/11/16	30	3.00	10	20	10	0	10
		LEC		08:50AM 05/11/16							
		BREM 154	R	08:00AM 01/11/16	30						
		LAB-A		08:50AM 05/11/16							
		BREM 154	R	01:00PM 01/11/16	30						
		LAB-A		03:50PM 05/11/16							
ELT-133-1 052381	Electronic Motor Drives 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BTLR 117	M	10:00AM 01/11/16	30	2.00	10	20	9	0	11
		LEC		11:50AM 03/03/16							
		BTLR 117	W	10:00AM 01/11/16	30						
		LAB-A		11:50AM 03/03/16							
		BTLR 117	F	10:00AM 01/11/16	30						
		LAB-A		11:50AM 03/03/16							
ELT-156-1 052345	Industrial Electronics 0065768 Steven J. Novak 0065768 Steven J. Novak	BREM 141	M	08:00AM 01/11/16	24	5.00	10	20	9	0	11
		LEC		09:50AM 05/11/16							
		BREM 141	TWR	08:00AM 01/11/16	24						
		LAB-B		09:50AM 05/11/16							
		BREM 141	F	08:00AM 01/11/16	24						
		LEC		08:50AM 05/11/16							
ELT-215-1 052372	Motors and Controls 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BTLR 117	T	01:00PM 01/11/16	30	2.00	10	20	11	0	9
		LEC		02:50PM 03/03/16							
		BTLR 117	T	03:00PM 01/11/16	30						
		LAB-A		03:50PM 03/03/16							
		BTLR 117	R	02:00PM 01/11/16	30						
		LAB-A		04:50PM 03/03/16							

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ELT-215-2 052376	Motors and Controls 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BREM 145	WF	07:30AM 01/11/16	22	2.00	10	20	9	0	11
		LEC		08:20AM 03/03/16							
		BTLR 123	WF	08:30AM 01/11/16	30						
		LAB-A		09:50AM 03/03/16							
ELT-234-1 052373	PLC Programming 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BREM 145	WF	07:30AM 03/07/16	22	2.00	10	20	9	0	11
		LEC		08:20AM 05/11/16							
		BTLR 123	WF	08:30AM 03/07/16	30						
		LAB-A		09:50AM 05/11/16							
ELT-234-2 052377	PLC Programming 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BTLR 117	TR	11:00AM 03/07/16	30	2.00	10	20	9	0	11
		LEC		11:50AM 05/11/16							
		BTLR 117	TR	12:00PM 03/07/16	30						
		LAB-A		01:50PM 05/11/16							
ELT-309-1 052382	Digital Circuits 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BREM 145	TR	08:00AM 01/11/16	22	3.00	10	20	8	0	12
		LEC		08:50AM 05/11/16							
		BREM 145	TR	09:00AM 01/11/16	22						
		LAB-B		10:50AM 05/11/16							
ELT-320-1 052340	Electronic Devices 0065145 David E. Grunklee	BREM 151	M	10:00AM 01/11/16	26	5.00	10	20	11	0	9
		LEC		11:50AM 05/11/16							
		BREM 151	T	10:00AM 01/11/16	26						
		LAB-A		11:50AM 05/11/16							
		BREM 151	W	10:00AM 01/11/16	26						
		LAB-B		11:50AM 05/11/16							
		BREM 151	R	10:00AM 01/11/16	26						
		LEC		10:50AM 05/11/16							
ELT-321-1 052341	Operational Amplifiers 0000133 Daniel V. Utley 0000133 Daniel V. Utley	BREM 151	M	01:00PM 01/11/16	26	3.00	10	20	10	0	10
		LEC		02:50PM 05/11/16							
		BREM 151	W	01:00PM 01/11/16	26						
		LAB-A		02:50PM 05/11/16							
ELT-416-1 052344	Communication Circuits II 0065768 Steven J. Novak 0065768 Steven J. Novak	BREM 141	M	10:00AM 01/11/16	24	5.00	10	20	3	0	17
		LEC		12:50PM 05/11/16							
		BREM 141	TWR	10:00AM 01/11/16	24						
		LAB-B		11:50AM 05/11/16							
ELT-600-1 052342	Applied Computer Programmin 0065768 Steven J. Novak 0065768 Steven J. Novak	BREM 154	F	10:00AM 01/11/16	30	3.00	12	20	11	0	9
		LEC		11:50AM 05/11/16							
		BREM 154	T	01:00PM 01/11/16	30						
		LAB-B		03:50PM 05/11/16							



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ELT-610-1 052383	Microprocessors	BTLR 117	M	10:00AM 03/07/16	30	2.00	10	20	9	0	11
	0000133 Daniel V. Utley	LEC		11:50AM 05/11/16							
	0000133 Daniel V. Utley	BTLR 117	WF	10:00AM 03/07/16	30						
		LAB-A		11:50AM 05/11/16							
ELT-701-1 052353	Embedded Processors	BREM 141	M	01:00PM 01/11/16	24	3.00	10	20	3	0	17
	0065768 Steven J. Novak	LEC		02:50PM 05/11/16							
	0065768 Steven J. Novak	BREM 141	W	01:00PM 01/11/16	24						
		LAB-A		02:50PM 05/11/16							
ELT-703-1 052354	Introduction To Networking	BREM 166	F	09:00AM 01/11/16	18	2.00	10	20	8	0	12
	0065279 Jerry G. Farrell	LEC		10:50AM 03/03/16							
	0065279 Jerry G. Farrell	BREM 166	F	11:00AM 01/11/16	18						
		LAB-A		02:50PM 03/03/16							
ELT-803-1 052355	Electronics Design Project	BREM 141	T	04:00PM 01/11/16	24	1.00	12	20	8	0	12
	0065768 Steven J. Novak	LAB-A		04:50PM 05/11/16							
		BREM 141	R	03:00PM 01/11/16	24						
		LAB-A		03:50PM 05/11/16							
EMS-114-1 051555	Emergency Medical Responder	WEBH WEBH	MTWRFSN	01/11/16	25	2.00	10	20	17	0	3
	0111018 Gregory J. Helmuth	LEC		05/11/16							
	0157186 David M. Meiser	HESC 216	T	02:00PM 01/11/16	36						
	0122131 Gregory A. Stewart	LAB-A		03:50PM 05/11/16							
	Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.										
EMS-201-1 051550	Emergency Medical Technicia	HESC 218	MW	01:00PM 01/11/16	36	7.00	6	24	13	0	11
	0111018 Gregory J. Helmuth	LEC		03:05PM 05/11/16							
	0111018 Gregory J. Helmuth	HESC 218	MW	03:15PM 01/11/16	36						
	0111018 Gregory J. Helmuth	LAB-A		04:05PM 05/11/16							
	0248403 Johnathan R. Cockre	HESC 218	MTWRFSN	01/11/16							
	LAB-C		05/11/16								

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EMS-201-3 051649	Emergency Medical Technicia 0111018 Gregory J. Helmuth 0122131 Gregory A. Stewart 0157186 David M. Meiser 0122131 Gregory A. Stewart 0157186 David M. Meiser 0111018 Gregory J. Helmuth 0248403 Johnathan R. Cockre	HESC 218 LEC HESC 218 LAB-A HESC 218 LAB-C	MW  MW  MTWRFNSN	05:30PM 01/11/16 07:35PM 05/11/16 07:45PM 01/11/16 08:35PM 05/11/16 01/11/16 05/11/16	36  36	7.00	6	24	13	0	11
EMS-546-1 052734	Clinical II 0248403 Johnathan R. Cockre	TRNG TRNG LAB-C	MTWRFNSN	01/11/16 05/11/16	50	3.00	12	26	19	0	7
EMS-650-1 051554	Med. and Psychological Emer 0111018 Gregory J. Helmuth 0216457 Christopher D. Ward 0111018 Gregory J. Helmuth 0216457 Christopher D. Ward 0248403 Johnathan R. Cockre 0265339 Crystal L. Shramek	HESC 218 LEC HESC 218 LAB-A	TR  TR	09:00AM 03/07/16 11:30AM 05/11/16 12:30PM 03/07/16 02:20PM 05/11/16	36  36	4.00	12	26	19	0	7
				PRIMARY EMS-650-1 SECONDARY EMS-650-2			12 6	14 6	13 6	0 0	1 0
EMS-650-2 054273	Med. and Psychological Emer 0265339 Crystal L. Shramek 0111018 Gregory J. Helmuth	HESC 218 LEC HESC 218 LAB-A	TR  TR	09:00AM 03/07/16 11:30AM 05/11/16 12:30PM 03/07/16 02:20PM 05/11/16	36  36	4.00	6	26	19	0	7
				PRIMARY EMS-650-1 SECONDARY EMS-650-2			12 6	14 6	13 6	0 0	1 0
EMS-674-1 051552	Cardiology for the Paramedi 0111018 Gregory J. Helmuth 0248403 Johnathan R. Cockre 0184160 Loren L. Ridge 0065328 Jason J. Hernandez 0155204 Joseph L. Bonewitz 0144264 Steven L. Carey 0216457 Christopher D. Ward 0122131 Gregory A. Stewart	HESC 218 LEC HESC 218 LAB-A	TR  TR	09:00AM 01/11/16 11:30AM 03/03/16 12:30PM 01/11/16 02:20PM 03/03/16	36  36	4.00	6	26	20	0	6
				PRIMARY EMS-674-1 SECONDARY EMS-674-2 SECONDARY EMS-674-3 SECONDARY EMS-674-4			6 6 6 6	8 6 6 6	9 3 4 4	0 0 0 0	-1 3 2 2

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EMS-674-2 052739	Cardiology for the Paramedi 0111018 Gregory J. Helmuth 0248403 Johnathan R. Cockre 0155204 Joseph L. Bonewitz 0184160 Loren L. Ridge 0144264 Steven L. Carey 0065328 Jason J. Hernandez 0216457 Christopher D. Ward	HESC 218 LEC HESC 218 LAB-A	TR  TR	09:00AM 01/11/16 11:30AM 03/03/16 12:30PM 01/11/16 02:20PM 03/03/16	36  36	4.00	6	26	20	0	6
				PRIMARY EMS-674-1			6	8	9	0	-1
				SECONDARY EMS-674-2			6	6	3	0	3
				SECONDARY EMS-674-3			6	6	4	0	2
				SECONDARY EMS-674-4			6	6	4	0	2
EMS-674-3 052740	Cardiology for the Paramedi 0111018 Gregory J. Helmuth 0248403 Johnathan R. Cockre 0144264 Steven L. Carey 0184160 Loren L. Ridge 0155204 Joseph L. Bonewitz 0065328 Jason J. Hernandez 0216457 Christopher D. Ward 0122131 Gregory A. Stewart	HESC 218 LEC HESC 218 LAB-A	TR  TR	09:00AM 01/11/16 11:30AM 03/03/16 12:30PM 01/11/16 02:20PM 03/03/16	36  36	4.00	6	26	20	0	6
				PRIMARY EMS-674-1			6	8	9	0	-1
				SECONDARY EMS-674-2			6	6	3	0	3
				SECONDARY EMS-674-3			6	6	4	0	2
				SECONDARY EMS-674-4			6	6	4	0	2
EMS-674-4 052741	Cardiology for the Paramedi 0111018 Gregory J. Helmuth 0248403 Johnathan R. Cockre 0216457 Christopher D. Ward 0144264 Steven L. Carey 0065328 Jason J. Hernandez 0155204 Joseph L. Bonewitz 0184160 Loren L. Ridge	HESC 218 LEC HESC 218 LAB-A	TR  TR	09:00AM 01/11/16 11:30AM 03/03/16 12:30PM 01/11/16 02:20PM 03/03/16	36  36	4.00	6	26	20	0	6
				PRIMARY EMS-674-1			6	8	9	0	-1
				SECONDARY EMS-674-2			6	6	3	0	3
				SECONDARY EMS-674-3			6	6	4	0	2
				SECONDARY EMS-674-4			6	6	4	0	2

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EMS-677-1 051553	Special Pop. for the Parame 0155204 Joseph L. Bonewitz 0144264 Steven L. Carey 0248403 Johnathan R. Cockre 0155204 Joseph L. Bonewitz 0216457 Christopher D. Ward 0122131 Gregory A. Stewart	HESC 218 LEC HESC 218 LAB-A	MW  MW	09:00AM 01/11/16 10:15AM 05/11/16 10:30AM 01/11/16 11:20AM 05/11/16	36  36	4.00	12	26	19	0	7
				PRIMARY EMS-677-1 SECONDARY EMS-677-2			12 6	13 13	11 8	0 0	2 5
EMS-677-2 052850	Special Pop. for the Parame 0122131 Gregory A. Stewart 0144264 Steven L. Carey 0155204 Joseph L. Bonewitz 0248403 Johnathan R. Cockre 0197843 Amber L. Heller	HESC 218 LEC HESC 218 LAB-A	MW  MW	09:00AM 01/11/16 10:15AM 05/11/16 10:30AM 01/11/16 11:20AM 05/11/16	36  36	4.00	6	26	19	0	7
				PRIMARY EMS-677-1 SECONDARY EMS-677-2			12 6	13 13	11 8	0 0	2 5
ENG-060-1 051333	College Preparatory Writing 0067911 Marcea K. Seible	BREM 133 LEC	MTWR	10:30AM 01/11/16 11:50AM 03/03/16	20	3.00	10	20	12	0	8
ENG-060-2 051334	College Preparatory Writing 0067911 Marcea K. Seible	BREM 135 LEC	MTWR	01:00PM 01/11/16 02:20PM 03/03/16	31	3.00	10	20	4	0	16
ENG-060-3 051336	College Preparatory Writing 0233389 Donald P. McGeough	BREM 106 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	25	3.00	10	20	11	0	9
ENG-060-5 051338	College Preparatory Writing 0177764 Linda J. Alexander-	GRUN 254 LEC	MTWR	09:00AM 02/01/16 09:50AM 05/11/16	20	3.00	5	20	5	0	15
ENG-060-6 051340	College Preparatory Writing 0233389 Donald P. McGeough	BREM 133 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	20	3.00	10	20	4	0	16
ENG-061-1 051335	College Preparatory Writing 0065361 Deborah L. Yuska	BUCH 152 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	25	3.00	10	20	18	0	2
ENG-061-10 051381	College Preparatory Writing 0067911 Marcea K. Seible	BREM 135 LEC	MTWR	09:00AM 01/11/16 10:20AM 03/03/16	31	3.00	10	20	10	0	10
ENG-061-2 051339	College Preparatory Writing 0065361 Deborah L. Yuska	BLHK 123 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	30	3.00	10	20	11	0	9
ENG-061-3 051341	College Preparatory Writing 0066107 Michelle R. Klingfu 0065361 Deborah L. Yuska	BREM 135 LEC	TR	03:00PM 01/11/16 04:15PM 05/11/16	31	3.00	10	20	20	0	0

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ENG-061-5 051359	College Preparatory Writing 0066107 Michelle R. Klingfu 0065361 Deborah L. Yuska	GRUN 273 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	20	3.00	10	20	17	0	3
ENG-061-7 051374	College Preparatory Writing 0177764 Linda J. Alexander-	BREM 106 LEC	MTWR	10:00AM 02/01/16 10:50AM 05/11/16	25	3.00	5	20	7	0	13
ENG-061-8 051376	College Preparatory Writing 0067911 Marcea K. Seible	BREM 133 LEC	MTWR	10:30AM 03/07/16 11:50AM 05/11/16	20	3.00	10	20	11	0	9
ENG-061-9 051379	College Preparatory Writing 0067911 Marcea K. Seible	BREM 135 LEC	MTWR	01:00PM 03/07/16 02:20PM 05/11/16	31	3.00	10	20	5	0	15
ENG-105-1 051760	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	TR	07:30AM 01/11/16 08:45AM 05/11/16	22	3.00	10	20	13	0	7
				PRIMARY ENG-105-1			10	15	12	0	3
				SECONDARY ENG-105-107			1	5	1	0	4
ENG-105-10 051772	Composition I 0181309 Matthew J. Bloom	GRUN 273 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	20	3.00	10	20	17	0	3
ENG-105-103 052628	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	22	3.00	1	20	12	0	8
				PRIMARY ENG-105-5			10	19	11	0	8
				SECONDARY ENG-105-103			1	1	1	0	0
ENG-105-107 052704	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	TR	07:30AM 01/11/16 08:45AM 05/11/16	22	3.00	1	20	13	0	7
				PRIMARY ENG-105-1			10	15	12	0	3
				SECONDARY ENG-105-107			1	5	1	0	4
ENG-105-109 052745	Composition I 0169171 Shelly J. Criswell	LBRY 221 LEC	MW	02:30PM 01/11/16 03:45PM 05/11/16	20	3.00	1	20	11	0	9
				PRIMARY ENG-105-15			10	19	10	0	9
				SECONDARY ENG-105-109			1	1	1	0	0
ENG-105-11 051774	Composition I 0065779 Amy S. Boevers	LBRY 221 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	20	3.00	10	20	18	0	2
ENG-105-110 052746	Composition I 0000122 Steven E. Surles	GRUN 275 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	20	3.00	1	20	17	0	3
				PRIMARY ENG-105-7			10	20	16	0	4
				SECONDARY ENG-105-110			1	1	1	0	0

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ENG-105-112 052768	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	22	3.00	1	20	12	0	8
				PRIMARY ENG-105-2 SECONDARY ENG-105-112			10 1	19 1	11 1	0 0	8 0
ENG-105-113 052808	Composition I 0000122 Steven E. Surles	LBRY 221 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	20	3.00	1	20	14	0	6
				PRIMARY ENG-105-6 SECONDARY ENG-105-113			10 1	19 1	13 1	0 0	6 0
ENG-105-114 052809	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	22	3.00	1	20	17	0	3
				PRIMARY ENG-105-3 SECONDARY ENG-105-114			10 1	19 1	16 1	0 0	3 0
ENG-105-12 051775	Composition I 0210490 Sarah D. Moore	BUCH 114 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	22	3.00	10	20	14	0	6
ENG-105-13 051776	Composition I 0169171 Shelly J. Criswell	LBRY 221 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	20	3.00	10	20	8	0	12
ENG-105-14 051777	Composition I 0210490 Sarah D. Moore	GRUN 273 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	20	3.00	10	20	15	0	5
ENG-105-15 051779	Composition I 0169171 Shelly J. Criswell	LBRY 221 LEC	MW	02:30PM 01/11/16 03:45PM 05/11/16	20	3.00	10	20	11	0	9
				PRIMARY ENG-105-15 SECONDARY ENG-105-109			10 1	19 1	10 1	0 0	9 0
ENG-105-19 052182	Composition I 0210181 Gene L. Newgaard Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 275 LEC WEBH WEBH LEC	R MTWRFSN	06:00PM 01/11/16 08:50PM 03/03/16 01/11/16 03/03/16	20 25	3.00	10	20	13	0	7
ENG-105-2 051761	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	22	3.00	10	20	12	0	8
				PRIMARY ENG-105-2			10	19	11	0	8

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				SECONDARY ENG-105-112			1	1	1	0	0
ENG-105-3 051762	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	22	3.00	10	20	17	0	3
				PRIMARY ENG-105-3			10	19	16	0	3
				SECONDARY ENG-105-114			1	1	1	0	0
ENG-105-4 051763	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	22	3.00	10	20	14	0	6
ENG-105-5 051764	Composition I 0065237 Carol L. Luvert	BUCH 114 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	22	3.00	10	20	12	0	8
				PRIMARY ENG-105-5			10	19	11	0	8
				SECONDARY ENG-105-103			1	1	1	0	0
ENG-105-6 051765	Composition I 0000122 Steven E. Surles	LBRY 221 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	20	3.00	10	20	14	0	6
				PRIMARY ENG-105-6			10	19	13	0	6
				SECONDARY ENG-105-113			1	1	1	0	0
ENG-105-7 051767	Composition I 0000122 Steven E. Surles	GRUN 275 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	20	3.00	10	20	17	0	3
				PRIMARY ENG-105-7			10	20	16	0	4
				SECONDARY ENG-105-110			1	1	1	0	0
ENG-105-8 051768	Composition I 0000116 Robin L. Sprague	GRUN 254 LEC	MWF	10:00AM 01/11/16 11:50AM 03/03/16	20	3.00	10	20	15	0	5
ENG-105-9 051770	Composition I 0195472 Deborah J. Bloom Face-to-Face class in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 275 LEC WEBH WEBH LEC	TR MTWRFSN	12:00PM 02/01/16 01:15PM 05/11/16 02/01/16 05/11/16	20 25	3.00	10	20	13	0	7
ENG-106-1 051802	Composition II 0000116 Robin L. Sprague	GRUN 254 LEC	MWF	10:00AM 03/07/16 11:50AM 05/11/16	20	3.00	10	20	12	0	8

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ENG-106-10 051811	Composition II 0065331 Aaron J. Narigon	GRUN 273 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	20	3.00	10	20	17	0	3
ENG-106-11 051812	Composition II 0065352 Linda L. Bingham	LBRY 221 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	20	3.00	10	20	16	0	4
ENG-106-12 051813	Composition II 0065779 Amy S. Boevers	GRUN 273 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	20	3.00	10	20	16	0	4
ENG-106-13 051814	Composition II 0248420 Anna A. Laneville 10 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	GRUN 275 LEC WEBH WEBH LEC	T MTWRFSN	05:30PM 01/12/16 07:50PM 03/22/16 01/12/16 03/22/16	20 25	3.00	10	20	7	0	13
ENG-106-14 051815	Composition II 0195472 Deborah J. Bloom Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 275 LEC WEBH WEBH LEC	TR MTWRFSN	01:30PM 02/01/16 02:45PM 05/11/16 02/01/16 05/11/16	20 25	3.00	10	20	15	0	5
ENG-106-19 052183	Composition II 0210181 Gene L. Newgaard Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 275 LEC WEBH WEBH LEC	R MTWRFSN	06:00PM 03/07/16 08:50PM 05/11/16 03/07/16 05/11/16	20 25	3.00	10	20	7	0	13
ENG-106-2 051803	Composition II 0000116 Robin L. Sprague	GRUN 254 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	20	3.00	10	20	16	0	4
ENG-106-3 051804	Composition II 0000122 Steven E. Surles	GRUN 273 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	20	3.00	10	20	15	0	5



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ENG-106-4 051805	Composition II 0000122 Steven E. Surles	GRUN 273 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	20	3.00	10	20	16	0	4
ENG-106-5 051806	Composition II 0000122 Steven E. Surles	GRUN 273 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	20	3.00	10	20	19	0	1
ENG-106-6 051807	Composition II 0065370 Cherie L. Dargan 0065779 Amy S. Boevers	LBRY 221 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	20	3.00	10	20	17	0	3
ENG-106-9 051810	Composition II 0065331 Aaron J. Narigon	GRUN 275 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	20	3.00	10	20	20	0	0
ENG-221-1 051827	Creative Writing 0000116 Robin L. Sprague	GRUN 254 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	20	3.00	10	20	11	0	9
ENV-115-4 051611	Environmental Science 0079320 Kassandra K. Einfeld	GRUN 232 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	40	3.00	10	30	28	0	2
ENV-115-5 051612	Environmental Science 0079320 Kassandra K. Einfeld	GRUN 232 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	40	3.00	10	30	16	0	14
ENV-115-6 051613	Environmental Science 0235261 Mark A. Wilcox	GRUN 271 LEC	F	01:00PM 01/11/16 03:50PM 05/11/16	48	3.00	10	30	11	0	19
ENV-115-8 051617	Environmental Science 0079320 Kassandra K. Einfeld	GRUN 271 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	48	3.00	10	30	26	0	4
ENV-155-1 051685	Residential Energy Auditing 0078570 Scott R. Fisher 0078570 Scott R. Fisher	BUCH 158 LEC BUCH 158 LAB-A	TR TR	11:00AM 01/11/16 11:50AM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	24 24	4.00	12	20	5	0	15
ESL-005-1 051390	ESL Rdg for Academic Purp I 0212793 Natalie R. Miller	BREM 131 LEC	MTWR	09:00AM 01/11/16 09:50AM 05/11/16	12	4.00	6	12	1	0	11
ESL-011-1 051398	ESL Wrtg for Acad Purpose I 0212793 Natalie R. Miller	BREM 131 LEC	MTWR	08:00AM 01/11/16 08:50AM 05/11/16	12	4.00	6	12	4	0	8
ESL-020-1 051507	English as a Second Lang-La 0065862 Yumiko Uchiyama-Han	BREM 131 LAB-A	MTWR	12:00PM 01/11/16 12:50PM 05/11/16	12	2.00	5	10	3	0	7
ESL-083-1 051400	ESL Wrtg for Acad Purp II 0065862 Yumiko Uchiyama-Han	BREM 131 LEC	MTWR	10:00AM 01/11/16 10:50AM 05/11/16	12	4.00	6	12	6	0	6
ESL-084-2 052858	ESL Reading for Acad Purp I 0065804 Jill M. Olind	BREM 131 LEC	MTWR	01:00PM 01/11/16 01:50PM 05/11/16	12	4.00	6	12	7	0	5

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FIN-121-1 052193	Personal Finance 0163752 Mark D. Ryan	BLHK 223 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	30	3.00	15	30	12	0	18
FIR-124-1 051893	Building Construction 0146528 Joshua M. Heller 0075019 Jason R. Kayser	HESC 137 LEC	R	06:00PM 01/11/16 08:50PM 05/11/16	36	3.00	30	30	7	0	23
FIR-127-1 051894	Fire Behavior and Combustio 0118233 Troy L. Luck 0155204 Joseph L. Bonewitz	HESC 137 LEC	T	06:00PM 01/11/16 08:50PM 05/11/16	36	3.00	10	30	6	0	24
FIR-145-1 051895	Fire Strategies and Tactics 0148854 Michael B. Moore 0075019 Jason R. Kayser	HESC 137 LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	36	3.00	30	30	4	0	26
FIR-149-1 051896	Fire Prot. Hyd. & Water Sup 0255133 Daniel W. McKenzie 0027196 Gary Ciddio	HESC 137 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	36	3.00	10	30	4	0	26
FIR-236-1 052556	Fire Investigation II 0118233 Troy L. Luck 0146526 David J. Boesen	HESC 214 LEC	R	06:00PM 01/11/16 08:50PM 05/11/16	36	3.00	12	30	4	0	26
FIR-291-1 052557	Fire Fighter II Certificati 0144265 Roger D. Carr 0144265 Roger D. Carr	HESC 216 LEC HESC 216 LAB-A	M W	06:00PM 01/11/16 08:50PM 03/23/16 06:00PM 01/11/16 08:50PM 03/23/16	36 36	3.00	12	20	6	0	14
FLS-152-1 051830	Elementary Spanish II 0065692 Joel R. Berry	LBRY 206 LEC	TR	01:30PM 01/11/16 04:00PM 05/11/16	30	5.00	10	24	7	0	17
GRA-105-1 051388	Drawing and Composition 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 254 LEC BLHK 254 LAB-A	TR TR	01:00PM 01/11/16 01:50PM 05/11/16 02:00PM 01/11/16 03:50PM 05/11/16	20 20	4.00	9	18	7	0	11
GRA-124-1 051392	Electronic Illustration 0065641 Terry D. Juhl 0065641 Terry D. Juhl	BLHK 149 LEC BLHK 149 LEC BLHK 149 LAB-A	M F W	08:00AM 01/11/16 09:50AM 05/11/16 08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	18 18 18	4.00	9	14	14	0	0

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GRA-124-2 051395	Electronic Illustration 0065641 Terry D. Juhl 0065641 Terry D. Juhl	BLHK 149 LEC BLHK 149 LEC BLHK 149 LAB-A	M  F  W	10:00AM 01/11/16 11:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	18  18  18	4.00	9	14	9	0	5
GRA-133-1 051397	Desktop Publishing 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 145 LEC BLHK 145 LAB-A	TR  TR	10:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 12:50PM 05/11/16	18  18	4.00	9	18	9	0	9
GRA-150-1 051443	Introduction to Web Design 0065641 Terry D. Juhl 0065641 Terry D. Juhl Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 145 LEC WEBH WEBH LAB-A	T  MTWRFSN	08:00AM 01/11/16 09:50AM 05/11/16 01/11/16 05/11/16	18  25	3.00	12	18	16	0	2
GRA-150-2 051445	Introduction to Web Design 0065641 Terry D. Juhl 0065641 Terry D. Juhl Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 145 LEC WEBH WEBH LAB-A	R  MTWRFSN	08:00AM 01/11/16 09:50AM 05/11/16 01/11/16 05/11/16	18  25	3.00	12	18	13	0	5

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GRA-162-1 051446	Web Page Graphics 0065641 Terry D. Juhl 0065641 Terry D. Juhl Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 149 LEC BLHK 149 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	T  T  MTWRFSN MTWRFSN	10:00AM 01/11/16 11:20AM 05/11/16 11:30AM 01/11/16 12:20PM 05/11/16 01/11/16 05/11/16 01/11/16 05/11/16	18  18  25 25	3.00	12	18	10	0	8
GRA-197-1 051450	Design and Layout II 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 145 LEC BLHK 145 LEC BLHK 145 LAB-A	M  F  W	10:00AM 01/11/16 11:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	18  18  18	4.00	8	14	14	0	0
GRA-197-2 051452	Design and Layout II 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 145 LEC BLHK 145 LEC BLHK 145 LAB-A	M  F  W	08:00AM 01/11/16 09:50AM 05/11/16 08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	18  18  18	4.00	9	14	7	0	7
GRA-227-1 051454	Interactive Multimedia 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 149 LEC BLHK 149 LAB-A	TR  TR	01:00PM 01/11/16 02:20PM 05/11/16 02:30PM 01/11/16 03:20PM 05/11/16	18  18	4.00	12	18	12	0	6
GRA-238-1 051487	Web Design and Layout 0065641 Terry D. Juhl 0065641 Terry D. Juhl Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 149 LEC BLHK 149 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	R  R  MTWRFSN MTWRFSN	10:00AM 01/11/16 11:20AM 05/11/16 11:30AM 01/11/16 12:20PM 05/11/16 01/11/16 05/11/16 01/11/16 05/11/16	18  18  25 25	4.00	9	18	8	0	10

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GRA-290-1 051489	Portfolio Preparation 0065796 Daniel R. Jensen 0065796 Daniel R. Jensen	BLHK 149 LEC BLHK 149 LAB-A	T  R	08:00AM 01/11/16 09:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	18  18	3.00	9	18	9	0	9
GRA-924-1 052807	Honors Project 0065796 Daniel R. Jensen	LEC		01/11/16 05/11/16		1.00	1	1	1	0	0
HCM-100-1 052269	Sanitation and Safety 0255256 Ashley L. Gracia	BLHK 222 LEC	TR	09:00AM 01/11/16 10:50AM 03/03/16	24	2.00	5	24	14	0	10
HCM-242-1 052194	Event Planning and Cust. Se 0255256 Ashley L. Gracia	BLHK 223 LEC	TR	11:00AM 01/11/16 12:50PM 03/03/16	30	2.00	5	30	16	0	14
HCM-589-2 052669	Introduction To Restaurant 0230218 Thomas L. Roberts	BLHK 221 LEC	M	01:00PM 01/11/16 03:50PM 05/11/16	30	3.00	8	20	7	0	13
HCM-602-1 052195	Intro To Food and Bar Oper. 0255256 Ashley L. Gracia	BLHK 221 LEC	MWF	10:00AM 01/11/16 11:50AM 03/03/16	30	3.00	5	30	14	0	16
HCM-605-1 051696	Hotel Administration 0175945 Laura L. Gronna	BLHK 223 LEC	T	01:00PM 01/11/16 02:50PM 05/11/16	30	2.00	8	30	7	0	23
HCM-608-1 052764	Introduction To Hospitality 0255256 Ashley L. Gracia	BLHK 221 LEC	MWF	10:00AM 03/07/16 11:50AM 05/11/16	30	3.00	5	30	7	0	23
HCR-113-1 051706	Boiler Fundamentals 0065604 Randall E. Lowe	BREM 162 LEC	MW	10:00AM 01/11/16 10:50AM 05/11/16	14	2.00	10	20	9	0	11
HCR-201-1 051687	Manual J and D HVAC Design 0078570 Scott R. Fisher 0078570 Scott R. Fisher	BUCH 152 LEC BUCH 152 LAB-A	TR  TR	08:30AM 01/11/16 09:30AM 05/11/16 09:31AM 01/11/16 10:30AM 05/11/16	25  25	3.00	5	20	5	0	15
HCR-275-1 051732	Applied Practices II 0065604 Randall E. Lowe	BREM 162 LAB-B BREM 162 LAB-B BREM 162 LAB-B BREM 162 LAB-B	MTWR  F  MTWR  F	11:00AM 01/11/16 12:20PM 05/11/16 10:00AM 01/11/16 10:50AM 05/11/16 01:00PM 01/11/16 03:50PM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	14  14  14  14	5.00	10	20	10	0	10
HCR-414-1 051733	Control for HVACR 0065604 Randall E. Lowe	BREM 162 LEC	MTWR	08:00AM 01/11/16 08:50AM 05/11/16	14	4.00	10	20	9	0	11

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HCR-516-1 051734	HVACR Systems II 0065604 Randall E. Lowe	BREM 162 LEC BREM 162 LEC	MTWRF F	09:00AM 01/11/16 09:50AM 05/11/16 08:00AM 01/11/16 08:50AM 05/11/16	14 14	6.00	10	20	9	0	11
HCR-852-1 051735	Operation Strategies 0065604 Randall E. Lowe	BREM 162 LEC	TR	10:00AM 01/11/16 10:50AM 05/11/16	14	2.00	10	20	9	0	11
HIS-117-1 052006	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	40	3.00	10	38	31	0	7
HIS-117-103 052757	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	1	38	28	0	10
				PRIMARY HIS-117-2 SECONDARY HIS-117-103			10 1	37 1	27 1	0 0	10 0
HIS-117-2 052007	Western Civ I-Ancient & Med 0065514 Kenneth F. Cox	GRUN 267 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	38	28	0	10
				PRIMARY HIS-117-2 SECONDARY HIS-117-103			10 1	37 1	27 1	0 0	10 0
HIS-117-3 052008	Western Civ I-Ancient & Med 0152239 Evgeny Badredinov	TADL 129 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	24	3.00	10	38	34	0	4
				PRIMARY HIS-117-3 SECONDARY HIS-117-8 SECONDARY HIS-117-10 SECONDARY HIS-117-12			10 1 1 1	18 5 5 13	17 4 0 13	0 0 0 0	1 1 5 0
HIS-118-1 052013	Western Civ Ii-Early Modern 0065514 Kenneth F. Cox	GRUN 267 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	40	3.00	10	38	13	0	25
HIS-118-2 052014	Western Civ Ii-Early Modern 0065514 Kenneth F. Cox	GRUN 267 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	40	3.00	10	38	18	0	20
HIS-119-1 052017	Western Civ Iii-Modern Peri 0065514 Kenneth F. Cox	GRUN 267 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	10	38	10	0	28
HIS-119-101 052747	Western Civ Iii-Modern Peri 0166742 Susan R. Padget	TADL 129 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	24	3.00	1	38	7	0	31
				PRIMARY HIS-119-6 SECONDARY HIS-119-7 SECONDARY HIS-119-101			10 1 1	20 5 2	4 1 2	0 0 0	16 4 0

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HIS-119-2 052018	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 267 LEC WEBH WEBH LEC	T  MTWRFSN	05:30PM 03/07/16 08:45PM 05/11/16 03/07/16 05/11/16	40  25	3.00	10	25	16	0	9
HIS-119-3 052020	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov	GRUN 242 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	38	29	0	9
HIS-119-4 052021	Western Civ Iii-Modern Peri 0065853 Bruce P. Costa	GRUN 267 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	40	3.00	10	38	28	0	10
HIS-119-6 052350	Western Civ Iii-Modern Peri 0166742 Susan R. Padget	TADL 129 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	24	3.00	10	38	7	0	31
				PRIMARY HIS-119-6			10	20	4	0	16
				SECONDARY HIS-119-7			1	5	1	0	4
				SECONDARY HIS-119-101			1	2	2	0	0
HIS-151-3 051618	U.S. History to 1877 0231509 Tyler A. Vincent Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEB WEB LEC	TR  MTWRFSN	10:30AM 02/01/16 11:30AM 05/11/16 02/01/16 05/11/16	30  25	3.00	10	30	13	0	17
HIS-151-4 051619	U.S. History to 1877 0066122 Joshua J. Waddle	BLHK 255 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	48	3.00	10	35	24	0	11
HIS-151-5 051620	U.S. History to 1877 0065550 Steve L. Murra 0065213 John T. VonTersch	BUCH 112 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	40	3.00	10	35	10	0	25
HIS-152-6 051626	U.S. History Since 1877 0000030 Patrick G. Ashwood	BLHK 255 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	48	3.00	10	35	11	0	24

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HIS-152-7 051627	U.S. History Since 1877 0231509 Tyler A. Vincent	BLHK 288 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	30	3.00	10	30	18	0	12
HIS-152-8 051628	U.S. History Since 1877 0000030 Patrick G. Ashwood	BLHK 255 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	48	3.00	10	35	18	0	17
HIT-125-2 052414	Essentials of Health Record 0261479 Kristen R. Murphy	BLHK 235 LEC	T	12:00PM 01/11/16 01:50PM 05/11/16	20	2.00	10	20	12	0	8
HIT-215-1 052197	Introduction to CPT 0066120 Deanne L. Ulrich	BLHK 235 LEC	TR	09:00AM 01/11/16 09:50AM 05/11/16	20	2.00	10	20	11	0	9
HIT-240-1 051682	Advanced Coding and Classif 0066120 Deanne L. Ulrich	BLHK 235 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	20	3.00	10	20	5	0	15
HIT-250-1 052198	Coding I (ICD) 0066120 Deanne L. Ulrich	BLHK 232 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	20	3.00	12	20	14	0	6
HIT-280-1 051690	CPT-4 Coding 0066120 Deanne L. Ulrich	BLHK 235 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	20	3.00	10	20	8	0	12
HIT-510-1 051693	Coding Certification Review 0066120 Deanne L. Ulrich	BLHK 235 LEC	MW	09:00AM 01/11/16 09:50AM 05/11/16	20	2.00	10	20	7	0	13
HSC-108-1 052391	Intro To Health Professions 0027302 Russell L. Culberts	GRUN 175 LEC	W	10:00AM 01/13/16 11:50AM 02/10/16	60	2.00	10	20	18	0	2
	0090221 Elizabeth A. Cummin	GRUN 175 LEC	W	10:00AM 05/11/16 11:50AM 05/11/16	60						
		WEBH WEBH LEC	MTWRFSN	01/11/16 05/11/16	25						
HSC-108-3 052409	Intro To Health Professions 0065246 Judy K. Poland	GRUN 175 LEC	R	01:00PM 01/14/16 02:50PM 02/11/16	60	2.00	10	20	19	0	1
	0090221 Elizabeth A. Cummin	GRUN 175 LEC	W	01:00PM 05/11/16 02:50PM 05/11/16	60						
		WEBH WEBH LEC	MTWRFSN	01/11/16 05/11/16	25						
HSC-108-4 052526	Intro To Health Professions 0090221 Elizabeth A. Cummin	GRUN 175 LEC	T	04:00PM 01/12/16 05:50PM 02/09/16	60	2.00	10	20	19	0	1
		GRUN 175 LEC	T	04:00PM 05/10/16 05:50PM 05/10/16	60						
		WEBH WEBH LEC	MTWRFSN	01/11/16 05/11/16	25						



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HSC-108-5 052527	Intro To Health Professions 0090221 Elizabeth A. Cummin	GRUN 175	W	04:00PM 01/13/16	60	2.00	10	20	16	0	4
		LEC		05:50PM 01/13/16							
		GRUN 175	W	04:00PM 05/11/16	60						
		LEC		05:50PM 05/11/16							
		WEBH WEBH LEC	MTWRFSN	01/11/16 05/11/16	25						
HSC-108-6 052554	Intro To Health Professions 0090221 Elizabeth A. Cummin	GRUN 175	M	04:00PM 01/11/16	60	2.00	10	20	16	0	4
		LEC		05:50PM 02/15/16							
		GRUN 175	M	04:00PM 05/09/16	60						
		LEC		05:50PM 05/09/16							
		WEBH WEBH LEC	MTWRFSN	01/11/16 05/11/16	25						
HSC-108-7 052798	Intro To Health Professions 0065687 Ruth A. Gaede 0090221 Elizabeth A. Cummin Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 175	M	01:00PM 01/11/16	60	2.00	1	20	18	0	2
		LEC		02:50PM 02/15/16							
		GRUN 175	M	01:00PM 05/11/16	60						
		LEC		02:50PM 05/11/16							
		WEBH WEBH LEC	MTWRFSN	01/11/16 05/11/16	25						
HSC-108-8 053109	Intro To Health Professions 0088427 Jessica N. Clark 0090221 Elizabeth A. Cummin	GRUN 113	TR	08:00AM 03/08/16	34	2.00	20	20	5	0	15
		LEC		10:00AM 03/10/16							
		GRUN 113	TR	08:00AM 03/22/16	34						
		LEC		10:00AM 03/29/16							
		GRUN 113	T	08:00AM 05/03/16	34						
		LEC		10:00AM 05/03/16							
HSC-108-9 053110	Intro To Health Professions 0088427 Jessica N. Clark 0090221 Elizabeth A. Cummin	GRUN 113	TR	10:30AM 03/08/16	34	2.00	10	20	10	0	10
		LEC		12:30PM 03/10/16							
		GRUN 113	TR	10:30AM 03/22/16	34						
		LEC		12:30PM 03/29/16							
		GRUN 113	T	10:30AM 05/03/16	34						
		LEC		12:30PM 05/03/16							

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HSC-116-1 052199	Beginning Medical Terminolo 0065519 Margaret W. Maxwell 0065519 Margaret W. Maxwell	GRUN 244 LEC GRUN 244 LAB-B	MWF  MWF	10:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	40  40	4.00	10	40	19	0	21
HSC-124-1 052200	Advanced Medical Terminolog 0118379 Laurie L. Landt 0118379 Laurie L. Landt Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 221 LEC WEBH WEBH LAB-B	TR  MTWRFSN	03:00PM 01/11/16 04:15PM 05/11/16 01/11/16 05/11/16	30  25	4.00	10	30	17	0	13
HSC-217-2 052413	Introduction To Pathology 0081747 Amy J. Gehrke 0111018 Gregory J. Helmut Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 235 LEC WEBH WEBH LEC	R  MTWRFSN	01:30PM 01/11/16 02:45PM 05/11/16 01/11/16 05/11/16	20  25	3.00	10	20	13	0	7
IND-145-1 052363	Mechanical Power Transfer 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BTLR 125 LEC BTLR 125 LAB-A	M  WR	10:00AM 01/11/16 11:50AM 03/03/16 10:00AM 01/11/16 11:50AM 03/03/16	32  32	2.00	10	20	6	0	14
IND-145-2 052370	Mechanical Power Transfer 0126958 Stephen W. Keve 0126958 Stephen W. Keve	BTLR 125 LEC BTLR 125 LAB-A	M  TR	08:00AM 03/07/16 09:50AM 05/11/16 08:00AM 03/07/16 09:50AM 05/11/16	32  32	2.00	10	20	12	0	8
IND-145-3 052378	Mechanical Power Transfer 0126958 Stephen W. Keve 0126958 Stephen W. Keve	BTLR 125 LEC BTLR 125 LAB-A	M  TR	08:00AM 01/11/16 09:50AM 03/03/16 08:00AM 01/11/16 09:50AM 03/03/16	32  32	2.00	10	20	10	0	10
LIT-101-2 051822	Intro to Literature 0065331 Aaron J. Narigon	LBRY 202 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	30	3.00	10	30	12	0	18

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LIT-133-1 052027	Minority Voices in U.S. Lit 0256798 Tobias A. Veeder 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	LBRY 204 LEC WEBH WEBH LEC	R	05:30PM 03/29/16 09:30PM 04/26/16 03/29/16 04/26/16	30 25	3.00	10	25	5	0	20
LIT-949-1 051820	Special Topics in Literatur 0065331 Aaron J. Narigon Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	LBRY 202 LEC WEBH WEBH LEC	MW	09:00AM 02/01/16 09:50AM 05/11/16 02/01/16 05/11/16	30 25	3.00	12	25	3	0	22
MAP-132-2 052866	Medical Transcription 0065824 Denise M. Leonard 0065824 Denise M. Leonard Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 234 LEC BLHK 234 LAB-B WEBH WEBH LAB-B	M W	10:00AM 01/11/16 10:50AM 05/11/16 10:00AM 01/11/16 10:50AM 05/11/16 01/11/16 05/11/16	20 20 25	2.00	10	20	2	0	18
MAP-141-1 052203	Medical Insurance 0066120 Deanne L. Ulrich	BLHK 235 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	20	3.00	10	20	7	0	13
MAP-511-1 052206	Pharm for the Med Secretary 0066120 Deanne L. Ulrich	BLHK 232 LEC	F	09:00AM 01/11/16 09:50AM 05/11/16	20	1.00	10	20	21	0	-1
MAT-045-1 051403	Fundamentals of Math 0242336 Alexandria L. Curri	BREM 122 LEC	MTWR	09:00AM 01/11/16 09:50AM 05/11/16	28	4.00	10	20	16	0	4
MAT-048-1 051405	Preparatory Math for Elem A 0065830 Trudy L. Fritch	BUCH 112 LEC BUCH 127 LEC	MW TR	09:00AM 01/11/16 09:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16	40 24	4.00	20	20	8	0	12

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MAT-052-1 051410	Pre-Algebra 0231475 Kay L. Garman	GRUN 242 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	40	3.00	10	20	16	0	4
MAT-052-10 051424	Pre-Algebra 0065627 Linda K. Lechty	BREM 135 LEC	TR	06:00PM 01/11/16 07:15PM 05/11/16	31	3.00	10	20	3	0	17
MAT-052-2 051411	Pre-Algebra 0125746 Paul E. Leitz	BTLR 105 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	25	3.00	10	20	11	0	9
MAT-052-3 051412	Pre-Algebra 0065601 Lavonne M. Vichlach	BUCH 129 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	24	3.00	10	20	16	0	4
MAT-052-6 051547	Pre-Algebra 0181074 Melissa R. Kasemeie	TADL 127 LEC	MW	04:30PM 01/11/16 05:45PM 05/11/16	32	3.00	10	20	6	0	14
				PRIMARY MAT-052-6			10	15	5	0	10
				SECONDARY MAT-052-7			5	5	0	0	5
				SECONDARY MAT-052-8			5	5	1	0	4
MAT-052-9 051419	Pre-Algebra 0125746 Paul E. Leitz	BREM 145 LEC	MTWR	11:00AM 02/01/16 11:50AM 05/11/16	22	3.00	5	20	11	0	9
MAT-063-1 051426	Elementary Algebra 0065830 Trudy L. Fritch	BUCH 116 LEC	MW	01:00PM 01/11/16 02:50PM 05/11/16	32	4.00	10	23	15	0	8
MAT-063-10 051436	Elementary Algebra 0207775 Kalpana Gustavson	BUCH 112 LEC	TR	09:00AM 01/11/16 10:50AM 05/11/16	40	4.00	10	23	12	0	11
MAT-063-11 051437	Elementary Algebra 0231474 Anna J. Pint	BREM 122 LEC	MTWR	03:00PM 01/11/16 03:50PM 05/11/16	28	4.00	10	23	9	0	14
MAT-063-12 051438	Elementary Algebra 0065627 Linda K. Lechty	BREM 135 LEC	MW	06:00PM 01/11/16 07:50PM 05/11/16	31	4.00	10	23	15	0	8
MAT-063-14 051590	Elementary Algebra 0242336 Alexandria L. Curri Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	TADL 127 LEC WEBH WEBH LEC	TR MTWRFSN	04:00PM 01/11/16 04:50PM 05/11/16 01/11/16 05/11/16	32 25	4.00	5	23	8	0	15
				PRIMARY MAT-063-14			5	15	3	0	12
				SECONDARY MAT-063-15			5	5	3	0	2
				SECONDARY MAT-063-16			5	5	2	0	3

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MAT-063-17 051509	Elementary Algebra 0065601 Lavonne M. Vichlach Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BUCH 112 LEC WEBH WEBH LEC	MW  MTWRFSN	01:00PM 02/01/16 02:15PM 05/11/16 02/01/16 05/11/16	40  25	4.00	10	23	17	0	6
MAT-063-18 051440	Elementary Algebra 0065377 Renee G. Aschbrenne	BUCH 152 LEC	MTWR	01:00PM 01/11/16 01:50PM 05/11/16	25	4.00	10	23	11	0	12
MAT-063-19 051441	Elementary Algebra 0065830 Trudy L. Fritch	BUCH 158 LEC	MW	10:00AM 01/11/16 11:50AM 05/11/16	24	4.00	10	23	16	0	7
MAT-063-2 051427	Elementary Algebra 0065601 Lavonne M. Vichlach	BREM 122 LEC	MTWR	10:00AM 01/11/16 10:50AM 05/11/16	28	4.00	10	23	12	0	11
MAT-063-3 051428	Elementary Algebra 0231475 Kay L. Garman	BREM 122 LEC	MTWR	08:00AM 01/11/16 08:50AM 05/11/16	28	4.00	10	23	7	0	16
MAT-063-4 051430	Elementary Algebra 0255248 Estella M. Maynard	BUCH 156 LEC	TR	10:30AM 01/11/16 12:20PM 05/11/16	24	4.00	10	23	8	0	15
MAT-063-5 051431	Elementary Algebra 0242326 Jennette-Marie Shep	BREM 122 LEC	TR	06:00PM 01/11/16 07:50PM 05/11/16	28	4.00	10	23	5	0	18
MAT-063-6 051432	Elementary Algebra 0065377 Renee G. Aschbrenne	BREM 122 LEC	MTWR	11:00AM 01/11/16 11:50AM 05/11/16	28	4.00	10	23	21	0	2
MAT-063-7 051433	Elementary Algebra 0065601 Lavonne M. Vichlach	BREM 122 LEC	TR	12:00PM 01/11/16 01:50PM 05/11/16	28	4.00	10	23	16	0	7
MAT-063-8 051434	Elementary Algebra 0065601 Lavonne M. Vichlach	GRUN 234 LEC	MTWR	09:00AM 01/11/16 09:50AM 05/11/16	40	4.00	10	23	10	0	13
MAT-102-1 051629	Intermediate Algebra 0065099 Rodney C. Holke-Far	GRUN 234 LEC	MTWR	10:00AM 01/11/16 10:50AM 05/11/16	40	4.00	10	30	25	0	5
MAT-110-3 051630	Math for Liberal Arts 0065333 John J. Neely	GRUN 256 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	10	35	28	0	7
MAT-110-4 051631	Math for Liberal Arts 0065333 John J. Neely	GRUN 256 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	40	3.00	10	35	22	0	13

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MAT-110-5 051632	Math for Liberal Arts 0065245 Jeremy L. Fry	GRUN 256 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	40	3.00	10	35	27	0	8
MAT-122-1 051633	College Algebra 0065821 Gretchen I. Syhre	BUCH 129 LEC	MTWRF	09:00AM 01/11/16 09:50AM 05/11/16	24	5.00	10	24	18	0	6
MAT-134-1 051634	Trigonometry Analytic Geome 0065292 Karen K. Ernst	BUCH 116 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	32	3.00	12	25	7	0	18
MAT-151-1 051635	Math Reasoning for Teachers 0065245 Jeremy L. Fry	GRUN 256 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	40	3.00	10	30	14	0	16
MAT-156-11 051656	Statistics 0065821 Gretchen I. Syhre	GRUN 232 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	10	30	24	0	6
MAT-156-12 051657	Statistics 0065333 John J. Neely	TADL 127 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	32	3.00	10	30	24	0	6
				PRIMARY MAT-156-12 SECONDARY MAT-156-13			10 1	30 2	22 2	0 0	8 0
MAT-156-15 052302	Statistics 0065821 Gretchen I. Syhre	GRUN 234 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	30	29	0	1
MAT-156-16 052317	Statistics 0121870 Kevin D. Kuznia 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	GRUN 256 LEC WEBH WEBH LEC	T MTWRFSN	05:30PM 01/12/16 09:30PM 02/09/16 01/12/16 02/09/16	40 25	3.00	10	30	14	0	16
MAT-156-18 052504	Statistics 0065333 John J. Neely Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 256 LEC WEBH WEBH LEC	MW MTWRFSN	09:00AM 01/11/16 09:50AM 05/11/16 01/11/16 05/11/16	40 25	3.00	10	30	12	0	18
MAT-156-3 051636	Statistics 0065245 Jeremy L. Fry	GRUN 232 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	40	3.00	10	30	21	0	9

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MAT-156-4 051637	Statistics 0065333 John J. Neely	GRUN 256 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	40	3.00	10	30	24	0	6
MAT-156-5 051638	Statistics 0065245 Jeremy L. Fry	GRUN 234 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	40	3.00	10	30	24	0	6
MAT-156-6 051639	Statistics 0065099 Rodney C. Holke-Far	BTLR 111 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	30	3.00	10	30	25	0	5
MAT-156-7 051651	Statistics 0065821 Gretchen I. Syhre	GRUN 234 LEC	TR	07:30AM 01/11/16 08:45AM 05/11/16	40	3.00	10	30	19	0	11
MAT-156-8 051652	Statistics 0065333 John J. Neely	GRUN 234 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	40	3.00	10	29	16	0	13
MAT-210-1 051661	Calculus I 0065292 Karen K. Ernst	TADL 129 LEC	MTWR	01:00PM 01/11/16 01:50PM 05/11/16	24	4.00	10	20	13	0	7
				PRIMARY MAT-210-1			10	16	11	0	5
				SECONDARY MAT-210-2			1	2	1	0	1
				SECONDARY MAT-210-4			1	5	1	0	4
MAT-216-1 051674	Calculus II 0065292 Karen K. Ernst	TADL 127 LEC	MTWR	08:00AM 01/11/16 08:50AM 05/11/16	32	4.00	8	15	5	0	10
				PRIMARY MAT-216-1			8	13	4	0	9
				SECONDARY MAT-216-2			1	2	1	0	1
				SECONDARY MAT-216-4			1	2	0	0	2
				SECONDARY MAT-216-5			1	1	0	0	1
MAT-219-1 051683	Calculus III 0065292 Karen K. Ernst	TADL 129 LEC	MTWR	09:00AM 01/11/16 09:50AM 05/11/16	24	4.00	10	20	6	0	14
MAT-514-1 052334	Electronics Math II 0187744 Jon H. Anderson	BREM 155 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	40	4.00	10	30	11	0	19
	0187744 Jon H. Anderson	BREM 155 LAB-A	TR	09:00AM 01/11/16 09:50AM 05/11/16	40						
MAT-747-1 052303	Technical Math II 0065099 Rodney C. Holke-Far	BREM 155 LEC	MTRF	11:00AM 01/11/16 11:50AM 05/11/16	40	4.00	10	25	10	0	15
MAT-772-1 051788	Applied Math 0166097 Rodica F. Somodi	GRUN 256 LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	40	3.00	10	30	13	0	17
MAT-772-2 051789	Applied Math 0208176 Edwin L. Mouw	LBRY 202 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	30	3.00	10	30	22	0	8

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MAT-772-3 051790	Applied Math 0264375 Jared S. Parmater	BUCH 129 LEC	MW	04:30PM 01/11/16 05:45PM 05/11/16	24	3.00	10	24	9	0	15
MAT-772-4 051791	Applied Math 0208176 Edwin L. Mouw	BREM 145 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	22	3.00	10	22	20	0	2
MAT-772-5 051792	Applied Math 0162135 Michaela L. Rich	GRUN 232 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	40	3.00	10	30	21	0	9
MAT-772-9 052720	Applied Math 0264375 Jared S. Parmater	BREM 154 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	30	3.00	10	30	17	0	13
MFG-107-1 052265	Intro to 3D Modeling 0065234 Brent J. Blythe 0065234 Brent J. Blythe	BUCH 125 LEC BUCH 125 LAB-A	TR	07:30AM 01/11/16 08:00AM 05/11/16 08:01AM 01/11/16 09:50AM 05/11/16	30 30	3.00	10	20	13	0	7
MFG-107-2 052266	Intro to 3D Modeling 0065306 Jamie A. Dettmer 0065306 Jamie A. Dettmer	BUCH 125 LEC BUCH 125 LAB-A	MW MW	08:30AM 01/11/16 09:00AM 05/11/16 09:01AM 01/11/16 10:50AM 05/11/16	30 30	3.00	10	20	5	0	15
MFG-142-1 052319	Geometric Dimensioning & To 0118007 Bret A. Weber	BUCH 127 LEC	TR	12:30PM 01/11/16 01:50PM 05/11/16	24	3.00	10	20	12	0	8
MFG-142-2 052320	Geometric Dimensioning & To 0027283 Keith R. Siers	BUCH 153L LEC BUCH 153L LEC	MR R	12:00PM 01/11/16 12:50PM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	25 25	3.00	10	20	8	0	12
MFG-142-3 052330	Geometric Dimensioning & To 0121981 Paul L. Kurt	BUCH 127 LEC	MW	04:00PM 01/11/16 05:20PM 05/11/16	24	3.00	10	20	9	0	11
MFG-193-1 052374	Machine Shop Processes 0121981 Paul L. Kurt 0121981 Paul L. Kurt	BUCH 129 LEC BUCH 129 LAB-A BUCH 129 LAB-A	T T R	11:00AM 01/11/16 11:50AM 05/11/16 12:00PM 01/11/16 12:50PM 05/11/16 11:00AM 01/11/16 01:50PM 05/11/16	24 24 24	3.00	10	20	18	0	2
MFG-193-2 052379	Machine Shop Processes 0118007 Bret A. Weber 0118007 Bret A. Weber	BUCH 129 LEC BUCH 129 LAB-A BUCH 129 LAB-A	M M W	12:00PM 01/11/16 12:50PM 05/11/16 01:00PM 01/11/16 02:20PM 05/11/16 12:00PM 01/11/16 02:20PM 05/11/16	24 24 24	3.00	10	20	12	0	8



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MFG-214-1 052321	Advanced Machine Theory 0118007 Bret A. Weber	BUCH 158 LEC	F	10:00AM 01/11/16 11:50AM 05/11/16	24	2.00	10	20	14	0	6
MFG-214-2 052322	Advanced Machine Theory 0118007 Bret A. Weber	BUCH 158 LEC	F	08:00AM 01/11/16 09:50AM 05/11/16	24	2.00	10	20	9	0	11
MFG-228-1 052323	Machine Operations II 0118007 Bret A. Weber 0118007 Bret A. Weber	BUCH 127 LEC BUCH 153 LAB-B	TR  TR	08:00AM 01/11/16 08:50AM 05/11/16 09:00AM 01/11/16 11:50AM 05/11/16	24  50	4.00	10	20	14	0	6
MFG-228-2 052324	Machine Operations II 0118007 Bret A. Weber 0118007 Bret A. Weber	BUCH 129 LEC BUCH 153 LAB-B	MW  MW	08:00AM 01/11/16 08:50AM 05/11/16 09:00AM 01/11/16 11:50AM 05/11/16	24  50	4.00	10	20	9	0	11
MFG-306-1 052326	CNC Operations II 0027283 Keith R. Siers	BUCH 153L LAB-B BUCH 153L LAB-B	M  W	08:00AM 01/11/16 10:50AM 05/11/16 10:00AM 01/11/16 12:50PM 05/11/16	25  25	2.00	10	20	10	0	10
MFG-306-2 052327	CNC Operations II 0027283 Keith R. Siers	BUCH 153L LAB-B BUCH 153L LAB-B	T  R	10:00AM 01/11/16 12:50PM 05/11/16 08:00AM 01/11/16 10:50AM 05/11/16	25  25	2.00	10	20	8	0	12
MFG-309-1 052328	CNC Programming Theory II 0027283 Keith R. Siers	BUCH 153L LEC BUCH 153L LEC	W  F	08:00AM 01/11/16 09:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	25  25	4.00	10	20	10	0	10
MFG-309-2 052329	CNC Programming Theory II 0027283 Keith R. Siers	BUCH 153L LEC BUCH 153L LEC	T  F	08:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	25  25	4.00	10	20	8	0	12
MFG-321-1 052331	Computer Aided Machining 0121981 Paul L. Kurt	BUCH 153L LEC	TR	02:00PM 01/11/16 03:50PM 05/11/16	25	4.00	10	20	10	0	10
MFG-363-1 052332	Hydraulic Jigs & Fixtures 0121981 Paul L. Kurt 0121981 Paul L. Kurt	BUCH 158 LEC BUCH 153 LAB-B BUCH 153 LAB-B	M  MW  W	01:00PM 01/11/16 01:50PM 05/11/16 02:00PM 01/11/16 03:50PM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	24  50  50	3.00	10	20	8	0	12

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MFG-380-1 052333	EDM Fundamentals 0121981 Paul L. Kurt 0121981 Paul L. Kurt	BUCH 153L LEC BUCH 153 LAB-B BUCH 153 LAB-B	T  TR  R	04:00PM 01/11/16 04:50PM 05/11/16 05:00PM 01/11/16 05:50PM 05/11/16 04:00PM 01/11/16 04:50PM 05/11/16	25  50  50	2.00	10	20	9	0	11
MFG-430-1 052276	Tooling Maintenance & Revis 0065234 Brent J. Blythe 0065234 Brent J. Blythe	BUCH 158 LEC BUCH 153 LAB-B BUCH 153 LAB-B	MW  MW  F	07:30AM 01/11/16 07:55AM 05/11/16 08:00AM 01/11/16 10:50AM 05/11/16 07:30AM 01/11/16 10:20AM 05/11/16	24  50  50	4.00	10	20	12	0	8
MFG-430-2 052277	Tooling Maintenance & Revis 0065306 Jamie A. Dettmer 0065306 Jamie A. Dettmer	BUCH 158 LEC BUCH 153 LAB-B BUCH 153 LAB-B	TR  TR  F	07:30AM 01/11/16 07:55AM 05/11/16 08:00AM 01/11/16 11:20AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	24  50  50	4.00	10	20	5	0	15
MFG-461-1 052278	Plastics Materials 0065234 Brent J. Blythe 0065234 Brent J. Blythe	BUCH 152 LEC BUCH 153 LAB-B	W  W	12:00PM 01/11/16 12:50PM 05/11/16 01:00PM 01/11/16 03:50PM 05/11/16	25  50	2.00	10	20	12	0	8
MFG-461-2 052279	Plastics Materials 0065306 Jamie A. Dettmer 0065306 Jamie A. Dettmer	BUCH 125 LEC BUCH 153 LAB-B	F  T	10:00AM 01/11/16 10:50AM 05/11/16 12:00PM 01/11/16 02:50PM 05/11/16	30  50	2.00	10	20	5	0	15
MFG-514-1 052384	Machine Maintenance 0065141 Douglas J. Kruger 0065141 Douglas J. Kruger	BTLR 125 LEC BTLR 125 LAB-A BTLR 125 LAB-A	M  T  W	12:00PM 01/11/16 01:50PM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	32  32  32	4.00	10	20	8	0	12
MFG-525-1 052282	CMM Inspection & SPC 0065234 Brent J. Blythe 0065234 Brent J. Blythe	BUCH 125 LEC BUCH 125 LAB-A BUCH 152 LEC BUCH 152 LAB-A	T  T  R  R	10:30AM 01/11/16 10:55AM 05/11/16 11:00AM 01/11/16 12:50PM 05/11/16 10:30AM 01/11/16 10:55AM 05/11/16 11:00AM 01/11/16 12:50PM 05/11/16	30  30  25  25	3.00	10	20	13	0	7

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MFG-525-2 052283	CMM Inspection & SPC 0065306 Jamie A. Dettmer 0065306 Jamie A. Dettmer	BUCH 125 LEC BUCH 153 LAB-A	MW  MW	12:00PM 01/11/16 12:25PM 05/11/16 12:30PM 01/11/16 02:20PM 05/11/16	30  50	3.00	10	20	5	0	15
MGT-101-2 052207	Principles of Management 0217691 Karen R. Reynolds	BLHK 121 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	30	3.00	10	30	18	0	12
MGT-110-1 052218	Small Business Management 0218199 Todd A. Stabenow	BLHK 132 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	28	3.00	10	28	16	0	12
MGT-142-1 052219	Prob & Issues in Sup & Mgmt 0217691 Karen R. Reynolds Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 121 LEC WEBH WEBH LEC	MW  MTWRFSN	11:00AM 01/11/16 11:50AM 05/11/16 01/11/16 05/11/16	30  25	3.00	12	30	12	0	18
MGT-170-1 052231	Human Resource Management 0217691 Karen R. Reynolds	BLHK 121 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	30	3.00	10	30	25	0	5
MGT-178-1 052232	Employment Law 0217691 Karen R. Reynolds Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 222 LEC WEBH WEBH LEC	T  MTWRFSN	12:00PM 01/11/16 01:15PM 05/11/16 01/11/16 05/11/16	24  25	3.00	15	24	12	0	12

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MGT-190-1 052233	Employee Comp. & Benefits M 0217691 Karen R. Reynolds Face-to-Face class time in addition to WEB content. LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 222 LEC WEBH WEBH LEC	T MTWRFSN	01:30PM 01/11/16 02:45PM 05/11/16 01/11/16 05/11/16	24 25	3.00	15	24	14	0	10
MKT-110-1 052234	Principles of Marketing 0163752 Mark D. Ryan	BLHK 225 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	51	3.00	10	40	21	0	19
MKT-152-1 052236	Advertising and Visual Merc 0251042 Marcia L. Griffin	BLHK 132 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	28	3.00	10	28	24	0	4
MLT-120-1 051769	Urinalysis 0080310 Kizer E. Friedley 0065366 Amy R. Kapanka	TADL 129 LEC CFC 128 LAB-A	MW F	08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16	24 24	3.00	9	36	16	0	20
				PRIMARY MLT-120-1			9	12	5	0	7
				SECONDARY MLT-120-2			6	12	8	0	4
				SECONDARY MLT-120-3			9	12	3	0	9
MLT-120-2 051771	Urinalysis 0065366 Amy R. Kapanka 0080310 Kizer E. Friedley	TADL 129 LEC CFC 128 LAB-A	MW F	08:00AM 01/11/16 08:50AM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16	24 24	3.00	6	36	16	0	20
				PRIMARY MLT-120-1			9	12	5	0	7
				SECONDARY MLT-120-2			6	12	8	0	4
				SECONDARY MLT-120-3			9	12	3	0	9
MLT-120-3 051773	Urinalysis 0080310 Kizer E. Friedley 0080310 Kizer E. Friedley	TADL 129 LEC CFC 128 LAB-A CFC 128 LAB-A CFC 128 LAB-A CFC 128 LAB-A	MW S S S S	08:00AM 01/11/16 08:50AM 05/11/16 08:00AM 02/06/16 05:00PM 02/06/16 08:00AM 03/26/16 05:00PM 03/26/16 08:00AM 04/16/16 05:00PM 04/16/16 08:00AM 05/07/16 05:00PM 05/07/16	24 24 24 24 24	3.00	9	36	16	0	20
				PRIMARY MLT-120-1			9	12	5	0	7
				SECONDARY MLT-120-2			6	12	8	0	4

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SECONDARY MLT-120-3									9	12	3	0	9
MMS-103-1 051558	Basic Digital Photography 0128534 Daniel G. Nierling	BLHK 147 LEC	MW	10:00AM 01/11/16 10:50AM 05/11/16	20	3.00	20	20	15	0	5		
	0128534 Daniel G. Nierling	BLHK 147 LAB-A	MW	11:00AM 01/11/16 11:50AM 05/11/16	20								
MMS-105-1 051560	Audio Production 0095646 Adam T. Hunter	BLHK 286 LEC	TR	10:00AM 01/11/16 10:50AM 05/11/16	21	3.00	10	20	12	0	8		
	0095646 Adam T. Hunter	BLHK 286 LAB-A	TR	11:00AM 01/11/16 11:50AM 05/11/16	21								
MMS-111-1 051561	Video Production I 0248712 Troy D. McKay	BLHK 126 LEC	TR	01:00PM 01/11/16 01:50PM 05/11/16	20	3.00	10	20	17	0	3		
	0248712 Troy D. McKay	BLHK 126 LAB-A	TR	02:00PM 01/11/16 02:50PM 05/11/16	20								
MMS-124-1 051569	Survey of Commercial Video 0248712 Troy D. McKay	BLHK 126 LEC	TR	10:00AM 01/11/16 11:15AM 05/11/16	20	3.00	10	20	11	0	9		
MMS-134-1 051568	Media Writing 0128534 Daniel G. Nierling	BLHK 135 LEC	TR	01:00PM 01/11/16 02:15PM 05/11/16	20	3.00	10	20	14	0	6		
MMS-213-1 051563	Video Production II 0248712 Troy D. McKay	BLHK 126 LEC	MW	10:00AM 01/11/16 10:50AM 05/11/16	20	3.00	10	20	11	0	9		
	0248712 Troy D. McKay	BLHK 126 LAB-A	MW	11:00AM 01/11/16 11:50AM 05/11/16	20								
MMS-214-1 051564	Audio Production II 0146272 Jon R. Chamberlain	BLHK 286 LEC	MW	01:00PM 01/11/16 01:50PM 05/11/16	21	3.00	10	20	7	0	13		
	0146272 Jon R. Chamberlain	BLHK 286 LAB-A	MW	02:00PM 01/11/16 02:50PM 05/11/16	21								
MMS-265-1 051565	Mass Communications Law 0104215 Brooke Trent	BLHK 121 LEC	MW	03:15PM 01/11/16 04:30PM 05/11/16	30	3.00	10	20	8	0	12		
MMS-310-1 051566	Independent Film Production 0248712 Troy D. McKay	BLHK 126 LEC	MW	01:00PM 01/11/16 01:50PM 05/11/16	20	3.00	10	20	10	0	10		
	0248712 Troy D. McKay	BLHK 126 LAB-A	MW	02:00PM 01/11/16 02:50PM 05/11/16	20								

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MMS-949-1 051584	Special Topics 0248712 Troy D. McKay 0248712 Troy D. McKay	BLHK 126 LEC BLHK 126 LAB-A BLHK 126 LEC BLHK 126 LAB-A	F  F  F  F	10:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16 01:00PM 01/11/16 01:55PM 05/11/16 02:00PM 01/11/16 02:55PM 05/11/16	20  20  20  20	3.00	20	20	11	0	9
MMS-949-2 052868	Special Topics 0128534 Daniel G. Nierling 0248712 Troy D. McKay	LEC  LAB-A	MTWRFSN  MTWRFSN	01/11/16 05/11/16 01/11/16 05/11/16		3.00	1	5	3	0	2
MUA-120-1 051977	Applied Piano I 0106740 Lucinda M. Lear	LEC		01/11/16 05/11/16		1.00	1	10	2	0	8
MUA-120-2 051978	Applied Piano I 0106740 Lucinda M. Lear					2.00	1	10	3	0	7
MUA-319-1 051979	Applied Voice 0106740 Lucinda M. Lear					1.00	20	20	0	0	20
MUA-319-2 051980	Applied Voice 0106740 Lucinda M. Lear					2.00	20	20	4	0	16
MUS-100-1 051959	Music Appreciation 0106740 Lucinda M. Lear	BLHK 288 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	30	3.00	10	35	9	0	26
MUS-102-2 052859	Music Fundamentals 0106740 Lucinda M. Lear Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 288 LEC WEBH WEBH LEC	MW  MTWRFSN	09:00AM 01/11/16 09:50AM 05/11/16 01/11/16 05/11/16	30  25	3.00	12	25	6	0	19
MUS-154-1 052153	Chorus 0106740 Lucinda M. Lear	BLHK 286 LAB-A	MW	03:00PM 01/11/16 03:50PM 05/11/16	21	1.00	10	20	4	0	16
MUS-154-2 052154	Chorus 0106740 Lucinda M. Lear	BLHK 286 LAB-A	TR	03:00PM 01/11/16 03:50PM 05/11/16	21	1.00	10	20	6	0	14

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NET-225-1 052275	Routing & Switching Essenti 0066334 Todd A. Bengen 0066334 Todd A. Bengen	BLHK 133 LEC BLHK 133 LEC BLHK 133 LAB-A	MW  F  MW	10:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 11:55AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	20  20  20	4.00	12	15	15	0	0
NET-225-2 052288	Routing & Switching Essenti 0066334 Todd A. Bengen 0066334 Todd A. Bengen	BLHK 133 LEC BLHK 133 LAB-A	MWF  MW	01:00PM 01/11/16 01:55PM 05/11/16 02:00PM 01/11/16 02:50PM 05/11/16	20  20	4.00	12	15	11	0	4
NET-269-1 052291	CCNA Rtg & Swit-Conn Ntwrks 0066334 Todd A. Bengen 0066334 Todd A. Bengen	BLHK 133 LEC BLHK 133 LAB-A	TR  TR	01:00PM 01/11/16 01:50PM 05/11/16 02:00PM 01/11/16 02:50PM 05/11/16	20  20	3.00	12	20	9	0	11
NET-313-1 052487	Windows Server 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	MW  MW	10:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	20  20	3.00	10	15	8	0	7
NET-313-2 052488	Windows Server 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	MW  MW	01:00PM 01/11/16 01:50PM 05/11/16 02:00PM 01/11/16 02:50PM 05/11/16	20  20	3.00	10	15	13	0	2
NET-412-1 052298	Linux System Administration 0172768 Daniel H. Lockard 0172768 Daniel H. Lockard	BLHK 134 LEC BLHK 134 LAB-A	TR  TR	03:00PM 01/11/16 03:50PM 05/11/16 04:00PM 01/11/16 04:50PM 05/11/16	20  20	3.00	10	20	19	0	1
NET-710-1 052299	SQL Database 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	MW  MW	08:00AM 01/11/16 08:35AM 04/08/16 08:40AM 01/11/16 09:50AM 04/08/16	20  20	2.00	10	20	11	0	9
NET-916-1 052296	Experiential Learning 0104107 Chad R. Dean 0104107 Chad R. Dean	BLHK 134 LEC BLHK 134 LAB-A	TRF  TRF	08:00AM 01/11/16 08:25AM 05/11/16 08:30AM 01/11/16 10:50AM 05/11/16	20  20	5.00	10	20	10	0	10
OTA-302-4 052225	Physical OTA Skills 0222963 Cindy M. Koehn 0222963 Cindy M. Koehn	HESC 233 LEC HESC 233 LAB-A	TW  TW	08:00AM 01/11/16 08:50AM 03/03/16 09:00AM 01/11/16 12:30PM 03/03/16	20  20	3.00	15	20	16	0	4

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OTA-310-1 052222	Adult Physical Cond & Occ 0222963 Cindy M. Koehn	HESC 233 LEC	MF	08:45AM 01/11/16 12:00PM 03/03/16	20	3.00	12	20	16	0	4
OTA-401-1 052223	Elders & Occupation 0222963 Cindy M. Koehn	HESC 233 LEC	MF	01:00PM 01/11/16 03:05PM 03/03/16	20	2.00	0	20	16	0	4
OTA-402-1 052226	OTA Skills for Elders 0222963 Cindy M. Koehn 0222963 Cindy M. Koehn	HESC 233 LEC HESC 233 LAB-A	TW  TW	01:00PM 01/11/16 01:50PM 03/03/16 02:00PM 01/11/16 03:50PM 03/03/16	20  20	2.00	15	20	16	0	4
PEA-187-1 051839	Weight Training I 0065481 Catherine M. Robb	HESC 133 LAB-A	MW	10:00AM 01/11/16 10:50AM 05/11/16	20	1.00	12	25	6	0	19
PEC-127-1 052304	Care & Prev of Ath Injuries 0244795 Peter J. Neibert Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	HESC 137 LEC WEBH WEBH LEC	R  MTWRFSN	08:00AM 01/11/16 08:50AM 03/03/16 01/11/16 03/03/16	36  25	2.00	10	20	9	0	11
PEH-111-1 051852	Personal Wellness 0065798 Mikki M. Savage	HESC 137 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	36	3.00	10	35	13	0	22
PEH-111-2 051877	Personal Wellness 0066089 Nikki J. Carrion	HESC 137 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	36	3.00	10	35	9	0	26
PEH-141-1 051882	First Aid 0065798 Mikki M. Savage Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	HESC 137 LEC WEBH WEBH LEC	F  MTWRFSN	10:00AM 03/07/16 11:50AM 05/11/16 03/07/16 05/11/16	36  25	2.00	10	20	5	0	15
PHI-101-1 051997	Introduction to Philosophy 0248401 Timothy L. Adamson	GRUN 263 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	38	14	0	24



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PHI-101-2 051998	Introduction to Philosophy 0248401 Timothy L. Adamson	GRUN 263 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	40	3.00	10	38	21	0	17
PHI-101-4 052229	Introduction to Philosophy 0242352 Edward J. Killian 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	BLHK 252 LEC WEBH WEBH LEC	T MTWRFSN	05:30PM 03/29/16 09:30PM 04/26/16 03/29/16 04/26/16	50 25	3.00	10	25	13	0	12
PHI-105-1 051999	Introduction to Ethics 0248401 Timothy L. Adamson Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 263 LEC WEBH WEBH LEC	MW MTWRFSN	10:00AM 01/11/16 10:50AM 05/11/16 01/11/16 05/11/16	40 25	3.00	10	38	16	0	22
PHI-926-1 052164	Honors Seminar 0152188 Robert P. Steed	GRUN 261 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	15	30	4	0	26
PHI-949-1 052002	Special Topics 0248401 Timothy L. Adamson	GRUN 263 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	12	25	10	0	15
PHS-120-1 051973	Exploring Physical Science 0244375 Andrew J. Nicholas 0244375 Andrew J. Nicholas	GRUN 207 LEC GRUN 207 LAB-A GRUN 207 LEC	T T R	12:00PM 01/11/16 12:50PM 05/11/16 01:00PM 01/11/16 02:50PM 05/11/16 12:00PM 01/11/16 01:50PM 05/11/16	24 24 24	4.00	10	24	17	0	7
PHS-152-1 051974	Astronomy 0242333 Kim E. Hurst 0242333 Kim E. Hurst	GRUN 207 LEC GRUN 207 LAB-A GRUN 207 LEC	T R R	06:00PM 01/11/16 07:50PM 05/11/16 07:00PM 01/11/16 08:50PM 05/11/16 06:00PM 01/11/16 06:50PM 05/11/16	24 24 24	4.00	24	24	7	0	17

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PHT-110-1 051578	Camera II 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling	BLHK 189 LEC BLHK 189 LAB-B	MW	01:00PM 01/11/16 01:50PM 05/11/16 01/11/16 05/11/16	32 32	3.00	12	30	19	0	11
PHT-111-1 051579	Print II 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 184 LEC BLHK 184 LAB-A	MW	10:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	16 16	3.00	16	16	13	0	3
PHT-111-2 051580	Print II 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 184 LEC BLHK 184 LAB-A	TR	10:00AM 01/11/16 10:50AM 05/11/16 11:00AM 01/11/16 11:50AM 05/11/16	16 16	3.00	16	16	7	0	9
PHT-132-1 051581	Photo Design II 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling	BLHK 189 LEC BLHK 189 LAB-B	MW	02:00PM 01/11/16 02:50PM 05/11/16 01/11/16 05/11/16	32 32	3.00	10	30	19	0	11
PHT-202-1 051582	Basic Portraiture 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 189 LEC BLHK 189 LAB-B	TR	09:00AM 01/11/16 09:50AM 05/11/16 01/11/16 05/11/16	32 32	3.00	10	30	20	0	10
PHT-204-1 051583	Basic Commercial Photograph 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 189 LEC BLHK 189 LAB-B	MW	09:00AM 01/11/16 09:50AM 05/11/16 01/11/16 05/11/16	32 32	3.00	10	30	20	0	10
PHT-217-1 051585	Adv Portrait Image Editing 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 184 LEC BLHK 184 LAB-A	TR	08:00AM 01/11/16 08:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16	16 16	3.00	12	17	16	0	1
PHT-218-1 051586	Adv Commercial Image Editin 0095646 Adam T. Hunter 0095646 Adam T. Hunter	BLHK 184 LEC BLHK 184 LAB-A	MW	08:00AM 01/11/16 08:50AM 05/11/16 09:00AM 01/11/16 09:50AM 05/11/16	16 16	3.00	12	17	13	0	4
PHT-237-2 052801	History of Photography 0076990 Douglas D. Benton	BLHK 189 LEC	TR	12:00PM 01/11/16 12:50PM 05/11/16	32	2.00	15	30	9	0	21
PHT-240-1 051588	Port Production and Portfol 0065226 Larry E. Erickson 0065226 Larry E. Erickson	BLHK 189 LEC BLHK 189 LAB-B	MW	10:00AM 01/11/16 10:50AM 05/11/16 01/11/16 05/11/16	32 32	3.00	12	15	11	0	4

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PHT-242-1 051589	Audio Visual Presentations 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling	BLHK 147 LEC BLHK 147 LAB-B	TR	10:00AM 01/11/16 10:50AM 05/11/16 01/11/16 05/11/16	20 20	3.00	8	20	12	0	8
PHT-244-1 051596	Wedding Photography 0065226 Larry E. Erickson 0076990 Douglas D. Benton 0065226 Larry E. Erickson	BLHK 189 LEC BLHK 189 LAB-A BLHK 189 LAB-A	R F F	01:00PM 01/11/16 02:50PM 05/11/16 08:00AM 01/11/16 09:50AM 05/11/16 10:00AM 01/11/16 11:50AM 05/11/16	32 32 32	4.00	10	30	11	0	19
PHT-247-2 052800	Comm Production and Portfol 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 123 LEC BLHK 123 LAB-B	MW	01:00PM 01/11/16 01:50PM 05/11/16 01/11/16 05/11/16	30 30	3.00	12	15	6	0	9
PHT-928-1 053972	Photography-Indep Study 0128534 Daniel G. Nierling	LAB-B	MTWRFSN	03/07/16 05/11/16		2.00	3	5	1	0	4
PHT-949-1 051601	Special Topics 0076990 Douglas D. Benton 0076990 Douglas D. Benton	BLHK 189 LEC BLHK 189 LAB-A BLHK 189 LEC BLHK 189 LAB-A	F F F F	12:00PM 01/11/16 12:50PM 05/11/16 01:00PM 01/11/16 01:50PM 05/11/16 02:00PM 01/11/16 02:55PM 05/11/16 03:00PM 01/11/16 03:55PM 05/11/16	32 32 32 32	3.00	7	30	7	0	23

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PNN-100-1 052280	Nursing Assistant	GRUN 119	W	08:00AM 03/23/16	24	3.00	6	20	14	0	6
	0194186 Penny L. Rummel	LEC		02:00PM 03/23/16							
	0194186 Penny L. Rummel	GRUN 119	M	08:00AM 03/28/16	24						
	0194186 Penny L. Rummel	LEC		02:00PM 04/11/16							
	0090221 Elizabeth A. Cummin	GRUN 119	W	08:00AM 04/13/16	24						
		LEC		02:00PM 04/13/16							
		GRUN 119	M	08:00AM 04/25/16	24						
		LEC		02:30PM 04/25/16							
		GRUN 119	W	08:00AM 03/30/16	24						
		LAB-A		02:00PM 04/06/16							
		GRUN 119	M	08:00AM 04/18/16	24						
		LAB-A		01:30PM 04/18/16							
		TRNG TRNG	W	07:00AM 04/27/16	50						
		LAB-B		02:15PM 04/27/16							
		TRNG TRNG	M	07:00AM 05/02/16	50						
		LAB-B		02:15PM 05/02/16							
		TRNG TRNG	W	07:00AM 05/04/16	50						
		LAB-B		01:45PM 05/04/16							
		TRNG TRNG	MW	07:00AM 05/09/16	50						
		LAB-B		02:15PM 05/11/16							
				PRIMARY PNN-100-1			6	10	8	0	2
				SECONDARY PNN-100-6			6	8	4	0	4
				SECONDARY PNN-100-13			2	2	2	0	0
PNN-100-100 052493	Nursing Assistant	GRUN 119	TR	04:00PM 03/01/16	24	3.00	6	10	8	0	2
	0168340 Dawn M. Karr	LEC		08:15PM 03/10/16							
	0168340 Dawn M. Karr	GRUN 119	R	04:00PM 03/24/16	24						
	0168340 Dawn M. Karr	LEC		08:15PM 04/14/16							
	0090221 Elizabeth A. Cummin	GRUN 119	T	04:00PM 03/22/16	24						
		LAB-A		08:15PM 04/12/16							
		TRNG TRNG	T	04:00PM 04/19/16	50						
		LAB-B		08:15PM 04/19/16							
		TRNG TRNG	TR	04:00PM 04/26/16	50						
		LAB-B		08:15PM 05/17/16							

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PNN-100-101 052494	Nursing Assistant	GRUN 119	W	04:00PM 01/13/16	24	3.00	6	10	5	0	5
	0194186 Penny L. Rummel	LEC		08:15PM 01/20/16							
	0194186 Penny L. Rummel	GRUN 119	MW	04:00PM 01/25/16	24						
	0194186 Penny L. Rummel	LEC		08:15PM 02/10/16							
	0090221 Elizabeth A. Cummin	GRUN 119	M	04:00PM 02/15/16	24						
		LAB-A		08:15PM 02/15/16							
		GRUN 119	W	04:00PM 02/24/16	24						
		LAB-A		08:15PM 02/24/16							
		GRUN 119	W	04:00PM 03/02/16	24						
		LAB-A		08:15PM 03/09/16							
		TRNG TRNG	M	04:00PM 03/28/16	50						
		LAB-B		08:15PM 03/28/16							
		TRNG TRNG	W	04:00PM 04/06/16	50						
		LAB-B		08:15PM 04/13/16							
		TRNG TRNG	M	04:00PM 04/25/16	50						
		LAB-B		08:15PM 05/16/16							
	TRNG TRNG	W	04:00PM 05/25/16	50							
	LAB-B		08:15PM 05/25/16								
PNN-100-102 052495	Nursing Assistant	GRUN 119	W	04:00PM 01/13/16	24	3.00	6	10	7	0	3
	0194186 Penny L. Rummel	LEC		08:15PM 01/20/16							
	0194186 Penny L. Rummel	GRUN 119	MW	04:00PM 01/25/16	24						
	0194186 Penny L. Rummel	LEC		08:15PM 02/20/16							
	0090221 Elizabeth A. Cummin	GRUN 119	M	04:00PM 02/22/16	24						
		LAB-A		08:15PM 03/07/16							
		GRUN 119	W	04:00PM 03/21/16	24						
		LAB-A		08:15PM 03/21/16							
		TRNG TRNG	M	04:00PM 04/04/16	50						
		LAB-B		08:15PM 04/18/16							
		TRNG TRNG	W	04:00PM 04/27/16	50						
		LAB-B		08:15PM 05/11/16							
		TRNG TRNG	M	04:00PM 05/23/16	50						
		LAB-B		08:15PM 05/30/16							

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PNN-100-103 052496	Nursing Assistant	GRUN 119	W	04:00PM 01/13/16	24	3.00	6	10	4	0	6
	0211161 Teresa M. Izer	LEC		08:15PM 01/20/16							
	0211161 Teresa M. Izer	GRUN 119	MW	04:00PM 01/27/16	24						
	0211161 Teresa M. Izer	LEC		08:15PM 02/10/16							
	0090221 Elizabeth A. Cummin	GRUN 119	M	04:00PM 02/15/16	24						
		LAB-A		08:15PM 02/15/16							
		GRUN 119	W	04:00PM 02/24/16	24						
		LAB-A		08:15PM 03/09/16							
		TRNG TRNG	M	04:00PM 03/28/16	50						
		LAB-B		08:15PM 03/28/16							
		TRNG TRNG	W	04:00PM 04/06/16	50						
		LAB-B		08:15PM 04/13/16							
		TRNG TRNG	M	04:00PM 04/25/16	50						
		LAB-B		08:15PM 05/16/16							
		TRNG TRNG	W	04:00PM 05/25/16	50						
	LAB-B		08:15PM 05/25/16								
PNN-100-104 052497	Nursing Assistant	GRUN 119	W	04:00PM 01/13/16	24	3.00	6	10	6	0	4
	0211161 Teresa M. Izer	LEC		08:15PM 01/20/16							
	0211161 Teresa M. Izer	GRUN 119	MW	04:00PM 01/27/16	24						
	0211161 Teresa M. Izer	LEC		08:15PM 02/20/16							
	0090221 Elizabeth A. Cummin	GRUN 119	M	04:00PM 02/22/16	24						
		LAB-A		08:15PM 03/07/16							
		GRUN 119	W	04:00PM 03/21/16	24						
		LAB-A		08:15PM 03/21/16							
		TRNG TRNG	M	04:00PM 04/04/16	50						
		LAB-B		08:15PM 04/18/16							
		TRNG TRNG	W	04:00PM 04/27/16	50						
		LAB-B		08:15PM 05/11/16							
		TRNG TRNG	M	04:00PM 05/23/16	50						
		LAB-B		08:15PM 05/30/16							
	PNN-100-105 052499	Nursing Assistant	GRUN 119	TR	04:00PM 01/12/16	24	3.00	6	10	6	0
0085971 Tammy L. Levy		LEC		08:15PM 01/19/16							
0085971 Tammy L. Levy		GRUN 119	TR	04:00PM 01/26/16	24						
0085971 Tammy L. Levy		LEC		08:15PM 02/09/16							
0090221 Elizabeth A. Cummin		GRUN 119	R	04:00PM 02/11/16	24						
		LAB-A		08:15PM 03/03/16							
		TRNG TRNG	R	04:00PM 03/10/16	50						
		LAB-B		08:15PM 03/10/16							
		TRNG TRNG	T	04:00PM 03/29/16	50						
		LAB-B		08:15PM 04/19/16							
		TRNG TRNG	R	04:00PM 04/28/16	50						
		LAB-B		08:15PM 05/12/16							

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PNN-100-106 052500	Nursing Assistant 0085971 Tammy L. Levy 0085971 Tammy L. Levy 0090221 Elizabeth A. Cummin 0085971 Tammy L. Levy	GRUN 119 LEC GRUN 119 LEC GRUN 119 LAB-A TRNG TRNG LAB-B TRNG TRNG LAB-B TRNG TRNG LAB-B	TR  TR  T  T  R  T	04:00PM 01/12/16 08:15PM 01/19/16 04:00PM 01/26/16 08:15PM 02/09/16 04:00PM 02/16/16 08:15PM 03/08/16 04:00PM 02/22/16 08:15PM 02/22/16 04:00PM 03/31/16 08:15PM 04/14/16 04:00PM 04/26/16 08:15PM 05/17/16	24  24  24  50  50  50	3.00	6	10	7	0	3
PNN-100-115 052657	Nursing Assistant 0085971 Tammy L. Levy 0085971 Tammy L. Levy 0085971 Tammy L. Levy 0090221 Elizabeth A. Cummin	GRUN 119 LEC GRUN 119 LEC GRUN 119 LEC GRUN 119 LEC GRUN 119 LAB-A GRUN 119 LAB-A GRUN 119 LAB-A TRNG TRNG LAB-B TRNG TRNG LAB-B	TR  T  T  R  T  R  R  TR  T	08:00AM 03/01/16 02:00PM 03/03/16 08:00AM 03/22/16 02:00PM 03/22/16 08:00AM 03/29/16 02:00PM 03/29/16 08:00AM 04/05/16 02:00PM 04/05/16 08:00AM 04/07/16 02:30PM 04/07/16 08:00AM 03/08/16 02:00PM 03/08/16 08:00AM 03/24/16 01:30PM 03/24/16 08:00AM 03/01/16 02:00PM 04/26/16 07:00AM 04/12/16 02:15PM 04/21/16 07:00AM 04/26/16 01:45PM 04/26/16	24  24  24  24  24  24  24  24  50  50	3.00	1	20	15	0	5
				PRIMARY PNN-100-5			6	9	8	0	1
				SECONDARY PNN-100-115			1	1	1	0	0
				SECONDARY PNN-100-14			6	10	6	0	4

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PNN-100-13 052873	Nursing Assistant	GRUN 119	W	08:00AM 03/23/16	24	3.00	2	20	14	0	6
	0194186 Penny L. Rummel	LEC		02:00PM 03/23/16							
	0194186 Penny L. Rummel	GRUN 119	M	08:00AM 03/28/16	24						
	0194186 Penny L. Rummel	LEC		02:00PM 04/11/16							
	0090221 Elizabeth A. Cummin	GRUN 119	W	08:00AM 04/13/16	24						
		LEC		02:00PM 04/13/16							
		GRUN 119	M	07:58AM 04/25/16	24						
		LEC		02:28PM 04/25/16							
		GRUN 119	W	08:00AM 03/30/16	24						
		LAB-A		02:00PM 04/06/16							
		GRUN 119	M	08:00AM 04/18/16	24						
		LAB-A		01:30PM 04/18/16							
		TRNG TRNG	W	07:00AM 04/27/16	50						
		LAB-B		02:15PM 04/27/16							
		TRNG TRNG	M	07:00AM 05/02/16	50						
		LAB-B		02:15PM 05/02/16							
		TRNG TRNG	W	07:00AM 05/04/16	50						
		LAB-B		01:45PM 05/04/16							
		TRNG TRNG	MW	07:00AM 05/09/16	50						
		LAB-B		02:15PM 05/11/16							
				PRIMARY PNN-100-1			6	10	8	0	2
				SECONDARY PNN-100-6			6	8	4	0	4
				SECONDARY PNN-100-13			2	2	2	0	0
PNN-100-14 054266	Nursing Assistant	GRUN 119	TR	08:00AM 03/01/16	24	3.00	6	20	15	0	5
	0164422 Catherine R. Boesen	LEC		02:00PM 03/03/16							
	0164422 Catherine R. Boesen	GRUN 119	T	08:00AM 03/22/16	24						
	0085971 Tammy L. Levy	LEC		02:00PM 04/05/16							
	0090221 Elizabeth A. Cummin	GRUN 119	R	08:00AM 04/07/16	24						
		LEC		02:30PM 04/07/16							
		GRUN 119	T	08:00AM 03/08/16	24						
		LAB-A		02:00PM 03/08/16							
		GRUN 119	R	08:00AM 03/24/16	24						
		LAB-A		01:30PM 03/24/16							
		GRUN 119	R	08:00AM 03/31/16	24						
		LAB-A		02:00PM 03/31/16							
		TRNG TRNG	TR	07:00AM 04/12/16	50						
		LAB-B		02:15PM 04/21/16							
		TRNG TRNG	T	07:00AM 04/26/16	50						
		LAB-B		01:45PM 04/26/16							
				PRIMARY PNN-100-5			6	9	8	0	1
				SECONDARY PNN-100-115			1	1	1	0	0
				SECONDARY PNN-100-14			6	10	6	0	4



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PNN-100-2 052281	Nursing Assistant	GRUN 119	MW	08:00AM 01/04/16	24	3.00	6	20	13	0	7
	0194186 Penny L. Rummel	LEC		02:00PM 01/06/16							
	0194186 Penny L. Rummel	GRUN 119	W	08:00AM 01/13/16	24						
	0194186 Penny L. Rummel	LEC		02:00PM 01/13/16							
	0090221 Elizabeth A. Cummin	GRUN 119	W	08:00AM 01/27/16	24						
		LEC		02:00PM 01/27/16							
		GRUN 119	M	08:00AM 02/08/16	24						
		LEC		02:00PM 02/08/16							
		GRUN 119	M	08:00AM 02/15/16	24						
		LEC		02:30PM 02/15/16							
		GRUN 119	M	08:00AM 01/11/16	24						
		LAB-A		01:30PM 01/11/16							
		GRUN 119	M	08:00AM 01/25/16	24						
		LAB-A		02:00PM 02/01/16							
		TRNG TRNG	M	07:00AM 02/22/16	50						
		LAB-B		02:15PM 02/29/16							
		TRNG TRNG	W	07:00AM 03/02/16	50						
		LAB-B		01:45PM 03/02/16							
		TRNG TRNG	M	07:00AM 03/07/16	50						
		LAB-B		02:15PM 03/07/16							
		TRNG TRNG	W	07:00AM 03/21/16	50						
		LAB-B		02:15PM 03/21/16							
				PRIMARY PNN-100-2			6	10	6	0	4
				SECONDARY PNN-100-7			6	10	7	0	3
PNN-100-4 052285	Nursing Assistant	GRUN 119	R	08:00AM 01/07/16	24	3.00	6	10	8	0	2
	0085971 Tammy L. Levy	LEC		02:00PM 01/07/16							
	0085971 Tammy L. Levy	GRUN 119	T	08:00AM 01/12/16	24						
	0085971 Tammy L. Levy	LEC		02:00PM 01/19/16							
	0090221 Elizabeth A. Cummin	GRUN 119	R	08:00AM 01/28/16	24						
		LEC		02:00PM 02/04/16							
		GRUN 119	T	08:00AM 02/09/16	24						
		LEC		01:30PM 02/09/16							
		GRUN 119	R	08:00AM 01/14/16	24						
		LAB-A		02:00PM 01/14/16							
		GRUN 119	T	08:00AM 01/26/16	24						
		LAB-A		02:00PM 01/26/16							
		GRUN 119	T	08:00AM 02/02/16	24						
		LAB-A		02:30PM 02/02/16							
		TRNG TRNG	TR	07:00AM 02/11/16	50						
		LAB-B		02:15PM 02/23/16							
		TRNG TRNG	R	07:00AM 02/25/16	50						
		LAB-B		01:45PM 02/25/16							

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PNN-100-5 052286	Nursing Assistant	GRUN 119	TR	08:00AM 03/01/16	24	3.00	6	20	15	0	5
	0085971 Tammy L. Levy	LEC		02:00PM 03/03/16							
	0085971 Tammy L. Levy	GRUN 119	T	08:00AM 03/22/16	24						
	0085971 Tammy L. Levy	LEC		02:00PM 03/22/16							
	0090221 Elizabeth A. Cummin	GRUN 119	T	08:00AM 03/29/16	24						
		LEC		02:00PM 03/29/16							
		GRUN 119	T	08:00AM 04/05/16	24						
		LEC		02:00PM 04/05/16							
		GRUN 119	R	08:00AM 04/07/16	24						
		LEC		02:30PM 04/07/16							
		GRUN 119	T	08:00AM 03/08/16	24						
		LAB-A		02:00PM 03/08/16							
		GRUN 119	R	08:00AM 03/24/16	24						
		LAB-A		01:30PM 03/24/16							
		GRUN 119	R	08:00AM 03/31/16	24						
		LAB-A		02:00PM 03/31/16							
		TRNG TRNG	TR	07:00AM 04/12/16	50						
		LAB-B		02:15PM 04/21/16							
		TRNG TRNG	T	07:00AM 04/26/16	50						
		LAB-B		01:45PM 04/26/16							
				PRIMARY PNN-100-5			6	9	8	0	1
				SECONDARY PNN-100-115			1	1	1	0	0
				SECONDARY PNN-100-14			6	10	6	0	4
PNN-100-6 052606	Nursing Assistant	GRUN 119	W	08:00AM 03/23/16	24	3.00	6	20	14	0	6
	0068615 Annette I. Johnson	LEC		02:00PM 03/23/16							
	0068615 Annette I. Johnson	GRUN 119	M	08:00AM 03/28/16	24						
	0194186 Penny L. Rummel	LEC		02:00PM 04/11/16							
	0090221 Elizabeth A. Cummin	GRUN 119	W	08:00AM 04/13/16	24						
		LEC		02:00PM 04/13/16							
		GRUN 119	M	08:00AM 04/25/16	24						
		LEC		02:30PM 04/25/16							
		GRUN 119	W	08:00AM 03/30/16	24						
		LAB-A		02:00PM 04/06/16							
		GRUN 119	M	08:00AM 04/18/16	24						
		LAB-A		01:30PM 04/18/16							
		TRNG TRNG	W	07:00AM 04/27/16	50						
		LAB-B		02:15PM 04/27/16							
		TRNG TRNG	M	07:00AM 05/02/16	50						
		LAB-B		02:15PM 05/02/16							
		TRNG TRNG	W	07:00AM 05/04/16	50						
		LAB-B		01:45PM 05/04/16							
		TRNG TRNG	MW	07:00AM 05/09/16	50						
		LAB-B		02:15PM 05/11/16							
				PRIMARY PNN-100-1			6	10	8	0	2
				SECONDARY PNN-100-6			6	8	4	0	4
				SECONDARY PNN-100-13			2	2	2	0	0

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PNN-100-7 052607	Nursing Assistant 0068615 Annette I. Johnson 0068615 Annette I. Johnson 0194186 Penny L. Rummel 0090221 Elizabeth A. Cummin	GRUN 119 LEC GRUN 119 LEC GRUN 119 LEC GRUN 119 LEC GRUN 119 LEC GRUN 119 LAB-A GRUN 119 LAB-A TRNG TRNG LAB-B TRNG TRNG LAB-B TRNG TRNG LAB-B TRNG TRNG LAB-B	MW  W  W  M  M  M  M  M  M  W  M  W  M  W	08:00AM 01/04/16 02:00PM 01/06/16 08:00AM 01/13/16 02:00PM 01/13/16 08:00AM 01/27/16 02:00PM 01/27/16 08:00AM 02/08/16 02:00PM 02/08/16 08:00AM 02/15/16 02:30PM 02/15/16 08:00AM 01/11/16 01:30PM 01/11/16 08:00AM 01/25/16 02:00PM 02/01/16 07:00AM 02/22/16 02:15PM 02/29/16 07:00AM 03/02/16 01:45PM 03/02/16 07:00AM 03/07/16 02:15PM 03/07/16 07:00AM 03/21/16 02:15PM 03/21/16	24  24  24  24  24  24  24  24  50  50  50  50	3.00	6	20	13	0	7
				PRIMARY PNN-100-2 SECONDARY PNN-100-7			6 6	10 10	6 7	0 0	4 3
PNN-115-2 052434	Introduction To Nursing 0105699 Jane E. Herrera	GRUN 167 LEC	TW	10:00AM 01/11/16 11:50AM 05/11/16	64	4.00	48	48	14	0	34
PNN-116-5 052625	Intro To Nursing Skills Lab 0105699 Jane E. Herrera 0105699 Jane E. Herrera	GRUN 113 LEC GRUN 103 LAB-A	T  M	01:00PM 01/11/16 02:50PM 03/03/16 08:00AM 01/11/16 11:50AM 03/03/16	34  32	2.00	8	16	8	0	8
PNN-116-6 052626	Intro To Nursing Skills Lab 0105699 Jane E. Herrera 0105699 Jane E. Herrera	GRUN 113 LEC GRUN 103 LAB-A	T  M	01:00PM 01/11/16 02:50PM 03/03/16 01:00PM 01/11/16 04:50PM 03/03/16	34  32	2.00	30	30	6	0	24
PNN-207-2 052220	Introduction To Pharmacolog 0254990 Sandra J. Gardner	GRUN 167 LEC	W	01:00PM 01/11/16 03:50PM 05/11/16	64	3.00	14	32	14	0	18
PNN-207-3 052221	Introduction To Pharmacolog 0254990 Sandra J. Gardner	GRUN 167 LEC	T	01:00PM 01/11/16 03:50PM 05/11/16	64	3.00	14	32	3	0	29

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PNN-214-1 052173	Basic Health Alterations a 0065687 Ruth A. Gaede 0254990 Sandra J. Gardner	GRUN 171 LEC	MTW	08:00AM 01/11/16 09:50AM 03/03/16	60	3.00	20	40	22	0	18
PNN-215-1 052174	Basic Health Alterations B 0254990 Sandra J. Gardner 0065687 Ruth A. Gaede	GRUN 171 LEC	MTW	08:00AM 03/07/16 09:50AM 05/11/16	60	3.00	20	40	22	0	18
PNN-216-2 052498	Health Promotion & Maintena 0065599 Betty J. Butler	GRUN 167 LEC	M	10:00AM 01/11/16 11:50AM 05/11/16	64	2.00	14	48	22	0	26
PNN-311-1 052325	PN Issues and Trends 0027302 Russell L. Culberts	GRUN 175 LEC	T	01:00PM 03/07/16 02:50PM 05/11/16	60	1.00	10	36	22	0	14
POL-111-1 051976	American National Governmen 0255008 Bradley F. Dyke	BLHK 255 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	48	3.00	10	35	22	0	13
POL-111-2 052051	American National Governmen 0255008 Bradley F. Dyke	TADL 127 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	32	3.00	10	35	16	0	19
				PRIMARY POL-111-2			10	32	14	0	18
				SECONDARY POL-111-3			1	2	1	0	1
				SECONDARY POL-111-4			1	2	1	0	1
POL-111-7 052055	American National Governmen 0255008 Bradley F. Dyke Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 247 LEC WEBH WEBH LEC	TR MTWRFSN	09:00AM 02/01/16 10:10AM 05/11/16 02/01/16 05/11/16	60 25	3.00	10	30	12	0	18
POL-121-1 052060	International Relations 0255008 Bradley F. Dyke	GRUN 247 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	60	3.00	10	28	16	0	12
PSY-102-1 052056	Human & Work Relations 0065368 Alan D. Scholle	BREM 151 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	26	3.00	10	26	21	0	5
PSY-102-2 052057	Human & Work Relations 0264525 Tiffany D. Dodd	BUCH 127 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	24	3.00	10	24	23	0	1
PSY-102-3 052059	Human & Work Relations 0065368 Alan D. Scholle	BTLR 107A LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	30	3.00	10	30	24	0	6

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PSY-102-4 052305	Human & Work Relations 0244860 Stacilyn Hill	BREM 155 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	30	23	0	7
PSY-111-10 052068	Introduction to Psychology 0065368 Alan D. Scholle	GRUN 261 LEC	TR	04:00PM 02/01/16 05:40PM 05/11/16	40	3.00	10	40	14	0	26
				PRIMARY PSY-111-10 SECONDARY PSY-111-126			10 1	39 1	14 0	0 0	25 1
PSY-111-105 052643	Introduction to Psychology 0264525 Tiffany D. Dodd	GRUN 244 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	40	3.00	1	40	23	0	17
				PRIMARY PSY-111-12 SECONDARY PSY-111-105			10 1	39 1	22 1	0 0	17 0
PSY-111-106 052644	Introduction to Psychology 0244860 Stacilyn Hill	TADL 127 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	32	3.00	1	35	13	0	22
				PRIMARY PSY-111-15 SECONDARY PSY-111-16 SECONDARY PSY-111-106			10 1 1	28 2 3	9 2 2	0 0 0	19 0 1
PSY-111-11 052069	Introduction to Psychology 0065786 Tracy J. Grandy	BLHK 252 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	50	3.00	10	40	26	0	14
PSY-111-112 052683	Introduction to Psychology 0164171 Larry F. Herzog	BLHK 239 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	32	3.00	1	32	11	0	21
				PRIMARY PSY-111-6 SECONDARY PSY-111-112			10 1	31 1	10 1	0 0	21 0
PSY-111-113 052684	Introduction to Psychology 0264377 Anna M. Attig	BREM 155 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	1	40	17	0	23
				PRIMARY PSY-111-19 SECONDARY PSY-111-113			10 1	38 2	16 1	0 0	22 1
PSY-111-114 052685	Introduction to Psychology 0065786 Tracy J. Grandy	BLHK 252 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	50	3.00	1	40	31	0	9
				PRIMARY PSY-111-13 SECONDARY PSY-111-114			10 1	39 1	30 1	0 0	9 0
PSY-111-117 052743	Introduction to Psychology 0180687 Christine L. Bennet	BLHK 252 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	50	3.00	1	40	27	0	13
				PRIMARY PSY-111-14 SECONDARY PSY-111-117			10 1	38 2	26 1	0 0	12 1

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PSY-111-12 052071	Introduction to Psychology 0264525 Tiffany D. Dodd	GRUN 244 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	40	3.00	10	40	23	0	17
				PRIMARY PSY-111-12			10	39	22	0	17
				SECONDARY PSY-111-105			1	1	1	0	0
PSY-111-126 052836	Introduction to Psychology 0065368 Alan D. Scholle	GRUN 261 LEC	TR	04:00PM 02/01/16 05:40PM 05/11/16	40	3.00	1	40	14	0	26
				PRIMARY PSY-111-10			10	39	14	0	25
				SECONDARY PSY-111-126			1	1	0	0	1
PSY-111-13 052072	Introduction to Psychology 0065786 Tracy J. Grandy	BLHK 252 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	50	3.00	10	40	31	0	9
				PRIMARY PSY-111-13			10	39	30	0	9
				SECONDARY PSY-111-114			1	1	1	0	0
PSY-111-14 052073	Introduction to Psychology 0180687 Christine L. Bennet	BLHK 252 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	50	3.00	10	40	27	0	13
				PRIMARY PSY-111-14			10	38	26	0	12
				SECONDARY PSY-111-117			1	2	1	0	1
PSY-111-15 052074	Introduction to Psychology 0244860 Stacilyn Hill	TADL 127 LEC	W	06:00PM 01/11/16 08:50PM 05/11/16	32	3.00	10	35	13	0	22
				PRIMARY PSY-111-15			10	28	9	0	19
				SECONDARY PSY-111-16			1	2	2	0	0
				SECONDARY PSY-111-106			1	3	2	0	1
PSY-111-18 052077	Introduction to Psychology 0065100 James D. Rodgers Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 252 LEC WEBH WEBH LEC	MW MTWRFSN	10:00AM 01/11/16 10:50AM 05/11/16 01/11/16 05/11/16	50 25	3.00	10	32	9	0	23
PSY-111-19 052078	Introduction to Psychology 0264377 Anna M. Attig	BREM 155 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	40	3.00	10	40	17	0	23
				PRIMARY PSY-111-19			10	38	16	0	22
				SECONDARY PSY-111-113			1	2	1	0	1

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PSY-111-6 052063	Introduction to Psychology 0164171 Larry F. Herzog	BLHK 239 LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16	32	3.00	10	32	11	0	21
				PRIMARY PSY-111-6			10	31	10	0	21
				SECONDARY PSY-111-112			1	1	1	0	0
PSY-111-7 052064	Introduction to Psychology 0251056 Desislava S. Stoych	GRUN 232 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	40	24	0	16
PSY-111-8 052066	Introduction to Psychology 0264038 Rosemary K. Peacher	GRUN 261 LEC	TR	06:00PM 03/07/16 08:50PM 05/11/16	40	3.00	10	40	8	0	32
PSY-111-9 052067	Introduction to Psychology 0065100 James D. Rodgers	BLHK 252 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	50	3.00	10	40	11	0	29
PSY-121-2 052080	Developmental Psychology 0165035 Pat Crowe	TADL 127 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	32	3.00	10	35	29	0	6
				PRIMARY PSY-121-2			10	32	27	0	5
				SECONDARY PSY-121-3			1	2	2	0	0
PSY-121-5 052083	Developmental Psychology 0165035 Pat Crowe	BLHK 237 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	32	3.00	10	32	26	0	6
PSY-121-6 052084	Developmental Psychology 0065100 James D. Rodgers	BLHK 252 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	50	3.00	10	35	12	0	23
PSY-121-7 052085	Developmental Psychology 0065100 James D. Rodgers	BLHK 252 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	50	3.00	10	35	17	0	18
PSY-241-1 052086	Abnormal Psychology 0065100 James D. Rodgers	GRUN 261 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	40	3.00	10	30	11	0	19
PSY-251-1 052087	Social Psychology 0165035 Pat Crowe	BLHK 255 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	48	3.00	10	30	23	0	7
PSY-261-1 052088	Human Sexuality 0065786 Tracy J. Grandy	BLHK 239 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	32	3.00	10	30	13	0	17
PSY-262-1 052089	Psychology of Gender 0065786 Tracy J. Grandy	BLHK 239 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	32	3.00	10	30	9	0	21
PTA-113-1 051948	Fundamentals for PTA II 0254879 Melissa M. Schneide	HESC 235 LEC	M	09:30AM 01/11/16 11:20AM 05/11/16	24	3.00	6	24	23	0	1
	0254879 Melissa M. Schneide	HESC 237 LAB-A	T	10:00AM 01/11/16 11:50AM 05/11/16	20						
				PRIMARY PTA-113-1			6	12	12	0	0
				SECONDARY PTA-113-2			6	12	11	0	1





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PTA-231-2 051962	Therapeutic Exercise for PT	HESC 235	T	08:00AM 01/11/16	24	3.00	6	24	23	0	1
	0254879 Melissa M. Schneide	LEC		09:50AM 05/11/16							
	0254457 Carole G. Ostendorf	HESC 237	W	01:00PM 01/11/16	20						
		LAB-A		02:50PM 05/11/16							
				PRIMARY PTA-231-1			6	12	12	0	0
				SECONDARY PTA-231-2			6	12	11	0	1
PTA-248-1 051966	PTA Neurology	HESC 235	MW	08:00AM 01/11/16	24	4.00	6	24	23	0	1
	0234260 Jamie L. Van Erem	LEC		09:20AM 05/11/16							
	0254457 Carole G. Ostendorf	HESC 237	R	08:00AM 01/11/16	20						
	0234260 Jamie L. Van Erem	LAB-A		09:50AM 05/11/16							
				PRIMARY PTA-248-1			6	12	12	0	0
				SECONDARY PTA-248-2			6	12	11	0	1
PTA-248-2 051968	PTA Neurology	HESC 235	MW	08:00AM 01/11/16	24	4.00	6	24	23	0	1
	0254879 Melissa M. Schneide	LEC		09:20AM 05/11/16							
	0254457 Carole G. Ostendorf	HESC 237	R	08:00AM 01/11/16	20						
		LAB-A		09:50AM 05/11/16							
				PRIMARY PTA-248-1			6	12	12	0	0
				SECONDARY PTA-248-2			6	12	11	0	1
PTA-285-1 051964	PTA Professional Issues	HESC 235	R	10:00AM 01/11/16	24	1.00	15	24	23	0	1
	0254457 Carole G. Ostendorf	LEC		10:55AM 05/11/16							
RCP-410-1 051795	Cardiopulmonary Diagnostics	GRUN 141	M	10:00AM 01/11/16	24	3.00	7	13	12	0	1
	0264298 Leah R. Hoffmann	LAB-A		11:50AM 05/11/16							
	0264298 Leah R. Hoffmann	WEBH WEBH	MTWRFSN	01/11/16	25						
	0065802 Jamie S. Bute	LEC		05/11/16							
RCP-565-1 051796	Intensive Respiratory Care	GRUN 141	M	08:00AM 01/11/16	24	3.00	12	20	12	0	8
	0065802 Jamie S. Bute	LEC		09:50AM 05/11/16							
	0065802 Jamie S. Bute	GRUN 141	T	08:00AM 01/11/16	24						
		LAB-A		09:50AM 05/11/16							
RCP-875-2 051801	Respiratory Care Applicatio	GRUN 141	T	10:00AM 01/11/16	24	2.00	12	20	12	0	8
	0065802 Jamie S. Bute	LEC		10:50AM 05/11/16							
	0065802 Jamie S. Bute	GRUN 141	T	11:00AM 01/11/16	24						
		LAB-A		12:50PM 05/11/16							
RDG-038-1 051455	College Preparatory Reading	BREM 122	MW	01:00PM 01/11/16	28	3.00	10	18	3	0	15
	0242556 Christy L. Schmitt	LEC		02:15PM 05/11/16							
RDG-039-1 051456	College Preparatory Reading	BREM 133	MTWR	09:00AM 01/11/16	20	3.00	10	20	6	0	14
	0065314 Laura K. Meyers	LEC		10:20AM 03/03/16							

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RDG-039-2 051457	College Preparatory Reading 0065314 Laura K. Meyers	BREM 135 LEC	MTWR	10:30AM 01/11/16 11:50AM 03/03/16	31	3.00	10	20	5	0	15
RDG-039-3 051458	College Preparatory Reading 0065314 Laura K. Meyers	BREM 133 LEC	MTWR	01:00PM 02/01/16 01:50PM 05/11/16	20	3.00	10	20	6	0	14
RDG-039-4 054013	College Preparatory Reading 0065314 Laura K. Meyers	BREM 135 LEC	MTWR	10:30AM 03/07/16 11:50AM 05/11/16	31	3.00	10	20	4	0	16
RDG-040-1 051459	College Prep Reading III 0065804 Jill M. Olind	BTLR 103 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	30	3.00	10	20	19	0	1
RDG-040-2 051460	College Prep Reading III 0065804 Jill M. Olind	BREM 104 LEC	MW	02:30PM 01/11/16 03:45PM 05/11/16	30	3.00	10	20	10	0	10
RDG-040-3 051461	College Prep Reading III 0181535 Bonnie L. Smith-Dav	BREM 166 LEC	MTWR	01:00PM 02/01/16 01:50PM 05/11/16	18	3.00	5	18	4	0	14
RDG-040-4 051462	College Prep Reading III 0065314 Laura K. Meyers	BREM 133 LEC	MTWR	09:00AM 03/07/16 10:20AM 05/11/16	20	3.00	10	20	7	0	13
REL-101-1 052003	Survey of World Religions 0000114 Linda D. Smith	GRUN 242 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	40	3.00	10	38	18	0	20
REL-130-1 052005	Intro To Religions of the E 0152188 Robert P. Steed Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 263 LEC WEBH WEBH LEC	MW MTWRFSN	11:00AM 01/11/16 11:50AM 05/11/16 01/11/16 05/11/16	40 25	3.00	7	25	9	0	16
SDV-108-1 051465	The College Experience 0065213 John T. VonTersch	LBRY 208 LEC	M	09:00AM 01/11/16 09:50AM 05/11/16	30	1.00	12	25	6	0	19
SDV-108-10 051474	The College Experience 0065331 Aaron J. Narigon	BLHK 121 LEC	R	01:30PM 01/11/16 02:20PM 05/11/16	30	1.00	12	25	13	0	12
SDV-108-13 051736	The College Experience 0065624 Jane A. Even	BLHK 288 LEC	W	02:00PM 01/11/16 02:50PM 05/11/16	30	1.00	12	25	4	0	21
SDV-108-2 051466	The College Experience 0175987 Ronald E. Green	GRUN 232 LEC	W	09:00AM 01/11/16 09:50AM 05/11/16	40	1.00	12	25	4	0	21

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SDV-108-3 051467	The College Experience 0110121 Heidi K. Hudson	BREM 135 LEC	T	05:00PM 01/11/16 05:50PM 05/11/16	31	1.00	12	25	3	0	22
SDV-108-4 051468	The College Experience 0235306 Emily E. Knutson	BLHK 288 LEC	F	10:00AM 01/11/16 10:50AM 05/11/16	30	1.00	12	25	7	0	18
SDV-108-5 051469	The College Experience 0252164 Nicolas A. Landmess	BREM 104 LEC	F	11:00AM 01/11/16 11:50AM 05/11/16	30	1.00	12	25	6	0	19
SDV-108-6 051470	The College Experience 0252164 Nicolas A. Landmess	BLHK 221 LEC	T	08:00AM 01/11/16 08:50AM 05/11/16	30	1.00	12	25	12	0	13
SDV-108-8 051472	The College Experience 0175987 Ronald E. Green	BTLR 105 LEC	W	01:00PM 01/11/16 01:50PM 05/11/16	25	1.00	12	25	4	0	21
SDV-108-9 051473	The College Experience 0065798 Mikki M. Savage	BTLR 105 LEC	T	01:30PM 01/11/16 02:20PM 05/11/16	25	1.00	12	25	5	0	20
SDV-109-1 051477	College 101 0175987 Ronald E. Green	BREM 108 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	24	3.00	10	20	10	0	10
SDV-109-3 051479	College 101 0065213 John T. VonTersch	BREM 135 LEC	MTWR	08:00AM 02/01/16 08:50AM 05/11/16	31	3.00	10	25	11	0	14
SDV-109-4 052678	College 101 0098556 Lisa M. Ciesielski Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	LBRY 208 LEC WEBH WEBH LEC	W MTWRFSN	04:30PM 01/11/16 05:45PM 05/11/16 01/11/16 05/11/16	30 25	3.00	10	20	2	0	18
SDV-127-2 051482	Study Strategies 0231476 Stacia M. Eggers	BLHK 121 LEC	MW	12:00PM 03/07/16 12:50PM 05/11/16	30	1.00	10	20	4	0	16

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SOC-110-1 052091	Intro to Sociology 0065215 Roger J. Eich Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 261 LEC WEBH WEBH LEC	MW MTWRFSN	11:00AM 01/11/16 11:50AM 05/11/16 01/11/16 05/11/16	40 25	3.00	10	32	6	0	26
SOC-110-115 052703	Intro to Sociology 0193100 Casey J. Schotter	GRUN 232 LEC	TR	06:00PM 01/11/16 07:15PM 05/11/16	40	3.00	1	40	6	0	34
				PRIMARY SOC-110-22 SECONDARY SOC-110-115			10 1	38 2	4 2	0 0	34 0
SOC-110-118 052744	Intro to Sociology 0065215 Roger J. Eich	TADL 127 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	32	3.00	1	35	11	0	24
				PRIMARY SOC-110-9 SECONDARY SOC-110-11 SECONDARY SOC-110-116 SECONDARY SOC-110-118			10 1 10 1	21 2 10 1	9 1 0 1	0 0 0 0	12 1 10 0
SOC-110-119 052760	Intro to Sociology 0207220 Todd A. Mensink	BLHK 255 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	48	3.00	1	40	21	0	19
				PRIMARY SOC-110-13 SECONDARY SOC-110-119			10 1	39 1	20 1	0 0	19 0
SOC-110-12 052102	Intro to Sociology 0242053 Andrew J. Teesdale	GRUN 244 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	40	3.00	10	39	37	0	2
SOC-110-122 052772	Intro to Sociology 0101530 Rachel E. Hurley	TADL 127 LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	32	3.00	1	35	15	0	20
				PRIMARY SOC-110-6 SECONDARY SOC-110-7 SECONDARY SOC-110-8 SECONDARY SOC-110-122			10 1 1 1	31 2 2 1	10 2 2 1	0 0 0 0	21 0 0 0
SOC-110-123 052779	Intro to Sociology 0242053 Andrew J. Teesdale	GRUN 267 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	40	3.00	1	40	18	0	22
				PRIMARY SOC-110-5 SECONDARY SOC-110-123			10 1	38 1	17 1	0 0	21 0

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SOC-110-13 052103	Intro to Sociology 0207220 Todd A. Mensink	BLHK 255 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	48	3.00	10	40	21	0	19
				PRIMARY SOC-110-13			10	39	20	0	19
				SECONDARY SOC-110-119			1	1	1	0	0
SOC-110-14 052116	Intro to Sociology 0065215 Roger J. Eich Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 261 LEC WEBH WEBH LEC	MW MTWRSN	10:00AM 01/11/16 10:50AM 05/11/16 01/11/16 05/11/16	40 25	3.00	10	32	4	0	28
SOC-110-2 052092	Intro to Sociology 0242053 Andrew J. Teesdale	BUCH 112 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	40	18	0	22
SOC-110-22 052658	Intro to Sociology 0193100 Casey J. Schotter	GRUN 232 LEC	TR	06:00PM 01/11/16 07:15PM 05/11/16	40	3.00	10	40	6	0	34
				PRIMARY SOC-110-22			10	38	4	0	34
				SECONDARY SOC-110-115			1	2	2	0	0
SOC-110-3 052093	Intro to Sociology 0193100 Casey J. Schotter Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	GRUN 242 LEC WEBH WEBH LEC	TR	03:00PM 02/01/16 04:00PM 05/11/16 02/01/16 05/11/16	40 25	3.00	10	40	15	0	25
SOC-110-5 052095	Intro to Sociology 0242053 Andrew J. Teesdale	GRUN 267 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	40	3.00	10	40	18	0	22
				PRIMARY SOC-110-5			10	38	17	0	21
				SECONDARY SOC-110-123			1	1	1	0	0
SOC-110-6 052096	Intro to Sociology 0101530 Rachel E. Hurley	TADL 127 LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	32	3.00	10	35	15	0	20
				PRIMARY SOC-110-6			10	31	10	0	21

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				SECONDARY SOC-110-7			1	2	2	0	0
				SECONDARY SOC-110-8			1	2	2	0	0
				SECONDARY SOC-110-122			1	1	1	0	0
SOC-110-9 052099	Intro to Sociology 0065215 Roger J. Eich	TADL 127 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	32	3.00	10	35	11	0	24
				PRIMARY SOC-110-9			10	21	9	0	12
				SECONDARY SOC-110-11			1	2	1	0	1
				SECONDARY SOC-110-116			10	10	0	0	10
				SECONDARY SOC-110-118			1	1	1	0	0
SOC-115-1 052510	Social Problems 0066143 Lisa J. Munoz	GRUN 263 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	40	3.00	10	35	14	0	21
SOC-120-1 052105	Marriage and Family 0165035 Pat Crowe	BLHK 239 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	32	3.00	10	32	31	0	1
SOC-120-2 052106	Marriage and Family 0165035 Pat Crowe	BLHK 225 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	51	3.00	10	35	18	0	17
SOC-120-6 052318	Marriage and Family 0153154 Laura M. Habenicht 5 week Web/Hybrid accelerated course - Internet access required. Pre-class meeting required for all students who have not taken 5 or 10 week HCC accelerated courses.	GRUN 234 LEC WEB WEB LEC	T MTWRFSN	05:30PM 02/16/16 09:30PM 03/22/16 02/16/16 03/22/16	40 25	3.00	10	35	11	0	24
SOC-135-1 052108	Death & Dying 0000030 Patrick G. Ashwood	BLHK 255 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	48	3.00	10	30	26	0	4
SOC-205-1 052109	Diversity in America 0065766 Susan M. Seedorff-K	BLHK 237 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	32	3.00	10	30	8	0	22
SOC-205-2 052111	Diversity in America 0066143 Lisa J. Munoz	BLHK 237 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	32	3.00	10	30	22	0	8
SOC-205-4 052113	Diversity in America 0065215 Roger J. Eich	GRUN 261 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	40	3.00	10	30	8	0	22
SOC-205-5 052114	Diversity in America 0227299 Donald E. Wright	GRUN 256 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	10	30	22	0	8
SOC-205-6 052115	Diversity in America 0066143 Lisa J. Munoz	BLHK 237 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	32	3.00	10	30	18	0	12

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SOC-208-1 051981	Intro To Cultural Anthropol 0065116 Patrick T. Malloy	GRUN 261 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	40	3.00	12	35	8	0	27
SOC-924-1 052824	Honors Project 0066143 Lisa J. Munoz					3.00	1	1	1	0	0
SPC-101-1 051854	Fundamentals of Oral Comm 0065820 Stuart L. Holsing	LBRY 206 LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16	30	3.00	10	25	21	0	4
SPC-101-10 051886	Fundamentals of Oral Comm 0207762 Kristine L. Brunkho	LBRY 208 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	30	3.00	10	25	24	0	1
SPC-101-11 051887	Fundamentals of Oral Comm 0143982 Neal P. Jacobs	LBRY 204 LEC	TR	03:00PM 01/11/16 04:15PM 05/11/16	30	3.00	10	25	16	0	9
				PRIMARY SPC-101-11 SECONDARY SPC-101-119			10 1	24 1	15 1	0 0	9 0
SPC-101-114 052631	Fundamentals of Oral Comm 0065309 Valerie L. Eagen	LBRY 206 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	30	3.00	1	25	19	0	6
				PRIMARY SPC-101-16 SECONDARY SPC-101-114			10 1	24 1	18 1	0 0	6 0
SPC-101-116 052682	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma	BLHK 237 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	32	3.00	1	25	9	0	16
				PRIMARY SPC-101-5 SECONDARY SPC-101-116			10 1	24 1	8 1	0 0	16 0
SPC-101-118 052748	Fundamentals of Oral Comm 0223689 Jill J. Dobson	LBRY 208 LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	30	3.00	1	25	11	0	14
				PRIMARY SPC-101-28 SECONDARY SPC-101-118			10 1	24 1	10 1	0 0	14 0
SPC-101-119 052759	Fundamentals of Oral Comm 0143982 Neal P. Jacobs	LBRY 204 LEC	TR	03:00PM 01/11/16 04:15PM 05/11/16	30	3.00	1	25	16	0	9
				PRIMARY SPC-101-11 SECONDARY SPC-101-119			10 1	24 1	15 1	0 0	9 0
SPC-101-12 051900	Fundamentals of Oral Comm 0143982 Neal P. Jacobs	LBRY 204 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	30	3.00	10	25	22	0	3
SPC-101-120 052761	Fundamentals of Oral Comm 0066093 Susan C. Cusmano	LBRY 204 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	30	3.00	1	20	7	0	13
				PRIMARY SPC-101-2			10	19	7	0	12

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				SECONDARY SPC-101-120				1 1	0	0	1
SPC-101-13 051901	Fundamentals of Oral Comm 0207762 Kristine L. Brunkho	LBRY 208 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	30	3.00	10	25	23	0	2
SPC-101-14 051902	Fundamentals of Oral Comm 0065149 Karla J. Brown	LBRY 204 LEC	MW	02:30PM 01/11/16 03:45PM 05/11/16	30	3.00	10	25	21	0	4
SPC-101-15 051903	Fundamentals of Oral Comm 0000057 Nermin Ferkić	LBRY 202 LEC	MW	04:15PM 01/11/16 05:30PM 05/11/16	30	3.00	10	25	10	0	15
SPC-101-16 051904	Fundamentals of Oral Comm 0065309 Valerie L. Eagen	LBRY 206 LEC	TR	09:00AM 01/11/16 10:15AM 05/11/16	30	3.00	10	25	19	0	6
				PRIMARY SPC-101-16				10 24	18	0	6
				SECONDARY SPC-101-114				1 1	1	0	0
SPC-101-17 051905	Fundamentals of Oral Comm 0065149 Karla J. Brown	LBRY 208 LEC	TWRF	09:00AM 02/01/16 09:50AM 05/11/16	30	3.00	10	25	11	0	14
SPC-101-18 051906	Fundamentals of Oral Comm 0143982 Neal P. Jacobs	LBRY 208 LEC	TR	01:30PM 01/11/16 02:45PM 05/11/16	30	3.00	10	25	20	0	5
SPC-101-19 051907	Fundamentals of Oral Comm 0065309 Valerie L. Eagen	BLHK 237 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	32	3.00	10	25	18	0	7
SPC-101-2 051864	Fundamentals of Oral Comm 0066093 Susan C. Cusmano This section helps students who have speech anxiety. Special instruction aids the student to deal with & recover from speech anxiety.	LBRY 204 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	30	3.00	10	20	7	0	13
				PRIMARY SPC-101-2				10 19	7	0	12
				SECONDARY SPC-101-120				1 1	0	0	1



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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
SPC-101-21 051911	Fundamentals of Oral Comm 0000077 Frances K. Kavalier Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	LBRY 202 LEC WEBH WEBH LEC	TR	07:30PM 03/07/16 08:45PM 05/11/16 03/07/16 05/11/16	30 25	3.00	10	20	12	0	8
SPC-101-28 052273	Fundamentals of Oral Comm 0223689 Jill J. Dobson	LBRY 208 LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	30	3.00	10	25	11	0	14
				PRIMARY SPC-101-28 SECONDARY SPC-101-118			10 1	24 1	10 1	0 0	14 0
SPC-101-3 051866	Fundamentals of Oral Comm 0241980 Sade Barfield	LBRY 208 LEC	MW	02:30PM 01/11/16 03:45PM 05/11/16	30	3.00	10	25	11	0	14
SPC-101-4 051868	Fundamentals of Oral Comm 0241980 Sade Barfield	LBRY 208 LEC	MW	01:00PM 01/11/16 02:15PM 05/11/16	30	3.00	10	25	22	0	3
SPC-101-5 051870	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma	BLHK 237 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	32	3.00	10	25	9	0	16
				PRIMARY SPC-101-5 SECONDARY SPC-101-116			10 1	24 1	8 1	0 0	16 0
SPC-101-6 051873	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 237 LEC WEBH WEBH LEC	TR	12:00PM 01/11/16 01:15PM 03/03/16 01/11/16 03/03/16	32 25	3.00	10	20	8	0	12

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: MAIN  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
SPC-101-7 051881	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 237 LEC WEBH WEBH LEC	TR  MTWRFSN	12:00PM 03/07/16 01:15PM 05/11/16 03/07/16 05/11/16	32  25	3.00	10	20	14	0	6
SPC-101-8 051883	Fundamentals of Oral Comm 0065820 Stuart L. Holsing	LBRY 206 LEC	MWF	10:00AM 01/11/16 10:50AM 05/11/16	30	3.00	10	25	18	0	7
SPC-101-9 051884	Fundamentals of Oral Comm 0066093 Susan C. Cusmano	LBRY 206 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	30	3.00	10	25	7	0	18
WDV-300-1 052264	Advanced Topics in Web Deve 0140259 Robert A. Willey 0140259 Robert A. Willey Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	R  R  MTWRFSN  MTWRFSN	06:00PM 01/11/16 06:50PM 05/11/16 07:00PM 01/11/16 07:50PM 05/11/16 01/11/16 05/11/16 01/11/16 05/11/16	20  20  25  25	3.00	10	20	4	0	16
WDV-800-1 051574	Portfolio 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	BLHK 135 LEC BLHK 135 LAB-A WEBH WEBH LEC WEBH WEBH LAB-A	T  T  MTWRFSN  MTWRFSN	06:00PM 01/11/16 06:50PM 05/11/16 07:00PM 01/11/16 07:50PM 05/11/16 01/11/16 05/11/16 01/11/16 05/11/16	20  20  25  25	3.00	10	20	4	0	16
WEL-104-1 051353	Intro To MIG Welding 0090667 Jeffrey D. Jantzen 0090667 Jeffrey D. Jantzen	BUCH 156 LEC BUCH 155 LAB-B	TR  TWRF	01:00PM 03/07/16 02:50PM 04/08/16 08:00AM 03/07/16 10:50AM 04/08/16	24  50	2.00	10	18	10	0	8

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OPEN AND CLOSED SECTIONS BY LOCATION  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
WEL-104-2 051354	Intro To MIG Welding 0192816 Jonathan C. Lowery 0192816 Jonathan C. Lowery	BUCH 156 LEC BUCH 155 LAB-B	TF  TWRP	03:00PM 03/07/16 04:50PM 04/08/16 07:00PM 03/07/16 09:50PM 04/08/16	24  50	2.00	10	18	6	0	12
WEL-111-1 051356	Welding Blueprint Reading 0090667 Jeffrey D. Jantzen	BUCH 156 LEC	M	08:00AM 01/11/16 10:50AM 05/11/16	24	3.00	10	18	10	0	8
WEL-111-2 051357	Welding Blueprint Reading 0192816 Jonathan C. Lowery	BUCH 156 LEC	M	03:00PM 01/11/16 05:50PM 05/11/16	24	3.00	10	18	6	0	12
WEL-112-1 051358	Welding Blueprint Reading/A 0090667 Jeffrey D. Jantzen	BUCH 156 LEC	M	01:00PM 01/11/16 02:50PM 05/11/16	24	2.00	10	18	14	0	4
WEL-112-2 051362	Welding Blueprint Reading/A 0192816 Jonathan C. Lowery	BUCH 156 LEC	M	06:00PM 01/11/16 07:50PM 05/11/16	24	2.00	10	18	3	0	15
WEL-125-1 051364	Fusion and Braze Welding 0090667 Jeffrey D. Jantzen	BUCH 155 LAB-B BUCH 155 LAB-B	TWRP  MTWRP	08:00AM 03/07/16 08:50AM 05/11/16 03/07/16 05/11/16	50  50	2.00	5	10	0	0	10
WEL-125-2 051365	Fusion and Braze Welding 0192816 Jonathan C. Lowery	BUCH 155 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	M  TWRP  MTWRP	08:00PM 03/07/16 09:50PM 05/11/16 09:00PM 03/07/16 09:50PM 05/11/16 03/07/16 05/11/16	50  50  50	2.00	5	10	3	0	7
WEL-134-1 051373	Cutting Processes 0090667 Jeffrey D. Jantzen 0090667 Jeffrey D. Jantzen	BUCH 156 LEC BUCH 155 LAB-B BUCH 155 LAB-B	M  TWRP  TWRP	11:00AM 03/07/16 12:50PM 04/08/16 11:00AM 03/07/16 12:50PM 04/08/16 03/07/16 04/08/16	24  50  50	2.00	5	10	10	0	0
WEL-134-2 051396	Cutting Processes 0192816 Jonathan C. Lowery 0192816 Jonathan C. Lowery	BUCH 158 LEC BUCH 155 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	TF  TWRP  MWR  M	02:00PM 03/07/16 02:50PM 05/11/16 05:00PM 03/07/16 06:50PM 04/08/16 02:00PM 03/07/16 02:50PM 05/11/16 09:00PM 03/07/16 09:50PM 05/11/16	24  50  50  50	2.00	5	10	6	0	4

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OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: MAIN  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
WEL-134-3 054270	Cutting Processes 0192816 Jonathan C. Lowery 0192816 Jonathan C. Lowery	BUCH 158 LEC BUCH 155 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	F  TWRF  F  M	02:00PM 03/07/16 03:50PM 05/11/16 05:00PM 03/07/16 06:50PM 05/11/16 07:00PM 03/07/16 09:50PM 05/11/16 09:00PM 03/07/16 09:50PM 05/11/16	24  50  50  50	2.00	1		1	0	
				SECONDARY WEL-134-3 PRIMARY WEL-134-2			1 5	1 18	1 0	0 0	0 18
WEL-155-1 051407	Arc Welding I (SMAW) 0090667 Jeffrey D. Jantzen 0090667 Jeffrey D. Jantzen	BUCH 156 LEC BUCH 155 LAB-B	TR  TWRF	01:00PM 01/11/16 01:50PM 03/03/16 08:00AM 01/11/16 12:50PM 03/03/16	24  50	4.00	10	18	11	0	7
WEL-155-2 051408	Arc Welding I (SMAW) 0192816 Jonathan C. Lowery 0192816 Jonathan C. Lowery	BUCH 156 LEC BUCH 155 LAB-B	TF  TWRF	04:00PM 01/11/16 04:50PM 03/03/16 05:00PM 01/11/16 09:30PM 03/03/16	24  50	4.00	10	18	7	0	11
WEL-164-1 051414	Arc Welding II (SMAW) 0090667 Jeffrey D. Jantzen	BUCH 156 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	W  TWRF  MF  MTWRF	01:00PM 03/07/16 02:50PM 05/11/16 08:00AM 03/07/16 11:50AM 05/11/16 12:00PM 03/07/16 12:50PM 05/11/16 03/07/16 05/11/16	24  50  50  50	4.00	5	13	14	0	-1
WEL-164-2 051417	Arc Welding II (SMAW) 0192816 Jonathan C. Lowery	BUCH 156 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	W  TWRF  M	03:00PM 03/07/16 04:50PM 05/11/16 05:00PM 03/07/16 09:50PM 05/11/16 08:00PM 03/07/16 09:50PM 05/11/16	24  50  50	4.00	5	10	3	0	7
WEL-187-1 051421	Advanced GMAW 0090667 Jeffrey D. Jantzen	BUCH 156 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	W  TWRF  WF  MTWRF	01:00PM 01/11/16 02:50PM 03/03/16 08:00AM 01/11/16 11:50AM 03/03/16 12:00PM 01/11/16 12:50PM 03/03/16 01/11/16 03/03/16	24  50  50  50	4.00	5	13	13	0	0

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GLOBAL

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
WEL-187-2 051425	Advanced GMAW 0192816 Jonathan C. Lowery	BUCH 156 LAB-B BUCH 155 LAB-B BUCH 155 LAB-B	W  TWRP  M	03:00PM 01/11/16 04:50PM 03/03/16 05:00PM 01/11/16 09:50PM 03/03/16 08:00PM 01/11/16 09:50PM 03/03/16	24  50  50	4.00	5	10	3	0	7
WEL-191-1 051429	Gas Tungsten Arc Welding 0090667 Jeffrey D. Jantzen	BUCH 156 LAB-B BUCH 155 LAB-B	F  TWRP	01:00PM 01/11/16 02:50PM 03/03/16 09:00AM 01/11/16 12:50PM 03/03/16	24  50	3.00	5	10	2	0	8
WEL-191-2 051444	Gas Tungsten Arc Welding 0192816 Jonathan C. Lowery	BUCH 156 LAB-B BUCH 155 LAB-B	R  TWRP	03:00PM 01/11/16 04:50PM 03/03/16 05:00PM 01/11/16 08:50PM 03/03/16	24  50	3.00	5	10	4	0	6
WEL-234-1 051447	Intro to GMAW II 0090667 Jeffrey D. Jantzen	BUCH 156 LAB-B BUCH 155 LAB-B	TR  TWRP	01:00PM 04/11/16 02:50PM 05/11/16 08:00AM 04/11/16 12:50PM 05/11/16	24  50	2.00	5	10	10	0	0
WEL-234-2 051448	Intro to GMAW II 0192816 Jonathan C. Lowery	BUCH 156 LAB-B BUCH 155 LAB-B	TF  TWRP	03:00PM 04/11/16 04:50PM 05/11/16 05:00PM 04/11/16 09:50PM 05/11/16	24  50	2.00	10	10	6	0	4
WEL-303-1 051449	Pipe Welding/SMAW 0090667 Jeffrey D. Jantzen	BUCH 156 LAB-B BUCH 155 LAB-B	F  TWRP	01:00PM 03/07/16 02:50PM 05/11/16 09:00AM 03/07/16 12:50PM 05/11/16	24  50	3.00	5	10	3	0	7
WEL-303-2 051451	Pipe Welding/SMAW 0192816 Jonathan C. Lowery	BUCH 156 LAB-B BUCH 155 LAB-B	R  TWRP	03:00PM 03/07/16 04:50PM 05/11/16 05:00PM 03/07/16 08:50PM 05/11/16	24  50	3.00	5	10	3	0	7
WEL-949-1 054263	Special Topics 0090667 Jeffrey D. Jantzen	BUCH 155 LAB-A BUCH 155 LAB-A BUCH 155 LAB-A	TRF  F  R	01:00PM 03/07/16 03:00PM 05/11/16 03:00PM 03/07/16 03:50PM 05/11/16 03:00PM 03/07/16 03:50PM 05/11/16	50  50  50	2.00	1	1	1	0	0
WST-101-1 051927	Women's Studies 0065149 Karla J. Brown	LBRY 206 LEC	TR	10:30AM 01/11/16 11:45AM 05/11/16	30	3.00	10	30	26	0	4

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: MAIN  
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WST-101-2 051928	Women's Studies 0065149 Karla J. Brown	LBRY 206 LEC	TR	12:00PM 01/11/16 01:15PM 05/11/16	30	3.00	10	30	13	0	17		
									7490	17382	11285	0	8445

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: METRO  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
MAT-063-18 049891	Elementary Algebra 0242326 Jennette-Marie Shep	MTC N112 LEC	MW	06:00PM 08/24/15 07:50PM 12/17/15	32	4.00	10	23	4	0	19		
PNN-100-32 051185	Nursing Assistant 0085971 Tammy L. Levy 0085971 Tammy L. Levy 0085971 Tammy L. Levy 0090221 Elizabeth A. Cummin	MTC 131 LEC MTC 131 LEC MTC 131 LEC MTC 131 LAB-A MTC 131 LAB-A MTC 131 LAB-A TRNG TRNG LAB-B TRNG TRNG LAB-B	TR  R  T  T  R  TR  R	08:00AM 08/18/15 02:00PM 08/20/15 08:00AM 08/27/15 02:00PM 08/27/15 08:00AM 09/01/15 02:00PM 09/08/15 08:00AM 09/15/15 02:30PM 09/15/15 08:00AM 08/25/15 02:00PM 08/25/15 08:00AM 09/03/15 02:00PM 09/03/15 08:00AM 09/10/15 01:30PM 09/10/15 07:00AM 09/17/15 02:15PM 09/29/15 07:00AM 10/01/15 01:45PM 10/01/15	32  32  32  32  32  32  32  50  50	3.00	6	10	5	0	5		
									16	33	9	0	24

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OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: METRO  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
IND-111-1 052810	Ind Safety Mechanical Syste 0158647 Jerome Amos, Jr 0086234 Robert E. Mosley	MTC N112 LEC	M	10:00AM 01/25/16 11:00AM 05/16/16	32	1.00	10	20	8	0	12		
MAT-063-21 052707	Elementary Algebra 0242326 Jennette-Marie Shep	MTC N112 LEC	MW	06:00PM 01/11/16 07:50PM 05/11/16	32	4.00	10	23	3	0	20		
MFG-122-2 052811	Machine Trade Printreading 0158647 Jerome Amos, Jr 0086234 Robert E. Mosley	MTC N112 LEC	MWF	11:01AM 01/25/16 12:00PM 05/20/16	32	3.00	10	20	8	0	12		
MFG-157-1 052812	Intro To CNC Programming I 0158647 Jerome Amos, Jr 0086234 Robert E. Mosley	MTC N112 LEC	TR	11:00AM 01/25/16 12:00PM 05/20/16	32	2.00	5	20	8	0	12		
									35	83	27	0	56



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TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
HIS-119-105 051119	Western Civ Iii-Modern Peri 0065853 Bruce P. Costa	MLK TBA LEC	MW	02:00PM 08/24/15 03:15PM 12/17/15		3.00	10	30	20	0	10
PSY-111-28 051213	Introduction to Psychology 0165035 Pat Crowe	MKDL 115 LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	20	3.00	1	40	32	0	8
				PRIMARY PSY-111-2			10	15	13	0	2
				SECONDARY PSY-111-101			1	15	14	0	1
				SECONDARY PSY-111-25			1	2	1	0	1
				SECONDARY PSY-111-26			1	2	2	0	0
				SECONDARY PSY-111-114			1	4	0	0	4
				SECONDARY PSY-111-28			1	3	2	0	1
SOC-110-108 051117	Intro to Sociology 0193100 Casey J. Schotter	MLK TBA LEC	TR	02:00PM 08/24/15 03:15PM 12/17/15		3.00	10	30	22	0	8
							-----	-----	-----	-----	-----
							21	60	74	0	26

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GLOBAL

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TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
HIS-117-101 052602	Western Civ I-Ancient & Med 0065853 Bruce P. Costa	MLK TBA LEC	MW	02:00PM 01/11/16 03:15PM 05/11/16		3.00	10	30	10	0	20
PSY-111-108 052646	Introduction to Psychology 0251056 Desislava S. Stoych	MLK TBA LEC	TR	02:00PM 01/11/16 03:15PM 05/11/16		3.00	10	30	16	0	14
							20	60	26	0	34

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: OFFCA  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ACC-115-101 051074	Intro to Accounting 0065480 Jason P. Putney	WSTH TBA LEC	MTWRF	10:53AM 08/31/15 11:43AM 01/15/16		4.00	10	25	14	0	11
AGA-114-100 051098	Principles of Agronomy 0139641 Matthew L. Cibula 0139641 Matthew L. Cibula	NTH TBA LEC NTH TBA LAB-A	MTWRF	08:10AM 08/26/15 08:33AM 01/12/16 08:34AM 08/26/15 08:56AM 01/12/16		3.00	10	20	8	0	12
AGB-466-100 051219	Agricultural Finance 0074438 Ellen K. Doese 0074438 Ellen K. Doese	WPVH TBA LEC WPVH TBA LAB-A	MTWRF	11:19AM 08/24/15 11:50AM 01/15/16 11:51AM 08/24/15 12:21PM 01/15/16		3.00	10	25	7	0	18
AGH-221-100 051275	Principles of Horticulture 0255149 Michael A. Haden	OWH TBA LEC	MTWRF	11:17AM 08/24/15 11:58AM 01/13/16		3.00	10	25	6	0	19
AGH-221-101 051276	Principles of Horticulture 0255149 Michael A. Haden	OWH TBA LEC	MTWRF	12:36PM 08/24/15 01:17PM 01/13/16		3.00	10	25	10	0	15
AGM-932-1 050986	Internship 0000101 Randall L. Rinkenbe	TRNG TRNG LAB-C	MTWRFSN	08/17/15 12/17/15	50	5.00	12	15	6	0	9
AGS-113-101 051167	Survey of the Animal Indust 0143029 Louis R. Beck 0143029 Louis R. Beck	UNH TBA LEC UNH TBA LAB-A	MTWRF	08:19AM 11/17/15 08:49AM 02/24/16 08:50AM 11/17/15 09:20AM 02/24/16		3.00	10	25	8	0	17
AGS-305-100 051168	Livestock Evaluation 0143029 Louis R. Beck 0143029 Louis R. Beck	UNH TBA LEC UNH TBA LAB-A	MTWRF	09:24AM 08/24/15 09:54AM 11/16/15 09:55AM 08/24/15 10:25AM 11/16/15		3.00	10	25	7	0	18
ART-101-101 051083	Art Appreciation 0195716 Jodie L. Victoria	DENH TBA LEC	MTWRF	02:00PM 08/27/15 02:43PM 01/15/16		3.00	10	25	18	0	7
ART-101-102 051172	Art Appreciation 0195716 Jodie L. Victoria	DENH TBA LEC	MTWRF	09:44AM 08/27/15 10:27AM 01/15/16		3.00	10	25	16	0	9
AUT-106-100 051093	Intro To Automotive Technol 0088605 Chad S. Anderson 0088605 Chad S. Anderson	CFH TBA LEC CFH TBA LAB-A	M TWRF	07:55AM 08/24/15 08:42AM 01/14/16 07:55AM 08/24/15 08:42AM 01/14/16		2.00	9	18	9	0	9
AUT-106-101 051096	Intro To Automotive Technol 0238657 William J. Zak 0238657 William J. Zak	ESTH TBA LEC ESTH TBA LAB-A	M TWRF	07:25AM 08/31/15 08:28AM 01/15/16 07:25AM 08/31/15 08:28AM 01/15/16		2.00	5	20	9	0	11

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: OFFCA  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
AUT-106-102 051135	Intro To Automotive Technol 0262194 Kerry E. Trimble 0262194 Kerry E. Trimble	WSTH TBA LEC WSTH TBA LAB-A	MTWRF  MTWRF	09:19AM 08/31/15 09:35AM 01/15/16 09:36AM 08/31/15 10:02AM 01/15/16		2.00	12	25	19	0	6
AUT-106-103 051145	Intro To Automotive Technol 0262194 Kerry E. Trimble 0262194 Kerry E. Trimble	WSTH TBA LEC WSTH TBA LAB-A	MTWRF  MTWRF	01:04PM 08/31/15 01:20PM 01/15/16 01:21PM 08/31/15 01:47PM 01/15/16		2.00	12	25	10	0	15
AUT-106-104 051169	Intro To Automotive Technol 0027445 Wade D. Stahr 0027445 Wade D. Stahr	INDH TBA LEC INDH TBA LAB-A	MTWRF  MTWRF	01:42PM 08/31/15 02:15PM 10/30/15 02:16PM 08/31/15 03:12PM 10/30/15		2.00	12	25	10	0	15
BIO-163-100 051273	Essentials of Anat & Phys 0144914 Todd M. Rohler	GRCH TBA LEC	MTWRF	02:00PM 11/18/15 03:07PM 02/25/16		4.00	10	25	24	0	1
BUS-102-102 051077	Intro to Business 0128655 Micheall Hansel	CFH TBA LEC	MTWRF	07:55AM 08/24/15 08:42AM 01/14/16		3.00	10	24	21	0	3
BUS-102-103 051079	Intro to Business 0128655 Micheall Hansel	CFH TBA LEC	MTWRF	12:26PM 08/24/15 01:13PM 01/14/16		3.00	10	24	23	0	1
BUS-102-104 051082	Intro to Business 0159331 Dawn E. Wiebbecke	DENH TBA LEC	MTWRF	02:00PM 08/27/15 02:43PM 01/15/16		3.00	10	25	2	0	23
BUS-102-105 051085	Intro to Business 0065480 Jason P. Putney	ESTH TBA LEC	MTWRF	07:45AM 08/31/15 08:28AM 01/15/16		3.00	10	25	10	0	15
BUS-102-106 051170	Intro to Business 0206637 Valerie F. Warren	UNH TBA LEC	MTWRF	11:34AM 08/24/15 12:35PM 11/16/15		3.00	10	25	14	0	11
BUS-183-100 051087	Business Law 0128655 Micheall Hansel	CFH TBA LEC	MTWRF	08:46AM 08/24/15 09:33AM 01/14/16		3.00	10	25	21	0	4
BUS-903-1 049996	Business Field Experience 0000113 Elizabeth A. Sindt	TRNG TRNG LAB-C	MTWRFSN	08/24/15 12/17/15	50	3.00	10	25	12	0	13
CNS-205-3 050235	Advd Outdoor Recreation Tec 0218133 Ryan R. Kurtz	TRNG TRNG LAB-A BREM 108 LAB-A	MTWRFSN  F	07/31/15 08/13/15 03:00PM 07/31/15 05:50PM 07/31/15	50  24	1.00	6	8	7	0	1
CON-102-100 051097	Intro To Residential Constr 0181895 Curtis L. Balvanz	ESTH TBA LEC	MTWRF	01:04PM 08/31/15 02:35PM 01/15/16		2.00	10	20	6	0	14

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CON-102-101 051151	Intro To Residential Constr 0068732 Josh M. Blomker	EXPO TBA LEC	MTWRF	01:15PM 08/31/15 02:35PM 01/15/16		2.00	5	25	7	0	18
CON-102-102 051194	Intro To Residential Constr 0221579 Glen R. Unwin 0221579 Glen R. Unwin	EBH TBA LEC EBH TBA LAB-A	MTWRF MTWRF	09:45AM 08/26/15 10:30AM 11/20/15 09:45AM 08/26/15 10:30AM 11/20/15		2.00	5	20	8	0	12
CRJ-100-7 050834	Intro to Criminal Justice 0065767 Jane A. Wagner	SUIC 118A LEC	TR	09:00AM 08/24/15 10:15AM 12/17/15	24	3.00	1	33	28	0	5
				PRIMARY CRJ-100-1 SECONDARY CRJ-100-7			10 1	29 4	27 1	0 0	2 3
CSC-110-100 051171	Introduction to Computers 0206637 Valerie F. Warren	UNH TBA LEC	MTWRF	10:29AM 11/17/15 11:30AM 02/24/16		3.00	10	25	14	0	11
ECE-274-1 050303	Field Experience I 0065624 Jane A. Even	TRNG TRNG LAB-C	TR	08:00AM 08/24/15 12:00PM 12/17/15	50	2.00	8	15	10	0	5
ECE-284-1 050305	Field Experience II 0248558 Tami R. McCoy	TRNG TRNG LAB-C	TR	08:00AM 08/24/15 12:00PM 12/17/15	50	2.00	10	20	8	0	12
EGR-400-402 054595	Intro To Engineering Design 0221579 Glen R. Unwin 0221579 Glen R. Unwin	EBH TBA LEC EBH TBA LAB-A	MTWRF MTWRF	08:10AM 08/26/15 09:43AM 12/22/15 08:10AM 08/26/15 09:43AM 12/22/15		3.00	5	25	0	0	25
EGR-400-403 054596	Intro To Engineering Design 0154422 Kris P. Seitz 0154422 Kris P. Seitz	GRCH TBA LEC GRCH TBA LAB-A	MTWRF MTWRF	02:13PM 08/24/15 03:15PM 02/25/16 02:13PM 08/24/15 03:15PM 02/25/16		3.00	12	25	0	0	25
EGT-400-400 051153	Intro To Engineering Design 0198067 Charles L. Bare 0198067 Charles L. Bare	INDH TBA LEC INDH TBA LAB-A	MTWRF MTWRF	11:37AM 08/31/15 01:07PM 01/15/16 11:37AM 08/31/15 01:07PM 01/15/16		3.00	5	25	19	0	6
EGT-400-401 051157	Intro To Engineering Design 0198067 Charles L. Bare 0198067 Charles L. Bare	INDH TBA LEC INDH TBA LAB-A	MTWRF MTWRF	08:20AM 08/31/15 09:50AM 01/15/16 08:20AM 08/31/15 09:50AM 01/15/16		3.00	5	25	11	0	14
EGT-400-402 051195	Intro To Engineering Design 0221579 Glen R. Unwin 0221579 Glen R. Unwin	EBH TBA LEC EBH TBA LAB-A	MTWRF MTWRF	08:10AM 08/26/15 09:43AM 12/22/15 08:10AM 08/26/15 09:43AM 12/22/15		3.00	5	25	3	0	22

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EGT-400-403 051274	Intro To Engineering Design 0154422 Kris P. Seitz 0154422 Kris P. Seitz	GRCH TBA LEC GRCH TBA LAB-A	MTWRF  MTWRF	02:13PM 08/24/15 03:15PM 02/25/16 02:13PM 08/24/15 03:15PM 02/25/16		3.00	5	20	6	0	14
EMS-541-1 050502	Clinical I 0065429 Jane A. Morgan 0248403 Johnathan R. Cockre	TRNG TRNG LAB-C	MTWRFSN	10/05/15 12/17/15	50	3.00	0	24	24	0	0
ENG-105-113 051128	Composition I 0248400 Courtney K. Lubs	CFH TBA LEC	MTWRF	01:17PM 08/24/15 02:04PM 01/14/16		3.00	10	20	16	0	4
ENG-105-114 051129	Composition I 0248400 Courtney K. Lubs	CFH TBA LEC	MTWRF	09:37AM 08/24/15 10:27AM 01/14/16		3.00	10	20	18	0	2
ENG-105-115 051130	Composition I 0144916 Serena Andrews	JSPH TBA LEC	MTWRF	02:30PM 08/24/15 03:15PM 01/08/16		3.00	10	20	3	0	17
ENG-105-116 051131	Composition I 0206568 Tracey L. Toenjes	TPH TBA LEC	MTWRF	10:45AM 08/24/15 11:30AM 12/22/15		3.00	10	20	14	0	6
ENG-105-117 051132	Composition I 0125199 Angela A. Benham	WPVH TBA LEC	MTWRF	12:51PM 08/24/15 01:33PM 01/15/16		3.00	10	20	11	0	9
ENG-105-118 051133	Composition I 0125199 Angela A. Benham	WPVH TBA LEC	MTWRF	01:37PM 08/24/15 02:19PM 01/15/16		3.00	10	20	8	0	12
ENG-105-119 051134	Composition I 0125199 Angela A. Benham	WPVH TBA LEC	MTWRF	02:23PM 08/24/15 03:05PM 01/15/16		3.00	10	20	6	0	14
ENG-105-125 051141	Composition I 0166509 Heather McDonald	DENH TBA LEC DENH TBA LEC	MWF  TR	08:15AM 08/27/15 08:55AM 10/29/15 08:15AM 10/30/15 08:55AM 01/15/16		3.00	10	20	20	0	0
ENG-105-126 051142	Composition I 0166509 Heather McDonald	DENH TBA LEC DENH TBA LEC	TR  MWF	08:15AM 08/27/15 08:55AM 10/29/15 08:15AM 10/30/15 08:55AM 01/15/16		3.00	10	20	20	0	0
ENG-105-127 051143	Composition I 0166512 Ellen M. Shay	WSTH TBA LEC	MTWRF	09:19AM 08/31/15 10:02AM 01/15/16		3.00	10	20	18	0	2
ENG-105-130 051229	Composition I 0100709 Vicki J. Simpson	HUDH TBA LEC	TR	07:35AM 08/24/15 08:50AM 12/17/15		3.00	10	20	19	0	1
ENG-105-131 051300	Composition I 0182173 Leah K. Wauters	APH TBA LEC	MTWRF	12:56PM 11/18/15 01:56PM 02/26/16		3.00	10	20	13	0	7

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ENG-105-133 052706	Composition I 0248400 Courtney K. Lubs	CFH TBA LEC	MTWRF	09:37AM 08/24/15 10:27AM 12/21/15		3.00	1	1	1	0	0
ENV-115-100 051179	Environmental Science 0092299 Craig M. Hemsath	UNH TBA LEC	MTWRF	02:02PM 11/17/15 03:03PM 02/24/16		3.00	10	25	12	0	13
GRA-105-101 051160	Drawing and Composition 0172164 Todd W. Kern 0172164 Todd W. Kern	EXPO TBA LEC EXPO TBA LAB-A	MTWRF MTWRF	11:55AM 08/31/15 12:16PM 01/15/16 12:17PM 08/31/15 01:11PM 01/15/16		4.00	9	25	1	0	24
GRA-105-102 051272	Drawing and Composition 0262166 Ryan D. Mitchell 0262166 Ryan D. Mitchell	DIH TBA LEC DIH TBA LAB-A WEBH WEBH LAB-A	MWF TR MTWRF	09:24AM 11/18/15 10:24AM 02/25/16 09:24AM 11/18/15 10:24AM 02/25/16 11/18/15 02/25/16	25	4.00	9	20	10	0	10
GRA-133-100 051161	Desktop Publishing 0172164 Todd W. Kern 0172164 Todd W. Kern	EXPO TBA LEC EXPO TBA LAB-A	MTWRF MTWRF	01:15PM 08/31/15 01:45PM 01/15/16 01:45PM 08/31/15 02:35PM 01/15/16		4.00	9	20	4	0	16
GRA-150-100 051092	Introduction to Web Design 0166270 Joshua E. Barta 0166270 Joshua E. Barta	ESTH TBA LEC ESTH TBA LAB-A	MTWRF MTWRF	08:32AM 08/31/15 08:54AM 01/15/16 08:54AM 08/31/15 09:15AM 01/15/16		3.00	12	25	10	0	15
HCM-608-100 051094	Introduction To Hospitality 0182194 Talia M. Patton	ESTH TBA LEC	MTWRF	10:53AM 08/31/15 12:13PM 01/15/16		3.00	5	20	6	0	14
HIS-117-103 051076	Western Civ I-Ancient & Med 0177366 Steven T. Petersen	WSTH TBA LEC	MTWRF	10:06AM 08/31/15 10:49AM 01/15/16		3.00	10	25	22	0	3
HIS-118-100 051146	Western Civ Ii-Early Modern 0255211 Kevin P. Stewart	CFH TBA LEC	MTWRF	10:31AM 08/24/15 11:18AM 01/14/16		3.00	10	28	14	0	14
HIS-118-101 051148	Western Civ Ii-Early Modern 0255211 Kevin P. Stewart	CFH TBA LEC	MTWRF	02:08PM 08/24/15 02:55PM 01/14/16		3.00	10	28	23	0	5
HIS-119-100 050844	Western Civ Iii-Modern Peri 0065853 Bruce P. Costa	JSIC ICN LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15		3.00	1	38	32	0	6
				PRIMARY HIS-119-6			10	24	15	0	9
				SECONDARY HIS-119-8			1	10	5	0	5
				SECONDARY HIS-119-101			1	2	0	0	2
				SECONDARY HIS-119-100			1	12	12	0	0

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HIS-119-8 050843	Western Civ Iii-Modern Peri 0065853 Bruce P. Costa	SUIC 118A LEC	MWF	11:00AM 08/24/15 11:50AM 12/17/15	24	3.00	1	38	32	0	6
				PRIMARY HIS-119-6			10	24	15	0	9
				SECONDARY HIS-119-8			1	10	5	0	5
				SECONDARY HIS-119-101			1	2	0	0	2
				SECONDARY HIS-119-100			1	12	12	0	0
LIT-101-101 051120	Intro to Literature 0248299 Scott A. Lawrence-R	CFH TBA LEC	MTWRF	09:37AM 08/24/15 10:27AM 01/14/16		3.00	10	25	22	0	3
LIT-101-102 051121	Intro to Literature 0206568 Tracey L. Toenjes	TPH TBA LEC	MTWRF	12:45PM 08/24/15 01:30PM 12/22/15		3.00	10	25	8	0	17
LIT-101-103 051205	Intro to Literature 0166509 Heather McDonald	DENH TBA LEC	MTWRF	08:58AM 08/27/15 09:41AM 01/15/16		3.00	10	25	10	0	15
LIT-101-104 052821	Intro to Literature 0248299 Scott A. Lawrence-R	CFH TBA LEC	MTWRF	09:37AM 08/24/15 10:27AM 01/08/16		3.00	1	2	2	0	0
MAT-110-101 051075	Math for Liberal Arts 0147281 Joshua P. Wilkinson	CFH TBA LEC	MTWRF	12:26PM 08/24/15 01:13PM 01/14/16		3.00	10	25	19	0	6
MAT-156-103 051078	Statistics 0231911 Shari K. Neese	CFH TBA LEC	MTWRF	01:17PM 08/24/15 02:04PM 01/14/16		3.00	10	25	22	0	3
MAT-156-104 051081	Statistics 0231911 Shari K. Neese	CFH TBA LEC	MTWRF	10:31AM 08/24/15 11:18AM 01/14/16		3.00	10	25	20	0	5
MAT-156-107 051230	Statistics 0262163 Hannah M. Burns	DUNH TBA LEC	TR	01:20PM 08/31/15 02:19PM 11/24/15		3.00	10	10	4	0	6
MAT-156-108 052863	Statistics 0231911 Shari K. Neese	CFH TBA LEC	MTWRF	10:31AM 08/24/15 11:18AM 01/08/16		3.00	1	1	1	0	0
MAT-156-13 050903	Statistics 0065333 John J. Neely	NTIC ICN LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	16	3.00	10	30	28	0	2
				PRIMARY MAT-156-1			10	24	13	0	11
				SECONDARY MAT-156-13			10	12	9	0	3
				SECONDARY MAT-156-16			1	9	6	0	3
MAT-156-14 050904	Statistics 0065821 Gretchen I. Syhre	SUIC 118A LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15	24	3.00	10	30	29	0	1
				PRIMARY MAT-156-10			10	20	19	0	1
				SECONDARY MAT-156-14			10	13	10	0	3



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MAT-156-16 050920	Statistics 0065333 John J. Neely	CLIC 22 LEC	MWF	10:00AM 08/24/15 10:50AM 12/17/15		3.00	1	30	28	0	2
				PRIMARY MAT-156-1			10	24	13	0	11
				SECONDARY MAT-156-13			10	12	9	0	3
				SECONDARY MAT-156-16			1	9	6	0	3
MAT-210-2 050887	Calculus I 0065292 Karen K. Ernst	TPIC ICN LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15	16	4.00	1	26	24	0	2
				PRIMARY MAT-210-1			1	24	11	0	13
				SECONDARY MAT-210-2			1	3	1	0	2
				SECONDARY MAT-210-3			1	7	1	0	6
				SECONDARY MAT-210-4			1	3	2	0	1
				SECONDARY MAT-210-5			10	10	9	0	1
MAT-210-3 050907	Calculus I 0065292 Karen K. Ernst	SUIC 118A LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15	24	4.00	1	26	24	0	2
				PRIMARY MAT-210-1			1	24	11	0	13
				SECONDARY MAT-210-2			1	3	1	0	2
				SECONDARY MAT-210-3			1	7	1	0	6
				SECONDARY MAT-210-4			1	3	2	0	1
				SECONDARY MAT-210-5			10	10	9	0	1
MAT-210-4 050908	Calculus I 0065292 Karen K. Ernst	JSIC ICN LEC	MTWR	08:00AM 08/24/15 08:50AM 12/17/15		4.00	1	26	24	0	2
				PRIMARY MAT-210-1			1	24	11	0	13
				SECONDARY MAT-210-2			1	3	1	0	2
				SECONDARY MAT-210-3			1	7	1	0	6
				SECONDARY MAT-210-4			1	3	2	0	1
				SECONDARY MAT-210-5			10	10	9	0	1
MFG-122-101 051102	Machine Trade Printreading 0154456 Thomas S. Nuss	TPH TBA LEC	MTWRF	08:10AM 08/24/15 08:55AM 12/22/15		3.00	10	20	5	0	15
MFG-122-102 051196	Machine Trade Printreading 0226018 Ralph O. Longus	CLH TBA LEC	MTWRF	10:29AM 08/26/15 11:09AM 01/15/16		3.00	5	25	10	0	15
MFG-157-100 051149	Intro To CNC Programming I 0074684 Adam J. Reilly	CFH TBA LEC	MTWRF	12:26PM 08/24/15 01:13PM 01/14/16		2.00	5	18	4	0	14
MFG-157-103 051197	Intro To CNC Programming I 0106762 Bryan E. Benham	WSH TBA LEC	MTWRF	01:00PM 08/24/15 02:35PM 01/13/16		2.00	5	25	11	0	14

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MIL-103-1 050842	Military Survival Skills 0255011 Matthew D. Parrino 0257278 Jonathan D. Thompso	WGYM 207 LEC	TR	02:00PM 08/24/15 02:50PM 12/17/15	15	2.00	8	15	1	0	14
MIL-110-1 050777	Leadership & Personal Devel 0256290 Daniel A. Nesdahl 0255011 Matthew D. Parrino 0257278 Jonathan D. Thompso	WGYM 207 LAB-A WGYM 207 LAB-A	M W	03:00PM 08/24/15 03:50PM 12/17/15 03:00PM 08/24/15 04:50PM 12/17/15	15	1.00	12	25	2	0	23
MIL-110-2 050840	Leadership & Personal Devel 0256290 Daniel A. Nesdahl 0255011 Matthew D. Parrino 0257278 Jonathan D. Thompso	WGYM 207 LAB-A WGYM 207 LAB-A	W W	02:00PM 08/24/15 02:50PM 12/17/15 03:00PM 08/24/15 04:45PM 12/17/15	15	1.00	12	25	5	0	20
MKT-198-100 051095	Sports Marketing 0067835 Lonnie E. Moore	WSTH TBA LEC	MTWRF	09:19AM 08/31/15 10:02AM 01/15/16		3.00	10	31	28	0	3
NET-932-1 051247	Internship 0066334 Todd A. Bengen	TRNG TRNG LAB-C	MTWRFSN	08/24/15 10/15/15	50	2.00	1	1	1	0	0
OTA-313-1 050548	Level I Fieldwork Psych 0222963 Cindy M. Koehn	TRNG TRNG LAB-C TRNG TRNG LAB-C TRNG TRNG LAB-C	T RF RF	08:00AM 10/19/15 11:50AM 12/17/15 08:00AM 10/19/15 11:50AM 12/17/15 01:00PM 10/19/15 04:50PM 12/17/15	50 50 50	1.00	20	20	17	0	3
PEA-117-2 050957	Bowling I 0065798 Mikki M. Savage	CALC LANE LAB-A	F	01:00PM 09/14/15 03:18PM 12/17/15	25	1.00	12	25	6	0	19
PNN-100-106 051280	Nursing Assistant 0164422 Catherine R. Boesen 0164422 Catherine R. Boesen 0164422 Catherine R. Boesen 0090221 Elizabeth A. Cummin	WVOC TBA LEC WVOC TBA LEC WVOC TBA LAB-A WVOC TBA LAB-A WVOC TBA LAB-A TRNG TRNG LAB-B TRNG TRNG LAB-B	TWR W T R T R W TWR W	08:00AM 11/03/15 02:00PM 12/09/15 08:00AM 11/11/15 02:00PM 11/11/15 08:00AM 11/17/15 02:30PM 11/17/15 08:00AM 11/19/15 02:00PM 11/19/15 08:00AM 11/10/15 02:00PM 11/10/15 08:00AM 11/12/15 02:00PM 11/12/15 08:00AM 11/18/15 02:30PM 11/18/15 07:00AM 12/01/15 02:15PM 12/08/15 07:00AM 12/09/15 01:45PM 12/09/15	50 50	3.00	1	10	8	0	2

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				PRIMARY PNN-100-26			5	9	8	0	1
				SECONDARY PNN-100-106			1	1	0	0	1
PNN-100-26 051159	Nursing Assistant	WVOC TBA	TWR	08:00AM 11/03/15		3.00	5	10	8	0	2
	0164422 Catherine R. Boesen	LEC		02:00PM 11/05/15							
	0164422 Catherine R. Boesen	WVOC TBA	W	08:00AM 11/11/15							
	0164422 Catherine R. Boesen	LEC		02:00PM 11/11/15							
	0090221 Elizabeth A. Cummin	WVOC TBA	T	08:00AM 11/17/15							
		LEC		02:30PM 11/17/15							
		WVOC TBA	R	08:00AM 11/19/15							
		LEC		02:00PM 11/19/15							
		WVOC TBA	T	08:00AM 11/10/15							
		LAB-A		02:00PM 11/10/15							
		WVOC TBA	R	08:00AM 11/12/15							
		LAB-A		02:00PM 11/12/15							
		WVOC TBA	W	08:00AM 11/18/15							
		LAB-A		02:30PM 11/18/15							
		TRNG TRNG	TWR	07:00AM 12/01/15	50						
		LAB-B		02:15PM 12/08/15							
		TRNG TRNG	W	07:00AM 12/09/15	50						
		LAB-B		01:45PM 12/09/15							
				PRIMARY PNN-100-26			5	9	8	0	1
				SECONDARY PNN-100-106			1	1	0	0	1
PNN-100-29 051188	Nursing Assistant	ICTR TBA	W	05:00PM 09/09/15		3.00	6	10	9	0	1
	0237876 Roberta S. Johnston	LEC		09:15PM 09/09/15							
	0237876 Roberta S. Johnston	ICTR TBA	M	05:00PM 09/14/15							
	0237876 Roberta S. Johnston	LEC		09:15PM 10/05/15							
	0090221 Elizabeth A. Cummin	ICTR TBA	W	05:00PM 10/07/15							
		LEC		09:15PM 10/07/15							
		ICTR TBA	M	05:00PM 10/12/15							
		LEC		09:15PM 10/19/15							
		ICTR TBA	W	05:00PM 09/16/15							
		LAB-A		09:15PM 09/30/15							
		ICTR TBA	W	05:00PM 10/14/15							
		LAB-A		09:15PM 10/14/15							
		TRNG TRNG	MW	05:00PM 10/21/15	50						
		LAB-B		09:15PM 11/16/15							

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PNN-100-30 051187	Nursing Assistant 0073315 Virginia A. Miller 0073315 Virginia A. Miller 0073315 Virginia A. Miller 0090221 Elizabeth A. Cummin	WVOC TBA LEC WVOC TBA LEC WVOC TBA LEC WVOC TBA LEC WVOC TBA LAB-A WVOC TBA LAB-A TRNG TRNG LAB-B	W M W M W M W M MW	07:00AM 08/19/15 11:15AM 08/19/15 07:00AM 08/24/15 11:15AM 08/24/15 07:00AM 09/02/15 11:15AM 09/30/15 07:00AM 10/05/15 11:15AM 10/05/15 07:00AM 08/26/15 11:15AM 08/26/15 07:00AM 09/14/15 11:15AM 09/28/15 07:00AM 10/07/15 11:15AM 11/02/15	50	3.00	6	10	8	0	2
PNN-117-1 050006	Nursing Clinical I 0105699 Jane E. Herrera	TRNG TRNG LAB-B	M	06:30AM 10/19/15 12:30PM 12/17/15	50	1.00	4	8	8	0	0
PNN-117-2 050007	Nursing Clinical I 0099409 Debra A. Card 0105699 Jane E. Herrera	TRNG TRNG LAB-B	M	06:30AM 10/19/15 12:30PM 12/17/15	50	1.00	4	8	7	0	1
PNN-117-3 050008	Nursing Clinical I 0125667 Michelle L. Herkelm 0105699 Jane E. Herrera	TRNG TRNG LAB-B	M	06:30AM 10/19/15 12:30PM 12/17/15	50	1.00	4	8	7	0	1
PNN-117-4 050009	Nursing Clinical I 0213444 Susan A. Oestereich 0105699 Jane E. Herrera	TRNG TRNG LAB-B	M	06:30AM 10/19/15 12:30PM 12/17/15	50	1.00	4	8	5	0	3
POL-121-100 051106	International Relations 0206571 Philip K. Moss	NTH TBA LEC	MTWRF	02:43PM 08/26/15 03:30PM 01/12/16		3.00	10	25	7	0	18
PSY-111-101 050867	Introduction to Psychology 0165035 Pat Crowe	JSIC ICN LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15		3.00	1	40	32	0	8
				PRIMARY PSY-111-2			10	15	13	0	2
				SECONDARY PSY-111-101			1	15	14	0	1
				SECONDARY PSY-111-25			1	2	1	0	1
				SECONDARY PSY-111-26			1	2	2	0	0
				SECONDARY PSY-111-114			1	4	0	0	4
				SECONDARY PSY-111-28			1	3	2	0	1
PSY-111-115 051109	Introduction to Psychology 0212692 Theresa A. Laughead	SUH TBA LEC	TR	08:00AM 08/24/15 09:15AM 12/17/15		3.00	10	28	27	0	1
PSY-111-118 051112	Introduction to Psychology 0256816 Emily J. Huff	DENH TBA LEC	MTWRF	01:14PM 08/27/15 01:57PM 01/15/16		3.00	10	24	22	0	2

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PSY-111-120 051147	Introduction to Psychology 0207067 Joel W. Dinger	INDH TBA LEC	MTWRF	08:20AM 08/31/15 09:50AM 10/30/15		3.00	10	25	25	0	0
RCP-680-4 051210	Clinical Respiratory Care 0092803 Becky L. Kibbee 0065802 Jamie S. Bute	TRNG TRNG LAB-B	T	06:00AM 08/24/15 06:00PM 12/17/15	50	4.00	5	20	7	0	13
RCP-680-5 051211	Clinical Respiratory Care 0065802 Jamie S. Bute 0092803 Becky L. Kibbee	TRNG TRNG LAB-B	T	06:00AM 08/24/15 06:00PM 12/17/15	50	4.00	5	20	7	0	13
SOC-110-105 051114	Intro to Sociology 0236083 Chad J. Van Cleve	CFH TBA LEC	MTWRF	08:46AM 08/24/15 09:33AM 01/14/16		3.00	10	28	27	0	1
SOC-110-106 051115	Intro to Sociology 0236083 Chad J. Van Cleve	CFH TBA LEC	MTWRF	12:26PM 08/24/15 01:13PM 01/14/16		3.00	10	28	28	0	0
SOC-110-107 051116	Intro to Sociology 0236083 Chad J. Van Cleve	CFH TBA LEC	MTWRF	07:55AM 08/24/15 08:42AM 01/14/16		3.00	10	28	28	0	0
SOC-110-109 051259	Intro to Sociology 0101530 Rachel E. Hurley	INDH TBA LEC	MTWRF	11:37AM 11/02/15 01:07PM 01/15/16		3.00	10	25	11	0	14
SOC-110-111 052822	Intro to Sociology 0236083 Chad J. Van Cleve	CFH TBA LEC	MTWRF	08:46AM 08/24/15 09:33AM 01/08/16		3.00	1	1	1	0	0
SOC-110-18 050917	Intro to Sociology 0101530 Rachel E. Hurley	CLIC 22 LEC	W	06:00PM 08/24/15 08:50PM 12/17/15		3.00	1	40	25	0	15
				PRIMARY SOC-110-10			10	23	13	0	10
				SECONDARY SOC-110-18			1	13	10	0	3
				SECONDARY SOC-110-24			1	3	2	0	1
				SECONDARY SOC-110-25			1	3	0	0	3
SPC-101-108 051122	Fundamentals of Oral Comm 0248887 Diane B. Flaherty	CFH TBA LEC	MTWRF	01:17PM 08/24/15 02:04PM 01/14/16		3.00	10	25	25	0	0
SPC-101-109 051123	Fundamentals of Oral Comm 0248887 Diane B. Flaherty	CFH TBA LEC	MTWRF	10:31AM 08/24/15 11:18AM 01/14/16		3.00	10	25	25	0	0
SPC-101-113 051127	Fundamentals of Oral Comm 0078442 Heather M. Wagner	WSTH TBA LEC	MTWRF	08:32AM 08/31/15 09:15AM 01/15/16		3.00	10	25	20	0	5
SPC-101-114 051227	Fundamentals of Oral Comm 0143982 Neal P. Jacobs	HUDH TBA LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15		3.00	10	25	24	0	1
TDT-938-1 049990	Truck Transp On-the-Job Trn 0242686 Ronald C. Bohle	TRNG TRNG LAB-C	MTWRF	11/18/15 12/17/15	50	3.00	12	25	9	0	16

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WDV-931-1 050166	Internship 0065649 Madalene A. Nelson	TRNG TRNG LAB-C	MTWRFSN	08/24/15 12/17/15	50	2.00	10	20	3	0	17		
WEL-104-103 051165	Intro To MIG Welding 0027445 Wade D. Stahr 0027445 Wade D. Stahr	INDH TBA LEC INDH TBA LAB-B	MTWRF	01:42PM 11/02/15 03:12PM 01/15/16 01:42PM 11/02/15 03:12PM 01/15/16		2.00	5	25	3	0	22		
WEL-104-106 051257	Intro To MIG Welding 0154454 Charles K. Frisch 0154454 Charles K. Frisch	SUH TBA LEC SUH TBA LAB-B	MTWRF	10:53AM 11/19/15 11:53AM 02/26/16 10:53AM 11/19/15 11:53AM 02/26/16		2.00	5	20	10	0	10		
WEL-104-107 051258	Intro To MIG Welding 0154454 Charles K. Frisch 0154454 Charles K. Frisch	SUH TBA LEC SUH TBA LAB-B	MTWRF	08:15AM 08/24/15 09:15AM 11/18/15 08:15AM 08/24/15 09:15AM 11/18/15		2.00	5	20	10	0	10		
									931	2222	1559	0	1030

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ACC-116-100 052467	Intro to Accounting II 0065480 Jason P. Putney	WSTH TBA LEC	MTWRF	10:53AM 01/20/16 11:43AM 06/07/16		4.00	10	25	9	0	16
ADN-477-1 052155	Psychiatric Nursing 0105699 Jane E. Herrera	MHI TRNG LEC MHI TRNG LAB-B	MT WRF	08:00AM 01/04/16 04:30PM 01/27/16 08:00AM 01/04/16 04:30PM 01/27/16	100 100	5.00	10	16	5	0	11
AGH-134-100 052466	Greenhouse Production 0255149 Michael A. Haden	OWH TBA LEC	MTWRF	12:36PM 01/15/16 01:17PM 05/26/16		3.00	10	25	12	0	13
AGH-221-100 052399	Principles of Horticulture 0103805 David C. Carlson	WSH TBA LEC	MTWRF	01:50PM 01/19/16 02:35PM 05/24/16		3.00	10	25	7	0	18
AGH-221-101 052624	Principles of Horticulture 0204733 James G. Russ	NHPP 102 LEC	MTWRF	09:00AM 01/12/16 09:50AM 05/23/16	20	3.00	10	25	17	0	8
AGS-113-100 052400	Survey of the Animal Indust 0152597 Ronald K. Zelle 0152597 Ronald K. Zelle	NSPH TBA LEC NSPH TBA LAB-A	MTWRF MTWRF	01:55PM 01/19/16 02:16PM 05/26/16 02:17PM 01/19/16 02:40PM 05/26/16		3.00	10	25	6	0	19
AGS-113-101 052468	Survey of the Animal Indust 0139641 Matthew L. Cibula 0139641 Matthew L. Cibula	NTH TBA LEC NTH TBA LAB-A	MTWRF MTWRF	02:43PM 01/13/16 03:06PM 05/25/16 03:07PM 01/13/16 03:30PM 05/25/16		3.00	10	25	6	0	19
AGT-805-1 052028	Employment Experience 0103105 Meghan L. Bond	BREM 165 LAB-C TRNG TRNG LAB-C	WR MTWRF	07:25AM 01/13/16 07:50AM 01/14/16 01/11/16 05/11/16	65 50	5.00	10	30	29	0	1
AUT-106-100 052401	Intro To Automotive Technol 0027445 Wade D. Stahr 0027445 Wade D. Stahr	INDH TBA LEC INDH TBA LAB-A	MTWRF MTWRF	01:53PM 03/30/16 02:25PM 05/27/16 02:26PM 03/30/16 03:25PM 05/27/16		2.00	12	25	17	0	8
BCA-205-100 052472	Database/Spreadsheets 0198968 Cindy J. Weiss	CLH TBA LEC	MTWRF	02:34PM 01/19/16 03:15PM 05/25/16		3.00	10	25	5	0	20
BUS-102-100 052473	Intro to Business 0128655 Micheall Hansel	CFH TBA LEC	MTWRF	08:46AM 01/19/16 09:33AM 05/27/16		3.00	10	24	20	0	4
BUS-102-101 052474	Intro to Business 0065480 Jason P. Putney	WSTH TBA LEC	MTWRF	09:19AM 01/20/16 10:02AM 06/07/16		3.00	10	30	24	0	6
BUS-183-100 052475	Business Law 0159331 Dawn E. Wiebbecke	DENH TBA LEC	MTWRF	02:00PM 01/19/16 02:43PM 06/02/16		3.00	10	25	7	0	18

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BUS-903-1 052239	Business Field Experience 0000113 Elizabeth A. Sindt	TRNG TRNG LAB-C	MTWRFSN	01/11/16 05/11/16	50	3.00	10	20	11	0	9
BUS-905-1 052241	Golf Course Internship 0000135 David E. Westley	TRNG TRNG LAB-C	MTWRFSN	03/07/16 05/11/16	50	1.00	0	25	5	0	20
CON-102-100 052470	Intro To Residential Constr 0072760 Patricia M. O'Lough 0072760 Patricia M. O'Lough	INDH TBA LEC INDH TBA LAB-A	MTWRF MTWRF	01:53PM 01/19/16 02:24PM 05/27/16 02:25PM 01/19/16 03:25PM 05/27/16		2.00	12	25	10	0	15
CON-102-103 052794	Intro To Residential Constr 0227226 Robert Plagge, Jr 0227226 Robert Plagge, Jr	WSTH TBA LEC WSTH TBA LAB-A	M TWRF	01:04PM 01/20/16 02:35PM 06/07/16 01:04PM 01/20/16 02:35PM 06/07/16		2.00	10	25	7	0	18
CSC-110-100 052476	Introduction to Computers 0128655 Micheall Hansel	CFH TBA LEC	MTWRF	07:55AM 01/19/16 08:42AM 05/27/16		3.00	10	25	11	0	14
CSC-110-101 052477	Introduction to Computers 0159331 Dawn E. Wiebbecke	DENH TBA LEC	MTWRF	01:14PM 01/19/16 01:57PM 06/02/16		3.00	10	25	9	0	16
ECE-274-1 051516	Field Experience I 0065624 Jane A. Even	TRNG TRNG LAB-C	TR	08:00AM 01/11/16 12:00PM 05/11/16	50	2.00	8	15	13	0	2
ECE-284-1 051517	Field Experience II 0248558 Tami R. McCoy	TRNG TRNG LAB-C	TR	08:00AM 01/11/16 12:00PM 05/11/16	50	2.00			11	0	
EDU-214-100 052428	Exploring PK-12 Education 0262034 Megan R. Droste	CFH TBA LEC	MTWRF	02:08PM 03/21/16 02:55PM 05/27/16		2.00	12	25	24	0	1
EDU-214-101 052429	Exploring PK-12 Education 0206637 Valerie F. Warren	UNH TBA LEC	MTWRF	11:34AM 02/25/16 12:35PM 05/23/16		2.00	12	25	13	0	12
EGR-400-404 054597	Intro To Engineering Design 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	CFH TBA LEC CFH TBA LAB-A	M TWRF	09:37AM 08/24/15 10:27AM 05/27/16 09:37AM 08/24/15 10:27AM 05/27/16		3.00	12	25	9	0	16
EGR-400-405 054598	Intro To Engineering Design 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	CFH TBA LEC CFH TBA LAB-A	M TWRF	10:31AM 08/24/15 11:18AM 05/27/16 10:31AM 08/24/15 11:18AM 05/27/16		3.00	12	25	7	0	18
EGR-400-406 054599	Intro To Engineering Design 0078426 Gerald G. Warren 0078426 Gerald G. Warren	DIH TBA LEC DIH TBA LAB-A	M TWRF	11:52AM 08/24/15 12:52PM 05/27/16 11:52AM 08/24/15 12:52PM 05/27/16		3.00	12	25	6	0	19



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EGR-400-407 054600	Intro To Engineering Design 0244899 Bradley R. Pierschb 0244899 Bradley R. Pierschb	HOJH 20 LEC HOJH 20 LAB-A	M  TWRP	11:34AM 08/24/15 12:28PM 05/27/16 11:34AM 08/24/15 12:28PM 05/27/16	25  25	3.00	12	25	13	0	12
EGR-400-408 054601	Intro To Engineering Design 0244899 Bradley R. Pierschb 0244899 Bradley R. Pierschb	HOJH 20 LEC HOJH 20 LAB-A	M  TWRP	01:22PM 08/24/15 02:08PM 05/27/16 01:22PM 08/24/15 02:08PM 05/27/16	25  25	3.00	12	25	6	0	19
EGR-400-410 054603	Intro To Engineering Design 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	PEEM 52 LEC PEEM 52 LAB-A	M  TWRP	08:00AM 08/24/15 08:46AM 05/27/16 08:00AM 08/24/15 08:46AM 05/27/16	20  20	3.00	12	25	12	0	13
EGR-400-411 054604	Intro To Engineering Design 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	09:10AM 08/24/15 09:55AM 05/24/16 09:10AM 08/24/15 09:55AM 05/24/16		3.00	12	25	0	0	25
EGR-400-412 054605	Intro To Engineering Design 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	10:00AM 08/24/15 10:45AM 05/24/16 10:00AM 08/24/15 10:45AM 05/24/16		3.00	12	25	0	0	25
EGR-400-414 054606	Intro To Engineering Design 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	01:50PM 08/24/15 02:35PM 05/24/16 01:50PM 08/24/15 02:35PM 05/24/16		3.00	12	25	0	0	25
EGR-400-417 054607	Intro To Engineering Design 0238657 William J. Zak 0238657 William J. Zak	ESTH TBA LEC ESTH TBA LAB-A	M  TWRP	12:17PM 08/31/15 01:00PM 06/07/16 12:17PM 08/31/15 01:00PM 06/07/16		3.00	12	25	0	0	25
EGR-400-418 054608	Intro To Engineering Design 0227226 Robert Plagge, Jr 0227226 Robert Plagge, Jr	WSTH TBA LEC WSTH TBA LAB-A	M  TWRP	07:45AM 08/31/15 08:28AM 06/07/16 07:45AM 08/31/15 08:28AM 06/07/16		3.00	12	25	0	0	25
EGR-400-419 054609	Intro To Engineering Design 0227226 Robert Plagge, Jr 0227226 Robert Plagge, Jr	WSTH TBA LEC WSTH TBA LAB-A	M  TWRP	11:23AM 08/31/15 12:13PM 06/07/16 11:23AM 08/31/15 12:13PM 06/07/16		3.00	12	25	0	0	25

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EGR-400-420 054610	Intro To Engineering Design 0154454 Charles K. Frisch 0154454 Charles K. Frisch	SUH TBA LEC SUH TBA LAB-A	M  TWRP	01:11PM 11/19/15 02:11PM 05/24/16 01:11PM 11/19/15 02:11PM 05/24/16		3.00	12	25	0	0	25
EGR-410-400 054611	Principles of Engineering 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	08:46AM 08/24/15 09:33AM 05/27/16 08:46AM 08/24/15 09:33AM 05/27/16		3.00	12	20	10	0	10
EGR-410-401 054612	Principles of Engineering 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	09:37AM 08/24/15 10:27AM 05/27/16 09:37AM 08/24/15 10:27AM 05/27/16		3.00	12	20	8	0	12
EGR-410-402 054613	Principles of Engineering 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	CFH TBA LEC CFH TBA LAB-A	M  TWRP	02:08PM 08/24/15 02:55PM 05/27/16 02:08PM 08/24/15 02:55PM 05/27/16		3.00	12	20	7	0	13
EGR-410-403 054614	Principles of Engineering 0226019 Kimberly J. Geer 0226019 Kimberly J. Geer	GRCH TBA LEC GRCH TBA LAB-A	M  TWRP	08:15AM 08/24/15 09:15AM 05/27/16 08:15AM 08/24/15 09:15AM 05/27/16		3.00	12	20	2	0	18
EGR-410-404 054615	Principles of Engineering 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	11:40AM 08/24/15 12:55PM 05/24/16 11:40AM 08/24/15 12:55PM 05/24/16		3.00	12	20	0	0	20
EGR-410-405 054616	Principles of Engineering 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	08:20AM 08/24/15 09:05AM 05/24/16 08:20AM 08/24/15 09:05AM 05/24/16		3.00	12	20	0	0	20
EGR-410-406 054617	Principles of Engineering 0211398 Pamela R. Hartman 0211398 Pamela R. Hartman	DENH TBA LEC DANH TBA LAB-A	M  TWRP	12:28PM 08/27/15 01:11PM 06/02/16 12:28PM 08/27/15 01:11PM 06/02/16		3.00	12	20	1	0	19
EGR-410-407 054618	Principles of Engineering 0143036 Dean L. Mohling 0143036 Dean L. Mohling	SUH TBA LEC SUH TBA LAB-A	M  TWRP	02:15PM 11/19/15 03:15PM 05/24/16 02:15PM 11/19/15 03:15PM 05/24/16		3.00	12	20	0	0	20

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EGR-410-408 054619	Principles of Engineering 0198067 Charles L. Bare 0198067 Charles L. Bare	INDH TBA LEC INDH TBA LAB-A	M  TWRP	08:15AM 01/19/16 09:47AM 05/27/16 08:15AM 01/19/16 09:47AM 05/27/16		3.00	12	20	2	0	18
EGR-410-409 054620	Principles of Engineering 0181895 Curtis L. Balvanz 0181895 Curtis L. Balvanz	ESTH TBA LEC ESTH TBA LAB-A	M  TWRP	10:06AM 08/31/15 10:49AM 06/07/16 10:06AM 08/31/15 10:49AM 06/07/16		3.00	12	20	0	0	20
EGR-410-410 054621	Principles of Engineering 0227226 Robert Plagge, Jr 0227226 Robert Plagge, Jr	WSTH TBA LEC WSTH TBA LAB-A	M  TWRP	12:17PM 08/31/15 01:00PM 06/07/16 12:17PM 08/31/15 01:00PM 06/07/16		3.00	12	20	0	0	20
EGR-450-400 054622	Computer Integrated Mfg. 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	07:55AM 08/24/15 08:42AM 05/27/16 07:55AM 08/24/15 08:42AM 05/27/16		3.00	10	24	17	0	7
EGR-450-401 054623	Computer Integrated Mfg. 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	10:31AM 08/24/15 11:18AM 05/27/16 10:31AM 08/24/15 11:18AM 05/27/16		3.00	10	24	8	0	16
EGR-450-402 054624	Computer Integrated Mfg. 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	12:26PM 08/24/15 01:13PM 05/27/16 12:26PM 08/24/15 01:13PM 05/27/16		3.00	10	24	12	0	12
EGR-460-401 054625	Civil Engr and Architecture 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	01:00PM 08/24/15 01:45PM 05/24/16 01:00PM 08/24/15 01:45PM 05/24/16		3.00	12	25	0	0	25
EGT-400-404 052564	Intro To Engineering Design 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	CFH TBA LEC CFH TBA LAB-A	M  TWRP	09:37AM 08/24/15 10:27AM 05/27/16 09:37AM 08/24/15 10:27AM 05/27/16		3.00	10	24	8	0	16
EGT-400-405 052565	Intro To Engineering Design 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	CFH TBA LEC CFH TBA LAB-A	M  TWRP	10:31AM 08/24/15 11:18AM 05/27/16 10:31AM 08/24/15 11:18AM 05/27/16		3.00	10	24	9	0	15

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EGT-400-406 052566	Intro To Engineering Design 0078426 Gerald G. Warren 0078426 Gerald G. Warren	DIH TBA	M	11:52AM 08/24/15		3.00	10	20	4	0	16								
		LEC		12:52PM 11/17/15															
		DIH TBA	TWRF	11:52AM 08/24/15															
		LAB-A		12:52PM 11/17/15															
		DIH TBA	M	11:52AM 02/26/16															
		LEC		12:52PM 05/27/16															
EGT-400-407 052567	Intro To Engineering Design 0244899 Bradley R. Pierschb 0244899 Bradley R. Pierschb	HOJH 20	M	11:34AM 08/24/15	25	3.00	10	24	2	0	22								
		LEC		12:28PM 05/27/16															
		HOJH 20	TWRF	11:34AM 08/24/15	25														
		LAB-A		12:28PM 05/27/16															
		EGT-400-408 052568	Intro To Engineering Design 0244899 Bradley R. Pierschb 0244899 Bradley R. Pierschb	HOJH 20	M							01:22PM 08/24/15	25	3.00	10	24	4	0	20
				LEC								02:08PM 05/27/16							
HOJH 20	TWRF			01:22PM 08/24/15	25														
LAB-A				02:08PM 05/27/16															
EGT-400-409 052569	Intro To Engineering Design 0123297 Michael R. Murch 0123297 Michael R. Murch			NSPH TBA	M	09:15AM 08/24/15		3.00	10	25	8	0	17						
				LEC		10:00AM 05/26/16													
		NSPH TBA	TWRF	09:15AM 08/24/15															
		LAB-A		10:00AM 05/26/16															
		EGT-400-410 052570	Intro To Engineering Design 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	PEEM 52	M	08:00AM 08/24/15	20							3.00	10	24	7	0	17
				LEC		08:46AM 05/27/16													
PEEM 52	TWRF			08:00AM 08/24/15	20														
LAB-A				08:46AM 05/27/16															
EGT-400-411 052571	Intro To Engineering Design 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson			WSH TBA	M	09:10AM 08/24/15		3.00	10	25	15	0	10						
				LEC		09:55AM 05/24/16													
		WSH TBA	TWRF	09:10AM 08/24/15															
		LAB-A		09:55AM 05/24/16															
		EGT-400-412 052572	Intro To Engineering Design 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA	M	10:00AM 08/24/15								3.00	10	25	10	0	15
				LEC		10:45AM 05/24/16													
WSH TBA	TWRF			10:00AM 08/24/15															
LAB-A				10:45AM 05/24/16															
EGT-400-414 052574	Intro To Engineering Design 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson			WSH TBA	M	01:50PM 08/24/15		3.00	10	25	15	0	10						
				LEC		02:35PM 05/24/16													
		WSH TBA	TWRF	01:50PM 08/24/15															
		LAB-A		02:35PM 05/24/16															
		EGT-400-415 052575	Intro To Engineering Design 0111962 Cain E. Cushion 0111962 Cain E. Cushion	DENH TBA	M	02:00PM 08/27/15								3.00	10	25	9	0	16
				LEC		02:43PM 06/02/16													
DENH TBA	TWRF			02:00PM 08/27/15															
LAB-A				02:43PM 06/02/16															

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EGT-400-417 052632	Intro To Engineering Design 0238657 William J. Zak 0238657 William J. Zak	ESTH TBA LEC ESTH TBA LAB-A	M  TWRP	12:17PM 08/31/15 01:00PM 06/07/16 12:17PM 08/31/15 01:00PM 06/07/16		3.00	10	25	8	0	17
EGT-400-418 052633	Intro To Engineering Design 0227226 Robert Plagge, Jr 0227226 Robert Plagge, Jr	WSTH TBA LEC WSTH TBA LAB-A	M  TWRP	07:45AM 08/31/15 08:28AM 06/07/16 07:45AM 08/31/15 08:28AM 06/07/16		3.00	10	25	19	0	6
EGT-400-419 052634	Intro To Engineering Design 0227226 Robert Plagge, Jr 0227226 Robert Plagge, Jr	WSTH TBA LEC WSTH TBA LAB-A	M  TWRP	11:23AM 08/31/15 12:13PM 06/07/16 11:23AM 08/31/15 12:13PM 06/07/16		3.00	10	20	18	0	2
EGT-400-420 052728	Intro To Engineering Design 0154454 Charles K. Frisch 0154454 Charles K. Frisch	SUH TBA LEC SUH TBA LAB-A SUH TBA LEC SUH TBA LAB-A	M  TWRP  M  TWRP	01:11PM 11/19/15 02:11PM 02/26/16 01:11PM 11/19/15 02:11PM 02/26/16 10:53AM 02/29/16 11:53AM 05/24/16 10:53AM 02/29/16 11:53AM 05/24/16		3.00	10	20	7	0	13
EGT-410-400 052577	Principles of Engineering 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	08:46AM 08/24/15 09:33AM 05/27/16 08:46AM 08/24/15 09:33AM 05/27/16		3.00	10	25	0	0	25
EGT-410-401 052578	Principles of Engineering 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	09:37AM 08/24/15 10:27AM 05/27/16 09:37AM 08/24/15 10:27AM 05/27/16		3.00	10	24	3	0	21
EGT-410-402 052579	Principles of Engineering 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	CFH TBA LEC CFH TBA LAB-A	M  TWRP	02:08PM 08/24/15 02:55PM 05/27/16 02:08PM 08/24/15 02:55PM 05/27/16		3.00	10	24	5	0	19
EGT-410-403 052580	Principles of Engineering 0226019 Kimberly J. Geer 0226019 Kimberly J. Geer	GRCH TBA LEC GRCH TBA LAB-A GRCH TBA LEC GRCH TBA LAB-A	M  TWRP  M  TWRP	08:15AM 08/24/15 09:15AM 11/17/15 08:15AM 08/24/15 09:15AM 11/17/15 08:15AM 02/26/16 09:15AM 05/27/16 08:15AM 02/26/16 09:15AM 05/27/16		3.00	10	20	2	0	18

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EGT-410-404 052581	Principles of Engineering 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	11:40AM 08/24/15 12:55PM 05/24/16 11:40AM 08/24/15 12:55PM 05/24/16		3.00	10	25	19	0	6
EGT-410-405 052582	Principles of Engineering 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	08:20AM 08/24/15 09:05AM 05/24/16 08:20AM 08/24/15 09:05AM 05/24/16		3.00	10	25	12	0	13
EGT-410-406 052583	Principles of Engineering 0211398 Pamela R. Hartman 0211398 Pamela R. Hartman	DENH TBA LEC DENH TBA LAB-A	M  TWRP	12:28PM 08/27/15 01:11PM 06/02/16 12:28PM 08/27/15 01:11PM 06/02/16		3.00	10	25	3	0	22
EGT-410-407 052584	Principles of Engineering 0143036 Dean L. Mohling 0143036 Dean L. Mohling	SUH TBA LEC SUH TBA LAB-A	M  TWRP	02:15PM 11/19/15 03:15PM 05/24/16 02:15PM 11/19/15 03:15PM 05/24/16		3.00	10	20	9	0	11
EGT-410-408 052585	Principles of Engineering 0198067 Charles L. Bare 0198067 Charles L. Bare	INDH TBA LEC INDH TBA LAB-A	M  TWRP	08:15AM 01/19/16 09:47AM 05/27/16 08:15AM 01/19/16 09:47AM 05/27/16		3.00	10	25	8	0	17
EGT-410-409 052635	Principles of Engineering 0181895 Curtis L. Balvanz 0181895 Curtis L. Balvanz	ESTH TBA LEC ESTH TBA LAB-A	M  TWRP	10:06AM 08/31/15 10:49AM 06/07/16 10:06AM 08/31/15 10:49AM 06/07/16		3.00	10	20	4	0	16
EGT-410-410 052636	Principles of Engineering 0227226 Robert Plagge, Jr 0227226 Robert Plagge, Jr	WSTH TBA LEC WSTH TBA LAB-A	M  TWRP	12:17PM 08/31/15 01:00PM 06/07/16 12:17PM 08/31/15 01:00PM 06/07/16		3.00	10	20	14	0	6
EGT-420-401 052586	Digital Electronics 0143036 Dean L. Mohling 0143036 Dean L. Mohling	SUH TBA LEC SUH TBA LAB-A SUH TBA LEC SUH TBA LAB-A	M  TWRP  M  TWRP	01:11PM 08/24/15 02:11PM 11/18/15 01:11PM 08/24/15 02:11PM 11/18/15 01:11PM 02/29/16 02:11PM 05/24/16 01:11PM 02/29/16 02:11PM 05/24/16		3.00	10	20	4	0	16
EGT-420-402 052587	Digital Electronics 0111962 Cain E. Cushion 0111962 Cain E. Cushion	DENH TBA LEC DENH TBA LAB-A	M  TWRP	01:14PM 08/27/15 01:57PM 06/02/16 01:14PM 08/27/15 01:57PM 06/02/16		3.00	10	25	8	0	17

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EGT-450-400 052588	Computer Integrated Mfg. 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	07:55AM 08/24/15 08:42AM 05/27/16 07:55AM 08/24/15 08:42AM 05/27/16		3.00	10	25	3	0	22
EGT-450-401 052589	Computer Integrated Mfg. 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	10:31AM 08/24/15 11:18AM 05/27/16 10:31AM 08/24/15 11:18AM 05/27/16		3.00	10	25	4	0	21
EGT-450-402 052590	Computer Integrated Mfg. 0210719 Dirk A. Homewood 0210719 Dirk A. Homewood	CFH TBA LEC CFH TBA LAB-A	M  TWRP	12:26PM 08/24/15 01:13PM 05/27/16 12:26PM 08/24/15 01:13PM 05/27/16		3.00	10	25	7	0	18
EGT-460-400 052591	Civil Engr and Architecture 0207335 Katrina M. Nagle 0207335 Katrina M. Nagle	CFH TBA LEC CFH TBA LAB-A	M  TWRP	02:08PM 08/24/15 02:55PM 05/27/16 02:08PM 08/24/15 02:55PM 05/27/16		3.00	10	25	5	0	20
EGT-460-401 052592	Civil Engr and Architecture 0211263 Jason A. Reyerson 0211263 Jason A. Reyerson	WSH TBA LEC WSH TBA LAB-A	M  TWRP	01:00PM 08/24/15 01:45PM 05/24/16 01:00PM 08/24/15 01:45PM 05/24/16		3.00	10	25	13	0	12
EGT-470-400 052593	Engineering Design & Dev. 0209554 Zeb T. Nicholson 0209554 Zeb T. Nicholson	CFH TBA LEC CFH TBA LAB-A	M  TWRP	01:17PM 08/24/15 02:04PM 05/27/16 01:17PM 08/24/15 02:04PM 05/27/16		3.00	10	25	12	0	13
EGT-470-401 052594	Engineering Design & Dev. 0111962 Cain E. Cushion 0111962 Cain E. Cushion	DENH TBA LEC DENH TBA LAB-A	M  TWRP	11:16AM 08/27/15 12:25PM 06/02/16 11:16AM 08/27/15 12:25PM 06/02/16		3.00	10	25	6	0	19
EGT-470-402 052595	Engineering Design & Dev. 0106762 Bryan E. Benham 0106762 Bryan E. Benham	WSH TBA LEC WSH TBA LAB-A	M  TWRP	07:30AM 01/19/16 09:05AM 05/24/16 07:30AM 01/19/16 09:05AM 05/24/16		3.00	10	25	6	0	19
ENG-105-100 052454	Composition I 0248400 Courtney K. Lubs	CFH TBA LEC	MTWRP	09:37AM 01/19/16 10:27AM 05/27/16		3.00	10	20	17	0	3
ENG-105-101 052455	Composition I 0248400 Courtney K. Lubs	CFH TBA LEC	MTWRP	01:17PM 01/19/16 02:04PM 05/27/16		3.00	10	20	17	0	3
ENG-106-100 052267	Composition II 0206568 Tracey L. Toenjes	TPH TBA LEC	MTWRP	10:45AM 01/05/16 11:30AM 05/18/16		3.00	10	20	15	0	5

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ENG-106-101 052415	Composition II 0100709 Vicki J. Simpson	HUDH TBA LEC	TR	07:35AM 01/12/16 08:50AM 05/11/16		3.00	10	20	19	0	1
ENG-106-105 052419	Composition II 0125199 Angela A. Benham	WPVH TBA LEC	MTWRF	02:23PM 01/18/16 03:05PM 05/27/16		3.00	10	20	12	0	8
ENG-106-106 052420	Composition II 0125199 Angela A. Benham	WPVH TBA LEC	MTWRF	12:51PM 01/18/16 01:33PM 05/27/16		3.00	10	20	11	0	9
ENG-106-107 052421	Composition II 0166509 Heather McDonald	DENH TBA LEC DANH TBA LEC	MWF TR	08:12AM 01/19/16 08:55AM 03/30/16 08:12AM 03/31/16 08:55AM 06/02/16		3.00	10	20	20	0	0
ENG-106-108 052422	Composition II 0166509 Heather McDonald	DENH TBA LEC DANH TBA LEC	TR MWF	08:12AM 01/19/16 08:55AM 03/30/16 08:12AM 03/31/16 08:55AM 06/02/16		3.00	10	20	17	0	3
ENG-106-109 052423	Composition II 0182173 Leah K. Wauters	APH TBA LEC	MTWRF	12:56PM 02/29/16 01:56PM 05/19/16		3.00	10	20	15	0	5
ENG-106-110 052424	Composition II 0182173 Leah K. Wauters	APH TBA LEC	MTWRF	02:00PM 02/29/16 03:00PM 05/19/16		3.00	10	20	14	0	6
ENG-106-114 052598	Composition II 0144916 Serena Andrews	JSPH TBA LEC	MTWRF	02:30PM 01/11/16 03:15PM 05/24/16		3.00	10	20	3	0	17
ENG-106-118 052630	Composition II 0166512 Ellen M. Shay	WSTH TBA LEC	MTWRF	09:19AM 01/20/16 10:02AM 06/07/16		3.00	10	20	14	0	6
FLS-242-100 052715	Intermediate Spanish II 0263743 Patricia I. Black	CFH TBA LEC	MTWRF	09:37AM 01/19/16 10:27AM 05/27/16		4.00	12	25	22	0	3
FLS-242-101 052716	Intermediate Spanish II 0263743 Patricia I. Black	CFH TBA LEC	MTWRF	01:17PM 01/19/16 02:04PM 05/27/16		4.00	12	25	17	0	8
GRA-133-100 054749	Desktop Publishing 0172164 Todd W. Kern	EXPO TBA LEC	MTWRF	11:55AM 01/20/16 01:11PM 06/07/16		4.00	1	3	3	0	0
GRA-150-100 052480	Introduction to Web Design 0098000 Sarah E. Levendusky	WSTH TBA LEC WSTH TBA LAB-A	MTWRF MTWRF	10:53AM 01/20/16 11:13AM 06/07/16 11:13AM 01/20/16 12:13PM 06/07/16		3.00	12	20	15	0	5
HEQ-905-1 051546	Workplace Experience 0172003 Martin F. Kroenecke	TRNG TRNG LAB-C	MTWRF	03/09/16 05/11/16	50	3.00			12	0	



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HIS-117-12 052412	Western Civ I-Ancient & Med 0152239 Evgeny Badredinov	JSDL DISTANCE LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	14	3.00	1	38	34	0	4
				PRIMARY HIS-117-3			10	18	17	0	1
				SECONDARY HIS-117-8			1	5	4	0	1
				SECONDARY HIS-117-10			1	5	0	0	5
				SECONDARY HIS-117-12			1	13	13	0	0
HIS-118-100 052456	Western Civ Ii-Early Modern 0255211 Kevin P. Stewart	CFH TBA LEC	MTWRF	01:17PM 01/19/16 02:04PM 05/27/16		3.00	10	28	20	0	8
HSC-113-100 052398	Medical Terminology 0242101 Elizabeth A. Waller	APH TBA LEC	MWF	09:24AM 03/07/16 10:24AM 05/19/16		2.00	14	25	7	0	18
LIT-101-100 052457	Intro to Literature 0125199 Angela A. Benham	WPVH TBA LEC	MTWRF	01:37PM 01/18/16 02:19PM 05/27/16		3.00	10	20	12	0	8
LIT-101-101 052458	Intro to Literature 0248299 Scott A. Lawrence-R	CFH TBA LEC	MTWRF	12:26PM 01/19/16 01:13PM 05/27/16		3.00	10	25	12	0	13
MAT-110-100 052437	Math for Liberal Arts 0147281 Joshua P. Wilkinson	CFH TBA LEC	MTWRF	12:26PM 01/19/16 01:13PM 05/27/16		3.00	10	25	20	0	5
MAT-156-101 052439	Statistics 0231911 Shari K. Neese	CFH TBA LEC	MTWRF	10:31AM 01/19/16 11:18AM 05/27/16		3.00	10	25	22	0	3
MAT-156-102 052440	Statistics 0231911 Shari K. Neese	CFH TBA LEC	MTWRF	01:17PM 01/19/16 02:04PM 05/27/16		3.00	10	25	22	0	3
MAT-156-103 052441	Statistics 0166508 Tom Laures	UNH TBA LEC	MTWRF	10:29AM 02/25/16 11:30AM 05/23/16		3.00	10	25	11	0	14
MAT-156-109 052529	Statistics 0065099 Rodney C. Holke-Far	HUDH TBA LEC	MWF	08:00AM 01/11/16 08:50AM 05/11/16		3.00	10	25	17	0	8
MAT-210-4 052749	Calculus I 0065292 Karen K. Ernst	NTIC ICN LEC	MTWR	01:00PM 01/11/16 01:50PM 05/11/16	16	4.00	1	20	13	0	7
				PRIMARY MAT-210-1			10	16	11	0	5
				SECONDARY MAT-210-2			1	2	1	0	1
				SECONDARY MAT-210-4			1	5	1	0	4
MAT-216-4 052432	Calculus II 0065292 Karen K. Ernst	JSIC ICN LEC	MTWR	08:00AM 01/11/16 08:50AM 05/11/16		4.00	1	15	5	0	10
				PRIMARY MAT-216-1			8	13	4	0	9
				SECONDARY MAT-216-2			1	2	1	0	1
				SECONDARY MAT-216-4			1	2	0	0	2
				SECONDARY MAT-216-5			1	1	0	0	1

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MFG-122-100 052478	Machine Trade Printreading 0198067 Charles L. Bare	INDH TBA LEC	MTWRF	12:19PM 01/19/16 01:49PM 03/23/16		3.00	10	25	6	0	19
MFG-122-104 054275	Machine Trade Printreading 0075276 Cory J. Chapman	DUNH TBA LEC	MTWRF	10:16AM 03/07/16 11:15AM 05/25/16		3.00	10	25	8	0	17
MFG-142-100 052479	Geometric Dimensioning & To 0226018 Ralph O. Longus	CLH TBA LEC	MTWRF	10:29AM 01/19/16 11:09AM 05/25/16		3.00	10	25	8	0	17
MFG-157-100 052481	Intro To CNC Programming I 0154456 Thomas S. Nuss	TPH TBA LEC	MTWRF	12:45PM 01/05/16 01:30PM 05/18/16		2.00	5	25	8	0	17
MFG-157-101 052482	Intro To CNC Programming I 0027445 Wade D. Stahr	INDH TBA LEC	MTWRF	12:19PM 01/19/16 01:49PM 05/27/16		2.00	5	25	2	0	23
MIL-115-1 052753	Foundations in Leadership 0256290 Daniel A. Nesdahl 0256291 James M. Dyer 0257278 Jonathan D. Thompso	WGYM 207 LEC WGYM 207 LEC	T  W	03:30PM 01/11/16 04:30PM 05/11/16 03:00PM 01/11/16 05:00PM 05/11/16	15  15	1.00	5	15	3	0	12
MIL-115-2 052831	Foundations in Leadership 0256290 Daniel A. Nesdahl 0257278 Jonathan D. Thompso	WGYM 207 LEC WGYM 207 LEC	W  W	02:00PM 01/11/16 03:00PM 05/11/16 03:00PM 01/11/16 05:00PM 05/11/16	15  15	1.00	12	15	1	0	14
NET-932-1 052293	Internship 0066334 Todd A. Bengen	TRNG TRNG LAB-C	MTWRFSN	01/11/16 05/11/16	50	2.00	12	20	6	0	14
OTA-403-1 052230	Level I Fieldwork Phys Dys 0222963 Cindy M. Koehn	TRNG TRNG LAB-C	R	08:00AM 01/11/16 04:50PM 03/03/16	50	1.00	12	20	16	0	4
OTA-502-1 052228	Level II Fieldwork A 0222963 Cindy M. Koehn	TRNG TRNG LAB-C	MTWRF	08:00AM 03/21/16 04:50PM 05/13/16	50	5.00	15	20	16	0	4
PEA-117-1 052117	Bowling I 0065798 Mikki M. Savage	CALC LANE LAB-A	F	01:00PM 01/11/16 02:50PM 05/11/16	25	1.00	12	25	13	0	12

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: OFFCA  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PNN-100-120 052872	Nursing Assistant	DEIC 35	TR	01:00PM 01/19/16		3.00	5	20	19	0	1
	0103123 Jennifer L. Kane	LEC		02:15PM 01/20/16							
	0075536 Emily J. Millard	DEIC 35	MTR	01:00PM 01/25/16							
	0075536 Emily J. Millard	LEC		02:15PM 03/10/16							
	0090221 Elizabeth A. Cummin	DEIC 35	MTR	01:00PM 03/21/16							
		LEC		02:15PM 03/24/16							
		TRNG TRNG	S	06:00AM 02/27/16	50						
		LAB-A		03:00PM 02/27/16							
		TRNG TRNG	S	06:00AM 03/12/16	50						
		LAB-A		03:00PM 03/12/16							
		TRNG TRNG	S	06:00AM 03/26/16	50						
		LAB-B		03:00PM 03/26/16							
		TRNG TRNG	S	06:00AM 04/09/16	50						
		LAB-B		03:00PM 04/09/16							
		TRNG TRNG	S	06:00AM 04/23/16	50						
		LAB-B		03:00PM 04/23/16							
		TRNG TRNG	S	06:00AM 05/07/16	50						
		LAB-B		03:00PM 05/07/16							
				PRIMARY PNN-100-121			2	2	2	0	0
				SECONDARY PNN-100-120			5	5	5	0	0
				SECONDARY PNN-100-122			4	4	3	0	1
				SECONDARY PNN-100-123			4	4	4	0	0
				SECONDARY PNN-100-124			5	5	5	0	0
PNN-100-121 052875	Nursing Assistant	TPIC ICN	TR	01:00PM 01/19/16	16	3.00	2	20	19	0	1
	0103123 Jennifer L. Kane	LEC		02:15PM 01/20/16							
	0075536 Emily J. Millard	TPIC ICN	MTR	01:00PM 01/25/16	16						
	0075536 Emily J. Millard	LEC		02:15PM 03/10/16							
	0090221 Elizabeth A. Cummin	TPIC ICN	MTR	01:00PM 03/21/16	16						
		LEC		02:15PM 03/24/16							
		TRNG TRNG	S	06:00AM 02/27/16	50						
		LAB-A		03:00PM 02/27/16							
		TRNG TRNG	S	06:00AM 03/12/16	50						
		LAB-A		03:00PM 03/12/16							
		TRNG TRNG	S	06:00AM 03/26/16	50						
		LAB-B		03:00PM 03/26/16							
		TRNG TRNG	S	06:00AM 04/09/16	50						
		LAB-B		03:00PM 04/09/16							
		TRNG TRNG	S	06:00AM 04/23/16	50						
		LAB-B		03:00PM 04/23/16							
		TRNG TRNG	S	06:00AM 05/07/16	50						
		LAB-B		03:00PM 05/07/16							
				PRIMARY PNN-100-121			2	2	2	0	0
				SECONDARY PNN-100-120			5	5	5	0	0
				SECONDARY PNN-100-122			4	4	3	0	1
				SECONDARY PNN-100-123			4	4	4	0	0
				SECONDARY PNN-100-124			5	5	5	0	0

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: OFFCA  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail	
PNN-100-122 052876	Nursing Assistant	WPVH TBA	TR	01:00PM 01/19/16		3.00	4	20	19	0	1	
	0103123 Jennifer L. Kane	LEC		02:15PM 01/20/16								
	0075536 Emily J. Millard	WPVH TBA	MTR	01:00PM 01/25/16								
	0075536 Emily J. Millard	LEC		02:15PM 03/10/16								
	0090221 Elizabeth A. Cummin	WPVH TBA	MTR	01:00PM 03/21/16								
		LEC		02:15PM 03/24/16								
		TRNG TRNG	S	06:00AM 03/05/16	50							
		LAB-A		03:00PM 03/05/16								
		TRNG TRNG	S	06:00AM 03/19/16	50							
		LAB-A		03:00PM 03/19/16								
		TRNG TRNG	S	06:00AM 04/02/16	50							
		LAB-B		03:00PM 04/02/16								
		TRNG TRNG	S	06:00AM 04/16/16	50							
		LAB-B		03:00PM 04/16/16								
		TRNG TRNG	S	06:00AM 04/30/16	50							
		LAB-B		03:00PM 04/30/16								
		TRNG TRNG	S	06:00AM 05/14/16	50							
		LAB-B		03:00PM 05/14/16								
				PRIMARY PNN-100-121				2	2	2	0	0
				SECONDARY PNN-100-120				5	5	5	0	0
			SECONDARY PNN-100-122				4	4	3	0	1	
			SECONDARY PNN-100-123				4	4	4	0	0	
			SECONDARY PNN-100-124				5	5	5	0	0	
PNN-100-123 052877	Nursing Assistant	CLIC 22	TR	01:00PM 01/19/16		3.00	4	20	19	0	1	
	0103123 Jennifer L. Kane	LEC		02:15PM 01/20/16								
	0075536 Emily J. Millard	CLIC 22	MTR	01:00PM 01/25/16								
	0075536 Emily J. Millard	LEC		02:15PM 03/10/16								
	0090221 Elizabeth A. Cummin	CLIC 22	MTR	01:00PM 03/21/16								
		LEC		02:15PM 03/24/16								
		TRNG TRNG	S	06:00AM 02/27/16	50							
		LAB-A		03:00PM 02/27/16								
		TRNG TRNG	S	06:00AM 03/12/16	50							
		LAB-A		03:00PM 03/12/16								
		TRNG TRNG	S	06:00AM 03/26/16	50							
		LAB-B		03:00PM 03/26/16								
		TRNG TRNG	S	06:00AM 04/09/16	50							
		LAB-B		03:00PM 04/09/16								
		TRNG TRNG	S	06:00AM 04/23/16	50							
		LAB-B		03:00PM 04/23/16								
		TRNG TRNG	S	06:00AM 05/07/16	50							
		LAB-B		03:00PM 05/07/16								
				PRIMARY PNN-100-121				2	2	2	0	0
				SECONDARY PNN-100-120				5	5	5	0	0
			SECONDARY PNN-100-122				4	4	3	0	1	
			SECONDARY PNN-100-123				4	4	4	0	0	

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail	
				SECONDARY PNN-100-124				5	5	5	0	0
PNN-100-124 052874	Nursing Assistant 0075536 Emily J. Millard 0075536 Emily J. Millard 0103123 Jennifer L. Kane 0090221 Elizabeth A. Cummin	SUIC 118A LEC SUIC 118A LEC SUIC 118A LEC TRNG TRNG LAB-A TRNG TRNG LAB-A TRNG TRNG LAB-B TRNG TRNG LAB-B TRNG TRNG LAB-B TRNG TRNG LAB-B TRNG TRNG LAB-B	TR  MTR  MTR  S  S  S  S  S  S	01:00PM 01/19/16 02:15PM 01/20/16 01:00PM 01/25/16 02:15PM 03/10/16 01:00PM 03/21/16 02:15PM 03/24/16 06:00AM 03/05/16 03:00PM 03/05/16 06:00AM 03/19/16 03:00PM 03/19/16 06:00AM 04/02/16 03:00PM 04/02/16 06:00AM 04/16/16 03:00PM 04/16/16 06:00AM 04/30/16 03:00PM 04/30/16 06:00AM 05/14/16 03:00PM 05/14/16	24  24  24  50  50  50  50  50	3.00	5	20	19	0	1	
				PRIMARY PNN-100-121				2	2	2	0	0
				SECONDARY PNN-100-120				5	5	5	0	0
				SECONDARY PNN-100-122				4	4	3	0	1
				SECONDARY PNN-100-123				4	4	4	0	0
				SECONDARY PNN-100-124				5	5	5	0	0
PNN-117-1 052211	Nursing Clinical I 0105699 Jane E. Herrera	TRNG TRNG LAB-B	M	06:30AM 03/07/16 12:30PM 05/02/16	50	1.00	4	16	13	0	3	
				PRIMARY PNN-117-1				4	8	7	0	1
				SECONDARY PNN-117-2				4	8	6	0	2
PNN-117-2 052212	Nursing Clinical I 0099409 Debra A. Card 0105699 Jane E. Herrera	TRNG TRNG LAB-B	M	06:30AM 03/07/16 12:30PM 05/02/16	50	1.00	4	16	13	0	3	
				PRIMARY PNN-117-1				4	8	7	0	1
				SECONDARY PNN-117-2				4	8	6	0	2
PNN-217-10 052525	Nursing Clinical II 0105699 Jane E. Herrera 0065687 Ruth A. Gaede 0254990 Sandra J. Gardner 0128489 Jean L. Brodigan 0126006 Angela M. O'Hair	TRNG TRNG LAB-B	RF	06:30AM 01/11/16 12:30PM 05/11/16	50	4.00	5	32	22	0	10	
				PRIMARY PNN-217-6				5	6	4	0	2
				SECONDARY PNN-217-7				5	6	1	0	5

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: OFFCA  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
				SECONDARY PNN-217-9			5	7	5	0	2
				SECONDARY PNN-217-10			5	5	5	0	0
				SECONDARY PNN-217-11			5	7	7	0	0
PNN-217-11 052773	Nursing Clinical II 0128489 Jean L. Brodigan 0105699 Jane E. Herrera 0065687 Ruth A. Gaede 0254990 Sandra J. Gardner 0126006 Angela M. O'Hair	TRNG TRNG LAB-B	WR	01:30PM 01/11/16 07:30PM 05/11/16	50	4.00	5	32	22	0	10
				PRIMARY PNN-217-6			5	6	4	0	2
				SECONDARY PNN-217-7			5	6	1	0	5
				SECONDARY PNN-217-9			5	7	5	0	2
				SECONDARY PNN-217-10			5	5	5	0	0
				SECONDARY PNN-217-11			5	7	7	0	0
PNN-217-6 052521	Nursing Clinical II 0105699 Jane E. Herrera 0065687 Ruth A. Gaede 0126006 Angela M. O'Hair 0254990 Sandra J. Gardner 0128489 Jean L. Brodigan	TRNG TRNG LAB-B	RF	06:30AM 01/11/16 12:30PM 05/11/16	50	4.00	5	32	22	0	10
				PRIMARY PNN-217-6			5	6	4	0	2
				SECONDARY PNN-217-7			5	6	1	0	5
				SECONDARY PNN-217-9			5	7	5	0	2
				SECONDARY PNN-217-10			5	5	5	0	0
				SECONDARY PNN-217-11			5	7	7	0	0
PNN-217-7 052522	Nursing Clinical II 0105699 Jane E. Herrera 0254990 Sandra J. Gardner 0126006 Angela M. O'Hair 0128489 Jean L. Brodigan 0065687 Ruth A. Gaede	TRNG TRNG LAB-B	RF	06:30AM 01/11/16 12:30PM 05/11/16	50	4.00	5	32	22	0	10
				PRIMARY PNN-217-6			5	6	4	0	2
				SECONDARY PNN-217-7			5	6	1	0	5
				SECONDARY PNN-217-9			5	7	5	0	2
				SECONDARY PNN-217-10			5	5	5	0	0
				SECONDARY PNN-217-11			5	7	7	0	0

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: OFFCA  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PNN-217-9 052524	Nursing Clinical II 0126006 Angela M. O'Hair 0105699 Jane E. Herrera 0065687 Ruth A. Gaede 0128489 Jean L. Brodigan 0254990 Sandra J. Gardner	TRNG TRNG LAB-B	RF	06:30AM 01/11/16 12:30PM 05/11/16	50	4.00	5	32	22	0	10
				PRIMARY PNN-217-6			5	6	4	0	2
				SECONDARY PNN-217-7			5	6	1	0	5
				SECONDARY PNN-217-9			5	7	5	0	2
				SECONDARY PNN-217-10			5	5	5	0	0
				SECONDARY PNN-217-11			5	7	7	0	0
POL-111-100 052486	American National Governmen 0206571 Philip K. Moss	NTH TBA LEC	MTWRF	01:53PM 01/13/16 02:40PM 05/25/16		3.00	10	25	13	0	12
PSY-111-101 052444	Introduction to Psychology 0184331 Dennis K. Smithe	CLH TBA LEC	W	06:00PM 01/19/16 08:50PM 05/25/16		3.00	10	25	14	0	11
PSY-111-102 052445	Introduction to Psychology 0256816 Emily J. Huff	DENH TBA LEC	MTWRF	09:44AM 01/19/16 10:27AM 06/02/16		3.00	10	24	24	0	0
PSY-111-103 052446	Introduction to Psychology 0120405 Alexis L. Ceaglske	APH TBA LEC	MTWRF	12:56PM 02/29/16 01:56PM 05/19/16		3.00	10	25	19	0	6
PSY-111-104 052447	Introduction to Psychology 0207067 Joel W. Dinger	INDH TBA LEC	MTWRF	08:15AM 03/30/16 09:47AM 05/27/16		3.00	10	25	23	0	2
PSY-111-125 052835	Introduction to Psychology 0180687 Christine L. Bennet Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WSTH TBA LEC WEBH WEBH LEC	TR MTWRFSN	09:19AM 01/20/16 10:02AM 05/11/16 01/20/16 05/11/16	25	3.00	10	30	25	0	5
PTA-311-1 051965	PTA Clinical II 0254879 Melissa M. Schneide	TRNG TRNG LAB-C	F	08:00AM 01/11/16 11:50AM 05/11/16	50	1.00	12	24	23	0	1
RCP-690-1 051799	Clinical Intensive Care 0264298 Leah R. Hoffmann 0065802 Jamie S. Bute	COV COV LAB-B	WRF	06:00AM 01/11/16 06:00PM 05/11/16		8.00	4	20	8	0	12

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: OFFCA  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
RCP-690-2 051800	Clinical Intensive Care 0065802 Jamie S. Bute 0157840 Nicholas R. Behne 0264298 Leah R. Hoffmann	ALLN ALLN LAB-B UIHO 700 LAB-B	WR  F	06:00AM 01/11/16 06:00PM 05/11/16 06:00AM 01/11/16 06:00PM 05/11/16	22	8.00	4	20	4	0	16
SOC-110-102 052450	Intro to Sociology 0236083 Chad J. Van Cleve	CFH TBA LEC	MTWRF	07:55AM 01/19/16 08:42AM 05/27/16		3.00	10	28	28	0	0
SOC-110-103 052451	Intro to Sociology 0236083 Chad J. Van Cleve	CFH TBA LEC	MTWRF	08:46AM 01/19/16 09:33AM 05/27/16		3.00	10	28	26	0	2
SOC-110-105 052453	Intro to Sociology 0101530 Rachel E. Hurley	INDH TBA LEC	MTWRF	12:19PM 01/19/16 01:49PM 03/23/16		3.00	10	25	23	0	2
SOC-110-111 052532	Intro to Sociology 0236083 Chad J. Van Cleve	CFH TBA LEC	MTWRF	10:31AM 01/19/16 11:18AM 05/27/16		3.00	10	35	27	0	8
SOC-110-114 052666	Intro to Sociology 0212692 Theresa A. Laughead	SUH TBA LEC	TR	08:00AM 01/11/16 09:15AM 05/11/16		3.00	10	25	18	0	7
SOC-110-116 052718	Intro to Sociology 0065215 Roger J. Eich	JSIC ICN LEC	MWF	09:00AM 01/11/16 09:50AM 05/11/16		3.00	10	35	11	0	24
				PRIMARY SOC-110-9			10	21	9	0	12
				SECONDARY SOC-110-11			1	2	1	0	1
				SECONDARY SOC-110-116			10	10	0	0	10
				SECONDARY SOC-110-118			1	1	1	0	0
SOC-110-125 052837	Intro to Sociology 0193100 Casey J. Schotter	WSTH TBA LEC	TWRF	08:32AM 01/20/16 09:15AM 05/11/16		3.00	10	30	25	0	5
SPC-101-101 052460	Fundamentals of Oral Comm 0248887 Diane B. Flaherty	CFH TBA LEC	MTWRF	10:31AM 01/19/16 11:18AM 05/27/16		3.00	10	25	25	0	0
SPC-101-102 052461	Fundamentals of Oral Comm 0248887 Diane B. Flaherty	CFH TBA LEC	MTWRF	01:17PM 01/19/16 02:04PM 05/27/16		3.00	10	25	23	0	2
SPC-101-103 052463	Fundamentals of Oral Comm 0078442 Heather M. Wagner	WSTH TBA LEC	MTWRF	10:53AM 01/20/16 11:43AM 06/07/16		3.00	10	25	18	0	7
SPC-101-121 054439	Fundamentals of Oral Comm 0248887 Diane B. Flaherty	CFH TBA LEC	MTWRF	01:17PM 01/19/16 02:04PM 05/20/16		3.00	1	1	1	0	0
SPC-101-122 054548	Fundamentals of Oral Comm 0078442 Heather M. Wagner	WSTH TBA LEC	MTWRF	10:53AM 01/20/16 11:43AM 05/27/16		3.00	1	1	1	0	0
TDT-938-1 051541	Truck Transp On-the-Job Trn 0242686 Ronald C. Bohle	TRNG TRNG LAB-C	MTWRFSS	04/13/16 05/11/16	50	3.00	12	25	8	0	17



SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: OFFCA  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
WDV-931-1 051571	Internship 0065649 Madalene A. Nelson	TRNG TRNG LAB-C	MTWRFSN	01/11/16 05/11/16	50	2.00	2	20	6	0	14		
WEL-104-100 052483	Intro To MIG Welding 0154456 Thomas S. Nuss 0154456 Thomas S. Nuss	TPH TBA LEC TPH TBA LAB-B	MTWRF  MTWRF	10:45AM 01/05/16 10:59AM 05/18/16 11:00AM 01/05/16 11:30AM 05/18/16		2.00	10	25	19	0	6		
WEL-104-101 052484	Intro To MIG Welding 0074684 Adam J. Reilly 0074684 Adam J. Reilly	CFH TBA LEC CFH TBA LAB-B	MTWRF  MTWRF	12:26PM 01/19/16 12:40PM 05/27/16 12:41PM 01/19/16 01:13PM 05/27/16		2.00	10	18	9	0	9		
WEL-104-102 052485	Intro To MIG Welding 0226018 Ralph O. Longus 0226018 Ralph O. Longus	CLH TBA LEC CLH TBA LAB-B	MTWRF  MTWRF	01:04PM 01/19/16 01:17PM 05/25/16 01:18PM 01/19/16 01:46PM 05/25/16		2.00	10	25	3	0	22		
WEL-104-103 052490	Intro To MIG Welding 0106762 Bryan E. Benham 0106762 Bryan E. Benham	WSH TBA LEC WSH TBA LAB-B	MTWRF  MTWRF	11:40AM 01/19/16 12:00PM 05/24/16 12:01PM 01/19/16 01:45PM 05/24/16		2.00	10	25	11	0	14		
WEL-104-105 052492	Intro To MIG Welding 0078426 Gerald G. Warren 0078426 Gerald G. Warren	DIH TBA LEC DIH TBA LAB-B	MTWRF  MTWRF	11:32AM 02/26/16 11:53AM 05/27/16 11:54AM 02/26/16 12:32PM 05/27/16		2.00	10	12	4	0	8		
WEL-104-108 052680	Intro To MIG Welding 0222923 Joseph E. Walleser 0222923 Joseph E. Walleser	UNH TBA LEC UNH TBA LAB-B	M  TWRF	09:24AM 02/25/16 10:25AM 05/23/16 09:24AM 02/25/16 10:25AM 05/23/16		2.00	10	25	12	0	13		
WEL-104-109 052708	Intro To MIG Welding 0027445 Wade D. Stahr 0027445 Wade D. Stahr	INDH TBA LEC INDH TBA LAB-B	M  TWRF	01:53PM 01/19/16 03:25PM 03/23/16 01:53PM 01/19/16 03:25PM 03/23/16		2.00	10	25	5	0	20		
									1587	3540	1900	0	1995

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: RTTC  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
HEQ-108-2 051066	Backhoe Operation 0172003 Martin F. Kroenecke 0172003 Martin F. Kroenecke	RTTC 109A LEC RTTC 109A LAB-B RTTC 109A LAB-B RTTC 109A LAB-B	M  M  M  T	08:00AM 08/24/15 08:50AM 12/17/15 09:00AM 08/24/15 11:50AM 12/17/15 01:30PM 08/24/15 02:20PM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15	30  30  30  30	3.00	10	20	12	0	8
HEQ-109-1 050830	All-Terrain Lifts Operation 0172003 Martin F. Kroenecke 0172003 Martin F. Kroenecke	RTTC 109 LEC RTTC 109 LAB-B RTTC 109 LAB-B RTTC 109 LAB-B	TR  TR  F  TRF	10:00AM 10/05/15 10:50AM 12/01/15 10:00AM 12/03/15 10:50AM 12/17/15 08:00AM 10/05/15 11:50AM 12/17/15 10/05/15 12/17/15		2.00	10	20	12	0	8
HEQ-114-1 050826	Track Equipment Operation 0172003 Martin F. Kroenecke 0172003 Martin F. Kroenecke	RTTC 109 LEC RTTC 109 LAB-B RTTC 109 LAB-B RTTC 109 LAB-B	W  W  W  R	09:00AM 08/24/15 09:50AM 12/17/15 10:00AM 08/24/15 11:50AM 12/17/15 12:30PM 08/24/15 02:20PM 12/17/15 08:00AM 08/24/15 09:50AM 12/17/15		3.00	10	20	12	0	8
TDT-100-1 049961	Interpersonal Relations 0171689 Rozann L. Dallenbac	RTTC 103 LEC	WR	08:00AM 08/24/15 09:50AM 10/15/15	30	2.00	12	25	11	0	14
TDT-115-1 049966	Transpor Indstry & Driver R 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LEC RTTC 103 LEC	MTF  WR  MTWRF	08:00AM 08/24/15 11:50AM 09/10/15 10:00AM 08/24/15 11:50AM 09/10/15 12:30PM 08/24/15 02:20PM 09/10/15	30  30  30	4.00	12	25	12	0	13
TDT-118-1 049983	Driving Range I 0242686 Ronald C. Bohle 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LEC RTTC 103 LAB-B RTTC 103 LAB-B	MTF  MTWRF  MTWRF  MTWRF	08:00AM 09/11/15 09:50AM 10/15/15 10:00AM 09/11/15 10:37AM 10/15/15 10:38AM 09/11/15 11:50AM 10/15/15 12:30PM 09/11/15 04:56PM 10/15/15	30  30  30  30	6.00	12	25	11	0	14

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: RTTC  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
TDT-121-1 049985	Driving Range II 0242686 Ronald C. Bohle 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LAB-B RTTC 103 LAB-B	MTWRF  MTWRF  MTWRF	08:00AM 10/19/15 09:23AM 11/02/15 09:24AM 10/19/15 11:50AM 11/02/15 12:30PM 10/19/15 02:20PM 11/02/15	30  30  30	2.00	12	25	9	0	16		
TDT-122-1 049989	Driving Range III 0242686 Ronald C. Bohle 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LAB-B RTTC 103 LAB-B	MTWRF  MTWRF  MTWRF	08:00AM 11/03/15 09:23AM 11/17/15 09:24AM 11/03/15 11:50AM 11/17/15 12:30PM 11/03/15 02:20PM 11/17/15	30  30  30	2.00	12	25	9	0	16		
TDT-126-1 050828	Commercial License Preparat 0172003 Martin F. Kroenecke	RTTC 109 LEC	MTWRF	02:30PM 08/24/15 04:20PM 09/24/15		3.00	10	20	12	0	8		
TDT-128-1 050829	Driving Skills Development 0172003 Martin F. Kroenecke 0172003 Martin F. Kroenecke	RTTC 109 LEC RTTC 109 LAB-B	MTWRF  MTWRF	02:30PM 09/25/15 04:20PM 10/06/15 02:30PM 10/07/15 04:25PM 12/11/15		3.00	10	20	11	0	9		
									110	225	111	0	114

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: RTTC  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
HEQ-110-1 051543	Support Equipment Operation 0172003 Martin F. Kroenecke 0172003 Martin F. Kroenecke 0233148 Dylan T. Puelz 0233148 Dylan T. Puelz	RTTC 109A LEC RTTC 109A LAB-B	M  TWR	08:00AM 01/11/16 09:50AM 03/07/16 08:00AM 01/11/16 09:50AM 03/07/16	30  30	2.00	0	25	12	0	13
HEQ-111-1 051544	Jobsite Certifications 0172003 Martin F. Kroenecke 0227336 Dale C. Price	RTTC 109A LEC RTTC 109A LEC RTTC 109A LEC	F  MTF  T	08:00AM 01/11/16 09:50AM 03/08/16 10:00AM 01/11/16 11:50AM 03/08/16 08:00AM 03/08/16 09:50AM 03/08/16	30  30  30	4.00	10	20	12	0	8
HEQ-113-1 051545	Equipment Maintenance II 0172003 Martin F. Kroenecke 0172003 Martin F. Kroenecke 0233148 Dylan T. Puelz 0233148 Dylan T. Puelz	RTTC 109A LEC RTTC 109A LAB-B	MTWR  MTWR	12:30PM 01/11/16 12:55PM 03/08/16 01:00PM 01/11/16 03:46PM 03/08/16	30  30	3.00	10	20	12	0	8
TDT-100-1 051536	Interpersonal Relations 0171689 Rozann L. Dallenbac	RTTC 103 LEC	WR	08:00AM 01/11/16 09:50AM 03/03/16	30	2.00	12	25	8	0	17
TDT-100-2 051542	Interpersonal Relations 0171689 Rozann L. Dallenbac	RTTC 109A LEC	WR	10:00AM 01/11/16 11:50AM 03/03/16	30	2.00	12	25	11	0	14
TDT-115-1 051537	Transport Industry & Driver R 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LEC RTTC 103 LEC	MTF  WR  MTWRF	08:00AM 01/11/16 11:50AM 01/28/16 10:00AM 01/11/16 11:50AM 01/28/16 12:30PM 01/11/16 02:20PM 01/28/16	30  30  30	4.00	12	25	9	0	16
TDT-118-1 051538	Driving Range I 0242686 Ronald C. Bohle 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LEC RTTC 103 LAB-B RTTC 103 LAB-B	MTF  MTWRF  MTWRF	08:00AM 01/29/16 09:50AM 03/03/16 10:00AM 01/29/16 10:37AM 03/03/16 10:38AM 01/29/16 11:50AM 03/03/16 12:30PM 01/29/16 04:56PM 03/03/16	30  30  30  30	6.00	12	25	8	0	17
TDT-121-1 051539	Driving Range II 0242686 Ronald C. Bohle 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LAB-B RTTC 103 LAB-B	MTWRF  MTWRF  MTWRF	08:00AM 03/07/16 09:23AM 03/28/16 09:25AM 03/07/16 11:50AM 03/28/16 12:30PM 03/07/16 02:20PM 03/28/16	30  30  30	2.00	12	25	8	0	17

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: RTTC  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
TDT-122-1 051540	Driving Range III 0242686 Ronald C. Bohle 0242686 Ronald C. Bohle	RTTC 103 LEC RTTC 103 LAB-B RTTC 103 LAB-B	MTWRF  MTWRF  MTWRF	08:00AM 03/29/16 09:23AM 04/12/16 09:25AM 03/29/16 11:50AM 04/12/16 12:30PM 03/29/16 02:20PM 04/12/16	30  30  30	2.00	12	25	8	0	17		
									92	215	88	0	127

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ACC-131-3 050042	Principles of Accounting I 0065788 Deborah K. Weber Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	4.00	10	25	22	0	3
ACC-132-2 050043	Principles of Accounting II 0000022 Jennifer L. Brehm Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	4.00	10	25	9	0	16
ADM-180-1 050046	Administrative Management 0065700 Sharon K. Buss Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	17	0	8
ART-101-3 050122	Art Appreciation 0066087 Kim A. Behm Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	13	0	12
ART-203-2 050443	Art History I 0065622 Christine A. Shreve Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	8	0	17

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BCA-134-3 050047	Word Processing 0000113 Elizabeth A. Sindt WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	17	0	3
BIO-151-100 050861	Nutrition 0079320 Cassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	25	0	0
				PRIMARY BIO-151-4 SECONDARY BIO-151-100			10 1	22 3	22 3	0 0	0 0
BIO-151-101 050992	Nutrition 0240033 Nathan R. Weber WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	22	0	3
				PRIMARY BIO-151-6 SECONDARY BIO-151-101			10 1	19 6	17 5	0 0	2 1
BIO-151-11 051278	Nutrition 0079320 Cassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	19	0	6

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BIO-151-4 050696	Nutrition 0079320 Kassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	25	0	0
				PRIMARY BIO-151-4 SECONDARY BIO-151-100			10 1	22 3	22 3	0 0	0 0
BIO-151-5 050697	Nutrition 0212695 Michelle D. Cook WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	24	0	1
BIO-151-6 050698	Nutrition 0240033 Nathan R. Weber WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	22	0	3
				PRIMARY BIO-151-6 SECONDARY BIO-151-101			10 1	19 6	17 5	0 0	2 1
BIO-151-7 050699	Nutrition 0240033 Nathan R. Weber WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	24	0	1



LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BIO-154-5 050700	Human Biology 0065770 Cynthia A. Boyd WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	20	0	5
BIO-154-6 050701	Human Biology 0065770 Cynthia A. Boyd WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	14	0	11
BIO-154-7 050702	Human Biology 0240033 Nathan R. Weber WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	16	0	9
BUS-102-101 051005	Intro to Business 0236037 Rebecca S. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	24	0	1
				PRIMARY BUS-102-4			10	23	22	0	1
				SECONDARY BUS-102-101			1	2	2	0	0
BUS-102-4 050050	Intro to Business 0236037 Rebecca S. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	24	0	1
				PRIMARY BUS-102-4			10	23	22	0	1

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
SECONDARY BUS-102-101									1	2	2	0	0
BUS-180-2 050051	Business Ethics 0065244 Mitchell J. Roose WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	22	0	3		
BUS-183-2 050052	Business Law 0104215 Brooke Trent WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	17	0	8		
CIS-217-1 050159	Data Driven Web Page 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN	08/24/15 12/17/15 08/24/15 12/17/15	25 25	3.00	12	20	4	0	16		
CIS-274-1 050614	E-Commerce Design 0140259 Robert A. Willey 0140259 Robert A. Willey WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN	08/24/15 12/17/15 08/24/15 12/17/15	25 25	3.00	12	20	5	0	15		
CLS-130-3 049741	African Cultures 0065116 Patrick T. Malloy WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	16	0	9		

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
CLS-150-2 049746	Latin Am History & Culture 0065719 Jenifer M. Lara WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	24	0	1
CLS-160-2 049733	East Asian Cultures 0152188 Robert P. Steed WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	21	0	4
CRJ-100-101 050898	Intro to Criminal Justice 0126944 Erin N. Etherington WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	5	25	16	0	9
				PRIMARY CRJ-100-5			10	20	15	0	5
				SECONDARY CRJ-100-101			5	5	1	0	4
CRJ-100-5 050228	Intro to Criminal Justice 0126944 Erin N. Etherington WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	16	0	9
				PRIMARY CRJ-100-5			10	20	15	0	5
				SECONDARY CRJ-100-101			5	5	1	0	4

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OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
CRJ-120-100 050837	Intro to Corrections 0243959 Sarah E. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	5	25	16	0	9
				PRIMARY CRJ-120-2			10	20	14	0	6
				SECONDARY CRJ-120-100			5	5	2	0	3
CRJ-120-2 050229	Intro to Corrections 0243959 Sarah E. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	16	0	9
				PRIMARY CRJ-120-2			10	20	14	0	6
				SECONDARY CRJ-120-100			5	5	2	0	3
CRJ-200-3 050230	Criminology 0250289 Clint B. Scrivner WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	11	0	14
CRJ-201-2 050231	Juvenile Delinquency 0250289 Clint B. Scrivner WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	6	0	19
				PRIMARY CRJ-201-2			10	25	6	0	19
				SECONDARY CRJ-201-100			10	10	0	0	10

LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
CSC-110-7 050053	Introduction to Computers 0065700 Sharon K. Buss WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	19	0	1
CSC-110-8 050054	Introduction to Computers 0065700 Sharon K. Buss WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	16	0	4
DRA-110-1 049694	Introduction to Film 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	9	0	16
ECE-122-1 050350	Parenting Relationships 0235306 Emily E. Knutson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	10	25	21	0	4
ECE-159-2 051271	Early Childhood Curr II 0248558 Tami R. McCoy WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	1	1	0	0

LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ECN-120-4 050055	Principles of Macroeconomic 0218997 Joseph A. Toe WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	21	0	4
ECN-130-2 050612	Principles of Microeconomic 0255003 Mark A. Sutton WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	23	0	2
EDU-246-2 050327	Including Diverse Learners 0248558 Tami R. McCoy WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	12	25	18	0	7
EDU-920-1 050340	Field Experience 0248558 Tami R. McCoy WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	08/24/15 12/17/15	25	1.00	10	25	9	0	16
EMS-641-1 050504	Introduction to Paramedicin 0248403 Johnathan R. Cockre 0111018 Gregory J. Helmuth WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	12	25	14	0	11

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WEB  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ENG-060-6 049788	College Preparatory Writing 0065633 Crystal K. Stallman WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	7	0	13
ENG-061-9 049800	College Preparatory Writing 0065633 Crystal K. Stallman WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	15	0	5
ENG-105-102 050855	Composition I 0195472 Deborah J. Bloom WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	20	18	0	2
				PRIMARY ENG-105-18			10	15	13	0	2
				SECONDARY ENG-105-102			1	5	5	0	0
ENG-105-103 050856	Composition I 0242054 Crystal J. Sivia WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	20	15	0	5
				PRIMARY ENG-105-19			10	13	10	0	3
				SECONDARY ENG-105-103			1	7	5	0	2

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ENG-105-108 051009	Composition I 0256798 Tobias A. Veeder WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	19	0	1
				PRIMARY ENG-105-20			5	9	9	0	0
				SECONDARY ENG-105-108			10	11	10	0	1
ENG-105-111 051032	Composition I 0157336 Molly L. Cormaney WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	20	18	0	2
				PRIMARY ENG-105-28			10	18	17	0	1
				SECONDARY ENG-105-111			1	2	1	0	1
ENG-105-112 051073	Composition I 0256798 Tobias A. Veeder WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	20	14	0	6
				PRIMARY ENG-105-33			10	19	13	0	6
				SECONDARY ENG-105-112			1	1	1	0	0
ENG-105-129 051228	Composition I 0242054 Crystal J. Sivia WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/31/15 12/17/15	25	3.00	10	20	14	0	6



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ENG-105-18 050015	Composition I 0195472 Deborah J. Bloom WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	18	0	2
				PRIMARY ENG-105-18			10	15	13	0	2
				SECONDARY ENG-105-102			1	5	5	0	0
ENG-105-19 050017	Composition I 0242054 Crystal J. Sivia WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	15	0	5
				PRIMARY ENG-105-19			10	13	10	0	3
				SECONDARY ENG-105-103			1	7	5	0	2
ENG-105-20 050018	Composition I 0256798 Tobias A. Veeder WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	5	20	19	0	1
				PRIMARY ENG-105-20			5	9	9	0	0
				SECONDARY ENG-105-108			10	11	10	0	1
ENG-105-28 050434	Composition I 0157336 Molly L. Cormaney WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	18	0	2
				PRIMARY ENG-105-28			10	18	17	0	1
				SECONDARY ENG-105-111			1	2	1	0	1

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ENG-105-33 051072	Composition I 0256798 Tobias A. Veeder WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	14	0	6
				PRIMARY ENG-105-33			10	19	13	0	6
				SECONDARY ENG-105-112			1	1	1	0	0
ENG-106-100 050915	Composition II 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	20	13	0	7
				PRIMARY ENG-106-11			10	15	11	0	4
				SECONDARY ENG-106-100			1	5	2	0	3
ENG-106-11 050437	Composition II 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	13	0	7
				PRIMARY ENG-106-11			10	15	11	0	4
				SECONDARY ENG-106-100			1	5	2	0	3
ENG-106-5 049679	Composition II 0065370 Cherie L. Dargan WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	14	0	6

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ENG-106-6 049680	Composition II 0065370 Cherie L. Dargan WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	14	0	6
ENV-115-6 050704	Environmental Science 0065477 Dawn G. Keller WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	23	0	2
ENV-115-7 050705	Environmental Science 0065477 Dawn G. Keller WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	22	0	3
ENV-115-8 050706	Environmental Science 0235261 Mark A. Wilcox WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	20	0	5
ENV-116-3 050707	Environmental Science Lab 0065477 Dawn G. Keller WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	08/24/15 12/17/15	25	1.00	9	25	21	0	4

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ENV-116-4 050708	Environmental Science Lab 0235261 Mark A. Wilcox WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	08/24/15 12/17/15	25	1.00	9	25	23	0	2
FIR-214-1 051204	Legal Aspects of Emergency 0118233 Troy L. Luck 0248403 Johnathan R. Cockre WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	8	0	12
GEO-121-1 050709	World Regional Geography 0233534 Micah P. Destival WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	21	0	4
GEO-121-2 050710	World Regional Geography 0233534 Micah P. Destival WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	18	0	7
HIS-117-5 049753	Western Civ I-Ancient & Med 0065837 John D. Higdon WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	24	0	1

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HIS-117-6 049754	Western Civ I-Ancient & Med 0065837 John D. Higdon WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	22	0	3
HIS-118-2 049817	Western Civ Ii-Early Modern 0065622 Christine A. Shreve WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	20	0	5
HIS-119-4 049760	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	23	0	2
HIS-119-5 049762	Western Civ Iii-Modern Peri 0166742 Susan R. Padget WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	17	0	8
HIS-119-7 049766	Western Civ Iii-Modern Peri 0065853 Bruce P. Costa WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	10	0	15

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HIS-151-3 050711	U.S. History to 1877 0110121 Heidi K. Hudson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	10	0	15
HIS-151-4 050712	U.S. History to 1877 0207038 Sara L. Nefzger WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	13	0	12
HIS-152-6 050713	U.S. History Since 1877 0000030 Patrick G. Ashwood WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	19	0	6
HIS-152-7 050714	U.S. History Since 1877 0065550 Steve L. Murra WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	17	0	8
HIS-152-8 050715	U.S. History Since 1877 0207038 Sara L. Nefzger WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	19	0	6
HSC-113-1 049627	Medical Terminology 0065802 Jamie S. Bute	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	8	25	23	0	2
			PRIMARY	HSC-113-1			8	19	19	0	0

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				SECONDARY HSC-113-100			4	6	4	0	2
HSC-113-100 050839	Medical Terminology 0065802 Jamie S. Bute	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	4	25	23	0	2
				PRIMARY HSC-113-1			8	19	19	0	0
				SECONDARY HSC-113-100			4	6	4	0	2
HSC-113-101 050934	Medical Terminology 0222963 Cindy M. Koehn	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	10	25	19	0	6
				PRIMARY HSC-113-2			6	13	12	0	1
				SECONDARY HSC-113-101			10	12	7	0	5
HSC-113-102 051011	Medical Terminology 0065599 Betty J. Butler	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	5	25	20	0	5
				PRIMARY HSC-113-3			10	17	14	0	3
				SECONDARY HSC-113-102			5	8	6	0	2
HSC-113-103 051064	Medical Terminology 0115026 Shawn R. Buhrow	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	3	25	23	0	2
				PRIMARY HSC-113-4			14	22	21	0	1
				SECONDARY HSC-113-103			3	3	2	0	1
HSC-113-2 050927	Medical Terminology 0222963 Cindy M. Koehn	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	6	25	19	0	6
				PRIMARY HSC-113-2			6	13	12	0	1
				SECONDARY HSC-113-101			10	12	7	0	5
HSC-113-3 051010	Medical Terminology 0065599 Betty J. Butler	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	10	25	20	0	5
				PRIMARY HSC-113-3			10	17	14	0	3
				SECONDARY HSC-113-102			5	8	6	0	2
HSC-113-4 051012	Medical Terminology 0115026 Shawn R. Buhrow	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	2.00	14	25	23	0	2
				PRIMARY HSC-113-4			14	22	21	0	1
				SECONDARY HSC-113-103			3	3	2	0	1

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LIT-101-100 051030	Intro to Literature 0065331 Aaron J. Narigon WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	16	0	9
				PRIMARY LIT-101-2 SECONDARY LIT-101-100			10 1	23 2	15 1	0 0	8 1
LIT-101-2 049685	Intro to Literature 0065331 Aaron J. Narigon WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	16	0	9
				PRIMARY LIT-101-2 SECONDARY LIT-101-100			10 1	23 2	15 1	0 0	8 1
MAT-052-8 049826	Pre-Algebra 0065377 Renee G. Aschbrenne Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	20	13	0	7
MAT-063-17 049890	Elementary Algebra 0065377 Renee G. Aschbrenne Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	4.00	10	23	17	0	6



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MAT-110-10 050717	Math for Liberal Arts 0065099 Rodney C. Holke-Far WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	24	0	1
MAT-110-110 051223	Math for Liberal Arts 0065099 Rodney C. Holke-Far WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	20	0	5
				PRIMARY MAT-110-9			10	22	18	0	4
				SECONDARY MAT-110-110			1	2	2	0	0
MAT-110-9 050716	Math for Liberal Arts 0065099 Rodney C. Holke-Far WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	20	0	5
				PRIMARY MAT-110-9			10	22	18	0	4
				SECONDARY MAT-110-110			1	2	2	0	0
MAT-156-101 050864	Statistics 0065245 Jeremy L. Fry WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	15	0	10
				PRIMARY MAT-156-11			10	20	14	0	6
				SECONDARY MAT-156-101			1	5	1	0	4

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MAT-156-11 050718	Statistics 0065245 Jeremy L. Fry WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	15	0	10
				PRIMARY MAT-156-11			10	20	14	0	6
				SECONDARY MAT-156-101			1	5	1	0	4
MAT-156-12 050719	Statistics 0244596 Corey S. Gevaert WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	30	23	0	7
MGT-101-2 050057	Principles of Management 0065240 Patrick J. Geer WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	18	0	7
MKT-110-2 050058	Principles of Marketing 0163752 Mark D. Ryan WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	23	0	2
MKT-160-1 050059	Principles of Retailing 0251042 Marcia L. Griffin WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	9	0	16

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MMS-949-1 051218	Special Topics 0128534 Daniel G. Nierling 0128534 Daniel G. Nierling WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN	08/24/15 12/17/15 08/24/15 12/17/15	25 25	1.00	1	1	1	0	0
MUS-100-2 050127	Music Appreciation 0106740 Lucinda M. Lear WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	9	0	16
PEA-191-1 050575	Pilates 0065481 Catherine M. Robb WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines. SOAR, REQUIREMENTS: video-recording device with audio (i.e. Smartphone, Tablet, web cam; can be purchased in Hawkeye bookstore).	WEB WEB LAB-A	MTWRFSN	10/19/15 12/17/15	25	1.00	9	18	14	0	4
PEA-194-2 050579	Vinyasa Yoga 0065481 Catherine M. Robb WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines. SOAR, REQUIREMENTS: video-recording device with audio (i.e. Smartphone, Tablet, web cam; can be purchased in Hawkeye bookstore).	WEB WEB LAB-A	MTWRFSN	08/24/15 12/17/15	25	1.00	12	25	6	0	19

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PEH-111-100 051284	Personal Wellness 0065481 Catherine M. Robb WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	24	0	1
				PRIMARY PEH-111-7			10	25	22	0	3
				SECONDARY PEH-111-100			10	25	2	0	23
PEH-111-4 050720	Personal Wellness 0065798 Mikki M. Savage WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	20	0	5
PEH-111-5 050721	Personal Wellness 0065798 Mikki M. Savage WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 10/15/15	25	3.00	10	25	22	0	3
PEH-111-7 050723	Personal Wellness 0065481 Catherine M. Robb WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	24	0	1
				PRIMARY PEH-111-7			10	25	22	0	3
				SECONDARY PEH-111-100			10	25	2	0	23

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PHI-101-4 049726	Introduction to Philosophy 0000114 Linda D. Smith WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	17	0	8
PHI-105-2 049721	Introduction to Ethics 0248401 Timothy L. Adamson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	19	0	6
POL-111-4 050725	American National Governmen 0255008 Bradley F. Dyke WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	15	0	10
POL-111-5 050726	American National Governmen 0065538 Elizabeth J. Burrow WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	26	0	-1
POL-125-1 050727	Comparative Gov't & Politic 0255008 Bradley F. Dyke WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	8	0	17

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PSY-102-3 050728	Human & Work Relations 0065100 James D. Rodgers WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	18	0	7
PSY-111-102 050868	Introduction to Psychology 0188827 Hiliary M. Burns WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	23	0	2
				PRIMARY PSY-111-19 SECONDARY PSY-111-102			10 1	14 11	12 11	0 0	2 0
PSY-111-103 050881	Introduction to Psychology 0112661 Jessica A. Wood WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	22	0	3
				PRIMARY PSY-111-18 SECONDARY PSY-111-103			10 1	13 12	12 10	0 0	1 2
PSY-111-104 050882	Introduction to Psychology 0218254 Kyle A. Suhr WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	21	0	4
				PRIMARY PSY-111-17 SECONDARY PSY-111-104			10 1	16 9	14 7	0 0	2 2

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OPEN AND CLOSED SECTIONS BY LOCATION  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PSY-111-113 051071	Introduction to Psychology 0244760 Stephanie L. Radaba WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/31/15 12/17/15	25	3.00	10	25	22	0	3
PSY-111-17 050729	Introduction to Psychology 0218254 Kyle A. Suhr WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	21	0	4
				PRIMARY PSY-111-17 SECONDARY PSY-111-104			10 1	16 9	14 7	0 0	2 2
PSY-111-18 050730	Introduction to Psychology 0112661 Jessica A. Wood WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	22	0	3
				PRIMARY PSY-111-18 SECONDARY PSY-111-103			10 1	13 12	12 10	0 0	1 2
PSY-111-19 050731	Introduction to Psychology 0188827 Hiliary M. Burns WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	23	0	2
				PRIMARY PSY-111-19 SECONDARY PSY-111-102			10 1	14 11	12 11	0 0	2 0

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PSY-111-20 050732	Introduction to Psychology 0231655 Carin A. Horne WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	21	0	4
PSY-111-21 050733	Introduction to Psychology 0244760 Stephanie L. Radaba WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	23	0	2
PSY-121-5 050734	Developmental Psychology 0165035 Pat Crowe WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	25	0	0
PSY-121-7 050736	Developmental Psychology 0207187 Katherine A. Hall WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	19	0	6
PSY-121-8 050737	Developmental Psychology 0207187 Katherine A. Hall WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	10	0	15



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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PSY-262-2 050738	Psychology of Gender 0145475 Jennifer A. Belling WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	18	0	7
PSY-262-3 050739	Psychology of Gender 0145475 Jennifer A. Belling WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	22	0	3
REL-101-3 049724	Survey of World Religions 0000114 Linda D. Smith WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	20	0	5
SDV-108-28 050815	The College Experience 0098556 Lisa M. Ciesielski WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	1.00	12	25	21	0	4
SDV-108-30 051202	The College Experience 0098556 Lisa M. Ciesielski WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	1.00	12	25	15	0	10

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SDV-108-31 051281	The College Experience 0098556 Lisa M. Ciesielski WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	1.00	12	25	8	0	17
SDV-131-3 049967	Career Exploration 0066115 Kelly J. Brooks WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 10/15/15	25	2.00	10	25	17	0	8
SDV-131-4 049971	Career Exploration 0066115 Kelly J. Brooks WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	2.00	10	25	8	0	17
SOC-110-101 050884	Intro to Sociology 0065215 Roger J. Eich WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	13	0	12
				PRIMARY SOC-110-11			10	21	11	0	10
				SECONDARY SOC-110-101			1	4	2	0	2
SOC-110-11 050740	Intro to Sociology 0065215 Roger J. Eich WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	13	0	12
				PRIMARY SOC-110-11			10	21	11	0	10

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				SECONDARY SOC-110-101			1	4	2	0	2
SOC-110-110 051299	Intro to Sociology 0099129 Lisa M. Ryherd WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	1	25	26	0	-1
				PRIMARY SOC-110-14			10	25	25	0	0
				SECONDARY SOC-110-110			1	1	1	0	0
SOC-110-12 050741	Intro to Sociology 0065215 Roger J. Eich WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	11	0	14
				PRIMARY SOC-110-12			10	24	11	0	13
				SECONDARY SOC-110-102			1	1	0	0	1
SOC-110-13 050742	Intro to Sociology 0243959 Sarah E. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	18	0	7
SOC-110-14 050743	Intro to Sociology 0099129 Lisa M. Ryherd WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	26	0	-1
				PRIMARY SOC-110-14			10	25	25	0	0
				SECONDARY SOC-110-110			1	1	1	0	0

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SOC-115-2 050744	Social Problems 0207220 Todd A. Mensink WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	23	0	2
SOC-120-4 050746	Marriage and Family 0066357 Jessica S. Herrmeyer WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	24	0	1
SOC-120-5 050747	Marriage and Family 0066357 Jessica S. Herrmeyer WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	23	0	2
SOC-135-4 050748	Death & Dying 0000030 Patrick G. Ashwood WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	20	0	5
SOC-160-1 050749	Intro to Social Work 0066091 Sara R. Carter WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	18	0	7

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SOC-205-10 051118	Diversity in America 0065766 Susan M. Seedorff-K WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	10/19/15 12/17/15	25	3.00	10	25	24	0	1
SOC-205-7 050750	Diversity in America 0066143 Lisa J. Munoz WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	22	0	3
SOC-205-8 050751	Diversity in America 0066143 Lisa J. Munoz WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	09/14/15 12/17/15	25	3.00	10	25	21	0	4
SPC-101-101 050858	Fundamentals of Oral Comm 0106309 Roxanne L. Heimann WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFS	08/24/15 12/17/15	25	3.00	1	25	20	0	5
				PRIMARY SPC-101-15			10	16	11	0	5
				SECONDARY SPC-101-101			1	9	9	0	0
SPC-101-102 050859	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	23	0	2
				PRIMARY SPC-101-6			10	13	11	0	2

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				SECONDARY SPC-101-102			1	12	12	0	0
SPC-101-104 050942	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	1	25	22	0	3
				PRIMARY SPC-101-27			10	16	13	0	3
				SECONDARY SPC-101-104			1	9	9	0	0
SPC-101-15 050420	Fundamentals of Oral Comm 0106309 Roxanne L. Heimann WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	20	0	5
				PRIMARY SPC-101-15			10	16	11	0	5
				SECONDARY SPC-101-101			1	9	9	0	0
SPC-101-27 050941	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	22	0	3
				PRIMARY SPC-101-27			10	16	13	0	3
				SECONDARY SPC-101-104			1	9	9	0	0
SPC-101-28 051068	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	14	0	11

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SPC-101-6 049780	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	08/24/15 12/17/15	25	3.00	10	25	23	0	2
				PRIMARY SPC-101-6			10	13	11	0	2
				SECONDARY SPC-101-102			1	12	12	0	0
							-----	-----	-----	-----	-----
							1319	3008	2723	0	930

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ACC-131-3 052243	Principles of Accounting I 0065788 Deborah K. Weber Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	4.00	10	25	21	0	4
ACC-132-2 052248	Principles of Accounting II 0000022 Jennifer L. Brehm Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	4.00	10	25	8	0	17
ADM-180-1 052249	Administrative Management 0065700 Sharon K. Buss Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	12	0	13
ADM-203-1 052251	Legal Office Concepts & Pro 0000113 Elizabeth A. Sindt Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	6	0	19
ADM-208-1 052252	Legal Terminology 0073581 Carrie L. Chandler Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	12	0	13



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ART-101-2 051944	Art Appreciation 0066087 Kim A. Behm WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	14	0	11
ART-203-2 051957	Art History I 0065622 Christine A. Shreve WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	19	0	6
BCA-134-3 052253	Word Processing 0000113 Elizabeth A. Sindt WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	16	0	4
BCA-201-3 052254	Introduction to Info System 0218199 Todd A. Stabenow WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	16	0	9
BCA-232-1 051577	Multimedia for Web Design 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN MTWRFSN	01/11/16 05/11/16 01/11/16 05/11/16	25 25	3.00	12	20	12	0	8

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BIO-151-1 051303	Nutrition 0079320 Cassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	23	0	2
BIO-151-100 052551	Nutrition 0079320 Cassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	22	0	3
				PRIMARY BIO-151-2 SECONDARY BIO-151-100			10 1	19 6	17 5	0 0	2 1
BIO-151-103 052700	Nutrition 0261761 Maxwell O. Minor WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	21	0	4
				PRIMARY BIO-151-7 SECONDARY BIO-151-103			10 1	14 11	14 7	0 0	0 4
BIO-151-104 052721	Nutrition 0240033 Nathan R. Weber WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	1	25	23	0	2
				PRIMARY BIO-151-3 SECONDARY BIO-151-104			10 1	19 6	17 6	0 0	2 0

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BIO-151-107 052860	Nutrition 0079320 Cassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	1	25	23	0	2
				PRIMARY BIO-151-8 SECONDARY BIO-151-107			10 1	24 1	22 1	0 0	2 0
BIO-151-2 051304	Nutrition 0079320 Cassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
				PRIMARY BIO-151-2 SECONDARY BIO-151-100			10 1	19 6	17 5	0 0	2 1
BIO-151-3 051305	Nutrition 0240033 Nathan R. Weber WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	23	0	2
				PRIMARY BIO-151-3 SECONDARY BIO-151-104			10 1	19 6	17 6	0 0	2 0
BIO-151-7 052699	Nutrition 0261761 Maxwell O. Minor WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
				PRIMARY BIO-151-7 SECONDARY BIO-151-103			10 1	14 11	14 7	0 0	0 4

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BIO-151-8 052776	Nutrition 0079320 Kassandra K. Einfeld WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	23	0	2
				PRIMARY BIO-151-8			10	24	22	0	2
				SECONDARY BIO-151-107			1	1	1	0	0
BIO-151-9 052869	Nutrition 0261761 Maxwell O. Minor WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	18	0	7
BIO-154-1 051306	Human Biology 0065770 Cynthia A. Boyd WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	18	0	7
BIO-154-2 051307	Human Biology 0065770 Cynthia A. Boyd WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	15	0	10
BIO-154-3 051308	Human Biology 0240033 Nathan R. Weber WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	22	0	3

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BUS-102-103 052709	Intro to Business 0236037 Rebecca S. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	20	0	5
				PRIMARY BUS-102-4			10	22	18	0	4
				SECONDARY BUS-102-103			1	3	2	0	1
BUS-102-4 052255	Intro to Business 0236037 Rebecca S. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	20	0	5
				PRIMARY BUS-102-4			10	22	18	0	4
				SECONDARY BUS-102-103			1	3	2	0	1
BUS-180-2 052256	Business Ethics 0065244 Mitchell J. Roose WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	24	0	1
BUS-183-2 052257	Business Law 0104215 Brooke Trent WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4

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CIS-249-1 051572	Web Languages 0065649 Madalene A. Nelson 0065649 Madalene A. Nelson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN	01/11/16 05/11/16 01/11/16 05/11/16	25 25	3.00	12	20	4	0	16
CLS-130-3 051984	African Cultures 0065116 Patrick T. Malloy WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	17	0	8
CLS-150-3 051990	Latin Am History & Culture 0065719 Jenifer M. Lara WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	20	0	5
CLS-150-300 052024	Latin Am History & Culture 0169171 Shelly J. Criswell Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	20	0	5
CLS-150-4 051991	Latin Am History & Culture 0192475 Michelle H. Ploof WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	20	0	5

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CLS-160-2 051993	East Asian Cultures 0152188 Robert P. Steed WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
CLS-160-300 051994	East Asian Cultures 0152188 Robert P. Steed Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	22	0	3
CNS-121-1 052046	Environmental Conservation 0027815 Terri A. Rogers 0027815 Terri A. Rogers WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN	02/01/16 05/11/16 02/01/16 05/11/16	25 25	3.00	10	25	23	0	2
				PRIMARY CNS-121-1 SECONDARY CNS-121-100			10 1	24 1	22 1	0 0	2 0
CNS-121-100 052694	Environmental Conservation 0027815 Terri A. Rogers 0027815 Terri A. Rogers WEB content is anytime/anywhere unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN	02/01/16 05/11/16 02/01/16 05/11/16	25 25	3.00	1	25	23	0	2
				PRIMARY CNS-121-1 SECONDARY CNS-121-100			10 1	24 1	22 1	0 0	2 0

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CRJ-100-102 052733	Intro to Criminal Justice 0126944 Erin N. Etherington WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	22	0	3
				PRIMARY CRJ-100-4			10	23	21	0	2
				SECONDARY CRJ-100-102			1	2	1	0	1
CRJ-100-4 051885	Intro to Criminal Justice 0126944 Erin N. Etherington WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
				PRIMARY CRJ-100-4			10	23	21	0	2
				SECONDARY CRJ-100-102			1	2	1	0	1
CRJ-120-2 051888	Intro to Corrections 0243959 Sarah E. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	11	0	14
CRJ-135-3 052894	Criminal Evidence 0141171 Michael L. Rasmusse WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	1	1	1	0	0



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CRJ-141-2 052855	Criminal Investigation 0145310 James A. Wertz WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	1	1	0	0
CRJ-141-3 052886	Criminal Investigation 0145310 James A. Wertz WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	1	1	0	0
CRJ-200-100 052550	Criminology 0250289 Clint B. Scrivner WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	18	0	7
				PRIMARY CRJ-200-3			10	18	14	0	4
				SECONDARY CRJ-200-100			1	7	4	0	3
CRJ-200-3 051891	Criminology 0250289 Clint B. Scrivner WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	18	0	7
				PRIMARY CRJ-200-3			10	18	14	0	4
				SECONDARY CRJ-200-100			1	7	4	0	3

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CRJ-201-101 052738	Juvenile Delinquency 0250289 Clint B. Scrivner WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	6	25	9	0	16
				PRIMARY CRJ-201-2			10	19	6	0	13
				SECONDARY CRJ-201-101			6	6	3	0	3
CRJ-201-2 051967	Juvenile Delinquency 0250289 Clint B. Scrivner WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	9	0	16
				PRIMARY CRJ-201-2			10	19	6	0	13
				SECONDARY CRJ-201-101			6	6	3	0	3
CRJ-266-2 052856	Report Writing and Testifyi 0200421 Mark A. Howard WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	1	1	0	0
CRJ-315-2 052881	Crisis Intervention 0230621 Patrick H. Fisher WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	1	1	0	0

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CRJ-316-2 052799	Juvenile Justice 0065767 Jane A. Wagner WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	8	25	16	0	9
CRJ-317-2 052110	White Collar Crime 0200421 Mark A. Howard WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	12	25	11	0	14
CRJ-320-3 052118	Criminal Justice Ethics 0092964 Michael D. Leary WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	12	0	13
CRJ-952-1 051719	Internship 0065767 Jane A. Wagner WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-C	MTWRFSN	01/11/16 05/11/16	25	2.00	10	25	16	0	9
CSC-110-5 052258	Introduction to Computers 0065700 Sharon K. Buss WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	17	0	3

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CSC-110-6 052259	Introduction to Computers 0065700 Sharon K. Buss WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	15	0	5
ECE-170-2 051506	Child Growth & Development 0065624 Jane A. Even WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	15	25	16	0	9
ECE-260-1 052793	Current Top/Iss in Childcar 0248558 Tami R. McCoy WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	1	1	1	0	0
ECE-945-1 051523	Field Experience Seminar II 0248558 Tami R. McCoy WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	1.00	5	15	11	0	4
ECN-120-3 052260	Principles of Macroeconomic 0218997 Joseph A. Toe WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	20	0	5

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ECN-130-3 052261	Principles of Microeconomic 0255003 Mark A. Sutton WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
EDU-246-1 051531	Including Diverse Learners 0235306 Emily E. Knutson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	12	25	24	0	1
EDU-920-1 051530	Field Experience 0248558 Tami R. McCoy WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	01/11/16 05/11/16	25	1.00	10	25	10	0	15
ENG-060-4 051337	College Preparatory Writing 0065633 Crystal K. Stallman WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	12	0	8
ENG-061-6 051366	College Preparatory Writing 0065633 Crystal K. Stallman WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	13	0	7

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ENG-105-102 052536	Composition I 0256798 Tobias A. Veeder WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	17	0	3
				PRIMARY ENG-105-18 SECONDARY ENG-105-102			10 1	14 6	13 4	0 0	1 2
ENG-105-106 052688	Composition I 0242054 Crystal J. Sivia WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	13	0	7
				PRIMARY ENG-105-20 SECONDARY ENG-105-106			10 1	14 6	9 4	0 0	5 2
ENG-105-111 052750	Composition I 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	12	0	8
				PRIMARY ENG-105-22 SECONDARY ENG-105-111			10 1	18 2	11 1	0 0	7 1
ENG-105-16 051784	Composition I 0242055 Todd A. Dralle WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	20	0	0

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ENG-105-18 051787	Composition I 0256798 Tobias A. Veeder WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	17	0	3
				PRIMARY ENG-105-18			10	14	13	0	1
				SECONDARY ENG-105-102			1	6	4	0	2
ENG-105-20 052274	Composition I 0242054 Crystal J. Sivia WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	13	0	7
				PRIMARY ENG-105-20			10	14	9	0	5
				SECONDARY ENG-105-106			1	6	4	0	2
ENG-105-21 052386	Composition I 0157336 Molly L. Cormaney WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 03/03/16	25	3.00	10	20	17	0	3
ENG-105-22 052705	Composition I 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	12	0	8
				PRIMARY ENG-105-22			10	18	11	0	7
				SECONDARY ENG-105-111			1	2	1	0	1

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ENG-106-111 052511	Composition II 0195472 Deborah J. Bloom WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	18	0	2
				PRIMARY ENG-106-15			5	10	11	0	-1
				SECONDARY ENG-106-111			1	10	7	0	3
ENG-106-112 052538	Composition II 0065370 Cherie L. Dargan WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	15	0	5
				PRIMARY ENG-106-7			10	15	11	0	4
				SECONDARY ENG-106-112			1	5	4	0	1
ENG-106-113 052597	Composition II 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	12	0	8
				PRIMARY ENG-106-16			10	15	9	0	6
				SECONDARY ENG-106-113			1	5	3	0	2
ENG-106-122 052843	Composition II 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/20/16 05/11/16	25	3.00	10	20	13	0	7



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ENG-106-15 051816	Composition II 0195472 Deborah J. Bloom WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	5	20	18	0	2
				PRIMARY ENG-106-15			5	10	11	0	-1
				SECONDARY ENG-106-111			1	10	7	0	3
ENG-106-16 051817	Composition II 0065352 Linda L. Bingham WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	12	0	8
				PRIMARY ENG-106-16			10	15	9	0	6
				SECONDARY ENG-106-113			1	5	3	0	2
ENG-106-20 052791	Composition II 0065370 Cherie L. Dargan 0248420 Anna A. Laneville WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	16	0	4
ENG-106-7 051808	Composition II 0065370 Cherie L. Dargan 0264212 Karen E. Wilson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	15	0	5
				PRIMARY ENG-106-7			10	15	11	0	4
				SECONDARY ENG-106-112			1	5	4	0	1

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ENG-106-8 051809	Composition II 0065370 Cherie L. Dargan 0264212 Karen E. Wilson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	16	0	4
ENV-115-1 051309	Environmental Science 0065477 Dawn G. Keller WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
ENV-115-2 051310	Environmental Science 0065477 Dawn G. Keller WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
ENV-115-3 051311	Environmental Science 0235261 Mark A. Wilcox WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	20	0	5
ENV-115-300 051312	Environmental Science 0065477 Dawn G. Keller Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	22	0	3

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ENV-115-301 052722	Environmental Science 0235261 Mark A. Wilcox Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	5	0	20
ENV-116-1 051313	Environmental Science Lab 0235261 Mark A. Wilcox WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	01/11/16 05/11/16	25	1.00	9	25	22	0	3
ENV-116-2 051314	Environmental Science Lab 0065477 Dawn G. Keller WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	01/11/16 05/11/16	25	1.00	9	25	23	0	2
ENV-116-3 051315	Environmental Science Lab 0065477 Dawn G. Keller WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	02/01/16 05/11/16	25	1.00	9	25	21	0	4
FIR-214-2 052528	Legal Aspects of Emergency 0118233 Troy L. Luck WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	13	0	12

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GEO-121-1 051316	World Regional Geography 0233534 Micah P. Destival WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	21	0	4
GEO-121-2 051317	World Regional Geography 0233534 Micah P. Destival WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	11	0	14
HIS-117-100 052469	Western Civ I-Ancient & Med 0065622 Christine A. Shreve WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	19	0	6
				PRIMARY HIS-117-5			10	20	15	0	5
				SECONDARY HIS-117-100			1	5	4	0	1
HIS-117-104 052780	Western Civ I-Ancient & Med 0065837 John D. Higdon WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	25	0	0
				PRIMARY HIS-117-7			10	22	22	0	0
				SECONDARY HIS-117-104			1	3	3	0	0

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HIS-117-5 052010	Western Civ I-Ancient & Med 0065622 Christine A. Shreve WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	19	0	6
				PRIMARY HIS-117-5 SECONDARY HIS-117-100			10 1	20 5	15 4	0 0	5 1
HIS-117-6 052011	Western Civ I-Ancient & Med 0065837 John D. Higdon WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	23	0	2
HIS-117-7 052012	Western Civ I-Ancient & Med 0065837 John D. Higdon WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	25	0	0
				PRIMARY HIS-117-7 SECONDARY HIS-117-104			10 1	22 3	22 3	0 0	0 0
HIS-118-3 052015	Western Civ Ii-Early Modern 0065622 Christine A. Shreve WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	25	0	0

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HIS-119-100 052737	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	24	0	1
				PRIMARY HIS-119-9			10	24	23	0	1
				SECONDARY HIS-119-100			1	1	1	0	0
HIS-119-102 052845	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/20/16 05/11/16	25	3.00	10	25	12	0	13
HIS-119-5 052022	Western Civ Iii-Modern Peri 0065837 John D. Higdon LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	25	0	0
HIS-119-9 052516	Western Civ Iii-Modern Peri 0152239 Evgeny Badredinov LEC WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	24	0	1
				PRIMARY HIS-119-9			10	24	23	0	1
				SECONDARY HIS-119-100			1	1	1	0	0

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HIS-151-1 051318	U.S. History to 1877 0110121 Heidi K. Hudson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	16	0	9
HIS-151-2 051319	U.S. History to 1877 0207038 Sara L. Nefzger WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	14	0	11
HIS-151-301 052713	U.S. History to 1877 0207038 Sara L. Nefzger Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	13	0	12
HIS-152-1 051320	U.S. History Since 1877 0000030 Patrick G. Ashwood WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
HIS-152-2 051321	U.S. History Since 1877 0110121 Heidi K. Hudson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	21	0	4

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HIS-152-300 051322	U.S. History Since 1877 0065550 Steve L. Murra Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	22	0	3
HSC-113-1 052240	Medical Terminology 0065599 Betty J. Butler	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	14	28	27	0	1
				PRIMARY HSC-113-1 SECONDARY HSC-113-105			14 3	25 3	24 3	0 0	1 0
HSC-113-101 052537	Medical Terminology 0115026 Shawn R. Buhrow	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	5	25	24	0	1
				PRIMARY HSC-113-3 SECONDARY HSC-113-101			8 5	13 12	13 11	0 0	0 1
HSC-113-102 052540	Medical Terminology 0065802 Jamie S. Bute	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	5	25	24	0	1
				PRIMARY HSC-113-4 SECONDARY HSC-113-102			10 5	12 13	11 13	0 0	1 0
HSC-113-103 052608	Medical Terminology 0065464 Rebecca L. Carrier	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	2	25	22	0	3
				PRIMARY HSC-113-2 SECONDARY HSC-113-103			14 2	22 3	19 3	0 0	3 0
HSC-113-104 052717	Medical Terminology 0090221 Elizabeth A. Cummin	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	1	25	25	0	0
				PRIMARY HSC-113-5 SECONDARY HSC-113-104			10 1	14 11	15 10	0 0	-1 1
HSC-113-105 052878	Medical Terminology 0065599 Betty J. Butler	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	3	28	27	0	1
				PRIMARY HSC-113-1 SECONDARY HSC-113-105			14 3	25 3	24 3	0 0	1 0



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HSC-113-2 052242	Medical Terminology 0065464 Rebecca L. Carrier 0090221 Elizabeth A. Cummin	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	14	25	22	0	3
				PRIMARY HSC-113-2 SECONDARY HSC-113-103			14 2	22 3	19 3	0 0	3 0
HSC-113-3 052244	Medical Terminology 0115026 Shawn R. Buhrow	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	8	25	24	0	1
				PRIMARY HSC-113-3 SECONDARY HSC-113-101			8 5	13 12	13 11	0 0	0 1
HSC-113-4 052245	Medical Terminology 0065802 Jamie S. Bute	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	10	25	24	0	1
				PRIMARY HSC-113-4 SECONDARY HSC-113-102			10 5	12 13	11 13	0 0	1 0
HSC-113-5 052247	Medical Terminology 0090221 Elizabeth A. Cummin	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	2.00	10	25	25	0	0
				PRIMARY HSC-113-5 SECONDARY HSC-113-104			10 1	14 11	15 10	0 0	-1 1
LIT-101-3 051824	Intro to Literature 0065331 Aaron J. Narigon WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	24	0	1
MAP-152-2 052411	Computer Patient Billing 0066120 Deanne L. Ulrich 0066120 Deanne L. Ulrich WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC WEB WEB LAB-A	MTWRFSN	01/11/16 05/11/16 01/11/16 05/11/16	25 25	2.00	10	20	14	0	6

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MAT-052-5 051416	Pre-Algebra 0065377 Renee G. Aschbrenne Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	14	0	6
MAT-063-13 051439	Elementary Algebra 0065377 Renee G. Aschbrenne Tests must be proctored. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	4.00	10	23	21	0	2
MAT-110-1 051323	Math for Liberal Arts 0065099 Rodney C. Holke-Far WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	24	0	1
MAT-110-2 051324	Math for Liberal Arts 0065099 Rodney C. Holke-Far WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	24	20	0	4
MAT-156-1 051325	Statistics 0065245 Jeremy L. Fry WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
				PRIMARY MAT-156-1			10	20	16	0	4
				SECONDARY MAT-156-110			1	5	5	0	0

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				SECONDARY MAT-156-20			1	1	1	0	0
MAT-156-110 052552	Statistics 0065245 Jeremy L. Fry WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	22	0	3
				PRIMARY MAT-156-1			10	20	16	0	4
				SECONDARY MAT-156-110			1	5	5	0	0
				SECONDARY MAT-156-20			1	1	1	0	0
MAT-156-111 052725	Statistics 0244596 Corey S. Gevaert WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	1	25	26	0	-1
				PRIMARY MAT-156-2			10	16	18	0	-2
				SECONDARY MAT-156-111			1	9	8	0	1
MAT-156-2 051326	Statistics 0244596 Corey S. Gevaert WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	26	0	-1
				PRIMARY MAT-156-2			10	16	18	0	-2
				SECONDARY MAT-156-111			1	9	8	0	1
MAT-156-20 052865	Statistics 0065245 Jeremy L. Fry WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	22	0	3
				PRIMARY MAT-156-1			10	20	16	0	4

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				SECONDARY MAT-156-110			1	5	5	0	0
				SECONDARY MAT-156-20			1	1	1	0	0
MGT-101-1 052262	Principles of Management 0065240 Patrick J. Geer WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
MGT-178-3 052884	Employment Law 0217691 Karen R. Reynolds WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	1	1	0	0
MKT-110-2 052263	Principles of Marketing 0163752 Mark D. Ryan WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	17	0	8
PEA-150-1 051970	Powerwalking 0065481 Catherine M. Robb WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LAB-A	MTWRFSN	03/07/16 05/11/16	25	1.00	12	25	13	0	12

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PEA-191-1 052308	Pilates 0065481 Catherine M. Robb WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines. SOAR, REQUIREMENTS: video-recording device with audio (i.e. Smartphone, Tablet, webcam; can be purchased in Hawkeye bookstore).	WEB WEB LAB-A	MTWRFSN	03/07/16 05/11/16	25	1.00	12	18	5	0	13
PEA-194-1 052309	Vinyasa Yoga 0065481 Catherine M. Robb WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines. SOAR, REQUIREMENTS: video-recording device with audio (i.e. Smartphone, Tablet, webcam; can be purchased in Hawkeye bookstore).	WEB WEB LAB-A	MTWRFSN	01/11/16 03/03/16	25	1.00	12	18	9	0	9
PEC-110-1 051971	Coaching, Ethics, Tech&Theo 0079725 Aldin Muhamedagic WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	1.00	10	20	14	0	6
PEC-115-1 051969	Athletic Dev. & Human Growt 0065100 James D. Rodgers WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 03/03/16	25	1.00	10	20	8	0	12

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PEC-123-1 051972	Anatomy for Coaching 0065798 Mikki M. Savage WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	1.00	10	20	8	0	12
PEH-111-100 052661	Personal Wellness 0065798 Mikki M. Savage WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	22	0	3
				PRIMARY PEH-111-4 SECONDARY PEH-111-100			10 1	16 9	14 8	0 0	2 1
PEH-111-101 052790	Personal Wellness 0153675 Sheri K. Purdy WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	1	25	15	0	10
				PRIMARY PEH-111-6 SECONDARY PEH-111-101			10 1	24 1	14 1	0 0	10 0
PEH-111-300 052394	Personal Wellness 0065481 Catherine M. Robb Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	23	0	2

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PEH-111-301 052395	Personal Wellness 0212695 Michelle D. Cook Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	24	0	1
PEH-111-4 052310	Personal Wellness 0065798 Mikki M. Savage WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
				PRIMARY PEH-111-4			10	16	14	0	2
				SECONDARY PEH-111-100			1	9	8	0	1
PEH-111-6 052312	Personal Wellness 0153675 Sheri K. Purdy WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	15	0	10
				PRIMARY PEH-111-6			10	24	14	0	10
				SECONDARY PEH-111-101			1	1	1	0	0
PEH-111-7 052313	Personal Wellness 0065798 Mikki M. Savage WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	18	0	7

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PHI-101-3 052001	Introduction to Philosophy 0000114 Linda D. Smith WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	17	0	8
PHI-105-2 052000	Introduction to Ethics 0248401 Timothy L. Adamson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
POL-111-8 052306	American National Governmen 0065538 Elizabeth J. Burrow WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	23	0	2
POL-111-9 052307	American National Governmen 0255008 Bradley F. Dyke WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	11	0	14
PSY-111-1 051327	Introduction to Psychology 0112661 Jessica A. Wood WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
				PRIMARY PSY-111-1			10	18	16	0	2
				SECONDARY PSY-111-123			1	7	5	0	2



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PSY-111-110 052671	Introduction to Psychology 0244760 Stephanie L. Radaba WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.					3.00	10	25	22	0	3
				PRIMARY PSY-111-20			10	10	9	0	1
				SECONDARY PSY-111-110			10	15	13	0	2
PSY-111-116 052702	Introduction to Psychology 0244760 Stephanie L. Radaba WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	1	25	19	0	6
				PRIMARY PSY-111-2			10	17	17	0	0
				SECONDARY PSY-111-116			1	3	2	0	1
PSY-111-119 052771	Introduction to Psychology 0188827 Hiliary M. Burns WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	20	0	5
				PRIMARY PSY-111-21			10	15	14	0	1
				SECONDARY PSY-111-119			10	10	6	0	4
PSY-111-123 052553	Introduction to Psychology 0112661 Jessica A. Wood WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	21	0	4
				PRIMARY PSY-111-1			10	18	16	0	2
				SECONDARY PSY-111-123			1	7	5	0	2

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PSY-111-124 052555	Introduction to Psychology 0188827 Hiliary M. Burns WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	20	0	5
				PRIMARY PSY-111-4			10	14	12	0	2
				SECONDARY PSY-111-124			1	11	8	0	3
PSY-111-2 051328	Introduction to Psychology 0244760 Stephanie L. Radaba WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	19	0	6
				PRIMARY PSY-111-2			10	17	17	0	0
				SECONDARY PSY-111-116			1	3	2	0	1
PSY-111-20 052670	Introduction to Psychology 0244760 Stephanie L. Radaba WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
				PRIMARY PSY-111-20			10	10	9	0	1
				SECONDARY PSY-111-110			10	15	13	0	2
PSY-111-21 052766	Introduction to Psychology 0188827 Hiliary M. Burns WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	20	0	5
				PRIMARY PSY-111-21			10	15	14	0	1
				SECONDARY PSY-111-119			10	10	6	0	4

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PSY-111-3 051329	Introduction to Psychology 0218254 Kyle A. Suhr WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	22	0	3
PSY-111-300 052119	Introduction to Psychology 0112661 Jessica A. Wood Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	18	0	7
PSY-111-4 051330	Introduction to Psychology 0188827 Hiliary M. Burns WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	20	0	5
				PRIMARY PSY-111-4			10	14	12	0	2
				SECONDARY PSY-111-124			1	11	8	0	3
PSY-111-5 051331	Introduction to Psychology 0231655 Carin A. Horne WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	10	0	15
PSY-121-10 052122	Developmental Psychology 0165035 Pat Crowe WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	23	0	2

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PSY-121-11 052123	Developmental Psychology 0207187 Katherine A. Hall WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	20	0	5
PSY-121-8 052120	Developmental Psychology 0165035 Pat Crowe WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
PSY-121-9 052121	Developmental Psychology 0207187 Katherine A. Hall WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	14	0	11
PSY-241-2 052124	Abnormal Psychology 0065100 James D. Rodgers WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	21	0	4
PSY-262-2 052125	Psychology of Gender 0145475 Jennifer A. Belling WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	23	0	2

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PSY-262-3 052126	Psychology of Gender 0145475 Jennifer A. Belling WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	24	0	1
REL-101-2 052004	Survey of World Religions 0000114 Linda D. Smith WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	18	0	7
SDV-108-11 051475	The College Experience 0098556 Lisa M. Ciesielski WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	1.00	12	25	12	0	13
SDV-108-12 051476	The College Experience 0098556 Lisa M. Ciesielski WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	1.00	10	20	14	0	6
SDV-131-2 051484	Career Exploration 0066115 Kelly J. Brooks WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 03/03/16	25	2.00	10	25	20	0	5

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SDV-131-3 051485	Career Exploration 0066115 Kelly J. Brooks WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	2.00	10	25	10	0	15
SOC-110-101 052449	Intro to Sociology 0065215 Roger J. Eich WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	11	0	14
				PRIMARY SOC-110-15 SECONDARY SOC-110-101			10 1	17 8	8 3	0 0	9 5
SOC-110-112 052663	Intro to Sociology 0207220 Todd A. Mensink WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	25	0	0
				PRIMARY SOC-110-17 SECONDARY SOC-110-112			10 1	19 6	19 6	0 0	0 0
SOC-110-113 052665	Intro to Sociology 0243959 Sarah E. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	25	18	0	7
				PRIMARY SOC-110-16 SECONDARY SOC-110-113			10 1	20 6	15 3	0 0	5 3

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SOC-110-120 052763	Intro to Sociology 0099129 Lisa M. Ryherd WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	1	25	22	0	3
				PRIMARY SOC-110-19			10	24	21	0	3
				SECONDARY SOC-110-120			1	1	1	0	0
SOC-110-124 052830	Intro to Sociology 0065215 Roger J. Eich WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	1	25	12	0	13
				PRIMARY SOC-110-18			10	24	12	0	12
				SECONDARY SOC-110-124			1	1	0	0	1
SOC-110-15 052127	Intro to Sociology 0065215 Roger J. Eich WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	11	0	14
				PRIMARY SOC-110-15			10	17	8	0	9
				SECONDARY SOC-110-101			1	8	3	0	5
SOC-110-16 052128	Intro to Sociology 0243959 Sarah E. Johnson WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	18	0	7
				PRIMARY SOC-110-16			10	20	15	0	5
				SECONDARY SOC-110-113			1	6	3	0	3

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SOC-110-17 052129	Intro to Sociology 0207220 Todd A. Mensink WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	25	0	0
				PRIMARY SOC-110-17			10	19	19	0	0
				SECONDARY SOC-110-112			1	6	6	0	0
SOC-110-18 052132	Intro to Sociology 0065215 Roger J. Eich WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	12	0	13
				PRIMARY SOC-110-18			10	24	12	0	12
				SECONDARY SOC-110-124			1	1	0	0	1
SOC-110-19 052133	Intro to Sociology 0099129 Lisa M. Ryherd WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	22	0	3
				PRIMARY SOC-110-19			10	24	21	0	3
				SECONDARY SOC-110-120			1	1	1	0	0
SOC-110-300 052130	Intro to Sociology 0207220 Todd A. Mensink Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	23	0	2



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SOC-110-301 052131	Intro to Sociology 0243959 Sarah E. Johnson Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	10	0	15
SOC-115-2 052789	Social Problems 0207220 Todd A. Mensink WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	21	0	4
SOC-120-3 052134	Marriage and Family 0066357 Jessica S. Herrmeyer WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	24	0	1
SOC-120-4 052135	Marriage and Family 0099129 Lisa M. Ryherd WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	22	0	3
SOC-120-5 052136	Marriage and Family 0066357 Jessica S. Herrmeyer WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	24	0	1

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SOC-135-2 052137	Death & Dying 0000030 Patrick G. Ashwood WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	22	0	3
SOC-160-1 052316	Intro to Social Work 0066091 Sara R. Carter WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	14	0	11
SOC-205-10 052701	Diversity in America 0066143 Lisa J. Munoz WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	17	0	8
SOC-205-300 052141	Diversity in America 0065215 Roger J. Eich Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	25	20	0	5
SOC-205-7 052138	Diversity in America 0066143 Lisa J. Munoz WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	25	23	0	2

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SOC-205-8 052139	Diversity in America 0065766 Susan M. Seedorff-K WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	02/01/16 05/11/16	25	3.00	10	25	22	0	3
SOC-205-9 052140	Diversity in America 0065766 Susan M. Seedorff-K WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	03/07/16 05/11/16	25	3.00	10	25	23	0	2
SPC-101-107 052539	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	17	0	3
				PRIMARY SPC-101-22			10	11	8	0	3
				SECONDARY SPC-101-107			1	9	9	0	0
SPC-101-108 052541	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	19	0	1
				PRIMARY SPC-101-25			10	12	11	0	1
				SECONDARY SPC-101-108			1	8	8	0	0

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
SPC-101-109 052560	Fundamentals of Oral Comm 0106309 Roxanne L. Heimann WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	18	0	2
				PRIMARY SPC-101-23			5	10	9	0	1
				SECONDARY SPC-101-109			1	10	9	0	1
SPC-101-110 052561	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	1	20	15	0	5
				PRIMARY SPC-101-24			5	11	8	0	3
				SECONDARY SPC-101-110			1	9	7	0	2
SPC-101-115 052656	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	1	20	13	0	7
				PRIMARY SPC-101-300			10	19	13	0	6
				SECONDARY SPC-101-115			1	1	0	0	1
SPC-101-22 051913	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	17	0	3
				PRIMARY SPC-101-22			10	11	8	0	3
				SECONDARY SPC-101-107			1	9	9	0	0

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WEB  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
SPC-101-23 051915	Fundamentals of Oral Comm 0106309 Roxanne L. Heimann WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	5	20	18	0	2
				PRIMARY SPC-101-23			5	10	9	0	1
				SECONDARY SPC-101-109			1	10	9	0	1
SPC-101-24 051917	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	5	20	15	0	5
				PRIMARY SPC-101-24			5	11	8	0	3
				SECONDARY SPC-101-110			1	9	7	0	2
SPC-101-25 051918	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	19	0	1
				PRIMARY SPC-101-25			10	12	11	0	1
				SECONDARY SPC-101-108			1	8	8	0	0
SPC-101-300 052175	Fundamentals of Oral Comm 0218746 Rachelle L. Biderma Rigorous Mini-Mester; WEB content is anytime/anywhere, unless specifically noted here. Check ANGEL and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	12/21/15 01/05/16	25	3.00	10	20	13	0	7
				PRIMARY SPC-101-300			10	19	13	0	6
				SECONDARY SPC-101-115			1	1	0	0	1

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WEB  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
SPC-101-31 052710	Fundamentals of Oral Comm 0250318 Tracy A. Freese WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	14	0	6		
SPC-122-1 051942	Interpersonal Communication 0066093 Susan C. Cusmano WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEB WEB LEC	MTWRFSN	01/11/16 05/11/16	25	3.00	10	20	15	0	5		
									1666	3778	3675	0	1126

LOCATION: WECTR  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
AGS-113-100 051101	Survey of the Animal Indust 0175740 Carlton J. Ness 0175740 Carlton J. Ness	WEOC 102 LEC WEOC 102 LAB-A	MTWRF	08:10AM 08/24/15 08:37AM 11/17/15 08:38AM 08/24/15 09:05AM 11/17/15	24  24	3.00	10	25	16	0	9
ENG-105-120 051136	Composition I 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	10:25AM 08/24/15 11:15AM 11/17/15	24	3.00	10	20	21	0	-1
ENG-105-121 051137	Composition I 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	12:00PM 08/24/15 12:50PM 11/17/15	24	3.00	10	20	21	0	-1
ENG-105-122 051138	Composition I 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	02:00PM 08/24/15 02:50PM 11/17/15	24	3.00	10	20	22	0	-2
ENG-105-123 051139	Composition I 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	09:20AM 11/18/15 10:10AM 02/26/16	24	3.00	10	20	21	0	-1
ENG-105-124 051140	Composition I 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	01:00PM 11/18/15 01:50PM 02/26/16	24	3.00	10	20	19	0	1
ENG-106-101 051279	Composition II 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	12:00PM 11/18/15 12:50PM 02/26/16	24	3.00	10	20	15	0	5
HIS-151-100 051103	U.S. History to 1877 0120405 Alexis L. Ceaglske	WEOC TBA LEC	MTWRF	08:10AM 11/18/15 09:00AM 02/26/16		3.00	10	35	21	0	14
MAT-110-102 051104	Math for Liberal Arts 0114801 Miki J. Granberg	WEOC TBA LEC	MTWRF	12:00PM 11/18/15 12:50PM 02/26/16		3.00	10	35	9	0	26
MAT-156-105 051084	Statistics 0114801 Miki J. Granberg	WEOC TBA LEC	MTWRF	01:00PM 08/24/15 01:50PM 11/17/15		3.00	10	35	15	0	20
MAT-156-106 051088	Statistics 0114801 Miki J. Granberg	WEOC TBA LEC	MTWRF	01:00PM 11/18/15 01:50PM 02/26/16		3.00	10	35	15	0	20
MAT-210-101 051105	Calculus I 0114801 Miki J. Granberg	WEOC TBA LEC	MTWRF	12:00PM 08/24/15 12:50PM 11/17/15		4.00	10	35	4	0	31
PSY-111-116 051110	Introduction to Psychology 0120405 Alexis L. Ceaglske	WEOC TBA LEC	MTWRF	08:10AM 08/24/15 09:00AM 11/17/15		3.00	10	35	17	0	18
PSY-111-117 051111	Introduction to Psychology 0120405 Alexis L. Ceaglske	WEOC TBA LEC	MTWRF	09:20AM 08/24/15 10:10AM 11/17/15		3.00	10	35	10	0	25
PSY-111-121 051184	Introduction to Psychology 0120405 Alexis L. Ceaglske	WEOC TBA LEC	MTWRF	09:20AM 11/18/15 10:10AM 02/26/16		3.00	10	35	21	0	14

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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SPC-101-110 051124	Fundamentals of Oral Comm 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	01:00PM 08/24/15 01:50PM 11/17/15	24	3.00	10	25	21	0	4		
SPC-101-111 051125	Fundamentals of Oral Comm 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	10:25AM 11/18/15 11:15AM 02/26/16	24	3.00	10	25	21	0	4		
SPC-101-112 051126	Fundamentals of Oral Comm 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	02:00PM 11/18/15 02:50PM 02/26/16	24	3.00	10	25	20	0	5		
									180	500	309	0	191



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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
ENG-106-115 052599	Composition II 0201104 Caralee K. Doak	WEOC 102 LEC	MTWRF	01:00PM 03/07/16 01:50PM 05/18/16	24	3.00	10	20	20	0	0
ENG-106-116 052600	Composition II 0201104 Caralee K. Doak Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEOC 102 LEC WEBH WEBH LEC	MWF MTWRFSN	02:00PM 03/07/16 02:50PM 05/18/16 03/07/16 05/18/16	24 25	3.00	10	20	15	0	5
ENG-106-117 052601	Composition II 0201104 Caralee K. Doak Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WEOC 102 LEC WEBH WEBH LEC	MWF MTWRFSN	09:20AM 03/07/16 10:10AM 05/18/16 03/07/16 05/18/16	24 25	3.00	10	20	20	0	0
HIS-151-104 052698	U.S. History to 1877 0120405 Alexis L. Ceaglske	WEOC TBA LEC	MTWRF	09:20AM 03/07/16 10:10AM 05/18/16		3.00	10	35	16	0	19
HIS-151-105 054448	U.S. History to 1877 0120405 Alexis L. Ceaglske	WEOC TBA LEC	MTWRF	09:20AM 03/07/16 10:10AM 05/13/16		3.00	1	1	1	0	0
MAT-110-104 052647	Math for Liberal Arts 0114801 Miki J. Granberg	WEOC TBA LEC	MTWRF	02:00PM 03/07/16 02:50PM 05/18/16		3.00	10	35	5	0	30
MAT-156-104 052648	Statistics 0114801 Miki J. Granberg	WEOC TBA LEC	MTWRF	01:00PM 03/07/16 01:50PM 05/18/16		3.00	10	35	18	0	17
MAT-210-101 052649	Calculus I 0114801 Miki J. Granberg	WEOC TBA LEC	MTWRF	12:00PM 03/07/16 12:50PM 05/18/16		4.00	10	35	3	0	32

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OPEN AND CLOSED SECTIONS BY LOCATION  
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LOCATION: WECTR  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PNN-100-118 052767	Nursing Assistant	WEOC TBA	MW	05:00PM 12/07/15		3.00	6	10	6	0	4
	0225023 Pamela S. Trenkamp	LEC		09:15PM 12/16/15							
	0225023 Pamela S. Trenkamp	WEOC TBA	M	05:00PM 01/04/16							
	0225023 Pamela S. Trenkamp	LEC		09:15PM 01/25/16							
	0090221 Elizabeth A. Cummin	WEOC TBA	M	05:00PM 12/21/15							
		LAB-A		09:15PM 12/21/15							
		WEOC TBA	W	05:00PM 01/06/16							
		LAB-A		09:15PM 01/20/16							
	TRNG TRNG	MW	05:00PM 01/27/16	50							
	LAB-B		09:15PM 02/22/16								
PNN-100-128 053912	Nursing Assistant	WEOC TBA	MTRF	08:10AM 02/29/16		3.00	6	10	8	0	2
	0203528 Beth A. Johanns	LEC		09:00AM 03/04/16							
	0203528 Beth A. Johanns	WEOC TBA	MTR	07:20AM 03/07/16							
	0203528 Beth A. Johanns	LEC		09:00AM 03/10/16							
	0090221 Elizabeth A. Cummin	WEOC TBA	F	08:10AM 03/11/16							
		LEC		09:00AM 03/11/16							
		WEOC TBA	MRF	08:10AM 03/21/16							
		LEC		09:00AM 03/25/16							
		WEOC TBA	S	08:00AM 03/26/16							
		LEC		12:15PM 03/26/16							
		WEOC TBA	MTWRF	08:10AM 03/28/16							
		LEC		09:00AM 04/01/16							
		WEOC TBA	MT	07:20AM 04/04/16							
		LEC		09:00AM 04/05/16							
		WEOC TBA	W	06:00PM 04/06/16							
		LEC		08:00PM 04/06/16							
		WEOC TBA	RF	08:10AM 04/07/16							
		LEC		09:00AM 04/08/16							
		WEOC TBA	MTWRF	08:10AM 04/11/16							
		LEC		09:00AM 04/15/16							
		WEOC TBA	S	08:00AM 03/05/16							
		LAB-A		12:15PM 03/12/16							
		WEOC TBA	S	06:30AM 04/09/16							
		LAB-A		03:30PM 04/09/16							
		TRNG TRNG	S	06:30AM 04/16/16	50						
		LAB-B		03:30PM 04/30/16							
	TRNG TRNG	W	06:00PM 04/20/16	50							
	LAB-B		09:00PM 04/27/16								
	TRNG TRNG	W	06:00PM 05/04/16	50							
	LAB-B		08:00PM 05/04/16								

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WECTR  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail	
PNN-100-129 054286	Nursing Assistant 0225023 Pamela S. Trenkamp 0225023 Pamela S. Trenkamp 0225023 Pamela S. Trenkamp 0090221 Elizabeth A. Cummin	WEOC TBA LEC WEOC TBA LEC WEOC TBA LEC MTC 131 LAB-A GCMH TBA LAB-B	MW  M  W W  MW	05:00PM 03/07/16 09:15PM 03/09/16 05:00PM 03/21/16 09:15PM 04/18/16 05:00PM 04/20/16 09:15PM 04/20/16 05:00PM 03/23/16 09:15PM 04/13/16 05:00PM 04/25/16 09:15PM 05/18/16	      32  25	         3.00	         6	         10	         10	         0	         0	
PSY-111-107 052645	Introduction to Psychology 0120405 Alexis L. Ceaglske	WEOC TBA LEC	MTWRF	08:10AM 03/07/16 09:00AM 05/18/16		3.00	10	35	23	0	12	
SPC-101-111 052603	Fundamentals of Oral Comm 0201104 Caralee K. Doak	WEOC TBA LEC	MTWRF	10:25AM 03/07/16 11:15AM 05/18/16		3.00	10	25	23	0	2	
SPC-101-112 052605	Fundamentals of Oral Comm 0201104 Caralee K. Doak	WEOC TBA LEC	MTWRF	12:00PM 03/07/16 12:50PM 05/18/16		3.00	10	25	19	0	6	
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									119	316	187	0 129

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WVCTR  
TERM : 2015/FA

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BIO-151-10 051156	Nutrition 0079320 Kassandra K. Einfeld	WVTF 109ITFS LEC	MWF	08:00AM 08/24/15 08:50AM 12/17/15	12	3.00	1	35	26	0	9
				PRIMARY BIO-151-3			10	32	24	0	8
				SECONDARY BIO-151-10			1	3	2	0	1
CLS-150-4 050850	Latin Am History & Culture 0169171 Shelly J. Criswell	WVTF 108ITFS LEC	TR	12:00PM 08/24/15 01:15PM 12/17/15	12	3.00	1	35	10	0	25
				PRIMARY CLS-150-1			10	15	9	0	6
				SECONDARY CLS-150-4			1	10	1	0	9
MAT-052-11 049832	Pre-Algebra 0231474 Anna J. Pint	WVTF 109ITFS LEC	MW	04:30PM 08/24/15 05:45PM 12/17/15	12	3.00	5		11	0	
				PRIMARY MAT-052-9			10	20	8	0	12
				SECONDARY MAT-052-10			5	5	2	0	3
				SECONDARY MAT-052-11			5	5	1	0	4
				SECONDARY MAT-052-12			5	5	0	0	5
MAT-063-21 049894	Elementary Algebra 0065601 Lavonne M. Vichlach Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check CANVAS and Instructor Syllabi for specific class requirements and deadlines.	WVTF 109ITFS LEC WEBH WEBH LEC	TR MTWRFSN	04:00PM 08/24/15 04:50PM 12/17/15 08/24/15 12/17/15	12 25	4.00	5	19	15	0	4
				PRIMARY MAT-063-19			10	23	10	0	13
				SECONDARY MAT-063-20			5	5	2	0	3
				SECONDARY MAT-063-21			5	5	3	0	2
				SECONDARY MAT-063-22			5	5	0	0	5
PSY-111-26 051056	Introduction to Psychology 0165035 Pat Crowe	WVTF 109ITFS LEC	MWF	09:00AM 08/24/15 09:50AM 12/17/15	12	3.00	1	40	32	0	8
				PRIMARY PSY-111-2			10	15	13	0	2
				SECONDARY PSY-111-101			1	15	14	0	1
				SECONDARY PSY-111-25			1	2	1	0	1
				SECONDARY PSY-111-26			1	2	2	0	0
				SECONDARY PSY-111-114			1	4	0	0	4
				SECONDARY PSY-111-28			1	3	2	0	1

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
PSY-121-11 051050	Developmental Psychology 0165035 Pat Crowe	WVTF 108ITFS LEC	MW	01:00PM 08/24/15 02:15PM 12/17/15	12	3.00	1	35	21	0	14
				PRIMARY PSY-121-3			10	26	20	0	6
				SECONDARY PSY-121-11			1	2	1	0	1
SOC-110-24 051212	Intro to Sociology 0101530 Rachel E. Hurley	WVTF 108ITFS LEC	W	06:00PM 08/24/15 08:50PM 12/17/15	12	3.00	1	40	25	0	15
				PRIMARY SOC-110-10			10	23	13	0	10
				SECONDARY SOC-110-18			1	13	10	0	3
				SECONDARY SOC-110-24			1	3	2	0	1
				SECONDARY SOC-110-25			1	3	0	0	3
							15	0	140	0	75

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Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BIO-154-12 052503	Human Biology 0236054 Jeffrey K. Perkins	WVTF 108 LEC	ITFS MW	02:30PM 02/01/16 04:10PM 05/11/16	12	3.00	1	30	19	0	11
				PRIMARY BIO-154-10			10	24	18	0	6
				SECONDARY BIO-154-12			1	3	1	0	2
ECN-130-5 052730	Principles of Microeconomic 0065244 Mitchell J. Roose	WVDL 106 LEC	R	06:00PM 01/11/16 08:50PM 05/11/16		3.00	4	30	20	0	10
				PRIMARY ECN-130-1			10	26	19	0	7
				SECONDARY ECN-130-5			4	4	1	0	3
EMS-201-2 051551	Emergency Medical Technicia 0111018 Gregory J. Helmuth 0081747 Amy J. Gehrke 0155021 Kristin S. Egglesto 0157186 David M. Meiser 0157186 David M. Meiser 0081747 Amy J. Gehrke 0155021 Kristin S. Egglesto 0111018 Gregory J. Helmuth 0248403 Johnathan R. Cockre	WVOC 127 LEC WVOC 127 LAB-A WVOC 127 LAB-C	TR  TR  MTWRFSN	05:30PM 01/11/16 07:35PM 05/11/16 07:45PM 01/11/16 08:35PM 05/11/16 01/11/16 05/11/16	30  30	7.00	6	30	22	0	8
				PRIMARY EMS-201-2			6	30	12	0	18
				SECONDARY EMS-201-4			6	12	10	0	2
EMS-201-4 052854	Emergency Medical Technicia 0157186 David M. Meiser 0081747 Amy J. Gehrke 0111018 Gregory J. Helmuth 0155021 Kristin S. Egglesto 0248403 Johnathan R. Cockre 0081747 Amy J. Gehrke	WVOC 127 LEC WVOC 127 LAB-A WVOC 127 LAB-C	TR  TR  MTWRFSN	05:30PM 01/11/16 07:35PM 05/11/16 07:45PM 01/11/16 08:35PM 05/11/16 01/11/16 05/11/16	30  30	7.00	6	30	22	0	8
				PRIMARY EMS-201-2			6	30	12	0	18
				SECONDARY EMS-201-4			6	12	10	0	2
HIS-117-10 052348	Western Civ I-Ancient & Med 0152239 Evgeny Badredinov	WVDL 125 LEC	MWF	11:00AM 01/11/16 11:50AM 05/11/16	12	3.00	1	38	34	0	4
				PRIMARY HIS-117-3			10	18	17	0	1
				SECONDARY HIS-117-8			1	5	4	0	1
				SECONDARY HIS-117-10			1	5	0	0	5
				SECONDARY HIS-117-12			1	13	13	0	0
MAT-052-8 051549	Pre-Algebra 0181074 Melissa R. Kasemeie	WVTF 109 LEC	ITFS MW	04:30PM 01/11/16 05:45PM 05/11/16	12	3.00	5	20	6	0	14
				PRIMARY MAT-052-6			10	15	5	0	10

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				SECONDARY MAT-052-7			5	5	0	0	5
				SECONDARY MAT-052-8			5	5	1	0	4
MAT-063-16 051592	Elementary Algebra 0242336 Alexandria L. Curri Face-to-Face class time in addition to WEB content. WEB content is anytime/anywhere, unless specifically noted here. Check Canvas and Instructor Syllabi for specific class requirements and deadlines.	WVTF 109ITFS LEC WEBH WEBH LEC	TR  MTWRFSN	04:00PM 01/11/16 04:50PM 05/11/16 01/11/16 05/11/16	12  25	4.00	5	23	8	0	15
				PRIMARY MAT-063-14			5	15	3	0	12
				SECONDARY MAT-063-15			5	5	3	0	2
				SECONDARY MAT-063-16			5	5	2	0	3
MAT-216-5 052882	Calculus II 0065292 Karen K. Ernst	WVTF 108ITFS LEC	MTWR	08:00AM 01/11/16 08:50AM 05/11/16	12	4.00	1	15	5	0	10
				PRIMARY MAT-216-1			8	13	4	0	9
				SECONDARY MAT-216-2			1	2	1	0	1
				SECONDARY MAT-216-4			1	2	0	0	2
				SECONDARY MAT-216-5			1	1	0	0	1
PNN-100-10 052691	Nursing Assistant 0213444 Susan A. Oestereich 0213444 Susan A. Oestereich 0213444 Susan A. Oestereich 0090221 Elizabeth A. Cummin	WVOC TBA LEC WVOC TBA LEC WVOC TBA LEC WVOC TBA LAB-A WVOC TBA LAB-A TRNG TRNG LAB-B TRNG TRNG LAB-B	W  M  W  M  W  M  W  MW	05:00PM 01/27/16 09:15PM 01/27/16 05:00PM 02/08/16 09:15PM 02/15/16 05:00PM 02/17/16 09:15PM 03/02/16 05:00PM 03/07/16 09:15PM 03/07/16 05:00PM 02/03/16 09:15PM 02/10/16 05:00PM 02/22/16 09:15PM 02/29/16 05:00PM 03/09/16 09:15PM 03/09/16 05:00PM 03/21/16 09:15PM 04/11/16	            50  50	3.00	6	10	8	0	2
				PRIMARY PNN-100-10			6	8	7	0	1
				SECONDARY PNN-100-117			1	2	1	0	1

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WVCTR  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail		
PNN-100-11 052692	Nursing Assistant 0213444 Susan A. Oestereich 0090221 Elizabeth A. Cummin	WVOC TBA	W	05:00PM 01/27/16		3.00	6	10	10	0	0		
		LEC		09:15PM 01/27/16									
		WVOC TBA	M	05:00PM 02/08/16									
		LEC		09:15PM 02/15/16									
		WVOC TBA	W	05:00PM 02/17/16									
		LEC		09:15PM 03/02/16									
		WVOC TBA	M	05:00PM 03/07/16									
		LEC		09:15PM 03/07/16									
		WVOC TBA	W	05:00PM 02/03/16									
		LAB-A		09:15PM 02/10/16									
		WVOC TBA	M	05:00PM 02/22/16									
		LAB-A		09:15PM 02/29/16									
		TRNG TRNG	W	05:00PM 03/09/16		50							
		LAB-B		09:15PM 03/09/16									
		TRNG TRNG	MW	05:00PM 03/21/16		50							
LAB-B		09:15PM 04/11/16											
PNN-100-117 052762	Nursing Assistant 0213444 Susan A. Oestereich 0213444 Susan A. Oestereich 0213444 Susan A. Oestereich 0090221 Elizabeth A. Cummin	WVOC TBA	W	05:00PM 01/27/16		3.00	1	10	8	0	2		
		LEC		09:15PM 01/27/16									
		WVOC TBA	M	05:00PM 02/08/16									
		LEC		09:15PM 02/15/16									
		WVOC TBA	W	05:00PM 02/17/16									
		LEC		09:15PM 03/02/16									
		WVOC TBA	M	05:00PM 03/07/16									
		LEC		09:15PM 03/07/16									
		WVOC TBA	W	05:00PM 02/03/16									
		LAB-A		09:15PM 02/10/16									
		WVOC TBA	M	05:00PM 02/02/16									
		LAB-A		09:15PM 02/29/16									
		TRNG TRNG	W	05:00PM 03/09/16		50							
		LAB-B		09:15PM 03/09/16									
		TRNG TRNG	MW	05:00PM 03/21/16		50							
LAB-B		09:15PM 04/11/16											
		PRIMARY PNN-100-10					6	8	7	0	1		
		SECONDARY PNN-100-117					1	2	1	0	1		
POL-111-3 052052	American National Governmen 0255008 Bradley F. Dyke	WVTF 109ITFS	TR	12:00PM 01/11/16	12	3.00	1	35	16	0	19		
		LEC		01:15PM 05/11/16									
				PRIMARY POL-111-2					10	32	14	0	18
				SECONDARY POL-111-3					1	2	1	0	1
		SECONDARY POL-111-4					1	2	1	0	1		
SOC-110-11 052101	Intro to Sociology 0065215 Roger J. Eich	WVTF 108ITFS	MWF	09:00AM 01/11/16	12	3.00	1	35	11	0	24		
		LEC		09:50AM 05/11/16									
				PRIMARY SOC-110-9					10	21	9	0	12
		SECONDARY SOC-110-11					1	2	1	0	1		



SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

LOCATION: WVCTR  
TERM : 2016/SP

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
				SECONDARY SOC-110-116			10	10	0	0	10
				SECONDARY SOC-110-118			1	1	1	0	0
SOC-110-8 052098	Intro to Sociology 0101530 Rachel E. Hurley	WVTF 108ITFS LEC	M	06:00PM 01/11/16 08:50PM 05/11/16	12	3.00	1	35	15	0	20
				PRIMARY SOC-110-6			10	31	10	0	21
				SECONDARY SOC-110-7			1	2	2	0	0
				SECONDARY SOC-110-8			1	2	2	0	0
				SECONDARY SOC-110-122			1	1	1	0	0
SPC-101-30 052360	Fundamentals of Oral Comm 0207762 Kristine L. Brunkho	WVOC TBA LEC	M	06:00PM 01/11/16 08:50PM 05/11/16		3.00	10	25	12	0	13
							55	75	216	0	160



**Appendix B:**  
**Institution's Complaint Policy**

**The complaint policy, procedure and form can be found at this site:**  
**<https://www.hawkeyecollege.edu/webres/File/students/student-handbook/student-complaint-procedures-and-form.pdf>**

## **STUDENT COMPLAINT PROCEDURES FOR HAWKEYE COMMUNITY COLLEGE**

A complaint is a written statement signed by a student expressing an accusation about an academic or non-academic circumstance which is thought by the student to be unfair. This complaint procedure should be used only after regular communication channels and approaches have failed.

Any student attending Hawkeye Community College (full or part-time) having a complaint should follow this procedure.

Complaints may not be used for: grade appeals, student conduct code appeals, academic integrity appeals, or sexual misconduct code appeals. Complaints may not be for selection or non-selection of participants on athletic teams or other student teams. Complaints may not be filed for parking violations.

Prior to filing a complaint, students should try to resolve the problem at the point of contact with the appropriate person or office. If the problem isn't resolved at the individual level, then that person's supervisor should be contacted.

PLEASE NOTE: Students alleging a complaint related to discrimination should file a Discrimination Complaint Form available in the Human Resource Services Office. Students wanting to make a complaint about a violation of the Sexual Misconduct Policy should contact the Dean of Students (2<sup>nd</sup> floor of the Hawkeye Center) at 319-296-4014.

### 1. Complaint Procedures

- a. Complaints must be presented by the complainant (student) on the complaint form. All questions must be answered.
- b. Complaints shall be filed by students with the Dean of Students.
- c. Complaints must be filed within 20 calendar days of the date of the action causing the complaint.
- d. The Dean of Students will review the complaint and attempt a resolution, in consultation with the Vice President of Academic Affairs (in the case of academic grievances) or with other offices (for non-academic grievances). The Dean of Students may meet individually with each party. A meeting between all parties may be part of the resolution process.
- e. Within 15 calendar days of the formal complaint, the student will be notified in writing of its resolution.

**HAWKEYE COMMUNITY COLLEGE COMPLAINT FORM**

RE: GENERAL COMPLAINT

TO: DEAN OF STUDENTS

Student Information (please print):

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Please be sure you have read the complaint policy procedures.

Details of the Complaint (Complete all questions. Please use additional paper if needed.):

1. What is your complaint?

2. Please describe what happened. Please include the date, place, and people involved and why you believe the action was unfair. Relate all the details. Please attach any documentation which will help describe the problem and substantiate your claims.

3. What steps you have taken to resolve the complaint? Please include names and dates of personnel you have contacted. Indicate the outcomes of those interactions. Attach any documentation (emails, letters, etc.) to show you have tried to resolve the complaint.

4. How would you like the complaint resolved?

I hereby verify that the information contained in this complaint is true and that I understand that this complaint and the information provided may be shared with the individuals involved in the complaint.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



## Appendix C:

Aggregated Report of Number & Type  
of Student Complaints

Two formal written complaints have been filed with the dean of students since the last accreditation visit:

- ***1 complaint in spring 2015 was filed because the student was dissatisfied with the teaching style of an instructor. After discussions with the student, and then with the instructor and academic dean, the student was referred back to the academic dean for resolution. The student worked with the dean and a counselor to resolve the situation; the student graduated at the end of the term.***
- ***1 complaint in summer 2015 was filed because a student was dissatisfied with the program of study and the courses for the degree in which the student was enrolled or had completed. The student was given options to pursue other programs at the college based upon the classes the student had already completed. The student decided to pursue a different degree at the college and graduated at the end of summer 2015.***



**Appendix E:**  
**List of Articulation Agreements**



College Name	Transfer Course Equivalencies and Program Admission
Iowa State University	College of Agriculture and Life Sciences
Iowa State University	College of Business
Iowa State University	College of Design
Iowa State University	College of Engineering
Iowa State University	College of Human Sciences
Iowa State University	College of Liberal Arts and Sciences
Iowa State University	College of Veterinary Medicine
Iowa State University	Liberal Arts Core
Allen College - UnityPoint	Associate of Science - Radiography
Allen College - UnityPoint	Bachelor of Health Science - Nuclear Medicine Technology
Allen College - UnityPoint	Bachelor of Science - Nursing
Allen College - UnityPoint	Diagnostic Medical Sonography Program - Certificate Option
Allen College - UnityPoint	Diagnostic Medical Sonography Program - Degree Option
Allen College - UnityPoint	Medical Laboratory Science 3+1
Allen College - UnityPoint	Nuclear Medicine Technology 3+1
Central College	Course Equivalencies for All Iowa Community Colleges
Loras College	Transfer Equivalencies for Individual Classes
Mount Mercy University	Completed Associate of Arts Degree from Hawkeye
Mount Mercy University	Transfer Equivalencies for Individual Classes
Palmer College of Chiropractic	Pre-Chiropractic Curriculum
Simpson College	Associate of Arts Degree from Accredited community college will transfer
Simpson College	Individual courses that meet Simpson College's Areas of Engagement
University of Iowa	BSN Program
University of Iowa	College of Business Administration
University of Iowa	College of Engineering
University of Iowa	College of Liberal Arts and Sciences (Associate of Arts degree seeking and non-Associate of Arts degree seeking students)
University of Iowa	College of Pharmacy
University of Iowa	Distance Education Programs
University of Iowa	Pre-Professional Programs
University of Iowa	RN-BSN Progression Program
University of Iowa	Teacher Education Program
University of Iowa	2+2 Guaranteed Graduation Plan

College Name	Transfer Course Equivalencies and Program Admission
University of Northern Iowa	College of Business Administration
University of Northern Iowa	College of Humanities, Arts, and Sciences
University of Northern Iowa	College of Humanities, Arts, and Sciences - Computer Science
University of Northern Iowa	College of Humanities, Arts, and Science - Science Departments
University of Northern Iowa	College of Humanities, Arts, and Sciences - Technology Department
University of Northern Iowa	College of Social and Behavioral Sciences
University of Northern Iowa	Liberal Arts Core
University of Northern Iowa	School of Health, Physical Education, and Leisure Services (HPELS)
University of Northern Iowa	Teacher Education Program
Upper Iowa University	Course-to-Course Articulation
Wartburg College	Wartburg Equivalency Guide for Individual Classes



**Appendix D:**  
**Published Transfer Policies**

## **Transfer-In Credit Hours**

Information regarding policies on transfer credit to Hawkeye Community College can be found in our College Catalog (2016-2017). Website location:

<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx> and at Transferring Credits to Hawkeye: <http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx> .

Students transferring to Hawkeye Community College from other colleges/universities are required to send their transcripts to Hawkeye where their credits will be evaluated on an individual basis. Transfer credit will be considered as long as the credit has been earned from a regionally-accredited institution.

All transfer students should consult with their program advisor and our Records Evaluator in Records and Registration. Hawkeye endorses the [Joint Statement on Transfer and Award of Academic Credit](#) approved by the [American Council on Education](#) (ACE), the [Council on Higher Education Accreditation](#)(CHEA), and the [American Association of Collegiate Registrars and Admissions Officers](#)(AACRAO). Hawkeye uses various publications in determining transfer credit including, but not limited to:

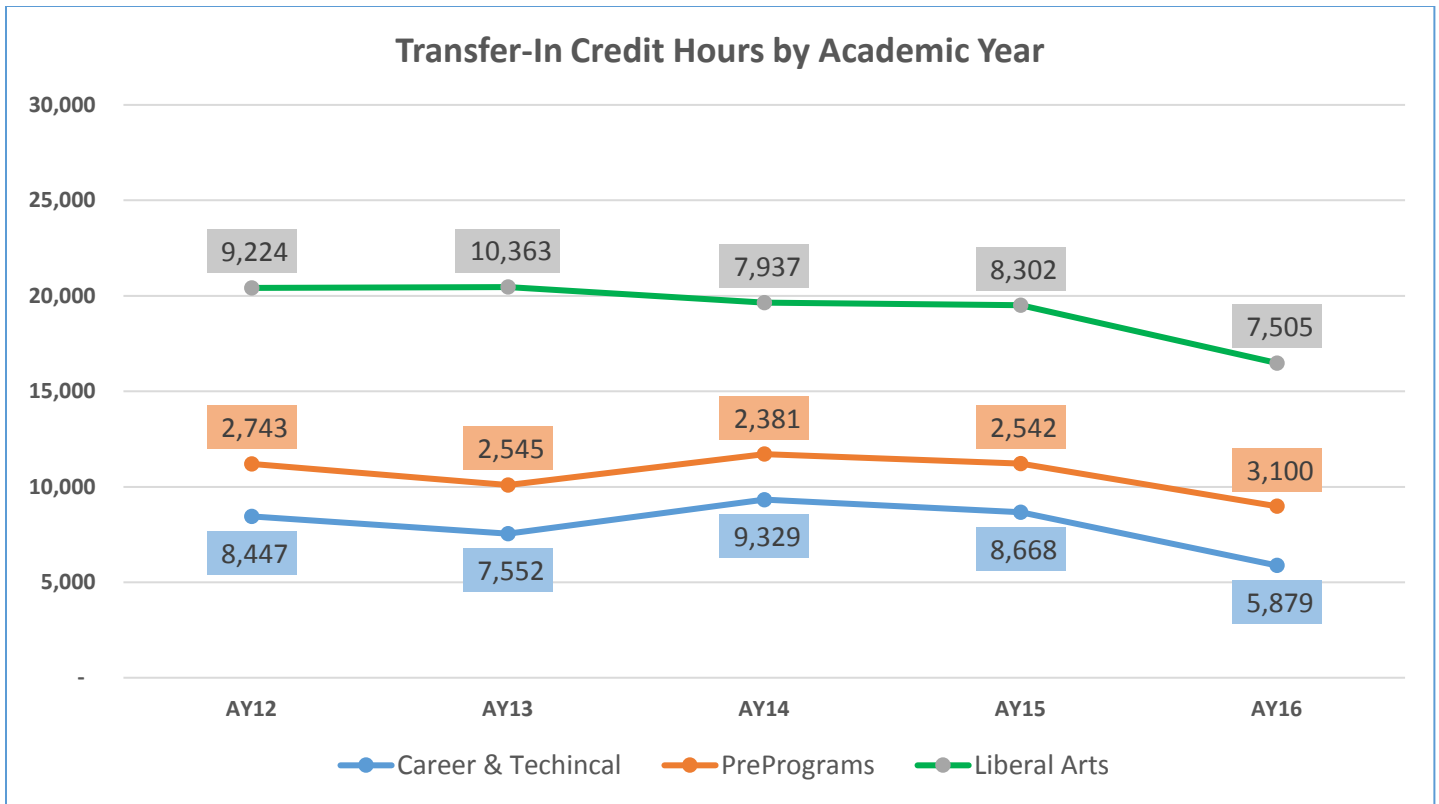
- Current publication of Transfer Credit Practices of Selected Education Institutions, published by the American Association of Collegiate Registrars and Admissions Officers
- Publications of the American Council on Education
- [LACTS Agreement](#)
- [College Source](#)

The acceptance and use of transfer credit is subject to limitations in accordance with educational policies at Hawkeye.

As of August 1, 2011, transfer credits earned Fall 2011 or later must be a C or higher to earn transfer credit. Transfer students who earned a C- or higher prior to Fall 2011 (Summer 2011 or earlier) will be awarded transfer credit.

Hawkeye does not calculate transfer grade points into the Hawkeye GPA, but the grade associated with the transfer course must meet the minimum grade requirement. Your GPA at Hawkeye only includes grades earned at Hawkeye.

In order to earn a degree from Hawkeye Community College transfer students must complete 30 credit hours or 16 of their last 22 credit hours with Hawkeye Community College. Career and Technical Program Students must complete 25% of their required course credits at Hawkeye Community College. This can be found in the Student Handbook and online. <http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx>



### Transfer-Out Credit Hours

As a comprehensive college, we also provide advising to students on course scheduling, articulation of their coursework, and provide work to get them connected with someone at their proposed institution of transfer. The three state regent universities as well as private colleges in the state participate annually in our Transfer Fair. This event allows current students to speak with representatives from the transfer colleges.

<http://www.hawkeyecollege.edu/academics/programs/transfer/default.aspx>

A copy of the most recent flyer about the Transfer Fair opportunity for students is shown below. Information about the Transfer Fair is also advertised, in advance, on the intranet site, *myHawkeye*.



In addition to college-issued degree audits (example below), each transfer student has access to transfer degree tracking forms. These forms help to provide a clear visual for students by category of required courses and elective options. By using this form in conjunction with their degree audit, students can plan their schedule over time and monitor their progress toward completing their AA or AS degree with Hawkeye and then transfer to their desired four-year college.

Example of a college-issued degree audit (not all pages shown):

```

08/10/16                Hawkeye Community College                Page 1
                        Academic Evaluation
                        -----
Student.....: Ima F. Student (0227591)
Program.....: Liberal Arts AA (GENSTUDY.7)
Catalog.....: 2016
E-Mail Address.....: ima.student@hawkeyecollege.edu
-----

*****
Official High School/GED Transcript has not yet been received.
*****

Program Status: In Progress

                Current.....  Anticipated(*).....
                Required  Earned  Remaining  Additional  Remaining
Institutional Credits:   30.00    0.00    30.00      0.00      30.00
Institutional GPA....:                               Met
Combined Credits:      62.00    1.00    61.00      0.00      61.00
Combined GPA....:      2.000                               Not Met

(*) Anticipates completion of in-progress and registered and planned courses
=====
Statuses: W=Waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
=====

I) 1: LIBERAL ARTS AA DEGREE GPA CALCULATION
   GPA Achieved/Needed: none / 2.000
   > GPA
   > 62 TRANSFER CREDITS AND A TOTAL OF 62 CREDITS
   > NOTE: If total program credits equal 62 or higher but
   > but program credits category still indicates 62 credits
   > not met, please see your advisor for clarification.
   Credits: 1
   I) 62 TRANSFER CREDITS
       SDV-108 The College Experience..... 12/13/12 ---      1
       _____ 61 credits needed
   C) ADDITIONAL TRANSFER COURSES

```

N) 4: MATHEMATICS

- > TAKE ONE COURSE FROM THE FOLLOWING:
- > MAT-110 MATH FOR LIBERAL ARTS
- > MAT-122 COLLEGE ALGEBRA
- > MAT-128 PRECALCULUS
- > MAT-134 TRIG & ANALYTICAL GEOMETRY
- > MAT-156 STATISTICS
- > MAT-210 CALCULUS I
- > MAT-216 CALCULUS II
- > MAT-219 CALCULUS III

\_\_\_\_\_ 1 course needed

=====

N) 5: LIBERAL ARTS AA REQ

Credits: 0

Complete all 6 subrequirements:

N) A: WESTERN CIV - 3 CR

- > TAKE HIS-117 WESTERN CIV I: ANCIENT AND MEDIEVAL
- > OR HIS-118 WESTERN CIV II: EARLY MODERN
- > OR HIS-119 WESTERN CIV III: THE MODERN PERIOD

08/10/16

Ima F. Student

Page 3

\_\_\_\_\_ 1 course needed

N) B: HUMANITIES B - 6 CR

- > REQUIRES COURSES FROM TWO DIFFERENT AREAS:

Credits: 0

N) 1. LITERATURE & FINE ARTS

- > ART-101 ART APPRECIATION
- > OR ART-203 ART HISTORY I
- > OR ART-204 ART HISTORY II
- > OR DRA-107 THEATRICAL ARTS & SOCIETY
- > LIT-101 INTRO TO LITERATURE
- > OR MUS-100 MUSIC APPRECIATION

\_\_\_\_\_ 1 course

The tracking forms can be found at this link and a sample is shown on the next two pages. <http://www.hawkeyecollege.edu/webres/File/academics/programs-of-study/2015-2017-AA-Tracking-Form.pdf>



## 2015-2017 ASSOCIATE OF ARTS (AA) DEGREE TRACKING FORM (62 Credits)

**FLEXIBLE SCHEDULING** - Courses are offered face to face, during the day, in the evening, online, or in a hybrid format (part online, part face to face). Course offerings change semester by semester. For the upcoming semester's offerings, students should check the course search in My Hawkeye.

**PLANNING A CLASS SCHEDULE** - Work with a program advisor to select courses, make a transfer plan, and review their progress toward degree completion.

### I. NATURAL SCIENCE AND MATHEMATICS 10 Credits (minimum)

Requires one course from each area - A, B, and C. Need 7 credits from A and B, including one 4-credit science laboratory course.

#### A. BIOLOGICAL SCIENCES

__ BIO105 Introductory Biology	E	4
__ BIO112 General Biology I		4
__ BIO113 General Biology II		4
__ BIO154 Human Biology	E O	3
__ BIO163 Essentials of Anatomy and Physiology	E	4
__ BIO168 Human Anatomy and Physiology I w/Lab	E	4
__ BIO186 Microbiology		4
__ CNS121 Environmental Conservation ***	O	3

#### B. PHYSICAL SCIENCES

__ CHM122 Introduction to General Chemistry (P)	E	4
__ CHM165 General Chemistry I (P)		4
__ ENV115 Environmental Science ***	O	3
__ ENV116 Environmental Science Lab *** (C)	O	1
__ GEO131 Physical Geography	E O	3
__ GEO132 Physical Geography Lab (C)	E	1
__ PHS120 Exploring Physical Science (P)	E	4
__ PHS142 Principles of Astronomy (P)	E	3
__ PHS152 Astronomy (P)	O	4
__ PHY162 College Physics I (P)		4
__ PHY212 Classical Physics I (P)		5

#### C. MATHEMATICS (Assessment Required) 3 Credits (minimum)

__ MAT110 Math for Liberal Arts (P)	E O	3
__ MAT122 College Algebra (P)		5
__ MAT128 Precalculus (P)		4
__ MAT134 Trigonometry and Analytical Geometry (P)		3
__ MAT156 Statistics (P)	E O	3
__ MAT210 Calculus I (P)		4

### II. HUMANITIES 9 Credits (minimum)

#### A. WESTERN CIVILIZATION 3 Credits (minimum)

__ HIS117 Western Civilization I: Ancient and Medieval	O	3
__ HIS118 Western Civilization II: Early Modern	O	3
__ HIS119 Western Civilization III: The Modern Period	E O	3

#### B. HUMANITIES 6 Credits (minimum)

Requires one course from two different areas - 1, 2, or 3.

##### 1. LITERATURE AND FINE ARTS

__ ART101 Art Appreciation	O	3
__ ART203 Art History I	O	3
__ ART204 Art History II	O	3
__ DRA107 Theatrical Arts and Society		3
__ LIT101 Introduction to Literature (P)	O	3
__ MUS100 Music Appreciation	O	3

##### 2. PHILOSOPHY AND RELIGION

__ PHI101 Introduction to Philosophy	E O	3
__ PHI105 Introduction to Ethics	E O	3
__ REL101 Survey of World Religions	O	3
__ REL130 Introduction to Religions of the East		3

##### 3. NON-WESTERN CULTURES

__ CLS130 African Cultures *	O	3
__ CLS141 Middle Eastern History and Culture *		3
__ CLS150 Latin American History and Culture *	O	3
__ CLS160 East Asian Cultures *	O	3
__ CLS164 Japanese History and Culture *		3
__ CLS172 Russian Civilization *		3

### III. SOCIAL SCIENCES 9 Credits (minimum)

Requires one course from each area - A, B, and C.

#### A. PEOPLE AND THEIR RELATIONSHIPS

__ PSY111 Introduction to Psychology	E O	3
__ SOC110 Introduction to Sociology	E O	3

#### B. AMERICAN SOCIETY

__ HIS151 U.S. History to 1877	E O	3
__ HIS152 U.S. History Since 1877	E O	3
__ POL111 American National Government	O	3

#### C. TOPICS IN SOCIAL SCIENCES

__ GEO121 World Regional Geography	O	3
__ POL121 International Relations	E	3
__ POL125 Comparative Government and Politics	O	3
__ PSY121 Developmental Psychology	O	3
__ PSY251 Social Psychology (P)		3
__ SOC115 Social Problems	O	3
__ SOC120 Marriage and Family	O	3
__ SOC135 Death and Dying	E O	3
__ SOC208 Introduction to Cultural Anthropology		3
__ SOC220 Sociology of Aging	O	3

### IV. COMMUNICATIONS 9 Credits (minimum)

#### A. WRITTEN COMMUNICATIONS (Assessment Required) 6 Credits (required)

__ ENG105 Composition I (P)	E O	3
__ ENG106 Composition II (P)	E O	3

#### B. ORAL COMMUNICATIONS 3 Credits (required)

__ SPC101 Fundamentals of Oral Communication	E O	3
--	-----	---

### V. SOCIAL DIVERSITY 3 Credits (minimum)

__ COM148 Diversity and the Media		3
__ EDU223 Multicultural Education (P) (For Education Emphasis)		3
__ LIT133 Minority Voices in U.S. Literature		3
__ PSY262 Psychology of Gender (P)	O	3
__ SOC200 Minority Group Relations	O	3
__ SOC205 Diversity in America	E O	3
__ WST101 Women's Studies	E	3

#### SUCCESS COURSES TAKEN OR TO BE TAKEN:

__ COMPASS PAL Referral: __ Writing __ Reading __ Math	
__ COMPASS retest or faculty recommendation	
__ MAT045 Fundamentals of Math (4)	
__ MAT048 Preparatory Math for Elementary Algebra (4)	
__ MAT052 Pre-Algebra (3)	
__ MAT063 Elementary Algebra (4)	
__ RDG038 College Preparatory Reading I (3)	
__ RDG039 College Preparatory Reading II (3)	
__ RDG040 College Preparatory Reading III (3)	
__ ENG060 College Preparatory Writing I (3)	
__ ENG061 College Preparatory Writing II (3)	
__ BCA087 College Preparatory Computer Skills (3)	

These will not apply toward the 62 credits needed to graduate.

For additional information contact:

319-296-4014

[www.hawkeyecollege.edu/go/liberal-arts](http://www.hawkeyecollege.edu/go/liberal-arts)



Updated March 7, 2016



## 2015-2017 ASSOCIATE OF ARTS (AA) DEGREE TRACKING FORM (62 Credits)

### VI. ELECTIVE COURSES

#### A. REQUIRED ELECTIVE COURSE 1 Credit (minimum)

__SDV108	The College Experience	EO	1
__SDV109	College 101		3

#### B. SUGGESTED ELECTIVE COURSES FOR THE LIBERAL ARTS

##### AA DEGREE 21 Credits (minimum)

Electives are courses beyond general education requirements. May include courses from any area - I, II, III, or V. Up to 16 technical credits may be used as electives.

Additional courses may be available. For more information, contact an advisor.

__ACC131	Principles of Accounting I (P)	EO	4
__ACC132	Principles of Accounting II (P)	EO	4
__ART120	2-D Design		3
__ART123	3-D Design		3
__ART133	Drawing		3
__ART134	Drawing II		3
__ART143	Painting		3
__ART144	Painting II		3
__ART173	Ceramics		3
__ART184	Photography		3
__BCA201	Introduction to Information Systems	EO	3
__BIO151	Nutrition	EO	3
__BIO173	Human Anatomy and Physiology II w/Lab (P)	E	4
__BUS102	Introduction to Business	EO	3
__BUS180	Business Ethics	E	3
__BUS183	Business Law	O	3
__BUS210	Business Statistics (P)	E	3
__BUS230	Quantitative Methods for Business Decision Making (P)	E	3
__CHM132	Introduction to Organic and Biochemistry (P)		4
__CHM175	General Chemistry II (P)		4
__CHM260	Organic Chemistry I (P)		3
__CHM270	Organic Chemistry II (P)		3
__COM140	Introduction to Mass Media		3
__CRJ100	Introduction to Criminal Justice	EO	3
__CRJ120	Introduction to Corrections	O	3
__CRJ200	Criminology (also SOC240)	EO	3
__CRJ201	Juvenile Delinquency (also SOC230)	EO	3
__CRJ233	Probation, Parole, and Community Based Corrections (P)		3
__CRJ316	Juvenile Justice (P)		3
__CRJ317	White Collar Crime (P)		3
__CRJ318	Crime Analysis (P)		3
__CRJ320	Criminal Justice Ethics		3
__CSC110	Introduction to Computers (P)	EO	3
__DRA110	Introduction to Film		3
__DRA130	Acting I		3
__ECN110	Introduction to Economics***		3
__ECN120	Principles of Macroeconomics (P)	EO	3
__ECN130	Principles of Microeconomics (P)	E	3
__EDU214	Exploring Teaching PK-12 (C) (For UNI only)	E	2
__EDU216	Introduction to Teaching		3
__EDU235	Children's Literature	O	3
__EDU240	Educational Psychology (P) (C)	O	3
__EDU246	Including Diverse Learners	EO	3
__EDU255	Technology in the Classroom (P)	E	3
__EDU901	Academic Service Learning Experience **		1
__EDU920	Field Experience (C)		1
__ENG221	Creative Writing		3
__ENG235	Playwriting and Screenwriting		3
__FLS151	Elementary Spanish I		5
__FLS152	Elementary Spanish II (P)	E	5
__FLS241	Intermediate Spanish I (P)		4
__FLS242	Intermediate Spanish II (P)		4
__HIS201	Iowa History		3
__HIS251	U.S. History 1945 to Present (P)		3
__HIS257	African American History	O	3

22 Credits (minimum)

__HIS277	History of Women in the U.S. (P)		3
__HUM140	Shakespeare: Dramatist, Psychologist, Historian		3
__LIT189	Women and Literature	O	3
__LIT949	Special Topics in Literature		1-3
__MAT102	Intermediate Algebra (P)		4
__MAT151	Math Reasoning for Teachers I (P)		3
__MAT216	Calculus II (P)		4
__MAT219	Calculus III (P)		4
__MGT101	Principles of Management	O	3
__ML103	Military Survival Skills		2
__ML110	Leadership and Personal Development		1
__ML115	Foundations in Leadership		1
__ML120	Innovative Leadership		2
__ML122	Leadership in Changing Environments		2
__MKT110	Principles of Marketing	O	3
__MUA106	Class Voice **		1
__MUA120	Applied Piano I **		1-2
__MUA121	Applied Piano II **		2
__MUA319	Applied Voice II **		2
__MUS102	Music Fundamentals		3
__MUS154	Chorus **		1
__PEA102	Aerobic Fitness I **		1
__PEA117	Bowling I **		1
__PEA123	Circuit Training **		1
__PEA125	Indoor Cycling **		1
__PEA150	Powerwalking **		1
__PEA176	Volleyball I **		1
__PEA187	Weight Training I **		1
__PEA191	Pilates **		1
__PEA194	Vinyasa Yoga **		1
__PEA196	Iron Yoga - Pilates Infusion **		1
__PEC110	Coaching Ethics, Techniques, and Theory		1
__PEC115	Athletic Development and Human Growth		1
__PEC123	Anatomy for Coaching		1
__PEC127	Care and Prevention of Athletic Injuries		2
__PEH111	Personal Wellness	O	3
__PEH141	First Aid **		2
__PEH266	Leadership Techniques for Fitness Programs		3
__PHI121	Classical and Medieval Philosophy		3
__PHY100	Physics in Everyday Life		3
__PHY172	College Physics II (P)		4
__PHY222	Classical Physics II (P)		5
__PSY241	Abnormal Psychology (P)	O	3
__PSY251	Human Sexuality (also SOC251)		3
__SDV127	Study Strategies		1
__SDV131	Career Exploration	O	2
__SOC160	Introduction to Social Work	O	3
__SOC195	Urban Studies (P)	O	3
__SOC850	Cultural Immersion Field Experience **		1-3
__SPC120	Intercultural Communication	O	3
__SPC122	Interpersonal Communication	O	3
__SPC132	Group Communication (P)		3
__SPC140	Oral Interpretation		3
__XXX924	Honors Project		1-3
__XXX926	Honors Seminar		3

#### KEY

- \* Meets the Non-Western Cultures requirement at UNI.
- \*\* Repeatable: see course description for number of times.
- \*\*\* CNS121 or ENV115/116 - only one can be taken toward the 7 credits of science.
- \*\*\*\* No credit if ECN120 or ECN130 is earned.
- (P) Must complete a prerequisite.
- (C) Must take a corequisite.
- E May be offered in the evening. In My Hawkeye, search for classes after 5:00 p.m.
- O May be offered online. In My Hawkeye, search for WEB in course



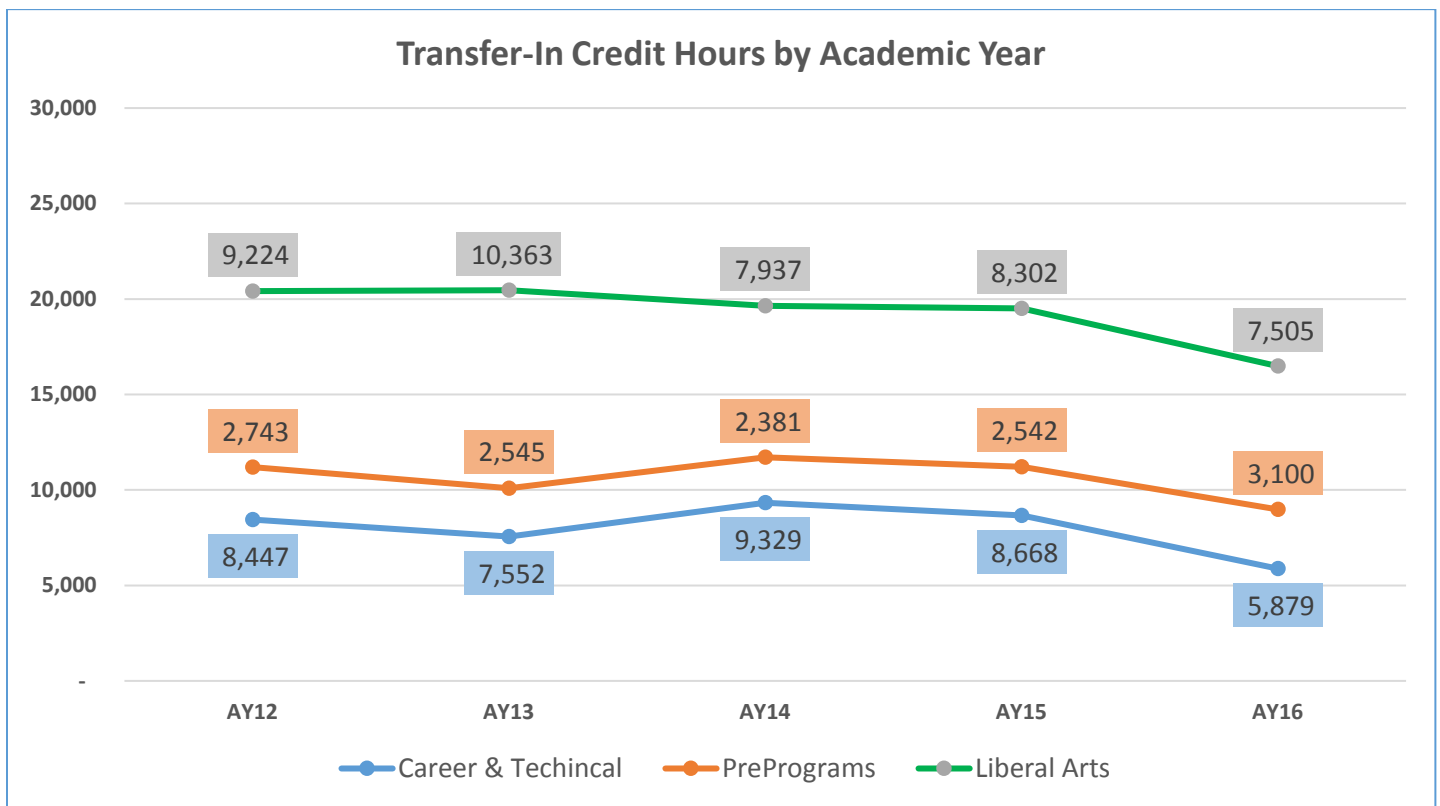


## Appendix F:

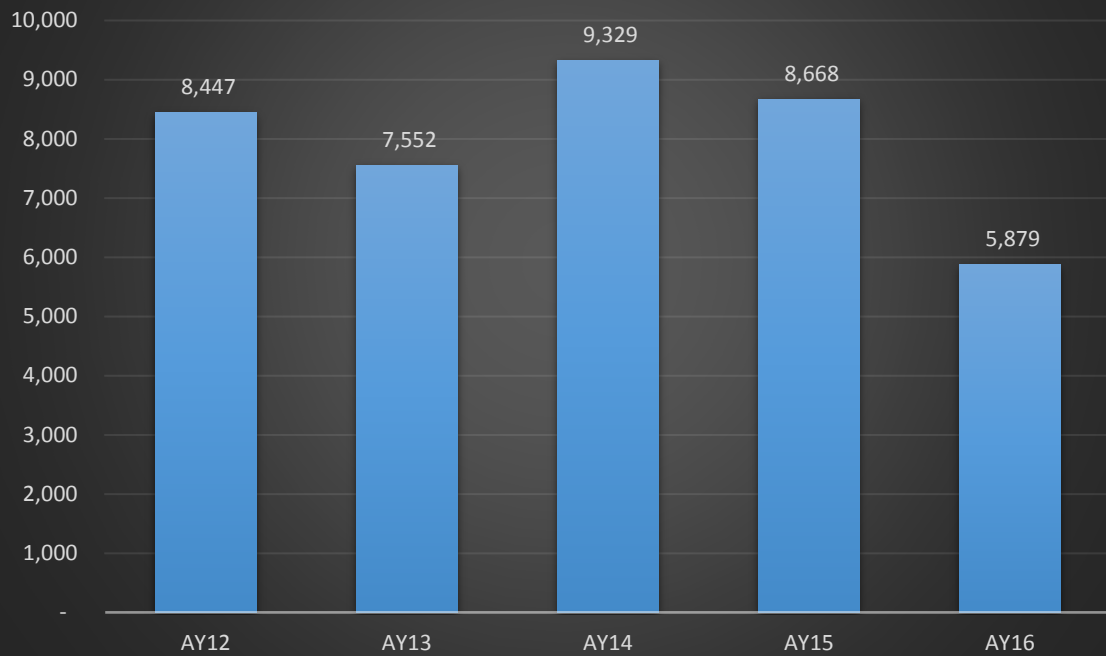
Evidence of Transfer Credit  
Alignment to College Policies

The Registrar’s Office audits all incoming transcripts and evaluates courses for purposes of awarding articulated credit based on defined Hawkeye Community College policy and procedures. The awarded transfer credit by Hawkeye Community College is based on the program of application for the student at the time of transcript evaluation. These credits are transferred to the official student record. A degree audit helps the student see where the awarded transfer-in credits are applied toward their overall program course requirements. If a student changes majors during their time at Hawkeye, the degree audit allows for re-evaluation and automatically applies the credit where applicable. This process helps to ensure the college awarding of transfer-in credit remains legitimate and communicated on an on-going basis to the student and all advising personnel.

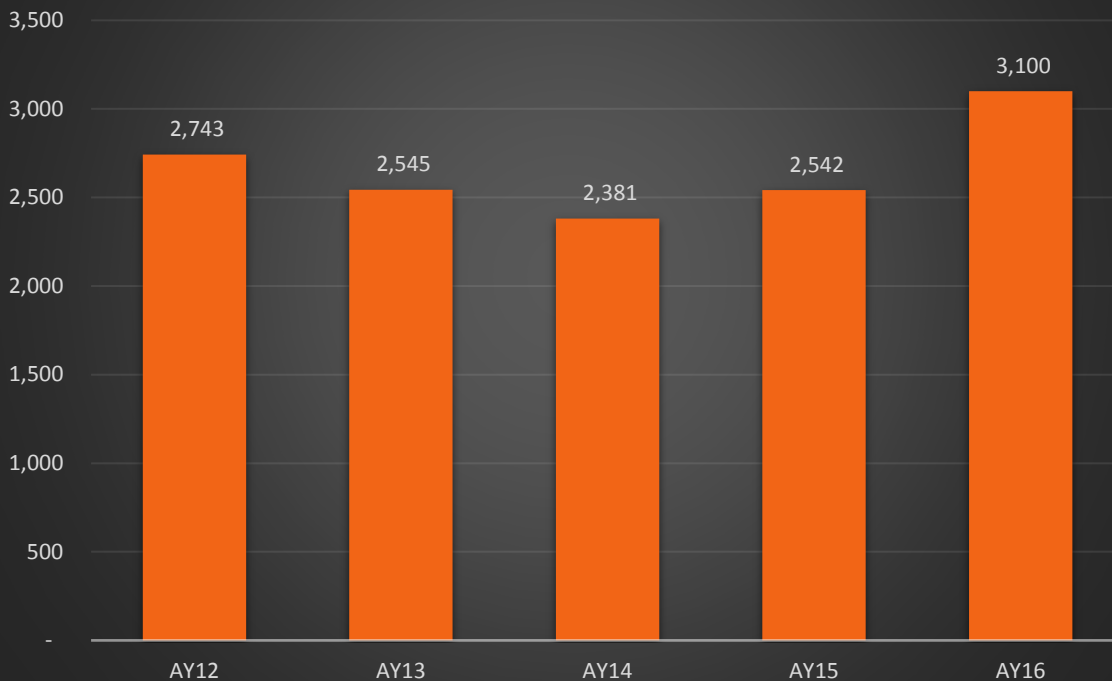
Based on the College policies for awarding transfer-in credit, the following data reflects activity for the past five academic years.



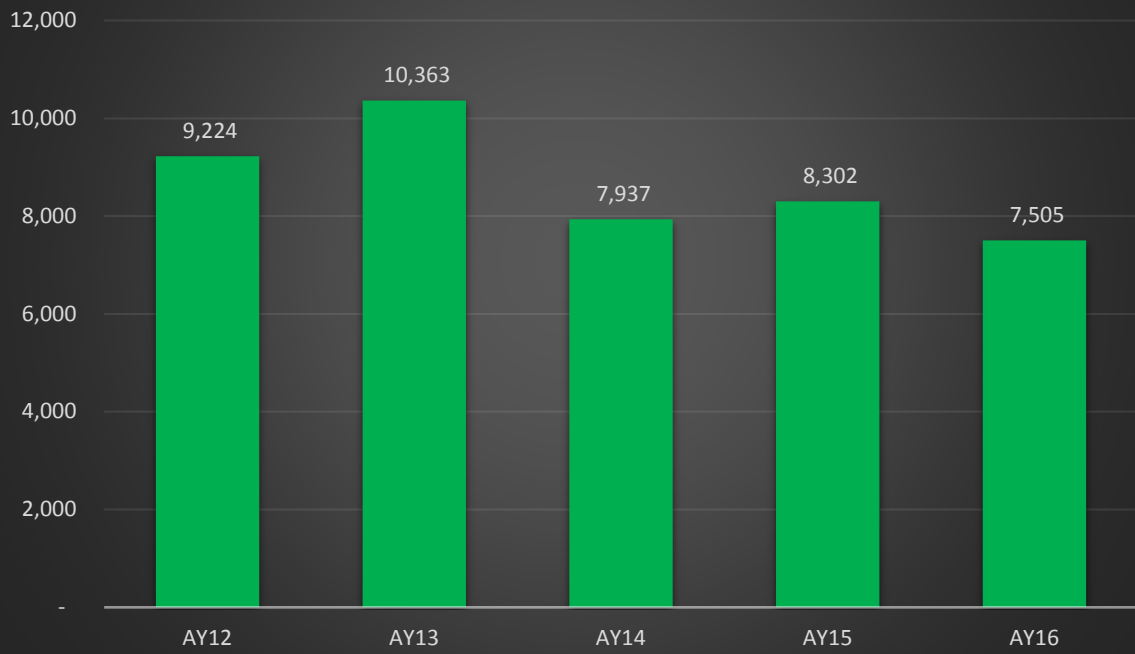
## Career & Technical Students Transfer-In Credit Hours



## Pre-Programs Students Transfer-In Credit Hours



## Liberal Arts Students Transfer-In Credit Hours





Appendices H & I:  
Title IV Program Responsibilities

# APPENDIX – H

***Most recent Title IV Program Review:***

***The College has no record of a Title IV Program Review occurring since prior to 1997.***

***Not applicable***



# APPENDIX – I

- **Copy of most recent Recertification Letter for Federal Student Financial Aid Programs**



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## RECERTIFICATION OF YOUR INSTITUTION'S PARTICIPATION IN THE FEDERAL STUDENT FINANCIAL AID PROGRAMS

June 30, 2016

Dear President:

Your institution's Program Participation Agreement (Agreement), which authorizes participation in the Title IV student financial assistance programs, is scheduled to expire December 31, 2016.

To maintain your eligibility to participate in Title IV programs past the expiration date of your current Agreement, you must submit, no later than 90 days prior to the expiration date of your Agreement, a completed "Application for Approval to Participate in the Federal Student Financial Aid Programs" (Application), along with all supporting documentation. So that we can give equal processing time to all applications, we ask that you submit the Application by **September 30, 2016**.

Attached, please find information concerning the recertification process, instructions on the electronic submission of the application, and a list of School Participation Division contacts should you have questions about submitting the application. We also direct your attention to the last page of the attachment that discusses the process regarding the electronic Program Participation Agreement, and Eligibility and Certification Approval Report.

To assist schools with recertification, the Department of Education, FSA, is conducting a Webinar on **Wednesday, July 13, 2016 at 1:00pm EST / 10:00am PST**. This is specifically for schools that are due to submit a recertification application by September 30, 2016. We hope that you will take advantage of this opportunity to ensure the institution's continued participation in the Title IV programs.

830 First Street, NE | Union Center Plaza III - 7<sup>th</sup> Floor | Washington, DC 20202-5430  
[www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov)  
1-800-4-FED-AID

---

FEDERAL STUDENT AID  START HERE. GO FURTHER.



Please access the following link for the Webinar:

<http://fsatraining.acms.com/recertification/>

**Instructions to access the webinar:**

You will need to have a computer with an internet connection. The audio portion of the webinar will be streamed over the internet. A separate telephone conference line will not be provided. To listen to the webinar, participants must be able to listen to web-streamed audio via their computer (e.g., built-in or external speakers or headphones).

Fifteen minutes before the scheduled start time of this event, please click on the [Webinar Link](#), select “**Enter as a Guest**”, and then enter in your first and last name to join the meeting.

If you are hearing impaired, click:

<http://www.captionedtext.com/client/embed.aspx?EventID=2968797>

To access from a mobile device, [click here](#).

Thank you in advance for your cooperation.

Sincerely,



Ron Bennett, Director, PMP  
School Eligibility Service Group  
Program Compliance

Attachment

cc: Financial Aid Administrator

ATTACHMENT

**INFORMATION CONCERNING THE RECERTIFICATION PROCESS**

**What information is considered when determining whether the institution continues to qualify for eligibility and certification for participation in the Title IV, HEA student financial assistance programs?**

The Department's decision will be based on the institution's adherence to the Institutional Eligibility regulations, 34 CFR 600, and the Student Assistance General Provisions regulations, 34 CFR 668. In making our decision, we consider:

- The information you provide in your application,
- The supporting documents you provide,
- Information about the licensure of your institution obtained from State authorizing agencies,
- Information obtained from accrediting agencies concerning your institution's accreditation status,
- The institution's Admissions policy, Satisfactory Academic Progress policy, Refund Policy and Return of Title IV Funds policy,
- Information maintained by the Department regarding the results of any on-site reviews of your institution's administration of the Federal student financial aid programs that have occurred,
- The findings of the annual student financial aid compliance audits and annual financial statements submitted by your institution, and
- Other relevant information.

**Why does the recertification application need to be submitted at least 90 days prior to the expiration of your Agreement?**

If the Department receives your application no later than 90 days prior to the expiration date of your Agreement AND the application is materially complete when submitted, your institution will automatically be on a month-to-month certification until the Department issues its decision on the application. If your application is denied, your institution's eligibility to participate in the Federal student financial aid programs will cease as of either the Agreement's expiration date, or if the Agreement has been extended on a month-to-month basis, the end of the month in which the denial of the application is issued.

**What happens if the application for recertification is not received 90 days prior to the expiration of your Agreement?**

If we are unable to complete our review of your application prior to the expiration date of your Agreement, your institution's authorization to continue participating in the Title IV programs will expire on the date stated in your Agreement. Federal student financial aid funding will lapse on the date your Agreement expires. The same consequences apply if the submitted application is not materially complete.

**What do I need to access the application electronically?**

- Internet access
- a forms-capable web browser
- the address for the electronic application -- <http://www.eligcert.ed.gov>
- your **8-digit** OPE ID, preceded by "ED"-- for your User Name (Example: ED09999900)
- your **9-digit** Taxpayer Identification Number (TIN) preceded by "ED" -- for your password (Example: ED999999999)

**Where can I find my User ID and password?**

You can find these numbers on your current Agreement and your Eligibility and Certification Approval Report (ECAR).

**How do I submit my Application?**

Upon completion of the electronic application, submit it electronically, and print a copy for your files. You will receive on-line confirmation that the U.S. Department of Education received your application. Note: You must submit a signature page, along with all the required supporting documentation by mail. Send the signature page signed by the appropriate authority along with any supporting documentation required by the application to the following address:

U.S. Department of Education  
School Participation Management  
School Eligibility Service Group  
830 First Street, NE  
Washington, DC 20202-5402

**Whom do I contact if I have questions?**

Please contact the School Participation Division for your state. Below is a list of the phone numbers for the School Participation Divisions.

New York/Boston School Participation Division - (646) 428-3750 & (617) 289-0133

New Jersey, New York, Puerto Rico, the Virgin Islands, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

Philadelphia School Participation Division - (215) 656-6442

Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia

Atlanta School Participation Division - (404) 974-9303

Alabama, Florida, Georgia, Mississippi, North Carolina, and South Carolina

Chicago/Denver School Participation Division - (312) 730-1511 & (303) 844-3677

Illinois, Indiana, Minnesota, Ohio, Wisconsin, Colorado, Michigan, Montana, North Dakota, South Dakota, Utah, and Wyoming

Dallas School Participation Division – (214) 661-9490  
Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Kansas City School Participation Division - (816) 268-0410  
Iowa, Kansas, Kentucky, Missouri, Nebraska, and Tennessee

San Francisco/Seattle School Participation Division - (415) 486-5677 & (206) 615-2594  
Arizona, California, Hawaii, Nevada, American Samoa, Guam, Federated States of Micronesia,  
Palau, Marshall Islands, Northern Marianas, Alaska, Idaho, Oregon, and Washington

### ***Electronic Program Participation Agreement and Electronic Eligibility and Certification Approval Report***

Your school's Eligibility and Certification Approval Report (ECAR) is available from the EAPP Website. Simply click on the hot link marked "Display PPA/ECAR." It will allow you to view (and print) a copy of your current ECAR. When the team has completed the approval of your recertification application, you will receive an email instructing you to go to the EAPP Website, print and read the transmittal letter as well as print and read **TWO (2)** copies of the Program Participation Agreement (PPA). You will need to have the appropriate person in authority sign **both** copies of the PPA and return them **both** to the Department of Education at the address in the transmittal letter. Once the PPA is countersigned, you will receive an email advising you that the updated ECAR and the school's approval letter are available from the website. The countersigned PPA will be mailed to the school.



# Appendix L:

## Loan Agreements

# HCC FOUNDATION PRIVATE LOAN

PO Box 8015 – 1501 East Orange Road – Waterloo IA 50704-8015

The information on these pages relates to the HCC Foundation Private Loan through the Hawkeye Community College Foundation for tuition and books for the current academic year. The Hawkeye Community College Foundation Office will retain this information for its permanent record file, and you will receive a copy for your records. Please read the contents and follow the instructions listed below.

CONTENTS	PAGE NO.	INSTRUCTIONS
Application Truth-in-lending Disclosure	1	Read front and back for disclosures and general information regarding the loan.
Sample Repayment Schedule	1	Information on Repayment – please read.
Application	2	Complete all items below the dotted line.
Student Information	3	Complete every item on this page.
Promissory Note	4	Insert your name on the first line – read the provisions of the promissory note.
Promissory Note	4	Complete only section VII per instructions.
Applicant Self-Certification	5	Complete section 2,3 and 4

## HCC FOUNDATION PRIVATE LOAN TRUTH-IN-LENDING DISCLOSURE

The HCC Foundation Private Loan has an ANNUAL PERCENTAGE RATE OF 4.5% on the unpaid balance, is repayable in accordance with a the repayment schedule below to be executed at the time you terminate at least half-time study at this Institution. The FINANCE CHARGE begins to accrue at the termination of the grace period.

The AMOUNT FINANCED (or the total of all loans due) is repayable in accordance with the provisions of the promissory note and the repayment schedule below, and this is subject to the provisions relating to DELINQUENCY and DEFAULT CHARGES specified in the promissory note form.

The student may, without penalty, repay all or any part of the principal plus the accrued interest at any time. **A credit report of your financial history will be reviewed to determine loan awards.** Upon approval, a \$10.00 application fee is due.

### TO BE COMPLETED BY STUDENT

The student acknowledges receipt of an exact copy of this statement

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ SS Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Amount Requested: \_\_\_\_\_

### MONTHLY PAYMENT SCHEDULE – HAWKEYE FOUNDATION LOAN

LOAN AMOUNT	# PAYMENTS	PAYMENT AMOUNT
1,000	36	\$30.00
1,250	42	\$32.50
1,500	48	\$34.50
2,000	48	\$46.00
2,500	48	\$57.00
3,000	54	\$61.50
3,500	54	\$72.00
4,000	60	\$75.00

THE TOTAL AMOUNT FINANCED, together with the TOTAL FINANCE CHARGE, is to be repaid in monthly payments with the first payment due on the 25<sup>th</sup> of the 3<sup>rd</sup> month, or 90 days following graduation or withdrawal from this institution. Subsequent payments will become due on the 25<sup>th</sup> day of each month thereafter.

## STUDENT INFORMATION

**Student MUST complete in full:**

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

EXPECTED DATE OF SEPARATION FROM HCC \_\_\_\_\_

PHONE NO. \_\_\_\_\_ CELL NO. if different \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ PERSONAL EMAIL \_\_\_\_\_

PARENT OR GUARDIAN: (or other relative who will always know your address)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PERSONAL REFERENCE:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

This information is correct to the best of my knowledge and I will verify any item if requested. I understand that this is a loan, must be repaid.

\_\_\_\_\_  
**STUDENT SIGNATURE**



## HAWKEYE COMMUNITY COLLEGE FOUNDATION LOAN FUND - PROMISSORY NOTE

I, \_\_\_\_\_, promise to pay to the Hawkeye Community College Foundation (hereinafter called the Lending Institution) located at Waterloo, Iowa, the sum of the amounts that are advanced to me and endorsed in the Schedule of Advances set forth below. I promise to pay all attorney fees and other collection costs and charges necessary for the collection of any amount not paid when due. The undersigned agrees that this loan is for an educational benefit as defined by 11 U.S.C. § 523.

### I. INTEREST

Interest shall accrue from the beginning of the repayment period and shall be at the ANNUAL PERCENTAGE RATE OF four and one-half percent (4.5%) interest on the unpaid balance.

### II. REPAYMENT

- (1) I may at my option and without penalty prepay all or any part of the principal, plus the accrued interest thereon, at any time.
- (2) Amounts I repay in the academic year in which the loan was made will be used to reduce the amount of the loan and will not be considered a prepayment.
- (3) If I repay more than the amount due for any installment, the excess will be used to prepay principal unless I designate it as an advanced payment of the next regular installment.

### III. DEFAULT

- (1) If I fail to make a scheduled repayment of any installment, the entire unpaid indebtedness including interest due and accrued thereon, plus any applicable penalty charges, will, at the option of the Lending Institution, become immediately due and payable.
- (2) I understand that if I default on my loan repayments the Lending Institution may disclose that I have defaulted, along with other relevant information to credit bureau organizations.
- (3) If I fail to pay on time and the Hawkeye Community College Foundation refers my account(s) to a third party for collection, a collection fee of up to 33% can be assessed and will be due and owing immediately upon default, along with all collection costs and reasonable attorney fees. I agree to make the Hawkeye Community College Foundation whole, and to reimburse the Foundation the fees of any collection agency up to 33% of the debt, and all costs and expenses, including collection costs and reasonable attorney fees, incurred in such collection efforts. I expressly authorize the Hawkeye Community College Foundation to enter into a contingent fee agreement with a collection agency or attorney for purposes of collecting this debt upon my default, and I agree that the Foundation may pass those costs on to me immediately upon default, up to 33% of the remaining debt, as a reasonable cost of collection.
- (4) I consent to allow the Hawkeye Community College Foundation and anyone who collects on its behalf to contact me about my account status, including past due or current charges, using prerecorded calls, email and calls or messages delivered by an automatic telephone dialing system to any wireless phone number or email address I provide. The Hawkeye Community College Foundation will treat any email address I provide as my private email that is not accessible by unauthorized third parties. Unless I notify the Foundation that my wireless service is based in a different time zone, calls will be made to my cellular device during permitted calling hours based upon the time zone affiliated with the mobile telephone number I provide.
- (5) Official Hawkeye Community College transcripts will be withheld upon default.

### IV. CHANGE IN NAME, ADDRESS, AND SOCIAL SECURITY NUMBER

I am responsible for informing the Lending Institution of any change or changes in my name, address, or social security number.

### V. PENALTY CHARGE

- (1) If I fail to make timely payment of all or any part of a scheduled installment, I promise to pay the charge assessed against me by the Lending Institution.
- (2) No charge may exceed – where the loan is repayable in monthly installments, \$5 for the first month or part of a month by which the installment is late, and \$5 for each month or part of a month thereafter, or
- (3) The Lending Institution will add the assessed charge to the outstanding principal of the loan.

**VI. SCHEDULE OF ADVANCES (Foundation use only)**

No.	AMOUNT	DATE	CHECK NO.	SIGNATURE OF MAKER
1.				
2.				
3.				

Loan payments are recorded on a separate ledger.

**VII. SIGNATURES(S)**

\_\_\_\_\_  
 Maker's Signature Date

\_\_\_\_\_  
 Maker's Social Security Number

\_\_\_\_\_  
 Permanent Address

\_\_\_\_\_  
 City State Zip

*Co-Signer*

\_\_\_\_\_  
 Co-Signer Signature

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Co-Signer Social Security Number

***This is a loan and must be repaid***

*Address Changes or Questions to Foundation Accountant  
 319-296-4002 foundation@hawkeyecollege.edu*



# Private Education Loan Applicant Self-Certification

This space for lender use only

OMB No. 1845-0101  
Form Approved  
Exp. Date 05-31-2016

**Important:** Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The school is required on request to provide this form or the required information only for students admitted or enrolled at the school. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person.

**Instructions:** Before signing, carefully read the entire form, including the definitions and other information on the following page. Submit the signed form to your lender.

## SECTION 1: NOTICES TO APPLICANT

- Free or lower-cost Title IV federal, state, or school student financial aid may be available in place of, or in addition to, a private education loan. To apply for Title IV federal grants, loans and work-study, submit a Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or by calling 1-800-4-FED-AID, or from the school's financial aid office.
- A private education loan may reduce eligibility for free or lower-cost federal, state, or school student financial aid.
- You are **strongly** encouraged to pursue the availability of free or lower-cost financial aid with the school's financial aid office.
- The financial information required to complete this form can be obtained from the school's financial aid office. If the lender has provided this information, you should contact your school's financial aid office to verify this information and to discuss your financing options.

## SECTION 2: COST OF ATTENDANCE AND ESTIMATED FINANCIAL ASSISTANCE

If information is not already entered below, obtain the needed information from the school's financial aid office and enter it on the appropriate line. Sign and date where indicated. See Section 5 for definitions of financial aid terms.

- A. Student's cost of attendance for the period of enrollment covered by the loan \$ \_\_\_\_\_
- B. Estimated financial assistance for the period of enrollment covered by the loan \$ \_\_\_\_\_
- C. Difference between amounts A and B \$ \_\_\_\_\_

**WARNING:** If you borrow more than the amount on line C, you risk reducing your eligibility for free or lower-cost federal, state, or school financial aid.

## SECTION 3: APPLICANT INFORMATION

Enter or correct the information below.

Full Name and Address of School \_\_\_\_\_

Applicant Name (last, first, MI) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Permanent Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Area Code / Telephone Number Home ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Period of Enrollment Covered by the Loan (mm/dd/yyyy) From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

If the student is not the applicant, provide the student's name and date of birth.

Student Name (last, first, MI) \_\_\_\_\_ Student Date of Birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION 4: APPLICANT SIGNATURE

I certify that I have read and understood the notices in Section 1 and, that to the best of my knowledge, the information provided on this form is true and correct.

Signature of Applicant \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

**SECTION 5: DEFINITIONS**

**Cost of attendance** is an estimate of tuition and fees, room and board, transportation, and other costs for the period of enrollment covered by the loan, as determined by the school. A student's cost of attendance may be obtained from the school's financial aid office.

**Estimated financial assistance** is all federal, state, institutional (school), private, and other sources of assistance used in determining eligibility for most Title IV student financial aid, including amounts of financial assistance used to replace the expected family contribution. The student's estimated financial assistance is determined by the school and may be obtained from the school's financial aid office.

A **lender** is a private education lender as defined in Section 140 of the Truth in Lending Act and any other person engaged in the business of securing, making, or extending private education loans on behalf of the lender.

A **period of enrollment** is the academic year, academic term (such as semester, trimester, or quarter), or the number of weeks of instructional time for which the applicant is requesting the loan.

A **private education loan** is a loan provided by a private education lender that is not a Title IV loan and that is issued expressly for postsecondary education expenses, regardless of whether the loan is provided through the school that the student attends or directly to the borrower from the private education lender. A private education loan does not include (1) An extension of credit under an open-end consumer credit plan, a reverse mortgage transaction, a residential mortgage transaction, or any other loan that is secured by real property or a dwelling; or (2) An extension of credit in which the school is the lender if the term of the extension of credit is 90 days or less or an interest rate will not be applied to the credit balance and the term of the extension of credit is one year or less, even if the credit is payable in more than four installments.

**Title IV student financial aid** includes the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, the Federal Work-Study (FWS) Program, the William D. Ford Federal Direct Loan (Direct Loan) Program, the Federal Perkins Loan Program, and the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. To apply for Title IV federal grants, loans, and work-study, submit a Free Application for Federal Student Aid (FAFSA), which is available at [www.fafsa.gov](http://www.fafsa.gov), by calling 1-800-4-FED-AID, or from the school's financial aid office.

**SECTION 6: PAPERWORK REDUCTION NOTICE**

**Paperwork Reduction Notice:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0101. The time required to complete this information collection is estimated to average 0.25 hours (15 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed and complete and review the information collection.

*If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:* U.S. Department of Education, Washington, DC 20202-4651

*If you have any comments or concerns regarding the status of your individual submission of this form, contact your lender.*

**HCC Foundation Private Student Loan  
Approval Truth in Lending Disclosure**

You have until the end of the \_\_\_\_\_ semester to accept this loan.

**Loan Rates & Estimated Total Costs**

Total Loan Amount	Interest Rate	Finance Charge	Total of Payments
	4.50%		\$ -

*Fixed rate*

**Borrower:**

**Administered By:**

Hawkeye Community College Foundation  
P.O.Box 8015  
Waterloo, IA 50704  
(319) 296-4002

**Loan Fees:**

**Application Fee:** \$10 cash or check  
**Late Charge:** \$5 per month, beginning 30 days after missed payment

**Repayment Schedule:**

Repayment begins at the time the borrower terminates at least half-time study at Hawkeye Community College, after a three month grace period. The finance charge begins to accrue at the end of the grace period.

The amount financed (or the total of all HCC Foundation private student loans due) is repayable in accordance with the provisions of the promissory note and the repayment schedule below, and this is subject to the provisions relating to delinquency and default charges specified in the promissory note form.

The borrower may, without penalty, repay all or any part of the principal plus the accrued interest at any time.

**MONTHLY PAYMENT SCHEDULE**

LOAN AMOUNT	# PAYMENTS	PAYMENT AMOUNT*	TOTAL PAID
\$1,000.00	36	\$30.00	\$1,070.27
\$1,250.00	42	\$32.50	\$1,352.42
\$1,500.00	48	\$34.50	\$1,640.53
\$2,000.00	48	\$46.00	\$2,187.37
\$2,500.00	48	\$57.00	\$2,736.46
\$3,000.00	54	\$61.50	\$3,319.45
\$3,500.00	54	\$72.00	\$3,871.26
\$4,000.00	60	\$75.00	\$4,471.27

\* Final payment will be adjusted as necessary.

**Federal Loan Alternatives:**

You may qualify for Federal education loans. For additional information, contact the financial aid office or the Department of Education at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov)

Loan Program	Current Interest Rates by Program Type	
<b>STAFFORD</b> for students	4.66% fixed	Undergraduate subsidized
	4.66% fixed	Undergraduate unsubsidized
<b>PLUS</b> for parents		
	7.21% fixed	Federal Direct Loan

**Next Step:**

Notify Deb Lilly, Foundation Accountant at [debra.lilly@hawkeyecollege.edu](mailto:debra.lilly@hawkeyecollege.edu) or 296-4002 if you would like to accept the terms of this loan.

**Loan Limits:**

The maximum loan amount is:

\$1,000 per term for full-time students.

\$750 per term for 9-11 credits.

\$500 per term for 6-8 credits.

If program requires tools, loan amount may be increased. Must request thru the Foundation.

The maximum a student can borrow is:

\$4,000 over a two-year period.

\$5,000 over a three-year period.

**Repayment and Consolidation:**

The total amount financed, together with the finance charge, is to be repaid in monthly payments with the first payment due on the 25th of the 3rd month, or 90 days following graduation or withdrawal from Hawkeye Community College. Subsequent payments will become due on the 25th day of each month thereafter. HCC Foundation private loans cannot be consolidated with other educational loans to any servicer. This loan must be paid directly to the Hawkeye Community College Foundation.

**Deferral Information:**

If a Hawkeye graduate enrolls in another post-secondary institution, loan repayment may be deferred up to three years if the student is enrolled for a minimum of six credit hours. Interest will be deferred during the educational enrollment at a post-secondary institution. The loan may also be deferred for military service.

**Bankruptcy Limitations:**

If you file for bankruptcy you may still be required to pay back this loan.

**HCC Foundation Private Student Loan  
Final Truth in Lending Disclosure**

**RIGHT TO CANCEL**

*You have the right to cancel this transaction, without penalty, by midnight on \_\_\_\_\_. No funds will be disbursed to Hawkeye Community College until after this time. You may cancel by calling the Foundation at 296-4002.*

**Loan Rates & Estimated Total Costs**

Total Loan Amount	Interest Rate	Finance Charge	Total of Payments
	4.50%		\$ -

*Fixed rate*

**Borrower:**

**Administered By:**

Hawkeye Community College Foundation  
P.O.Box 8015  
Waterloo, IA 50704  
(319) 296-4002

**Loan Fees:**

**Application Fee:** \$10 cash or check  
**Late Charge:** \$5 per month, beginning 30 days after missed payment

**Repayment Schedule:**

Repayment begins at the time the borrower terminates at least half-time study at Hawkeye Community College, after a three month grace period. The finance charge begins to accrue at the end of the grace period.

The amount financed (or the total of all HCC Foundation private student loans due) is repayable in accordance with the provisions of the promissory note and the repayment schedule below, and this is subject to the provisions relating to delinquency and default charges specified in the promissory note form.

The borrower may, without penalty, repay all or any part of the principal plus the accrued interest at any time.

**MONTHLY PAYMENT SCHEDULE**

LOAN AMOUNT	# PAYMENTS	PAYMENT AMOUNT*	TOTAL PAID
\$1,000.00	36	\$30.00	\$1,070.27
\$1,250.00	42	\$32.50	\$1,352.42
\$1,500.00	48	\$34.50	\$1,640.53
\$2,000.00	48	\$46.00	\$2,187.37
\$2,500.00	48	\$57.00	\$2,736.46
\$3,000.00	54	\$61.50	\$3,319.45
\$3,500.00	54	\$72.00	\$3,871.26
\$4,000.00	60	\$75.00	\$4,471.27

\* Final payment will be adjusted as necessary.

**Repayment and Consolidation:**

The total amount financed, together with the finance charge, is to be repaid in monthly payments with the first payment due on the 25th of the 3rd month, or 90 days following graduation or

withdrawal from Hawkeye Community College. Subsequent payments will become due on the 25th day of each month thereafter. HCC Foundation private loans cannot be consolidated with other educational loans to any servicer. This loan must be paid directly to the Hawkeye Community College Foundation.

**Deferral Information:**

If a Hawkeye graduate enrolls in another post-secondary institution, loan repayment may be deferred up to three years if the student is enrolled for a minimum of six credit hours. Interest will be deferred during the educational enrollment at a post-secondary institution. The loan may also be deferred for military service.

**Bankruptcy Limitations:**

If you file for bankruptcy you may still be required to pay back this loan.



**JOHN DEERE LOAN FUND through HAWKEYE COMMUNITY COLLEGE FOUNDATION**

**PO Box 8015 – 1501 East Orange Road – Waterloo IA 50704-8015**

The information on these pages relates to the loan through the Hawkeye Community College Foundation which you have been awarded. The Hawkeye Community College Foundation Office will retain this information for its permanent record file and you will receive a copy for your records. Please read the contents and follow the instructions listed below.

<b>CONTENTS</b>	<b>PAGE NO.</b>	<b>INSTRUCTIONS</b>
Loan Repayment Option	1	Read Provisions
Truth-in-lending Disclosure	1	You are the maker – complete all items below dotted line.
Student Information	2	Complete this page
Promissory Note	3	Insert your name on the line – read the provisions of the promissory note.
Promissory Note	3	Complete only sections VI and VII per instructions.

**Loan Repayment**

Repayment methods are as follows:

- If you complete the program and are employed by John Deere for a minimum of three years after receiving your degree, the entire amount of the loan is forgiven.
- If you withdraw from the program or do not become a John Deere employee, you are responsible for the entire loan, plus interest. The Hawkeye Foundation will establish a monthly installment plan with the loan balance being paid in full three years post termination of the program.
- If you complete the program and work at John Deere, however, not for the full three years, you are responsible for repaying a portion of the loan. The amount of the loan repayment is based on the number of months employed. Each month a portion of the loan is forgiven. The Hawkeye Foundation will establish a monthly installment plan with the loan balance being paid in full three years post termination of employment. Forgivable amounts are based on loan principal divided by 36 months (3 years of employment).

**LOAN TRUTH-IN-LENDING DISCLOSURE**

The JOHN DEERE loan which you have received, with an ANNUAL PERCENTAGE RATE OF 8% on the unpaid balance, is repayable in accordance with a repayment schedule to be executed at the time YOU WITHDRAW FROM THE PROGRAM AT Hawkeye Community College or terminate employment with JOHN DEERE before the three-year employment agreement is completed. The AMOUNT FINANCED is 2/3 tuition and fees for courses successfully completed and is repayable in accordance with the provisions of the promissory note and is subject to the provisions relating to DELINQUENCY and DEFAULT CHARGES specified in the promissory note form. Costs of retaking courses not successfully completed will not be paid by John Deere. The maker may, at his/her option, and without penalty, repay all or any part of the principal plus the accrued interest at any time.

Date \_\_\_\_\_ Lender \_\_\_\_\_  
(Hawkeye Community College Foundation)

**TO BE COMPLETED BY (STUDENT): MAKER**

The maker acknowledges receipt of an exact copy of this statement

Maker \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

THE AMOUNT FINANCED, together with the TOTAL FINANCE CHARGE, is to be repaid in monthly payments with the first payment due on the 25<sup>th</sup> of the month following your withdrawal from the program or termination of employment with John Deere. Subsequent payments will become due on the 25<sup>th</sup> day of each month thereafter.

## STUDENT INFORMATION

**Student MUST complete in full:**

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

EXPECTED DATE OF SEPARATION FROM HCC \_\_\_\_\_

PHONE NO. \_\_\_\_\_ CELL NO. if different \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ PERSONAL EMAIL \_\_\_\_\_

PARENT OR GUARDIAN: (or other relative who will always know your address)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PERSONAL REFERENCE:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

This information is correct to the best of my knowledge and I will verify any item if requested. I understand that this is a loan, must be repaid.

\_\_\_\_\_  
**STUDENT SIGNATURE**

## HAWKEYE COMMUNITY COLLEGE FOUNDATION LOAN FUND - PROMISSORY NOTE

The loan amount forwarded to me is forgivable once I complete 3 years of employment at John Deere. Otherwise, the following clause applies:

I, \_\_\_\_\_, promise to pay to the Hawkeye Community College Foundation (hereinafter called the Lending Institution) located at Waterloo, Iowa, the sum of the amounts that are advanced to me. I promise to pay all attorney fees and other collection costs and charges necessary for the collection of any amount not paid when due. The undersigned agrees that this loan is for an educational benefit as defined by 11 U.S.C. § 523.

### I. INTEREST

Interest shall accrue from the beginning of the repayment period and shall be at the ANNUAL PERCENTAGE RATE OF EIGHT PERCENT (8%) interest on the unpaid balance.

### II. REPAYMENT

- (1) I may at my option and without penalty prepay all or any part of the principal, plus the accrued interest thereon, at any time.
- (2) Amounts I repay in the academic year in which the loan was made will be used to reduce the amount of the loan and will not be considered a prepayment.
- (3) If I repay more than the amount due for any installment, the excess will be used to prepay principal unless I designate it as an advanced payment of the next regular installment.

### III. DEFAULT

- (1) If I fail to make a scheduled repayment of any installment, the entire unpaid indebtedness including interest due and accrued thereon, plus any applicable penalty charges, will, at the option of the Lending Institution, become immediately due and payable.
- (2) I understand that if I default on my loan repayments the Lending Institution may disclose that I have defaulted, along with other relevant information to credit bureau organizations.
- (3) If I fail to pay on time and the Hawkeye Community College Foundation refers my account(s) to a third party for collection, a collection fee of up to 33% can be assessed and will be due and owing immediately upon default, along with all collection costs and reasonable attorney fees. I agree to make the Hawkeye Community College Foundation whole, and to reimburse the Foundation the fees of any collection agency up to 33% of the debt, and all costs and expenses, including collection costs and reasonable attorney fees, incurred in such collection efforts. I expressly authorize the Hawkeye Community College Foundation to enter into a contingent fee agreement with a collection agency or attorney for purposes of collecting this debt upon my default, and I agree that the Foundation may pass those costs on to me immediately upon default, up to 33% of the remaining debt, as a reasonable cost of collection.
- (4) I consent to allow the Hawkeye Community College Foundation and anyone who collects on its behalf to contact me about my account status, including past due or current charges, using prerecorded calls, email and calls or messages delivered by an automatic telephone dialing system to any wireless phone number or email address I provide. The Hawkeye Community College Foundation will treat any email address I provide as my private email that is not accessible by unauthorized third parties. Unless I notify the Foundation that my wireless service is based in a different time zone, calls will be made to my cellular device during permitted calling hours based upon the time zone affiliated with the mobile telephone number I provide.
- (5) Official Hawkeye Community College transcripts will be withheld.

### IV. CHANGE IN NAME, ADDRESS, AND SOCIAL SECURITY NUMBER

I am responsible for informing the Lending Institution of any change or changes in my name, address, or social security number.

### V. PENALTY CHARGE

- (1) If I fail to make timely payment of all or any part of a scheduled installment, I promise to pay the charge assessed against me by the Lending Institution.
- (2) No charge may exceed – where the loan is repayable in monthly installments, \$5 for the first month or part of a month by which the installment is late, and \$5 for each month or part of a month thereafter, or
- (3) The Lending Institution will add the assessed charge to the outstanding principal of the loan.

**VI. SIGNATURES(S)**

_____ Maker's Signature		_____ Date
_____ Maker's Social Security Number		
_____ Permanent Address		
_____ City	_____ State	_____ Zip

Address Changes or Questions to:  
Foundation Accountant  
319-296-4002  
foundation@hawkeyecollege.edu

**TYSON LOAN FUND**  
**through HAWKEYE COMMUNITY COLLEGE FOUNDATION**  
**PO Box 8015 – 1501 East Orange Road – Waterloo IA 50704-8015**

The information on these pages relates to the loan through the Hawkeye Community College Foundation which you have been awarded. The Hawkeye Community College Foundation Office will retain this information for its permanent record file and you will receive a copy for your records. Please read the contents and follow the instructions listed below.

CONTENTS	PAGE NO.	INSTRUCTIONS
Loan Repayment Option	1	Read Provisions
Truth-in-lending Disclosure	1	You are the maker – complete all items in this box.
Student Information	2	Complete this page
Promissory Note	3	Insert your name on the line – read the provisions of the promissory note.
Promissory Note	3	Complete only section VI per instructions.

**Loan Repayment**

Repayment methods are as follows:

- If you complete the program and are employed by Tyson for a minimum of two consecutive years after completing the Machine Maintenance program at Hawkeye Community College, the entire amount of the loan is forgiven.
- If you withdraw from the program or do not become a Tyson employee, you are responsible for the entire loan, plus interest. The Hawkeye Foundation will establish a monthly installment plan with the loan balance being paid in full two years post termination of the program.
- If you complete the program and work at Tyson, however, not for the full two years, you are responsible for repaying a portion of the loan. The amount of the loan repayment is based on the number of months employed. Each month a portion of the loan is forgiven. The Hawkeye Foundation will establish a monthly installment plan with the loan balance being paid in full two years post termination of employment. Forgivable amounts are based on loan principal divided by 24 months.

**LOAN TRUTH-IN-LENDING DISCLOSURE**

The Tyson loan which you have received, with an ANNUAL PERCENTAGE RATE OF **8%** on the unpaid balance, is repayable in accordance with a repayment schedule to be executed at the time YOU WITHDRAW FROM THE PROGRAM AT Hawkeye Community College or terminate employment with Tyson before the two consecutive years of employment agreement is completed. The AMOUNT FINANCED is **\$1,844.00** and is repayable in accordance with the provisions of the promissory note and is subject to the provisions relating to DELINQUENCY and DEFAULT CHARGES specified in the promissory note form. The maker may, at his/her option, and without penalty, repay all or any part of the principal plus the accrued interest at any time.

Date \_\_\_\_\_ Lender Hawkeye Community College Foundation  
 (Hawkeye Community College Foundation)

**TO BE COMPLETED BY (STUDENT): MAKER**

The maker acknowledges receipt of an exact copy of this statement

Maker \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date \_\_\_\_\_

THE AMOUNT FINANCED, together with the TOTAL FINANCE CHARGE, is to be repaid in monthly payments with the first payment due on the 25<sup>th</sup> of the month following your withdrawal from the program or termination of employment with Tyson. Subsequent payments will become due on the 25<sup>th</sup> day of each month thereafter.

## STUDENT INFORMATION

**Student MUST complete in full:**

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

EXPECTED DATE OF SEPARATION FROM HCC \_\_\_\_\_

PHONE NO. \_\_\_\_\_ CELL NO. if different \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ PERSONAL EMAIL \_\_\_\_\_

PARENT OR GUARDIAN: (or other relative who will always know your address)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PERSONAL REFERENCE:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

This information is correct to the best of my knowledge and I will verify any item if requested. I understand that this is a loan, must be repaid.

\_\_\_\_\_  
**STUDENT SIGNATURE**

## HAWKEYE COMMUNITY COLLEGE FOUNDATION LOAN FUND - PROMISSORY NOTE

The loan amount forwarded to me is forgivable once I complete 2 years of consecutive employment at Tyson. Otherwise, the following clause applies:

I, \_\_\_\_\_, promise to pay to the Hawkeye Community College Foundation (hereinafter called the Lending Institution) located at Waterloo, Iowa, the sum of the amounts that are advanced to me. I promise to pay all attorney fees and other collection costs and charges necessary for the collection of any amount not paid when due. The undersigned agrees that this loan is for an educational benefit as defined by 11 U.S.C. § 523.

### I. INTEREST

Interest shall accrue from the beginning of the repayment period and shall be at the ANNUAL PERCENTAGE RATE OF EIGHT PERCENT (8%) interest on the unpaid balance.

### II. REPAYMENT

- (1) I may at my option and without penalty prepay all or any part of the principal, plus the accrued interest thereon, at any time.
- (2) Amounts I repay in the academic year in which the loan was made will be used to reduce the amount of the loan and will not be considered a prepayment.
- (3) If I repay more than the amount due for any installment, the excess will be used to prepay principal unless I designate it as an advanced payment of the next regular installment.

### III. DEFAULT

- (1) If I fail to make a scheduled repayment of any installment, the entire unpaid indebtedness including interest due and accrued thereon, plus any applicable penalty charges, will, at the option of the Lending Institution, become immediately due and payable.
- (2) I understand that if I default on my loan repayments the Lending Institution may disclose that I have defaulted, along with other relevant information to credit bureau organizations.
- (3) If I fail to pay on time and the Hawkeye Community College Foundation refers my account(s) to a third party for collection, a collection fee of up to 33% can be assessed and will be due and owing immediately upon default, along with all collection costs and reasonable attorney fees. I agree to make the Hawkeye Community College Foundation whole, and to reimburse the Foundation the fees of any collection agency up to 33% of the debt, and all costs and expenses, including collection costs and reasonable attorney fees, incurred in such collection efforts. I expressly authorize the Hawkeye Community College Foundation to enter into a contingent fee agreement with a collection agency or attorney for purposes of collecting this debt upon my default, and I agree that the Foundation may pass those costs on to me immediately upon default, up to 33% of the remaining debt, as a reasonable cost of collection.
- (4) I consent to allow the Hawkeye Community College Foundation and anyone who collects on its behalf to contact me about my account status, including past due or current charges, using prerecorded calls, email and calls or messages delivered by an automatic telephone dialing system to any wireless phone number or email address I provide. The Hawkeye Community College Foundation will treat any email address I provide as my private email that is not accessible by unauthorized third parties. Unless I notify the Foundation that my wireless service is based in a different time zone, calls will be made to my cellular device during permitted calling hours based upon the time zone affiliated with the mobile telephone number I provide.
- (5) Official Hawkeye Community College transcripts will be withheld upon default.

### IV. CHANGE IN NAME, ADDRESS, AND SOCIAL SECURITY NUMBER

I am responsible for informing the Lending Institution of any change or changes in my name, address, or social security number.

### V. PENALTY CHARGE

- (1) If I fail to make timely payment of all or any part of a scheduled installment, I promise to pay the charge assessed against me by the Lending Institution.
- (2) No charge may exceed – where the loan is repayable in monthly installments, \$5 for the first month or part of a month by which the installment is late, and \$5 for each month or part of a month thereafter, or
- (3) The Lending Institution will add the assessed charge to the outstanding principal of the loan.

**VI. SIGNATURE(S)**

_____ Maker's Signature		_____ Date
_____ Maker's Social Security Number		
_____ Permanent Address		
_____ City	_____ State	_____ Zip

*Address Changes or Questions to Foundation Accountant  
319-296-4002    foundation@hawkeyecollege.edu*





## Appendix M:

Campus Crime Information,  
Athletic Participation,  
Financial Aid, and Related  
Disclosures

The screenshot shows the Hawkeye Community College website. At the top, there is a navigation bar with links for Faculty & Staff, Employment, Register / Search for Courses, Calendars, and Contact Us. The Hawkeye Community College logo is on the left, featuring a '50 YEARS' anniversary badge. Below the logo are links for My Hawkeye, Email, and Canvas, along with a search bar and a GO button. A main navigation bar contains links for ADMISSIONS, STUDENTS, ACADEMICS, BUSINESS & COMMUNITY EDUCATION, VISITORS & COMMUNITY, and ABOUT HAWKEYE. The page content is titled 'Financial Aid' and includes a breadcrumb trail: Home > Financial Aid >. On the left, there is a sidebar menu with links: Application and Award, Award Disbursement, Student and Consumer Information, Cost of Attendance, Dates and Deadlines, Handbook, Forms, and Required Documents, Managing Your Award, Net Price Calculator, Summer Financial Aid, Types of Aid, and Web Resources. The main content area is titled 'Student and Consumer Information' and contains the following text: 'Hawkeye Community College is required by the federal government, through the Higher Education Act of 1965, as amended, to provide all students with specified consumer information. This includes, but is not limited to all information that is related to financial aid including costs of attendance, awarding policies, the availability of need and non-need-based aid programs, application and renewal of financial aid, loan availability, terms, and interests rates. Following are some of the additional consumer information items that you have a right to review.' Below this text are three sections: 'Institutional Information' with a list of 16 items (Accreditation, Code of Conduct for Educational Loans Summary, Employee Directory, Filing Complaints with Accreditor, State Agency, or Other Relevant Official, Financial Assistance Information, Gainful Employment, High School Completion Program, Mission Statement, Programs / Majors, Recommended Immunizations, Refund Policy, Satisfactory Academic Progress Guidelines, Student Book Purchase Policy, Student Disabilities Services, Tuition and Fees, Withdrawal Procedure, Voter Registration); 'Student Right-to-Know' with a list of 11 items (Crime Statistics Report—Clery Act, Campus Emergency Response and Immediate Notifications, Alcohol and Other Drug Policy, Tobacco Free Campus, Financial Aid Family Education Rights and Privacy Act (FERPA) Policy, Student Outcome Data, Sex Offender Registry, Student Body Diversity, Veterans Consumer Information—Planning Your College Costs, Technology Policies, and sub-items for Computer Misconduct and Copyright Infringement, Computer Usage Policies, Copyright Infringement and Peer-to-Peer File Sharing Policy, Hawkeye Email, My Hawkeye Account); and 'Transfer of Credit Policies' with two items (Transferring from Hawkeye to another college or university, Transferring credits to Hawkeye). At the bottom of the main content area, it says 'You may request a copy of any of the above Hawkeye policies / reports by contacting the Financial Aid office.' and 'Student Handbook | Next Page >'. On the right side of the page, there is a 'Financial Aid' sidebar with contact information: Hawkeye Center 118, 319-296-4020, 800-670-4769 ext.4020, 319-296-4495 (fax), Email us, Send a chat message, Text 66746 and start your question with hawkeyeaid, More info on this service, and Regular Hours Mon-Fri 8:00am-4:30pm.



Appendix M\_annual-security-and-fire-report.pdf

Annual Security and Fire Report - Annual Security and Fire Report - Hawkeye Community College | Waterloo, Iowa

**HAWKEYE COMMUNITY COLLEGE** CELEBRATING 50 YEARS

Faculty & Staff Employment Register / Search for Courses Calendars Contact Us

My Hawkeye Email canvas search GO

ADMISSIONS STUDENTS ACADEMICS BUSINESS & COMMUNITY EDUCATION VISITORS & COMMUNITY ABOUT HAWKEYE

Home > About Hawkeye > Public Safety >

### Annual Security and Fire Report

Access to College Facilities

Campus Emergency Response and Immediate Notification

Confidentiality

Crime Statistics

Definitions of Reportable Crimes

How to Be an Active Bystander

Incident Log

Iowa Sex Offender Registry

Maintenance of Campus Facilities

Nondiscrimination Statement

Policies Regarding Alcohol and Illegal Drugs

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Public Safety

Reporting Crimes and Emergencies

Risk Reduction

Security Awareness and Crime Prevention Programming

Sexual Misconduct Policy

### Annual Security and Fire Report

The Hawkeye Community College Annual Security and Fire Report is posted on the web for review by employees, prospective employees, students, prospective students, and parents. A hard copy of this report may be requested from the Public Safety office.

This notification is in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 28 U.S.C. §1092(f), and the provisions of the Higher Education Opportunity Act Pertaining to Campus Statistics, 28 U.S.C. §1092(i). For more information or if you have specific questions regarding the Annual Security and Fire Report or security policies at Hawkeye Community College, contact the Public Safety office.

Hawkeye Community College is a public two-year community college with its main campus located in Waterloo, Iowa. The College has seven additional service locations: Cedar Falls Center; IowaWORKS – Cedar Valley; Independence Center; Metro Center; Martin Luther King, Jr., Center (MLK); Waverly Outreach Center; and Western Outreach Center. Hawkeye does not have any student organizations that own or control non-campus facilities.

The following is information to be reported pursuant to federal law and regulation. This report is intended to inform all current and prospective students and employees of the College's safety and security program.

[Download Complete Annual Security and Fire Report](#)

#### Public Safety

Hawkeye Center 216  
319-296-4234  
[Email us](#)

#### Public Safety Officer

319-296-4234

#### Metro Center Officer

319-296-4235

#### Public Safety Manager

Nermin Ferikic  
319-296-4459  
[Email me](#)

#### Director, Public Safety and Emergency Management

John Beckman  
319-296-4307  
[Email me](#)

#### Executive Director of Human Resource Services

John Clopton  
Hawkeye Center 101  
319-296-4405  
[Email me](#)

ADMISSIONS STUDENTS ACADEMICS BUSINESS & COMMUNITY EDUCATION VISITORS & COMMUNITY ABOUT HAWKEYE

Home My Hawkeye Email Faculty & Staff Employment Nondiscrimination Statement College Credit Courses Calendars Translate Contact Us

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Maintained by Public Relations and Marketing

1501 East Orange Rd., P.O. Box 8016, Waterloo, IA 50704-8016  
319-296-2320 Alert & Information Line: 319-296-4444

**Regarding the College's status for Athletic participation, the US Department of Education information has not yet been produced for Hawkeye Community College since it reflects the prior year participation information. Hawkeye Community College was approved to offer intercollegiate athletic teams beginning Fall 2016.**



Hawkeye Community College RedTail Athletics.pdf

THE OFFICIAL ATHLETIC WEBSITE OF HAWKEYE COMMUNITY COLLEGE

SPORTS INSIDE ATHLETICS RECRUIT ME CLUB SPORTS RECREATION DIRECTORY HAWKEYE REDTAIL SPORTS CAMPS

- Athlete Forms
  - Student Athlete Handbook
  - Registration Packet
  - Eligibility Affidavit
  - Physical Examination Form
- Mission & Philosophy
- Sponsor the RedTails
- Facilities
  - HESC-Recreation
  - Cedar Valley Soccer Complex
  - Cedar Falls Gun Club
  - South Hills Golf Course
- NJCAA
- ICCAC
- History of Hawkeye
- Mascot Request Form
- Rusty the RedTail

HAWKEYE COMMUNITY COLLEGE ATHLETICS

1501 EAST ORANGE ROAD  
P.O. BOX 8015  
WATERLOO, IA 50704-8015  
(319) 296-4430

HAWKEYE COMMUNITY COLLEGE NJCAA ICCAC PRESTO SPORTS



**The Dean of Student Services sends an email to all students each fall and spring term communicating various information which includes links to college policies on safety and security. A sample of the email is provided here.**

**From:** [Nancy Henderson](#)  
**To:** [Nancy Henderson](#)  
**Subject:** Important Consumer Information and Transfer Information  
**Date:** Friday, September 04, 2015 4:59:17 PM

---

Dear Nancy,

This email is being sent with important pieces of information for all students.

Please be aware that you can find consumer information about the college at:  
[www.hawkeyecollege.edu/go/soar/consumer-information](http://www.hawkeyecollege.edu/go/soar/consumer-information)

This web address will provide you with direct links to pertinent college information.

Also, the Student Handbook can be found at the following link:  
[www.hawkeyecollege.edu/students/handbook](http://www.hawkeyecollege.edu/students/handbook)

This handbook will provide you with important college policies and procedures, including The Family Education Rights and Privacy Act (FERPA) dealing with the rights of students and parents.

The Student Conduct Code has been revised - be sure to review it here:  
[www.hawkeyecollege.edu/students/handbook/conduct](http://www.hawkeyecollege.edu/students/handbook/conduct)

There is a new Sexual Misconduct Policy - be sure to review it here:  
[www.hawkeyecollege.edu/go/soar/title-ix.aspx](http://www.hawkeyecollege.edu/go/soar/title-ix.aspx)

Finally, please be aware of the following information for students who plan to transfer to an Iowa Regent university (Iowa State, University of Iowa, University of Northern Iowa):

**Transfer in Iowa Web Portal Available**

Iowa's regent universities and community colleges have joined to create a web portal dedicated to assisting students with the transfer process. The site serves as a one-stop resource for students planning their future. The URL for the site is:  
[www.transferiniowa.org](http://www.transferiniowa.org)

Each year, thousands of students transfer from Iowa community colleges to one of the state's three public universities. Transferring from one college to the next can be a big step, but it doesn't have to be complicated. The website contains resources helpful in educational planning as well as information for students to discuss with their counselor/advisor(s).

The number one question transfer students ask is: *How will my credits transfer?* By following the links on the website, students can learn about how their community college courses transfer to each of the three state public universities.

The website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community colleges. These resources are useful for students planning to transfer as well as counselors and advisors. In addition to online resources, it's always a good idea for students to discuss their plans with both a community college and university counselor/advisor.

I hope this information is helpful to you. Best wishes for a successful term!

Nancy Henderson  
Dean of Students  
Hawkeye Community College  
Student Services Office  
Hawkeye Center - 2nd Floor



Appendix N:  
Student Right to Know

- **Student Right to Know – College Website**

**The Hawkeye Community College website is the main method of communication to prospective and current students, consumers, and constituents. Hawkeye Community College provides to students and the public the following [information requirements/Student-right-to-know](#), through different publications, notices, and communication methods, and via one single, easily-accessible online location: <http://www.hawkeyecollege.edu/financial-aid/consumer-information.aspx>**

- **Communication to Students from Dean of Students**

**At the start of each academic semester, the Dean of Students sends an email to all current students about where to find all Consumer Information/Right-To-Know/Disclosures information. A separate email is now sent to students regarding alcohol and drug policies.**

Dear Nancy,

This email is being sent with important pieces of information for all students.

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I hope this information is helpful to you. Best wishes for a successful term!

Nancy Henderson  
Dean of Students  
Hawkeye Community College  
Student Services Office  
Hawkeye Center - 2nd Floor  
[nancy.henderson@hawkeyecollege.edu](mailto:nancy.henderson@hawkeyecollege.edu)

Dear Nancy |

Please be aware that Hawkeye Community College is a drug-free, alcohol-free and tobacco-free campus. Controlled substances, alcohol, and tobacco products (including e-cigarettes) are not allowed on Hawkeye Community College property. The use of such products is also prohibited as part of any student trip or student activity.

The full policies can be found here:

[www.hawkeyecollege.edu/go/soar/drug-free](http://www.hawkeyecollege.edu/go/soar/drug-free)

[www.hawkeyecollege.edu/go/soar/tobacco-free](http://www.hawkeyecollege.edu/go/soar/tobacco-free)

The use and abuse of alcohol and other drugs can lead to serious health issues and in some instances can lead to death.

[www.niaaa.nih.gov/](http://www.niaaa.nih.gov/)

[www.dea.gov/druginfo/factsheets.shtml](http://www.dea.gov/druginfo/factsheets.shtml)

Be aware of the consequences of using and abusing controlled substances.

The Student Conduct Code can be found here: [www.hawkeyecollege.edu/go/soar/student-conduct](http://www.hawkeyecollege.edu/go/soar/student-conduct)

You are also subject to state and federal laws governing the use of controlled substances and alcohol. Be sure to read about the legal consequences of use and abuse:

[www.legis.iowa.gov/docs/code/123.46.pdf](http://www.legis.iowa.gov/docs/code/123.46.pdf)

[www.legis.iowa.gov/docs/code/124.pdf](http://www.legis.iowa.gov/docs/code/124.pdf)

<http://www.dea.gov/druginfo/ftp3.shtml>

The Student Health Clinic located in the HESC Building (Health Education and Services Center) can provide referral information for help with substance abuse issues. You can contact them at 319/296-4224.

Additional resources for help can be found here: [www.hawkeyecollege.edu/go/soar/student-conduct](http://www.hawkeyecollege.edu/go/soar/student-conduct)

Nancy Henderson

Dean of Students

Hawkeye Community College

319/296-4014

[nancy.henderson@hawkeyecollege.edu](mailto:nancy.henderson@hawkeyecollege.edu)



- **Communication to Students from Financial Aid Office**

**All students that apply for financial aid, registered or not, receive an Award Letter Notification email, which contains information about how to access the Financial Aid Handbook where important Consumer Information and policies are addressed. Example of letter is shown here:**



## **2016-17 Financial Aid Award Letter Conditions**

Dear Student,

We are pleased to offer you a financial aid award for the 2016-2017 academic year. The award can be viewed on your My Hawkeye account under "WebAdvisor for Students - Financial Aid - Financial Aid Award Letter". The financial aid award is our commitment to assist you with the costs of attending Hawkeye Community College. The award listed is based on the results of your FAFSA application. Your award may also include funds from other sources, such as scholarships or outside agencies.

If you have already registered for classes, your financial aid award is based on your CURRENT enrollment. If you have not yet registered for classes, your financial aid award is ESTIMATED on FULL TIME enrollment.

You will only receive a financial aid disbursement for classes which you are registered for and attending (and meet financial aid requirements)-please refer to Financial Aid Handbook). Loans are normally not prorated for part time enrollment.

For planning purposes if you will be part time, your grants will be prorated:

- 9-11 hours (3/4 of the full time amount)
- 6-8 hours (1/2 of the full time amount)
- 1-5 hours (approx. 1/4 of the amount)

If you will be receiving a Next Step Scholarship or Hawkeye Gift of Class Scholarship, it is your responsibility to notify the Financial Aid Office. The Financial Aid Office will be notified by the Business Office once outside source scholarships are received. These amounts will become part of your financial aid package and may affect your current awards.

If you are a first year, first time student loan borrower, you must first establish 30 days of attendance in at least 6 credit hours in order to receive your first loan disbursement. Your first loan disbursement will be 30 days after the start of the first class in which you are reported as attending.

If your program requires summer enrollment of at least half time (6 credit hours), your annual federal loan amount may be divided into three terms, as you will see in your Award Letter in MyHawkeye/WebAdvisor. Grants are not divided into three terms, only loans.

If all of your awards were used between Fall 2016 and Spring 2017 semesters, you may not have any remaining eligibility for the summer semester. You will need to make sure you budget accordingly. If you want to use financial aid for your summer coursework, please contact us as soon as possible.

The 2016-2017 Financial Aid Handbook is available on the Hawkeye website at [www.hawkeyecollege.edu/go/financial-aid](http://www.hawkeyecollege.edu/go/financial-aid). Regularly check the website for any updates to the Handbook. Please read the Handbook carefully. It provides valuable information concerning your award and the financial aid process.

### **RIGHTS AND RESPONSIBILITIES:**

By accepting the financial aid award from Hawkeye, you are agreeing to the following:

1. You are responsible to read and understand all the information provided in the Financial Aid Handbook, Award Letter Email Notification, these Award Letter Conditions, and other financial aid documentation.
2. The award letter, while not a commitment of funds nor a binding contract, is an initial indication of funds available from federal, state, institutional, and outside funding sources in the award period.
3. Your financial aid award could change if your enrollment level changes, you do not attend classes, you receive outside resources, you attend other schools in the school year, you withdrawal from school, you are on financial aid suspensions, you enroll in repeated courses that are not financial aid eligible, or we receive any updates in your award eligibility from the Department of Education.
4. You are responsible for regularly checking both MyHawkeye and your Hawkeye student email account for updated information about your financial aid status as these are the official means of communication from our office.
5. The courses you are enrolled in must go toward your degree. Please refer to your Degree Audit for appropriate courses. If you have any questions, talk to your Academic Advisor.

### **WHAT TO DO NEXT:**

If you do *not* wish to borrow a Federal Stafford Loan:

1. To reject the loans you have been awarded, go to your MyHawkeye account – Financial Aid – Accept or Reject Federal Loans and mark as rejected. Note: you will continue to receive email notifications for the loan requirements. Please disregard. Those items must remain outstanding in case you choose to borrow loans at a later time.

If you wish to borrow a Federal Stafford Loan:

1. To accept the loans you have been awarded, go to your My Hawkeye account – Web Advisor for Students - Financial Aid - Accept/Reject Federal Loans and mark as accepted. If you do not wish to receive the full amounts awarded or plan to graduate by December 2016, complete a Partial Loan Request Form and return it to the Financial Aid Office. This form is available on the Hawkeye website under "Forms and Requirements".
2. For first time borrowers - complete the Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov).
3. For first time borrowers at Hawkeye Community College - complete the required Entrance Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov).
4. For first time borrowers at Hawkeye Community College- complete the required Student Loan Game Plan at [www.studentloan.org](http://www.studentloan.org).

Please remember that you will need to be enrolled in at least 6 credit hours at the time of disbursement to receive the loan funds.

### **IF YOU HAVE BEEN AWARDED GRANTS:**

At the financial aid lock date, Grant aid is no longer adjusted for classes added or dropped. After the 14 calendar days each semester, attendance will be taken. Your enrollment for financial aid is LOCKED at that point. After the “lock” date, your grants will NOT be adjusted as a result of ANY changes to your schedule, including the addition of late start classes.

In the event that available state funds are insufficient to pay the full amount of each approved state grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

### **FINANCIAL AID LOCK DATES:**

FALL 2016- September 04, 2016    SPRING 2017- January 23, 2017    SUMMER 2017- June 05, 2017

You must be reported as attending in each of your classes you have registered for in order for the class to be counted for financial aid purposes.

### **ADDITIONAL FUNDS:**

If you feel you need additional funds beyond what your Award provides, please go to the Hawkeye Financial Aid web site and review the Alternative Funding Options. You can also call our office and talk with a Financial Aid Advisor.

**DISBURSEMENT DATES/CREDIT BALANCE CHECKS:**

For the 2016-17 academic year, financial aid award will be disbursed to your student accounts as follows:

Fall 2016 – 09/07/16                      Spring 2017 – 01/25/17 Summer 2017 – 06/07/17

Credit balance checks for the financial aid award in excess of your institutional charges will begin being mailed or direct deposited as follows. To setup direct deposit, go to WebAdvisor for Students – Billing and Payment – Direct Deposit Student Refunds.

Fall 2016 – 09/09/15                      Spring 2017 – 01/27/17 Summer 2017 – 06/09/17

To set up direct deposit with the Business Office go to MyHawkeye-MyWebAdvisor-Webadvisor for Students-Billing and Payment-Direct Deposit Student Refunds

To view our bill or the amount of your credit balance, go to MyHawkeye – WebAdvisor for Students – Financial Aid – Account Summary By Term.

On behalf of the Financial Aid Office, we look forward to working with you. If you have any questions, please contact us.

**Hawkeye Community College Financial Aid Office**

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

**Hawkeye Community College, Financial Aid Office, 1501 E. Orange Road, P.O. Box 8015, Waterloo, IA 50704  
319-296-4020 (phone) 319-296-4495 (fax) email: [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu)**

- **Location of information disclosed to students through College website**

### **Financial Aid Information**

**A link on the consumer information page directs the reader to the Financial Aid Assistance Information Home Webpage, where the Financial Aid Handbook may also be found: Web address: <http://www.hawkeyecollege.edu/financial-aid/default.aspx>.**

**The link above provides financial aid information the reader may want to know including applying for aid, general eligibility, adjustments of awards, attendance policy for financial aid purposes, disbursement of aid, entrance and exit loan counseling, financial aid definitions, financial aid programs available, loan terms and repayment, return of Title IV funds, satisfactory academic progress, terms and conditions, course repeats, contact individuals, dates and deadlines, net price calculator and cost of attendance.**

**This link also connects the reader to scholarship information, student employment, other types of student loan information, tuition and fees, relevant forms, Veterans' information, and web resources.**

### **Graduation Rate**

**Graduation Rate data is updated on the website once per year in the spring semester after completion of the IPEDS Graduation Rates survey is complete. The graduation data for Male/Female is sent to the Webmaster to update the website. The Financial Aid Data is updated by the Financial Aid Office.**

**Web address: <http://www.hawkeyecollege.edu/students/handbook/student-rights/graduation-rate.aspx>**

### **Retention Rate**

**Retention Rate data is updated on the website once per year in the spring semester after completion of the IPEDS Enrollment survey is complete. The retention data for first-time full-time students based on the IPEDS report is sent to the Webmaster to update the website.**

**Web address: <http://www.hawkeyecollege.edu/students/handbook/student-rights/retention-rate.aspx>**

### **Transfer Out Rate**

**Transfer-Out Rate data is updated annually on the website in the spring semester after completion of the IPEDS survey. The transfer-out data is emailed to the Webmaster to update the website.**

**Web address: <http://www.hawkeyecollege.edu/students/handbook/student-rights/transfer-out-rate.aspx>**

### **Athletic Programs Requirements**

**US Department of Education information has not yet been produced for Hawkeye Community College since it reflects the prior year participation information. Hawkeye Community College was approved to offer intercollegiate athletic teams beginning Fall 2016.**

**Web address of HCC Athletics: <http://www.redtailathletics.com/navbar-inside>**

## **Male/Female Student Body Diversity**

*Student Body Diversity data for full-time students is updated once per year in the Fall semester. Data is collected using the Fall demographic information. The updated information is sent to the Webmaster to update the website as well as to the Financial Aid Office for their data piece. The Financial Aid Office updates the Pell Grant Recipients: Male/Female and Ethnicity.*

*Web address: <http://www.hawkeyecollege.edu/students/handbook/student-rights/student-body-diversity.aspx>*

## Withdrawal Processes

**The Withdrawal Process is clearly defined for students. Students also receive a college calendar at orientation that depicts the various withdrawal dates as they relate to financial or academic impact.**

**Web address:** <http://www.hawkeyecollege.edu/academics/records-registration/changing-your-course-schedule/drop-withdraw-from-a-course.aspx>

- **Information from website on withdrawing from course, important dates, and impacts**

## Drop/Withdraw from a Course

You are considered enrolled even if you stop attending classes. **Non-attendance and non-payment does not withdraw you from your course(s).**

### Before You Withdraw

- We recommend that you contact your instructor, academic advisor, or an academic counselor before withdrawing from a course at Hawkeye Community College. They may be able to suggest alternatives to withdrawing that could aid in your success.
- If you are receiving financial aid, please review the [financial aid withdrawal policy](#) and the [financial aid warning / suspension policy](#) or speak with a [Financial Aid Advisor](#) to learn how this may affect your financial aid eligibility.
- If you drop a course and then register for the same course that starts at a later date, your student account will be **charged for both courses** if you do not drop by the [tuition refund deadline](#).
- Review the [Tuition Refund for Credit Classes policy](#).
- Be aware of withdrawal deadlines. You are not permitted to withdraw after this time.

	Last Day to Withdraw without Academic Impact	Summer 2016	Fall 2016
16-week	5 business days before the end of the term.		Dec. 9
12-week	5 business days before the end of the term.		Dec. 9
10-week	4 calendar days before the end date of the course.		
8-week	First 8-week Fall/Spring and Summer 8-week: 3 calendar days before the end of the term.	July 24	Oct. 12
	Second 8-week Fall/Spring: 5 business days before the end of the term.		Dec. 12
6-week	2 calendar days before the end of the course.	1st session: June 25 2nd session: Aug 7	
5-week	2 calendar days before the end date of the course.		
4-week	1 calendar day before the end of the course.	1st session: June 27 2nd session: July 26	
Minimesters	1 calendar day before the end of the course.	May: May 13 August: July 28	

### Official Withdrawal Process

1. Log-in to [My Hawkeye](#) > WebAdvisor for Students > Registration.
2. Print the registration results as your documentation and proof of dropping a course(s).

You will receive a grade of "W" (official withdrawal) on your academic record. Withdrawing won't affect your GPA, but a "W" will remain on your permanent record.

Your withdrawal request date and your last date of attendance will be recorded as the day you withdraw on [My Hawkeye](#) > WebAdvisor for Students > Registration.

## Credits in Emergency Situations

If you are withdrawing due to an emergency situation and have completed two-thirds of the semester and the requirements of the course, you may request a grade from your instructor under the following conditions:

- [activation but not enlistment into the U.S. Armed Forces](#).
- serious personal or immediate family illness requiring you to drop out of college.
- other emergency circumstances that prevent you from finishing the semester. Your instructor's decision to this request will be final.

## What Happens If I Don't Follow the Official Withdrawal Process?

- You will not be considered officially withdrawn.
- You forfeit your right to a refund and will receive a final grade in each course in which you enrolled.

You will receive a grade of "F". Your last date of attendance will be recorded by your instructor.

## Consequences of Withdrawing or Changing Your Course Schedule or Program / Major

Dropping courses, withdrawing, and changing your program / major all have a negative impact on your financial aid eligibility and may leave you with a bill or result in you having to pay back unearned aid.

**If you plan to make any schedule changes**, please contact Financial Aid before dropping the class to discuss how the schedule change will affect your financial aid now and in the future.

### Changing Your Program / Major

For first-time borrowers, there is a [limit on the maximum period of time that you can receive Subsidized Loans](#). Changing your program / major can negatively affect your eligibility period.

### Dropping Courses / Withdrawing Can Result In:

- **Changes to your Financial Aid Award:** Your financial aid award is based on the number of credit hours you are enrolled in. If you withdraw from class before the [financial aid lock date](#), your award may be adjusted.
- **A Balance on Your Student Account:** You earn your financial aid based solely on the length of time you attend class at Hawkeye. Therefore, you may not have earned all of your financial aid when you withdraw or stop attending classes leaving you with a balance on your student account.

After the [tuition refund deadline](#), you are responsible to pay tuition and fees for classes from which you have not completed the [official withdrawal process](#).

See the [Financial Aid Handbook: Withdrawing—The Impact on Financial Aid](#) for more information on determining your earned / unearned financial aid.

- **Financial Aid Warning Status or Financial Aid Suspension:** If you attended past the [financial aid lock date](#) withdrawing from some of your classes may cause you to be put on [financial aid warning](#) or [financial aid suspension](#) due to [Financial Aid Satisfactory Progress Guidelines](#).

You will automatically be placed on financial aid suspension if you withdraw from all of your classes after the financial aid lock date.

- **Your Loans Going In to Repayment:** When you withdraw from all of your classes, or drop below six credit hours, any loans you received while attending Hawkeye will go into repayment.

See the [Financial Aid Handbook: Withdrawing—The Impact on Financial Aid](#) for the official policy

# Satisfactory Academic Progress for Financial Aid

Hawkeye Community College's Satisfactory Academic Progress standards for financial aid apply to all students who want to establish or maintain financial aid eligibility.

These standards apply to your entire academic transcript, including terms for which financial aid was not applied for or disbursed including classes taken while in high school.

Your academic progress is monitored at the end of each academic term.

**Financial Aid Satisfactory Academic Progress Standards is a different policy than the Academic Standards for Satisfactory Progress.** Academic suspension means you cannot attend nor receive financial aid at Hawkeye. However, you may be suspended from financial aid but not from Hawkeye so please always check with both [Academic Affairs](#) and Financial Aid.

## Standard 1: Successfully complete at least 2/3 (67%) of the credit hours of which you have cumulatively attempted

Only grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are counted as meeting the required credit/hours.

The following do not count as completed credits/hours and may affect Satisfactory Academic Progress: failed classes, audited classes, withdrawn classes, incomplete grades, no credit / no pass, and grade requital.

If your incomplete grade is what made you be on warning or suspension, print your grade and bring it to the Financial Aid office for review. To print your grade, go to My Hawkeye > WebAdvisor for Students > Academic Profile > [Final Grades & GPA by Term](#).

Hawkeye will count all credits towards your Satisfactory Academic Progress, but only accept the highest grade obtained.

## Standard 2: Complete your program within 150% of the published length of the program measured in credit hours attempted.

Courses taken for, but not limited to audit, credits earned via Institutional Proficiency Exams, Correspondence, Independent Study, and College Level Examination Programs will be included in the measurement of time period allowed for the pursuit of a degree. However, these courses are not eligible for financial aid and do not count toward reinstatement of aid after suspension.

Courses accepted by Hawkeye as transfer credits are included in completion and attempted credits for Satisfactory Academic Progress calculation purposes.

## Standard 3: Maintain a cumulative GPA of at least a 2.0 at all times

Maintain a cumulative GPA of at least a 2.0 at all times as defined by the [Academic Standards for Satisfactory Progress](#). This is monitored by the Academic Affairs office.

If you do not meet this standard, you will be suspended from Hawkeye and you will also lose your [financial aid eligibility](#).

See the Financial Aid Handbook for the full

Satisfactory Academic Progress policy

After one term of not complying with the [Financial Aid Standards for Satisfactory Academic Progress](#), you will be placed on warning status. You will be notified via your Hawkeye email.

This is a warning that you must meet the satisfactory academic progress standards for financial aid during your next term of enrollment.

While on warning status you will be eligible to receive financial aid unless other [financial aid withdrawal guidelines](#) apply.

However, if after one subsequent term you fail to meet any of the Satisfactory Academic Progress standards for financial aid, you will be placed on suspension status.

If you have been placed on warning status due to a grade reported in error or reported late, complete the [Warning Review Request Form \[pdf\]](#) and submit to the Financial Aid office.

After a second term of not complying with the [satisfactory academic standards for financial aid](#) you will be placed on suspension status. You will be notified via your Hawkeye email.



Once on suspension status, you will not be eligible to receive financial aid.

If you receive a **zero completion rate** in any term at Hawkeye, you will not receive one term of warning status, but will **automatically be placed on suspension status**.

It is your responsibility to monitor and keep track of your academic progress and to notify the Financial Aid office of any grade changes. If you have been placed on suspension status due to a grade reported in error or reported late, complete the [Suspension Review Request Form \[pdf\]](#) and submit to the Financial Aid office.

### **Appeal Process and Reinstatement**

You may [appeal your suspension status](#). If the Financial Aid Satisfactory Academic Progress Committee approves your appeal, your financial aid may be reinstated.

You are on probation status if your [Financial Aid Suspension appeal](#) has been approved AND it is possible for you to meet [Satisfactory Academic Progress standards for financial aid](#) within your next term of enrollment.

Once on probation status, you will be eligible to receive financial aid.

If you do not meet the Satisfactory Academic Progress standards for financial aid at the end of the term you will be placed back on suspension status.

If you were placed on suspension status, your appeal has been approved, and it is determined that you will not be able to meet the [Satisfactory Academic Progress standards for financial aid](#) in the next term, you will be placed on Academic Plan Status.

While on Academic Plan Status, you will need to meet with your academic advisor at the end of every term until you graduate to complete the Academic Plan Compliance form.

Each semester, the Financial Aid office will send you an email to your Hawkeye email notifying you that the Academic Plan Compliance form is available and the [deadline by which you must have the Academic Plan Compliance form completed and returned](#) to the Financial Aid office.

Return the completed [Academic Plan Compliance form \[pdf\]](#) to the Financial Aid office. We will use this form to determine if you are meeting the terms of your academic plan. If you are not meeting the plan, you will be placed on suspension status and will need to complete another [Financial Aid Suspension Appeal](#) if you wish to receive financial aid.

If at any time you are no longer following the plan and making academic progress, you will again be placed on suspension status.

[Academic Plan Compliance Form \[pdf\]](#)

- **Facility & Resource Accommodations for students**

***Human Resource Services and Administration and Finance are responsible for ADA compliance of buildings.***

***Accessible parking on campus information can be found at:***

<http://www.hawkeyecollege.edu/webres/File/about/campus-map-accessible-parking.pdf>

***Facility Accessibility:***

<http://www.hawkeyecollege.edu/about/locations/main-campus/facility-accessibility.aspx>

**The College has made financial commitments to increase physical and human resources to develop and enhance the Student Tutoring & Computer Lab area. Some of the services provided not only to disabled students but all students are:**

**The Adaptive Equipment and Software link**

<http://www.hawkeyecollege.edu/students/services/student-disability-services/accommodations/adaptive-equipment-lab.aspx> includes information about services available for disabled students in the Student Tutoring & Computer (STC) Lab.


**Student Tutoring Services:**

<http://www.hawkeyecollege.edu/students/services/student-tutoring-and-computer-lab/tutoring-services/default.aspx>

**Student Computer Lab:**



<http://www.hawkeyecollege.edu/students/services/student-tutoring-and-computer-lab/student-computer-lab.aspx>

(see next page for STC brochure)



**Student Tutoring & Computer Lab**

Bremer Hall Room 127



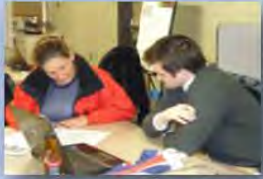
Welcome to the Student Tutoring and Computer Lab

The Student Tutoring and Computer Lab offers a variety of resources that are available for all current Hawkeye Community College students at no charge. Our goals are to support student success, to encourage active and effective learning, and to foster independence.

**Study Skills Assistance**

Students may use our study skills tutors for personal assistance in creating a study strategy that works for them. Students may also sign up to take a workshop in:

- Test Taking Skills
- Text Book Reading
- Time Management
- Note Taking Skills



**Tutoring**

We want to make sure that all Hawkeye students are successful in their courses. Getting the help you need can greatly improve your learning experience and performance in your classes.

We offer **free tutoring services** through professional, on-line, or peer tutors in order to help you succeed in a variety of areas: computer skills, study skills, math, science, writing, nursing, and more!



**Students with Special Needs**

Adaptive equipment and software is available in the Student Tutoring and Computer Lab. Discuss your adaptive equipment and software needs with the Special Needs Coordinator (Student Services in Hawkeye Center). They will work with you to determine individualized accommodations for testing and learning, which can include assistive technology.

The Computer Lab Coordinators in the lab can help you learn to use the equipment and applications. It is strongly suggested that you do this before classes start or as soon as possible.

## Computer Lab

The lab offers current Hawkeye students access to more than 80 computers, multifunction printers, and a wide variety of software applications used to support the many academic program areas across campus. We offer **free computer skills workshops** to all Hawkeye Community College students.

Computers are available on a first-come basis. The computer coordinators are available to assist you with Microsoft Office and other computer software related questions.

Workstations and study tables are also available for students who bring in laptops.

The Student Tutoring and Computer Lab is not always a quiet environment. Students are encouraged to use the library if they need a quiet place to work and study.

*This lab is available for current Hawkeye Community College students only. It is not open to the public. Children are not allowed into the Student Tutoring and Computer Lab.*



## Mission Statement

Empowering students by providing the services and skills necessary for academic success and life-long learning.

### Policies and Rules:

- The Student Handbook will be enforced.
- Students must dock in/out by the entrance.
- Children are not permitted in the lab.
- No food or drink is allowed at the computers.
- No talking or cell phones in the lab.
- No game playing of any kind on the computers.
- Priority of computer use is given to academic related usage.

Students who violate the Student Tutoring and Computer Lab Policies and Rules will have their right to use the lab suspended or revoked.

Students in violation of these policies are also subject to disciplinary action as defined in the student handbook.

## Lab Hours

Monday-Thursday	7:00 a.m. — 8:00 p.m.
Friday	7:00 a.m. — 4:30 p.m.
Sunday	Noon — 8:00 p.m.

Summer and holiday hours will change. Check My Hawkeye or the Hawkeye Community College website.

## Contact Us

(319) 296-4029

## Lab Staff

### Dean of Transitional Programs:

Tom Mueller 319-296-4418

### Program Manager:

Nick Landmesser ext. 1788

### Administrative Secretary:

Connie Smith 319-296-4029

### Computer Lab Coordinators:

Lauric Ann Crawford ext. 1635

Irina Rogoy ext. 1636

Connie Ayers ext. 1027

### Peer Tutoring Coordinator:

Dawn Hovey ext. 1014

### Location - Bremer Hall Room 127

#### Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection; placement; appointment; and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

- **Disclosure of Annual Security and Fire Safety Reports**

**By October 1 of every year, the Annual Security and Fire Safety Report is made available on the College website. Students, staff, and faculty are notified annually of the publication by the Public Safety and Emergency Management Director via email. A paper copy can be requested from the Public Safety Office, located in the Hawkeye Center, 2nd floor. The most recent report is located here: <http://www.hawkeyecollege.edu/about/public-safety/security-report/default.aspx>**

- **Disclosure of Enrollment in Study Abroad**

**<http://www.hawkeyecollege.edu/academics/programs/study-abroad/enrollment-policy.aspx>**

The screenshot shows the Hawkeye Community College website. At the top, there is a header with the college logo, a 'CELEBRATING 50 YEARS' banner, and navigation links for Faculty & Staff, Employment, Register / Search for Courses, Calendars, and Contact Us. Below the header is a secondary navigation bar with links for My Hawkeye, Email, Canvas, and a search box. A main navigation bar contains links for ADMISSIONS, STUDENTS, ACADEMICS, BUSINESS & COMMUNITY EDUCATION, VISITORS & COMMUNITY, and ABOUT HAWKEYE. The breadcrumb trail reads: Home > Academics > Programs / Majors > Study Abroad >. The main content area is titled 'Study Abroad Enrollment Policy' and includes a sidebar with links to 'Brazil for Ag Instructors', 'Enrollment Policy', 'International Club', 'Scholarships', 'Semester Program in Brazil', 'Study Abroad in Mexico', and 'Study Abroad in Russia'. The main text is organized into sections: 'Study Abroad Application' (describing the application process), 'Academic Credit' (stating that participants must be enrolled in academic credit), 'Study Abroad Program Fees' (noting that individuals are responsible for tuition and program fees), 'Program Activities and Student Involvement' (expecting participation in all scheduled activities), and 'Student Conduct' (requiring adherence to college rules and policies). A 'Student Services' sidebar on the right provides contact information for the Hawkeye Center (208) and a phone number (319-296-4014). The footer contains a repeat of the main navigation bar and additional links like Home, My Hawkeye, Email, Faculty & Staff, Employment, Nondiscrimination Statement, College Credit Courses, Calendars, Translate, and Contact Us.

- **Information disclosed to students regarding College & Program Accreditation**

## Accreditation

**Web address:** <http://www.hawkeyecollege.edu/about/accreditation.aspx>

**Samples of website information are provided here:**

## Hawkeye Community College Accreditation

### The Higher Learning Commission

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456



## 2016 Reports

- [Systems Portfolio \[pdf\]](#)

## 2011 Reports

- [Systems Portfolio \[pdf\]](#)
- [Systems Appraisal Feedback Report \[pdf\]](#)

## 2006 Reports

- [Systems Portfolio \[pdf\]](#)
- [Systems Appraisal Feedback Report \[pdf\]](#)

## Iowa Department of Education

Grimes State Office Building  
400 E. 14th and Grand  
Des Moines, IA 50319-0146

### On-Site Visit

- [Iowa Department of Education Accreditation Evaluation \[pdf\]](#)

### Interim Accreditation Visit

- [Approval Letter \[pdf\]](#)
- [Report \[pdf\]](#)

## National Alliance of Concurrent Enrollment Partnership (NACEP)

126 Mallette Street  
PO Box 578  
Chapel Hill, NC 27516  
919-593-5205  
877-572-8693 (fax)

### ***Individual programs are recognized as follows:***

#### **Dental Assisting and Dental Hygiene**

Accredited by the Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Ave.  
PO Box 1900  
Chicago, IL 60611

#### **Emergency Medical Services**

CoAEMSP  
Committee on Accreditation of Education Programs for the Emergency Medical Services Professions  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

#### **Iowa Department of Public Health**

Lucas State Office Building  
321 E. 12th Street  
Des Moines, IA 50319-0075  
515-281-7689  
[idph.iowa.gov](http://idph.iowa.gov)

### Medical Laboratory Technology

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences  
5600 N River Rd. STE 720  
Rosemont, IL 60018-5119

### Natural Resource Management

North American Wildlife Technology Association

### Occupational Therapy Assistant

Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE)

ACOTE

c/o Accreditation Department

American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200

Bethesda, MD 20814-3449

301-652-AOTA

[www.acoteonline.org](http://www.acoteonline.org)

### Physical Therapist Assistant Program

The Physical Therapist Assistant program at Hawkeye Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email:

[accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

### Practical Nursing and Associate Degree Nursing

Approved by the Iowa Board of Nursing

400 S.W. 8th Street

Suite B

Des Moines, IA 50309

### Respiratory Therapy

Accredited by the [Commission on Accreditation for Respiratory Care](http://www.ccapte.org)

1248 Harwood Road

Bedford, TX 76021-4244

817-283-2835

- ***Student resources for faculty, staff, and program contact information***

## Faculty Directory

***In addition to faculty contact information provided on all syllabi to students, the College website provides information for faculty and departmental staff by program areas.***

***Web address: <http://www.hawkeyecollege.edu/contact-us/faculty-directory/>***

## Employee Directory

***An employee directory is also provided on the College website. Contact information by specific student services related office appears on their departmental website pages.***

***Web address: <http://www.hawkeyecollege.edu/employees/default.aspx>***

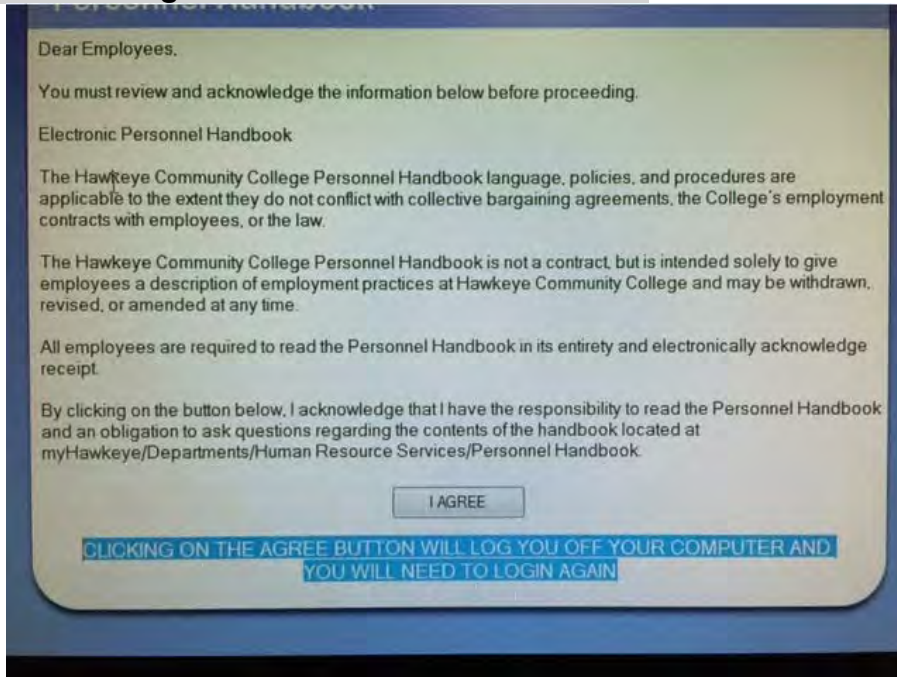
## Academic Program Directories

***Program pages including department secretary, advisor(s), and program dean are provided on the College website.***

***Web address: <http://www.hawkeyecollege.edu/academics/programs/default.aspx> and specific program page example <http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/default.aspx>***

- **Employee awareness of code and conduct policies**

**Employees are required annually to read the Personnel Handbook in its entirety and electronically acknowledge receipt to the computer screen message, where applicable disclosures about Code of Conduct and Penalties for Drug Law Violations are mentioned.**



- **Additional Resources and Information provided to students through College website**

- **Academic Standards Policy:**

<http://www.hawkeyecollege.edu/academics/records-registration/grades/default.aspx>

**Your Grades / GPA**

Calculating Your GPA

Dean's List

Early Alert Grades

Failure to Withdraw/Grade Requitai

Final Grades

Grades

Probation and Suspension

Transcript Request

**Grades**

Grade points on your transcript are recorded from the following scale:

Excellent	Above Average	Average	Below Average	Failing
A 4.00	B+ 3.33	C+ 2.33	D+ 1.33	F 0.00
A- 3.67	B 3.00	C 2.00	D 1.00	
	B- 2.67	C- 1.67	D- 0.67	

**I Incomplete** 0.00  
 You can make up a grade of "I" by making arrangements with your instructor and academic dean to complete the unfinished course. You must complete the work within the first 15 days of the next 16-week semester unless you have extenuating circumstances. After this period of time, the grade will be changed to an "F".

**N Audit** 0.00

**O Grade Requitai** 0.00  
 Awarded when a grade of "F" is required or forgiven.

**P Credit Earned/Pass** 0.00  
 Used exclusively in courses designated by the Vice President of Academic Affairs.

**Q No Credit/No Pass** 0.00  
 Used exclusively in courses designated by the Vice President of Academic Affairs.

**W Withdrew** 0.00

**<R Course Repeated** 0.00

These letter grades, descriptions, and points are used in all programs at Hawkeye Community College. An instructor or program may modify the grading system. Instructors are expected to inform you of their grading scale and procedures at the beginning of each course. The grading scale used by an instructor must be used for all students in a course and to all sections of a multi-section course.

Faculty determine the weight and value of final grades in their courses and are not obligated to use plus and minus grades. Hawkeye will record letter grades as reported by the instructor.

**Student Records**

Hawkeye Center 134  
 319-296-4045  
 800-670-4743  
 319-296-1609 (fax)  
 Email us

Mon-Fri 8:00am-4:30pm

**Mailing Address**

Student Records  
 Hawkeye Community College  
 1501 East Orange Road  
 PO Box 8015  
 Waterloo, Iowa 50704-8015

- **Alcohol and Drug policies**

<http://www.hawkeyecollege.edu/about/public-safety/policies-regarding-alcohol-and-illegal-drugs.aspx>

### **Drug-Free Campus**

Hawkeye strives to provide a drug-free campus to promote optimal learning. The possession, consumption, and use of alcoholic beverages, or any controlled substance on any Hawkeye property is inconsistent with the educational philosophy of Hawkeye.

Possession, consumption, and use of alcoholic beverages or controlled substances is not allowed unless items are used as a part of an approved educational program. Hawkeye controlled finances cannot be used for the purchase or sale of these items on or off Hawkeye's property unless items are used as a part of an approved educational program.

The possession of illegal drugs is not permitted on Hawkeye's property or while you are participating in a Hawkeye sponsored event off campus. Violations will result in **disciplinary action** and may have legal consequences as defined by federal, state, and local laws. (Drug-Free Workplace Act of 1988, P.L. 100-690)

### **Controlled Substances**

Controlled substances include, but are not limited to illegal and prescription drugs.

It is illegal for any person to

- manufacture, deliver, or possess a controlled substance
- possess with the intent to manufacture or deliver a controlled substance
- enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance
- possess with intent to deliver a counterfeit or simulated controlled substance

Offenses of controlled substances and penalties are described in full in [Chapter 124 of the State of Iowa Code](#). Violations may result in simple, aggravated, or serious misdemeanors, or class C and D felony charges. [Federal trafficking penalties can be found online](#). Students will be disciplined according to the [Hawkeye's disciplinary policies](#).



- Bookstore and Text Books:  
<http://www.hawkeyecollege.edu/academics/bookstore.aspx>

- [Academics](#)
- [Bookstore](#)
- [College Catalog](#)
- [College Credit Courses](#)
- [Community Learning](#)
- [Opportunities](#)
- [Faculty Directory](#)
- [High School Students](#)
- [CollegeNow!](#)
- [Library](#)
- [Probation and Suspension](#)
- [Programs / Majors](#)
- [Records and Registration](#)
- [Services for Students](#)
- [Student Handbook](#)
- [Transferring from Hawkeye](#)
- [Your Grades](#)

## Hawkeye Bookstore

[Hawkeye Bookstore](#), independently owned and operated, is your place for official Hawkeye Community College textbooks, gear, and supplies.

### Charging to Your Student Account

Hawkeye allows all registered students to charge required textbooks, software, calculators, and flash drives to their student college account during specific dates at the beginning of a semester.

Students are responsible for any bookstore charges added to their student college account if they do not have enough financial aid to cover the expense.

Students have the option to pay Hawkeye Bookstore directly, without charging to their student college account.

### Registered for a Late Start Class?

Students with approved financial aid may receive a Guernsey Loan to pay for required textbooks, software, calculators, and flash drives for late start classes. Contact the [Business Office](#) for more information.

## Hawkeye Bookstore

[Hawkeye Center 202](#)  
 319-296-3455  
[Email us](#)

### Regular Hours

Monday-Friday  
 8:00am-4:30pm

### Bookstore Information

You may charge books to your HCC student charge account beginning August 12, 2016. To do this, please bring a copy of your schedule, your seven-digit student College I.D. number and a Photo I.D. when you purchase your books. You are responsible for paying the balance of your account after financial aid has been applied to your invoice.

Hawkeye Bookstore located in Hawkeye Center is open for your convenience the following hours:


Friday	August 12	8:00 a.m. – 4:30 p.m.
Monday-Thursday	August 15-18	8:00 a.m. – 6:00 p.m.
Friday	August 19	8:00 a.m. – 4:30 p.m.
Saturday	August 20	11:00 a.m. – 4:00 p.m.
Monday-Thursday	August 22-25	8:00 a.m. – 6:00 p.m.
Friday	August 26	8:00 a.m. – 4:30 p.m.
Resume Regular hours	August 29	8:00 a.m. – 4:30 p.m.

Textbooks can be ordered online by going to <http://www.hawkeyebookstore.com>. Online orders will be mailed to the address you provide us we will have free shipping available July 22<sup>nd</sup>-August 12<sup>th</sup>. We will offer a limited number of in-store pick up orders as storage capacity allows. If it is no longer available when you place your order, we have met our limit and will no longer be able to accept in-store pickup orders. Four ways to save money on textbooks- 1)Rent textbooks whenever possible. 2)Purchase used books. 3)Purchase E-Books. 4)The Hawkeye Bookstore price comparison tool.

- Career Services Center:  
<http://www.hawkeyecollege.edu/students/services/career-services-center/default.aspx>

**Career Services Center**

- Career Counseling
- Career Fair Tips
- Choose to Be a Professional
- Community Job Openings
- Cover Letter Tips
- Employer Resources
- Exploring Careers
- Graduate Follow-Up Survey
- Interview Questions
- Interview Tips
- Job Search Tips
- Programs of Study
- Resume Tips
- Veterans Employment Resources
- Web Resources
- Work-Study Program




**Career Services Center**

Bremer Hall 102  
319-296-4297  
[Email us](#)

**Administrative Secretary**  
Kate Childers  
319-296-4297  
[Email me](#)

**Coordinator**  
Rachel Evans  
319-296-2329 ext.1297  
[Email me](#)

**Regular Hours—Fall 2016**  
Monday 8:00am–4:30pm  
Tuesday 8:00am–6:00pm  
Wednesday 8:00am–4:30pm  
Thursday 8:00am–4:30pm  
Friday 8:00am–4:30pm

  
 Proud Member of the  
 National Association of  
 Colleges and Employers

**Career Services Center**

The Career Services Center offers several services to help you be successful; from choosing the right college program for you to finding that job.

Our Services include:

- Hawkeye Job Board
- choosing the right college program
- individual career counseling
- resume and cover letter assistance
- mock interviews
- career search support
- career fairs
- employer job postings

- College Navigator  
<http://nces.ed.gov/collegenavigator/?q=Hawkeye+Community+College&s=all&id=153445#fedloans>



[Back to Results](#) | [Print](#) | [Save](#) | [MY FAVORITES \(0\)](#)

**Name of School**  
hawkeye community college

**States** (use map for more than 1 state)  
 No Preference  
 Alabama  
 Alaska  
 Arizona

**ZIP Code**  **Miles from**

**Programs/Majors**  
0 Items Selected

**Level of Award** [?](#)

Certificate  Associate's  
 Bachelor's  Advanced

**Institution Type** [?](#)

Public  4-year  
 Private non-profit  2-year  
 Private for-profit  < 2-year

**MORE SEARCH OPTIONS**

**Show Results**

[Guide Me](#) | [Clear Search](#)

**Hawkeye Community College**  
1501 E Orange Rd, Waterloo, Iowa 50701

**General information:** (319) 296-2320  
**Website:** [www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)  
**Type:** 2-year, Public  
**Awards offered:** Less than one year certificate  
 One but less than two years certificate  
 Associate's degree  
 Two but less than 4 years certificate  
 City: Small

**Campus setting:**  
**Campus housing:** No  
**Student population:** 5,370 (all undergraduates)  
**Student-to-faculty ratio:** 15 to 1

[Add to Favorites](#)

  
 Google Maps could not be reached.  
[View Full Map](#)

IPEDS ID: 153445  
OPE ID: 00459500

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- [GENERAL INFORMATION](#)
- [TUITION, FEES, AND ESTIMATED STUDENT EXPENSES](#)
- [FINANCIAL AID](#)
- [NET PRICE](#)
- [ENROLLMENT](#)
- [ADMISSIONS](#)
- [RETENTION AND GRADUATION RATES](#)
- [PROGRAMS/MAJORS](#)
- [SERVICEMEMBERS AND VETERANS](#)
- [VARSITY ATHLETIC TEAMS](#)
- [ACCREDITATION](#)
- [CAMPUS SECURITY](#)
- [COHORT DEFAULT RATES](#)

- Consumer Information  
<http://www.hawkeyecollege.edu/financial-aid/consumer-information.aspx>

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## Student and Consumer Information

Hawkeye Community College is required by the federal government, through the Higher Education Act of 1965, as amended, to provide all students with specified consumer information. This includes, but is not limited to all information that is related to financial aid including costs of attendance, awarding policies, the availability of need and non-need-based aid programs, application and renewal of financial aid, loan availability, terms, and interests rates.

Following are some of the additional consumer information items that you have a right to review.

### Institutional Information

- Accreditation
- Code of Conduct for Educational Loans Summary
- Employee Directory
- Filing Complaints with Accreditor, State Agency, or Other Relevant Official
- Financial Assistance Information
- Gainful Employment
- High School Completion Program
- Mission Statement
- Programs / Majors
- Recommended Immunizations
- Refund Policy
- Satisfactory Academic Progress Guidelines
- Student Book Purchase Policy
- Student Disabilities Services
- Tuition and Fees
- Withdrawal Procedure
- Voter Registration

### Student Right-to-Know

- Crime Statistics Report—Clery Act
- Campus Emergency Response and Immediate Notifications
- Alcohol and Other Drug Policy
- Tobacco Free Campus
- Financial Aid Family Education Rights and Privacy Act (FERPA) Policy
- Student Outcomes Data
- Sex Offender Registry
- Student Body Diversity
- Veterans Consumer Information—Planning Your College Costs
- Technology Policies
  - Computer Misconduct and Copyright Infringement
  - Computer Usage Policies
  - Copyright Infringement and Peer-to-Peer File Sharing Policy
  - Hawkeye Email
  - My Hawkeye Account

### Transfer of Credit Policies

- Transferring from Hawkeye to another college or university
- Transferring credits to Hawkeye
- Articulation Agreements

You may request a copy of any of the above Hawkeye policies / reports by contacting the Financial Aid office.

Student Handbook | Next Page >

- Copyright Infringement Policies:  
<http://www.hawkeyecollege.edu/students/handbook/copyright-infringement-and-peer-to-peer-file-sharing-policy.aspx>

### Copyright Infringement and Peer-to-Peer File Sharing Policy

It is the intention of Hawkeye Community College to protect its users (students, faculty, staff, and guests) and to protect itself from copyright infringement violations. In order to do this, and in compliance with federal law, Hawkeye Community College is making this guide and policies available to the campus community.

It is illegal to copy or distribute material that is protected by copyright, trade secret, patent, or other intellectual property laws. Violation of these laws may result in disciplinary actions by Hawkeye Community College and legal action by state or federal government agencies.

For further information about copyright and laws governing copyright, visit [www.copyright.gov](http://www.copyright.gov).

#### Peer-to-Peer File Sharing

Hawkeye Community College prohibits the use of peer-to-peer file sharing applications on its network, including wireless network services, to transmit, exchange or copy any music, software, or other materials which are protected by copyright or intellectual property rights. Violation of this prohibition may result in disciplinary action by Hawkeye Community College as outlined in the Student Handbook.

#### Digitization of Materials

Hawkeye Community College prohibits copying and distribution, digital or otherwise, of copyrighted material, including, but not limited to software, printed, audio, or video material. In addition to digital files, this includes copyrighted books and other printed or film materials that may be duplicated with a photo copier, recording device, camera, CD/DVD burner or other similar duplicating device.

#### Software Agreements

Hawkeye Community College is strictly governed by licensing agreements for software that is used in offices, classrooms, and computer labs. Unauthorized access, copying or distribution of licensed software is prohibited and may result in disciplinary actions by Hawkeye Community College and possible legal actions by the software owners or their companies.

#### Hawkeye Community College Efforts

Hawkeye Community College, in compliance with federal laws and guidelines, will work to limit the distribution of copyrighted material on its network. If a violation is detected, Hawkeye Community College will make every effort to stop and nullify that violation and assist federal authorities as required by law. Communication and Information Services personnel will report and detected violations to Hawkeye Community College administration.

- Cost of Attendance (Also found in the FA Handbook:  
<http://www.hawkeyecollege.edu/go/financial-aid/forms-documents.aspx>)

### Cost of Attendance

A student's financial need is based on the total Cost of Attendance at Hawkeye. In addition to defining financial need, the Cost of Attendance sets the limit on the total financial aid a student may receive. The cost components that can be included are prescribed by law.

Hawkeye's cost of attendance is an estimate based on average educational expenses you can incur while attending classes at Hawkeye.

#### Estimated Cost of Attendance for Financial Aid Purposes

Based on a nine-month academic year of a full-time student living on their own.

<b>Tuition</b>	See <a href="#">Cost per Credit Hour</a> .	\$4,572
<b>Fees</b>	See <a href="#">Cost per Credit Hour</a> .	\$214
<b>Off-Campus Room and Board</b>	Costs for room and board vary depending upon dependency status and your living arrangement, such as living with a parent or in an apartment.	\$8,082
<b>Books</b>	The cost of books and supplies varies each semester and largely depends on your needs and your program / major. Contact the <a href="#">Hawkeye Bookstore</a> for information about the cost of books.	\$1,254
<b>Personal Expenses</b>	Personal expenses vary according to personal circumstances and spending habits.	\$1,764
<b>Transportation</b>	Transportation expenses vary depending on how far you live from campus and your vehicle.	\$1,530
<b>Student Loan Fees</b>		\$61
<b>Hawkeye's Total Cost of Attendance</b>		<b>\$17,477</b>

#### Do You Need to Purchase Tools or Equipment for Your Program?

If you feel that your cost of attendance should be adjusted for financial aid purposes because you are enrolled in a program that requires tools or equipment, contact the Financial Aid office.

#### Are You Enrolled in Five or Fewer Credits?

If you are enrolled less than half-time—five or fewer credits—your cost of attendance for financial aid cannot include housing, personal, or miscellaneous expenses.



- **Crime, Security, and Fire (Annual Security Report):** The Annual Security and Fire Safety Report is made available on the College website. Students, staff, and faculty are notified annually of the publication. A paper copy can be requested from the Public Safety Office, located in the Hawkeye Center, 2nd floor. The most recent report is attached here:  
<http://www.hawkeyecollege.edu/about/public-safety/security-report/default.aspx>

### Annual Security and Fire Safety Report

The Hawkeye Community College Annual Security and Fire Report is posted on the web for review by employees, prospective employees, students, prospective students, and parents. A hard copy of this report may be requested from the Public Safety office.

This notification is in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 28 U.S.C. §1092(f), and the provisions of the Higher Education Opportunity Act Pertaining to Campus Statistics, 28 U.S.C. §1092(i). For more information or if you have specific questions regarding the Annual Security and Fire Report or security policies at Hawkeye Community College, contact the Public Safety office.

Hawkeye Community College is a public two-year community college with its main campus located in Waterloo, Iowa. The College has seven additional service locations: Cedar Falls Center; IowaWORKS – Cedar Valley; Independence Center; Metro Center; Martin Luther King, Jr., Center (MLK); Waverly Outreach Center; and Western Outreach Center. Hawkeye does not have any student organizations that own or control non-campus facilities.

The following is information to be reported pursuant to federal law and regulation. This report is intended to inform all current and prospective students and employees of the College's safety and security program.

[Download Complete Annual Security and Fire Safety Report \[pdf\]](#)

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- **Drug/Alcohol Policy:**  
<http://www.hawkeyecollege.edu/students/handbook/conduct/drug-free-campus.aspx>

### Policies Regarding Alcohol and Illegal Drugs

The Student Handbook and the Personnel Handbook contain policies governing the possession and use of alcohol as well as the policy governing illegal drugs. Briefly stated, the College respects the laws of Iowa which have established the legal drinking age at 21. Illegal drugs are not permitted on College property. Hawkeye Public Safety officers enforce College policies prohibiting the underage drinking and drug laws. The College cooperates with all law enforcement agencies in the enforcement of laws pertaining to the use, sale and possession of alcohol and illegal drugs.

Students should refer to the Hawkeye Community College [Student Handbook](#) for a more detailed description of the alcohol, illegal drug, and other College policies.

Employees should refer to the Personnel Handbook for a more detailed description of alcohol, illegal drug, and other College policies affecting employees. The College provides information and referrals to students and employees regarding drug and alcohol abuse education and treatment programs such as Pathways Behavioral Services, Peoples Community Health Clinic, and Black Hawk-Grundy Mental Health Center, Inc. The College community can access information about [drug and alcohol-abuse education programs](#) by reviewing the report that complies with the Drug Free Schools and Communities Act.

- **Equal Opportunity Policy, Nondiscrimination Statement, Complaint of Discrimination:**  
<http://www.hawkeyecollege.edu/about/equal-opportunity/default.aspx>

### Equal Opportunity/Affirmative Action

Hawkeye Community College is committed to maintaining an educational and work environment in which students, faculty, and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

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## Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

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## Complaint of Discrimination

Students, prospective students, employees, applicants for employment, or any other interested persons who feel that they have experienced discrimination should contact the Equity Coordinator. Consult the appendices of the [Affirmative Action Plan \[pdf\]](#) for more details.

All complaints and inquiries shall be promptly investigated. The result of the investigation will be reported to the President or designated official for review and final decision.

Current students, faculty, and staff can access the [Procedure for Resolution of Discrimination Complaints \[pdf\]](#) in My Hawkeye.

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- Family Educational Rights and Privacy Act (FERPA) and Confidentiality of Records: <http://www.hawkeyecollege.edu/financial-aid/FERPA.aspx>

## Privacy of Your Records

### Family Educational Rights and Privacy Act (FERPA)

This act offers students certain rights with respect to their education records.

1. **Students have the right to inspect and review their education records within 45 days of the day Hawkeye Community College receives a request for access.** Students should submit to the Director of Student Records and Registration or to an academic dean, written requests that identify the record(s) they wish to inspect. A Hawkeye Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hawkeye Official to whom the request was submitted, that Official will advise the student of the correct Official to whom the request should be addressed.
2. **Students have the right to request the amendment of their education records that the student believes is inaccurate.** Students may ask Hawkeye to amend a record that they believe is inaccurate. They should write the Hawkeye Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Hawkeye decides not to amend the record as requested by the student, Hawkeye will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent relates to directory information. Directory information is designated student information that is generally not considered harmful or an invasion of privacy if released. Directory information is designated to be used internally within Hawkeye but its purpose may also be to allow Hawkeye to include this type of information about a student in certain school publications including, but not limited to school directory, yearbook, honor roll or other recognition lists, and graduation programs.

Hawkeye may designate the following information as directory information:

- student's name
- date of birth
- grade level
- enrollment status
- major field of study
- dates of attendance
- degrees and awards received
- photograph or other likeness
- most recent previous educational agency or institution attended by the student
- other similar information

Hawkeye may designate the following information as directory information which may be released with a signed request and photo ID of the requester:

- student's address
- telephone number
- email address

Hawkeye will require a court-ordered subpoena to release any other information concerning a student's record.

Students who do not wish Hawkeye to release directory information should [complete a Request to Prevent Disclosure of Directory Information form](#) with the Student Records and Registration office.

Another exception to the consent requirement is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hawkeye in administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Hawkeye has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additional exceptions to the consent requirement are Hawkeye may forward educational record information to requesting institutions in which the student seeks or intends to enroll if the information is necessary to protect the health or safety of the student or other individuals.

4. Hawkeye Community College, according to FERPA-34 CFR 99.34, may also disclose educational records to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purpose of student's enrollment or transfer.
5. Solomon Amendment – Effective October 23, 1998, all colleges and Universities are required to comply with the final regulations of the Solomon Amendment. Information released is limited to military recruiting purposes only. Information released is limited to the current semester or the previous semester.

6. **Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawkeye to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

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- Financial Aid Handbook: <http://www.hawkeyecollege.edu/go/financial-aid/forms-documents.aspx>



## Financial Aid Handbook 2015-2016

[www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)

All financial aid information is subject to change per Department of Education and Federal regulations. While Hawkeye Community College believes that the information contained herein is accurate and factual, this publication has not been reviewed or approved by the U.S. Department of Education.

Hawkeye Community College does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, disability, marital status, sexual orientation, gender identity, genetic information, political affiliation or belief in its employment practices; educational programs and activities, admission procedures, outreach and recruitment, counseling and guidance, testing, selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

It is the goal of the Financial Aid Office to make it financially possible for all qualified students to attend Hawkeye Community College (Hawkeye). The financial aid programs at Hawkeye are administered in conjunction with the policy that the family is the primary and responsible resource for helping students meet their educational costs. Financial aid programs are available to assist in meeting the difference between potential resources and college expenses. This handbook is designed to help you understand the financial aid process and to explain the types of financial aid programs available to you during your education at Hawkeye. Please read the handbook carefully and monitor it regularly for updates.

If you have specific questions about your financial aid, write to the Financial Aid Office, Hawkeye Community College, 1501 East Orange Road, PO Box 8015, Waterloo, Iowa 50704-8015, call 1-800-670-4769 ext 4020 (locally 319-296-4020) or email at [faaid@hawkeyecollege.edu](mailto:faaid@hawkeyecollege.edu)





• Financial Aid Award Letter Conditions

**2016-17 Financial Aid Award Letter Conditions**

Dear Student,

We are pleased to offer you a financial aid award for the 2016-2017 academic year. The award can be viewed on your My Hawkeye account under “WebAdvisor for Students - Financial Aid - Financial Aid Award Letter”. The financial aid award is our commitment to assist you with the costs of attending Hawkeye Community College. The award listed is based on the results of your FAFSA application. Your award may also include funds from other sources, such as scholarships or outside agencies.

If you have already registered for classes, your financial aid award is based on your CURRENT enrollment. If you have not yet registered for classes, your financial aid award is ESTIMATED on FULL TIME enrollment.

You will only receive a financial aid disbursement for classes which you are registered for and attending (and meet financial aid requirements)-please refer to Financial Aid Handbook). Loans are normally not prorated for part time enrollment.

For planning purposes if you will be part time, your grants will be prorated:

- 9-11 hours (3/4 of the full time amount)
- 6-8 hours (1/2 of the full time amount)
- 1-5 hours (approx. 1/4 of the amount)

If you will be receiving a Next Step Scholarship or Hawkeye Gift of Class Scholarship, it is your responsibility to notify the Financial Aid Office. The Financial Aid Office will be notified by the Business Office once outside source scholarships are received. These amounts will become part of your financial aid package and may affect your current awards.

If you are a first year, first time student loan borrower, you must first establish 30 days of attendance in at least 6 credit hours in order to receive your first loan disbursement. Your first loan disbursement will be 30 days after the start of the first class in which you are reported as attending.

If your program requires summer enrollment of at least half time (6 credit hours), your annual federal loan amount may be divided into three terms, as you will see in your Award Letter in MyHawkeye/WebAdvisor. Grants are not divided into three terms, only loans.

If all of your awards were used between Fall 2016 and Spring 2017 semesters, you may not have any remaining eligibility for the summer semester. You will need to make sure you budget accordingly. If you want to use financial aid for your summer coursework, please contact us as soon as possible.

The 2016-2017 Financial Aid Handbook is available on the Hawkeye website at [www.hawkeyecollege.edu/go/financial-aid](http://www.hawkeyecollege.edu/go/financial-aid). Regularly check the website for any updates to the Handbook. Please read the Handbook carefully. It provides valuable information concerning your award and the financial aid process.

### **RIGHTS AND RESPONSIBILITIES:**

By accepting the financial aid award from Hawkeye, you are agreeing to the following:

6. You are responsible to read and understand all the information provided in the Financial Aid Handbook, Award Letter Email Notification, these Award Letter Conditions, and other financial aid documentation.
7. The award letter, while not a commitment of funds nor a binding contract, is an initial indication of funds available from federal, state, institutional, and outside funding sources in the award period.
8. Your financial aid award could change if your enrollment level changes, you do not attend classes, you receive outside resources, you attend other schools in the school year, you withdrawal from school, you are on financial aid suspensions, you enroll in repeated courses that are not financial aid eligible, or we receive any updates in your award eligibility from the Department of Education.
9. You are responsible for regularly checking both MyHawkeye and your Hawkeye student email account for updated information about your financial aid status as these are the official means of communication from our office.
10. The courses you are enrolled in must go toward your degree. Please refer to your Degree Audit for appropriate courses. If you have any questions, talk to your Academic Advisor.

### **WHAT TO DO NEXT:**

If you do *not* wish to borrow a Federal Stafford Loan:

2. To reject the loans you have been awarded, go to your MyHawkeye account – Financial Aid – Accept or Reject Federal Loans and mark as rejected. Note: you will continue to receive email notifications for the loan requirements. Please disregard. Those items must remain outstanding in case you choose to borrow loans at a later time.

If you wish to borrow a Federal Stafford Loan:

5. To accept the loans you have been awarded, go to your My Hawkeye account – Web Advisor for Students - Financial Aid - Accept/Reject Federal Loans and mark as accepted. If you do not wish to receive the full amounts awarded or plan to graduate by December 2016, complete a Partial Loan Request Form and return it to the Financial Aid Office. This form is available on the Hawkeye website under "Forms and Requirements".
6. For first time borrowers - complete the Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov).
7. For first time borrowers at Hawkeye Community College - complete the required Entrance Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov).
8. For first time borrowers at Hawkeye Community College- complete the required Student Loan Game Plan at [www.studentloan.org](http://www.studentloan.org).

Please remember that you will need to be enrolled in at least 6 credit hours at the time of disbursement to receive the loan funds.

**IF YOU HAVE BEEN AWARDED GRANTS:**

At the financial aid lock date, Grant aid is no longer adjusted for classes added or dropped. After the 14 calendar days each semester, attendance will be taken. Your enrollment for financial aid is LOCKED at that point. After the “lock” date, your grants will NOT be adjusted as a result of ANY changes to your schedule, including the addition of late start classes.

In the event that available state funds are insufficient to pay the full amount of each approved state grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

**FINANCIAL AID LOCK DATES:**

FALL 2016- September 04, 2016    SPRING 2017- January 23, 2017    SUMMER 2017- June 05, 2017

You must be reported as attending in each of your classes you have registered for in order for the class to be counted for financial aid purposes.

**ADDITIONAL FUNDS:**

If you feel you need additional funds beyond what your Award provides, please go to the Hawkeye Financial Aid web site and review the Alternative Funding Options. You can also call our office and talk with a Financial Aid Advisor.

**DISBURSEMENT DATES/CREDIT BALANCE CHECKS:**

For the 2016-17 academic year, financial aid award will be disbursed to your student accounts as follows:

Fall 2016 – 09/07/16                      Spring 2017 – 01/25/17                      Summer 2017 – 06/07/17

Credit balance checks for the financial aid award in excess of your institutional charges will begin being mailed or direct deposited as follows. To setup direct deposit, go to WebAdvisor for Students – Billing and Payment – Direct Deposit Student Refunds.

Fall 2016 – 09/09/15                      Spring 2017 – 01/27/17                      Summer 2017 – 06/09/17

To set up direct deposit with the Business Office go to MyHawkeye-MyWebAdvisor-Webadvisor for Students-Billing and Payment-Direct Deposit Student Refunds

To view our bill or the amount of your credit balance, go to MyHawkeye – WebAdvisor for Students – Financial Aid – Account Summary By Term.

On behalf of the Financial Aid Office, we look forward to working with you. If you have any questions, please contact us.

**Hawkeye Community College Financial Aid Office**

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of

Hawkeye Community College, Financial Aid Office, 1501 E. Orange Road, P.O. Box 8015, Waterloo, IA 50704  
319-296-4020 (phone) 319-296-4495 (fax) email: [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu)

- Gainful Employment Disclosures: <http://www.hawkeyecollege.edu/financial-aid/gainful-employment.aspx>

## Gainful Employment Program Disclosures

- CNC Machine Operator
- Construction Equipment Operation
- Dental Assisting
- Heating and Air Conditioning
- Paramedic
- Practical Nursing
- Truck Driving
- Veterinary Assisting
- Welding

- GED/HSED Assessment and Advising (HSED information sheet)



**Are you interested in studying to earn a high school equivalency diploma?**

We offer a free academic program to help you achieve your educational and professional goals.

To register for free classes with the Adult Education Program, come to Hawkeye Metro Center on the dates listed.

We offer classes in the mornings, afternoons, and evenings and we will work with you to create a schedule that fits your availability!

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**2016 Dates**

Registration Quarter 1	Aug. 22 – 25
Assessments	Aug. 29 – Sept. 1
Quarter 1 Session starts	Sept. 6
Quarter 1 Session ends	Oct. 20
Registration Quarter 2	Oct. 10 – 13
Assessments	Oct. 17 – 20
Quarter 2 Session starts	Oct. 24
Quarter 2 Session ends	Dec. 15

Walk in any time between 9:00AM and 7:00PM during the registration period to sign up for classes!

Punctual and regular attendance is absolutely necessary for success. Students, please be on time and attend classes every day.

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Hawkeye Community College offers the High School Completion program in the following convenient locations:	Metro Center 644 W. 4 <sup>th</sup> St. Waterloo, IA 50702 319-234-5745	Waverly Outreach Center 215 2 <sup>nd</sup> St. NW Waverly, IA 50677 319-286-4288
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## Program Overview

The High School Completion Program at Hawkeye Community College offers free courses designed to help you to earn a high school equivalency diploma and become prepared for college and the workplace. Whether you've recently left school or have been out of class for years, our program works with students of all levels and ages to advance their education and accomplish their academic and professional goals.

### High School Completion

The High School Completion Program is designed to help students earn a high school equivalency diploma. Classes focus on building the skills necessary for success on the equivalency exam, which includes reading, writing, mathematics, social studies, and science. The testing fee is \$50.

### HiSET Exam

In 2014, the State of Iowa adopted the High School Equivalency Test (HiSET) as the exam that students take to earn a high school equivalency diploma.

## Frequently Asked Questions

### Q: How long will it take me to finish the program and earn a high school equivalency diploma?

Each student is different. Some students earn their high school equivalency in a few months while other students take a few years to complete the program. How long the program takes will depend on two primary factors: your academic level when you start the program and how much time and effort you put into studying, class time, and homework.

### Q: What will my classes be like?

After you complete placement testing, we will help you build a class schedule that is designed around your academic level. Periodically, you will take assessments to measure your progress and enroll in new courses.

### Q: I'm not yet 19 years old. Can I register for the Adult Education Program?

If you are 16, 17, or 18 years old, you will need to submit additional paperwork in order to register. 18 year-olds should contact our office prior to registration. 16 and 17 year-olds and a legal guardian should contact our office prior to registration in order to finalize the additional requirements and officially enroll in the program. Our office is located at the Hawkeye Metro Center, 844 W. 4<sup>th</sup> St. in Waterloo. We can be reached at 319-234-5745.

### Q: How can this program help me after I earn a high school equivalency diploma?

Are you interested in enrolling at Hawkeye Community College and working towards earning a college degree? Do you want to learn how to write a strong resume and apply for jobs online? Our Transition Specialist will help you to develop educational and professional goals, and then will help you with the transition process into various college and career opportunities. Our staff works with each student to ensure that earning a high school equivalency diploma will help you accomplish the goals you've set.

Hawkeye Community College does not discriminate on the basis of one's race, age, color, creed, national origin, religion, disability, sexual orientation, gender identity, genetic information, political affiliation, or actual or perceived parental, family, or marital status in programs, activities, or employment practices as required by Iowa Code §§ 218.4 and 218.8, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2003d and 2003e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1403-1409), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 7904), and Title I of the Americans with Disabilities Act (29 U.S.C. § 12101, et seq.). Sexual-stake holds included in the report covered by law. Any person alleging a violation of equity regulations shall use the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to John Dugan, Equity Coordinator and Title IX Coordinator for Employees or Nancy Henderson, Title IX Coordinator for Students, Hawkeye Community College, 3821 East Chicago Road, P.O. Box 8015, Waterloo, Iowa 52270-8015; telephone 319-234-4325, email [equity@hcc.edu](mailto:equity@hcc.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, 400 Maryland Drive, Washington, DC 20541; telephone 1-800-421-3481, fax 202-713-3481.

- Graduation, Retention and Student Body Diversity Information:  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

## Student Outcomes Data

### Retention Rate

Retention rate is the percent of Hawkeye Community College's first-time, full-time undergraduate students who continue at Hawkeye the next year. The information reported is based on IPEDs report on a Fall 2014 cohort.

Hawkeye Community College's current first-time, full-time retention rate is 69%.

### Graduation Rate

The graduation rate reflects students who started classes in the Fall of 2012, completed their program of study, and applied for graduation within 150% of the suggested length of study.

For example, students who started a two-year program, completed the program in three years, and applied for graduation are calculated in the graduation rate.

The graduation rate does not count students who started a program in the Fall of 2012 but transferred their completed coursework to another college or university prior to graduating.

#### Graduation Rate—Cohort Year 2012

The graduation rate for individual programs may vary.

Male	24%
Female	23%
<b>Total Average</b>	<b>24%</b>

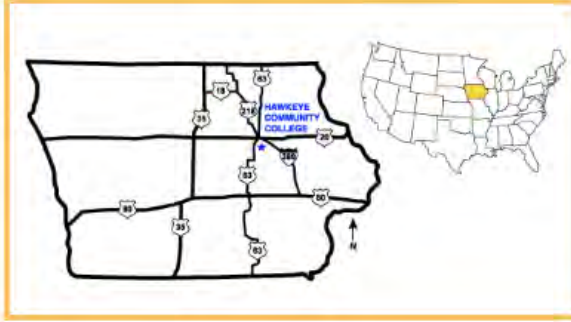
#### Graduation Rate Percentages by Gender and Race—Cohort Year 2012

	Male	Female
Nonresident Alien	0	0
Hispanic/Latino	15%	11%
American Indian or Alaska Native	0	0
Asian	0	100%
Black or African American	10%	3%
Native Hawaiian or Other Pacific Islander	0	0
White	26%	25%
Two or more races	17%	0

- Locations (General College Information): <http://www.hawkeyecollege.edu/about/locations/default.aspx>

**Locations**

- Cedar Falls Center
- Independence Center
- Farm Lab
- IowaWORKS - Cedar Valley
- Main Campus
- Martin Luther King Jr. Center
- Metro Center
- Regional Transportation Training Center
- Waverly Outreach Center
- Western Outreach Center



**Locations**

Hawkeye is located in Waterloo, Iowa.

**Distance From Surrounding Major Cities**

	Miles	Kilometers
Iowa City, IA	82	132
Dubuque, IA	91	145
Des Moines, IA	130	196
Davenport, IA	136	220
Madison, WI	294	183
Minneapolis, MN	220	349
Sioux City, IA	220	362
Chicago, IL	302	484
Kansas City, MO	323	520
St. Louis, MO	338	544

- Missing Student Procedure: <http://www.hawkeyecollege.edu/about/public-safety/missing-student.aspx>

### Missing Student Policy and Procedure

Hawkeye Community College is concerned about the safety of all students. The following procedure has been developed in order to assist in locating Hawkeye Community College student (s) living and working on the farm—located at 5503 Hammond Avenue, Waterloo, Iowa—who, based on facts and circumstances known to the College, are determined to be missing.

This procedure is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to campus Public Safety, to local law enforcement (Black Hawk County Sheriff's Office, Waterloo Police Department, Cedar Falls Police Department, for example) to the Dean of Students, or a counselor in the Student Services office. Every report made will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to Hawkeye Community College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students or his/her designee will place the call. For students under 18 and not emancipated, Hawkeye will notify a parent/guardian in addition to any additional contact person designated by the student.



At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Hawkeye Community College. This emergency information will be kept in the Student Information System and will remain confidential.

### General Procedure

1. The Hawkeye Community College administrator receiving the report will collect and document the following information at the time of the report:
  - a. The name and relationship of the person making the report.
  - b. The date, time, and location the missing student was last seen.
  - c. The general routine or habits of the suspected missing student (e.g. visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
  - d. The missing student's cell phone number (if known by the reporter).
2. The Hawkeye administrator receiving the report will contact the Vice-President of Academic Affairs, the Academic Dean, the Dean of Students, and Public Safety in order to update them on the situation and to receive additional consultation. They will determine if/when other members of the Cabinet and the Director of Marketing need to be contacted.
3. Upon notification from any entity that a student may be missing, Hawkeye may use any or all of the following resources to assist in locating the student.
  - a. Call the student's room,
  - b. Go to the student's room,
  - c. Talk to the student's roommates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - d. Secure a current student ID or other photo of the student from a friend.
  - e. Call/text the student's cell phone and call any other numbers on record.
  - f. Send the student an email.
  - g. Check all possible locations mentioned by the parties above including, but not limited to, library, lounges, student union, fitness center, etc.
  - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook, and Twitter.
  - i. Ascertain the student's car color, make, model, and license plate number. Public Safety will also check Hawkeye parking lots for the presence of the student's vehicle.
4. The Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Hawkeye network.
5. Once all information is collected and documented and the Deans (or designee) are consulted, Hawkeye staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.

[Student Handbook | Next Page >](#)



- Refund and Return of Title IV Funds Policy (Also found in the FA Handbook: <http://www.hawkeyecollege.edu/go/financial-aid/forms-documents.aspx>)

### **RETURN OF TITLE IV FUNDS**

A student earns aid based solely on the length of time he/she attends. Until a student has passed the 60% point in the semester, only a portion of the student's disbursed aid has been earned. If a student completely withdraws or is expelled prior to the 60% point, then the Return of Title IV funds policy applies. For students taking classes that are less than 16 weeks in length, it is possible that withdrawing after completing a less than 16 week class will trigger this fund policy.

#### **1) Officially Withdrawal Procedure**

A student wishing to withdraw from Hawkeye has the responsibility for starting the withdrawal process. A student initiates and concludes the withdrawal process by dropping all classes on his/her "My Hawkeye" account. The Financial Aid Office does NOT withdraw students.

#### **2) Unofficial Withdrawal**

Students who did not earn credit for any of the courses they attended in a given term, and who did not officially withdraw or otherwise provide notice of their intent to withdraw, must be considered "unofficially withdrawn". Federal regulations mandate that, unless it can be documented that a student was in attendance past the 60% point in time of the term, a federal Title IV refund calculation be done. (Using the withdrawal date of either the midpoint of the term or the last date of attendance at a documented academically related activity, must be performed.)

#### **3) Refund Policy**

If a student completely withdraws during a period of enrollment for which he/she received financial aid, the Financial Aid Office will determine how much, if any, of the student's financial aid proceeds must be returned to the Department of Education based on a federally mandated refund formula. The Hawkeye Administrative software performs the calculations. The software can be reviewed upon request to the Financial Aid Office. We provide printouts of all calculations to students.

The term of "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: FFEL/Direct Unsubsidized Loans, FFEL/Direct Subsidized Loans, Perkins loans, FFEL/DIRECT Parent PLUS Loans, Pell grants, FSEOG, Iraq/Afghanistan Service Grant, and other Title IV Programs.

This policy applies to students who completely withdraw, are expelled, or stop attending all classes. It may potentially apply to students who stop attending short-term classes (i.e. classes that do not run the entire length of the semester) if those students are not also attending classes that run the full semester.

#### **A student's withdrawal date is:**

The date, as determined by Hawkeye, the student began the withdrawal process described by Hawkeye (refer to the official withdrawal procedure);

Or

The date, as determined by Hawkeye, the student otherwise provided official notification to a designated office of his or her intent to withdraw;

Or

If the student ceased attendance without providing official notification, the mid-point of the semester;

Or

The date, as determined by Hawkeye, of the last academic related activity.

Title IV aid and most other aid is earned on a pro-rata basis predicted on the academic calendar up to the 60% point in the semester; aid is viewed as 100% earned after that point in time. An example of the calculation is provided below or a copy can be requested from the Financial Aid Office.

In accordance with federal regulations, when Title IV financial aid is involved unearned aid is returned by the college to the Department of Education in the following order: Direct Unsubsidized Loans, Direct Subsidized Loans, Direct Parent PLUS Loans, Pell grants, FSEOG, Iraq/Afghanistan Service Grant, and other Title IV assistance.

It is the student's responsibility to return unearned aid that was disbursed directly to the student. Unearned loan proceeds paid directly to the student must be repaid under the terms and conditions of the promissory note. Unearned grant proceeds paid directly to the student must be returned by the student to the Department of Education. The amount of grant proceeds a student must repay is limited to the amount by which the grant overpayment exceeds half of the original grant funds. An overpayment of \$50 or less does not have to be repaid. The student must make arrangements with the Hawkeye Business Office or the Department of Education to return such grant proceeds. Failure to make repayment arrangements within fourteen (14) days of the date of the notice of overpayment, the student will be reported to the National Student Loan Data System (NSLDS) and will result in the loss of any further financial aid eligibility.

In the event that a student received less aid than the amount he/she earned at the time of withdrawal, the student is eligible to receive those funds. Hawkeye will notify the student of his/her eligibility of a post-withdrawal disbursement of aid. The student has 14 days to accept or decline these funds.

**The return of financial aid funds policy follows these steps:**

**Step 1: Determine the percentage of the enrollment period completed by the student.**

If the calculated percentage is equal to or greater than 60%, the student has "earned" all aid for the enrollment period and no adjustment in financial aid occurs. The nine days of Spring Break are not included in the enrollment period for the spring term.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

**Step 2: Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for financial aid prior to the withdrawal.**

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

**Step 3: Determine the amount of unearned financial aid to be returned to the appropriate Title IV financial aid program.**

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- If the aid already disbursed is less than the earned aid, a late disbursement may be made to the student.

**Step 4: Determine if the institution and/or the student must return the unearned funds.**

The Hawkeye Community College Financial Aid Office is required to return any unearned TITLE IV funds that were applied towards institutional charges within 45 days in the following order:

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal Direct PLUS Loan (for parents of undergraduate students)
- Pell Grant
- SEOG
- Iraq Afghanistan Service Grant

The student will be informed by the Financial Aid Office of the type and amount of TITLE IV program funds that are being returned on his/her behalf. The student is required to return unearned aid that was directly disbursed to the student on his/her behalf. Unearned federal loan funds must be repaid by the student under the terms and conditions of the promissory note. Unearned grant funds must be returned to the Department of Education. The amount of unearned grant funds a student must return is limited to the amount by which unearned grant funds disbursed to the student exceed half of the original grant

award by \$50 or more. A student must make arrangements to return grant funds within 45 days of receiving notice from the Financial Aid Office. Failure to make payment arrangements will result in the loss of TITLE IV eligibility.

**Step 5: Determine earned TITLE IV assistance that has not been disbursed.**

Total Aid Earned – Total Aid Disbursed = Earned Aid not Disbursed

Grant aid that was earned, but has not been applied prior to the student withdrawal, will be applied to the student’s account within 45 days. Loan proceeds that could be disbursed after the student withdrew will only be disbursed if the student requests a disbursement within 14 days of receiving notice from the Financial Aid Office of his/her eligibility of a post-withdrawal loan disbursement.

\* The federal worksheet used to calculate the amount of TITLE IV assistance earned is available from the Financial Aid Office upon request.

**1) Example of Return of Title IV, State and Institutional Funds Calculation**

This example is for illustration purposes only. Actual charges and refund amounts may vary. The following is an example of a return of funds for a student who totally withdrew from classes on the 42nd day of a 102 day fall term ( $42/102 = 41.2\%$ ).

The student would have earned 41.2% of the financial aid for the fall semester. The remaining amount would have to be returned to the appropriate source.

	<u>Original</u>	<u>Revised</u>
Federal Direct Loan	\$1,698	\$ 288
Pell Grant	700	700
Iowa Vocational Technical Grant	1,200	1,200
Hawkeye Community College Scholarship	<u>900</u>	<u>900</u>
<b>Totals</b>	<b>\$4,498</b>	<b>\$3,088</b>

**2) Return of Hawkeye and State Financial Aid**

Once the student has attended beyond the fourteen (14) day full tuition refund period, the student is considered to have earned all of the Hawkeye aid and state aid for that semester.

**3) Financial Aid Adjustments**

Partial refunds will be calculated during the first fourteen (14) calendar days of class each semester – this is called the Financial Aid Lock Date. After that time if a student withdraws from a class, no financial aid adjustment will be made. For periods of enrollment that are less than the full semester, partial refunds will be prorated.

**4) Refund of institutional charges**

Students will receive 100% of tuition and fees during the first fourteen (14) days of each semester for full semester class tuition. For classes less than a full semester, charges are prorated. A description of the refund of institutional charges when a student withdraws is available from the Business Office or on the Hawkeye website.

- Tuition Refund Policy: <http://www.hawkeyecollege.edu/students/paying-for-college/tuition-refunds.aspx>

### Tuition Refund for Credit Classes

A tuition refund may be awarded if withdrawal is completed prior to the first class meeting or within the schedule below. This reduction in credit hours, or complete withdrawal, must be completed by the student. Also see the [official withdrawal process](#).

**Not attending class is not considered a form of withdrawal and you will still be responsible for paying the tuition and fees for those courses.**

	For a full refund of tuition and fees you must complete the <a href="#">official withdrawal process</a>	Fall 2016 Refund Deadlines	Spring 2017 Refund Deadlines
All Classes	any time before the start of the class.		
16-week	within the first 14 calendar days from the start date of the course.	Sept 4	Jan 23
12-week	within the first 10 calendar days from start date of the course.	Sept 21	Feb 8
10-week	within the first 8 calendar days from start date of the course.		
8-week	within the first 7 calendar days from start date of the course.	1st session: Aug 28 2nd session: Oct 25	1st session: Jan 15 2nd session: Mar 22
6-week	within the first 5 calendar days from start date of the course.		
5-week	within the first 4 calendar days from start date of the course.		
4-week	within the first 3 calendar days from start date of the course.		
Minimesters	on or before the first day of the Minimester course.		
PNN100	PNN-100 courses follow an alternate payment/refund schedule; contact the School of Health Sciences for specific information.		

You may appeal a refund decision by submitting a written request to the Financial Policy Waiver Committee.

[Student Handbook | Next Page >](#)

- STC Information Brochure



STC lab brochure.pdf

**Mission Statement**

Enhancing student learning by providing the services and skills necessary for success in our community and beyond.

**Program and Rules:**

- This program is non-credit and will be included in the student's record.
- Students must attend all lab sessions.
- Classrooms not permitted in the lab.
- No food or drinks allowed in the classroom.
- No talking on cell phones in the lab.
- No parking during lab sessions.

**Completion:**

- Priority of Computer Laboratory is to develop relationships.

Students who desire the Student Technology Center (located in the Student Center) for a class, please use the link provided on the website. Students in violation of these policies will be subject to disciplinary action as outlined in the Student Handbook.

**Lab Hours**

Monday-Thursday	7:00 a.m. – 8:00 p.m.
Friday	7:00 a.m. – 4:30 p.m.
Sunday	Noon – 8:00 p.m.

Summer and holiday hours will change. Check My Hawkeye on the Hawkeye Community College website.

**Mission Statement**

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- No parking during lab sessions.

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Sunday	Noon – 8:00 p.m.

Summer and holiday hours will change. Check My Hawkeye on the Hawkeye Community College website.

**Contact Us**

(319) 296-4029

**Lab Staff**

**Dean of Transitional Programs:**  
Tom Mueller 319.296.4418

**Program Manager:**  
Nick Landmesser ext. 1788

**Administrative Secretary:**  
Connie Smith 319.296.4029

**Computer Lab Coordinators:**  
Jasine-Ann Crawford ext. 1635  
Hina Roney ext. 1636  
Connie Ayers ext. 1027

**Peer Tutoring Coordinator:**  
Dawn Hovey ext. 1014

**Location - Bremer Hall Room 127**

**Non-Discrimination Statement:**  
Hawkeye Community College does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, disability, marital status, sexual orientation, gender identity, genetic information, political affiliation or belief in its employment practices, educational programs and activities, admission procedures, outreach and recruitment, counseling, and guidance, testing, selection, placement, appointment, and referral or promotion/retention. Violations should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 6012, Waterloo, Iowa 52244-6012, telephone 319-296-4402.

**Contact Us**

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**Student Tutoring & Computer Lab**

Bremer Hall Room 127




**Student Tutoring & Computer Lab**

Bremer Hall Room 127



- Student Book Purchase Policy (Also found in the FA Handbook: <http://www.hawkeyecollege.edu/academics/bookstore.aspx> )

#### Student Book Purchase Policy

Hawkeye has an independently operated bookstore located in the Hawkeye Center on the main campus. The college allows ALL registered students to charge **required** textbooks, software, calculators and flash drives to their student college account with the Business Office. Financial aid does NOT NEED to be finalized and ready to disburse prior to charging your books.

Students are responsible for any bookstore charges added to their student college account if they do not have enough financial aid to cover the expense.

Students have the option to pay Hawkeye Bookstore directly, without charging to their student college account with the Business Office.

Students that are enrolled for “late start” (non 16 week courses) classes (classes that start after the first day of the semester) can receive a Guernsey Loan to pay for required textbooks, software, calculators and flash drives IF their financial aid is finalized and ready to disburse. Please contact the Business Office for more information.

- Student Disability Services Information (Application for Accommodation and Release of Information, Services for Students with Disabilities Handbook): <http://www.hawkeyecollege.edu/students/services/student-disability-services/default.aspx>

<p><b>Student Disability Services</b></p> <p>Accommodations for Testing and Learning</p> <p>Disability Documentation</p> <p>Accessible Parking</p> <p>Resources</p> <p>Scholarships for Students with Disabilities</p> <p>Talking To Your Instructors About Your Needs</p> <p>Tips for Academic Success</p> <p>Transitioning to College</p> <p>Facility Accessibility</p>	<p><b>Student Disability Services</b></p> <p>Hawkeye is committed to helping all students be successful. We will make every effort to assure that qualified students with disabilities have equal access to education and services.</p> <p>Eligibility for services is based on Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. These regulations apply to students who have disabilities that substantially impair their ability to participate in college programs without accommodations.</p> <p>To determine if a student is eligible for disability services, documentation including medical and / or psychological reports and other records are examined for evidence indicating whether or not a student is disabled as defined by federal statutes.</p> <ol style="list-style-type: none"> <li>To apply for accommodations:             <ol style="list-style-type: none"> <li>Complete a <a href="#">Student Reasonable Accommodation Request and Release form [pdf]</a>.</li> <li>Provide documentation of your disability.</li> <li>Mail all documents to the Special Needs Coordinator in the Student Services office.</li> </ol> </li> <li>The Special Needs Coordinator will contact you to schedule an intake appointment to discuss your disability and accommodations you will need while a student at Hawkeye.</li> <li>The Special Needs Coordinator will review the information collected in steps 1 and 2 to determine what accommodations you will need to help you be successful at Hawkeye.</li> <li>We will notify you in person or with an email to your <a href="#">Hawkeye email address</a> of the accommodations you are eligible to receive.</li> <li>Stop by the Student Services office to pick up copies of your accommodations letter at the beginning of the semester.</li> <li>Share your accommodations letters with your instructor(s) during the first two weeks of the semester. It is important for you to talk with your instructor(s) about your learning needs early in the semester during their office hours. It is your responsibility to keep instructors informed of your needs. <a href="#">Learn how to talk to your instructors.</a></li> </ol>	<p><b>Student Disability Services</b></p> <p>Hawkeye Center 208 319-296-4014 <a href="#">Email us</a></p> <p><b>Special Needs Coordinator</b> Melissa Klein 319-296-2329 ext.1087 <a href="#">Email me</a></p> <p>Mon–Fri 8:00am–4:30pm</p> <p>Hawkeye utilizes <a href="#">Relay Iowa</a>, a telecommunications service providing full telephone accessibility to people who are deaf, hard of hearing, and/or speech impaired.</p>
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- Study Abroad: <http://www.hawkeyecollege.edu/academics/programs/study-abroad/default.aspx>

### Study Abroad

Brazil for Ag Instructors

Enrollment Policy

International Club

Scholarships

Semester Program in Brazil

Study Abroad in Mexico

Study Abroad in Russia

### Study Abroad Enrollment Policy

#### Study Abroad Application

To participate in a study abroad program, students must complete the appropriate program application and be approved by the International Student Services Coordinator and the faculty leader.

#### Academic Credit

Participants in an approved study abroad program must be enrolled in academic credit.

Participants traveling in a study abroad experience will receive an itinerary and program expectations outlined by the faculty/staff leader.

#### Study Abroad Program Fees

All individuals are responsible for full payment of tuition and program fees related to the study abroad program.

#### Program Activities and Student Involvement

Students are expected to participate in all scheduled activities as directed by the faculty leader and program itinerary. Students are to remain within a 30-mile radius of the faculty leader for the duration of the program and are not to partake in unscheduled activities that cross international borders or that would place them outside of this 30-mile radius for program management purposes. Students are required to attend all appropriate pre-departure orientations and post-program debriefings.

#### Student Conduct

All participants in study abroad must follow the rules and regulations of Hawkeye Community College.

The [Student Code of Conduct](#), [Academic Integrity Policy](#), and [Sexual Misconduct Policy](#) apply to students who are participating in travel activities. Failure to comply may result in dismissal from the program.

Alleged student conduct violations occurring during travel will be adjudicated according to the procedures described in the Student Study Abroad Contract and may ultimately result in the student being sent home at their own expense. In such cases, the faculty leader will notify the appropriate administrator at Hawkeye of the alleged misconduct. Disciplinary proceedings will be determined by the faculty leader, International Student Services Coordinator, and the Dean of Students. Such decision will be made on a case-by-case basis.

### Student Services

Hawkeye Center 208  
319-296-4014

- Transfer/Articulation Agreements:

<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>

### Transferring To ...

Allen College - UnityPoint

Central College

Iowa State University

Loras College

Mount Mercy University

Palmer College of  
Chiropractic

Simpson College

University of Iowa

University of Northern Iowa

Upper Iowa University

Wartburg College



### College Transfer Information

We are here to help you make the transition your next college or university a smooth one. Hawkeye advisors work with you and your transfer college to ensure the transfer of your courses.

Get a jump start on preparing your transfer with information from these colleges. Some colleges have articulation agreements and will accept complete degrees, while other evaluate courses on a case by case basis.

### Advising

Student Services  
Hawkeye Center 208  
319-296-4014  
Email us

Mon-Fri 8:00am-4:30pm

The screenshot shows the Hawkeye Community College website. At the top, there is a navigation bar with links for Faculty & Staff, Employment, Register / Search for Courses, Calendars, and Contact Us. Below this is a search bar and a 'GO' button. The main navigation menu includes Admissions, Students, Academics, Business & Community Education, Visitors & Community, and About Hawkeye. The page title is 'Articulation Agreements' under the 'Academics' section. The main content area is titled 'Articulation Agreements with the University of Northern Iowa' and lists several programs with PDF links: Construction Management, Electrical Engineering Technology, Graphic Technologies, Manufacturing Technology, Technology and Engineering Education (for students in Hawkeye Agriculture programs), Technology and Engineering Education (for students in Interdisciplinary Studies and Industrial Technology programs), and Technology Management. A sidebar on the right provides contact information for Student Services: Hawkeye Center 208, 319-296-4014, Email us, and Mon-Fri 8:00am-4:30pm. The footer contains copyright information and contact details for the college.

- Vaccination Policies (Student Handbook):

The screenshot shows the Hawkeye Community College website. At the top, there is a navigation bar with links for Faculty & Staff, Employment, Register / Search for Courses, Calendars, and Contact Us. Below this is a search bar and a 'GO' button. The main navigation menu includes Admissions, Students, Academics, Business & Community Education, Visitors & Community, and About Hawkeye. The page title is 'Chronic Communicable Disease Policy' under the 'Students' section. The main content area is titled 'Chronic Communicable Disease Policy' and provides information about chronic communicable diseases, including examples like malaria, Lyme disease, diphtheria, and hepatitis. It also discusses accommodations for students with chronic communicable diseases and privacy policies. A sidebar on the right provides contact information for the Dean of Students: Nancy Henderson, Student Services, Hawkeye Center 208, 319-296-4014, Email me. The footer contains copyright information and contact details for the college.



**Student Health Clinic**

- Accident and Health Insurance
- After Hours Care Options
- Chronic Communicable Disease Policy
- Dental Clinic
- Health Conditions
- HIV and AIDS Policies
- Immunizations
- Medical Services
- Mental Health Services
- Service Providers for Basic Needs, Medical Needs, and Crisis Assistance
- Tobacco-Free Campus

**Immunizations**

These immunizations are the recommendation of the [American College Health Association](#). Additional information is also available from the [Center for Disease Control and Prevention](#).

Vaccine	Major Indications
<b>MMR</b> Measles, Mumps, Rubella	All college students born after 1958 without history of disease are recommended to have two doses of MMR vaccine.
<b>Varicella</b> Chicken Pox Vaccine	All students without history of chickenpox are recommended to have two doses of varicella vaccine.
<b>Td, Tdap</b> Tetanus/Diphtheria/ Pertussis Vaccine	All students are recommended to have one Tdap vaccine after the age of 11 years old.
<b>Hepatitis B Vaccine</b>	All students are recommended to have the 3 dose Hepatitis B vaccine series.
<b>Meningitis Vaccine</b> (A,C,Y,W-135)	All students living in dormitories/residence halls or close quarters are recommended to have 2 doses of the Meningitis vaccine.
<b>Flu Shot</b> Respiratory Influenza Vaccine	All students are recommended to get the flu shot annually.
<b>HPV (Gardasil)</b> Human Papillomavirus Vaccine	All females up to 26 years old and all males up to 21 years old are recommended to get the Human Papillomavirus Vaccine.
<b>Hepatitis A Vaccine</b>	All students are recommended to have the 2 dose Hepatitis A vaccine series.

[Student Handbook | Next Page >](#)

- Voter Registration (Form): <http://www.hawkeyecollege.edu/about/government-relations/voter-registration.aspx>

The screenshot shows the Hawkeye Community College website. At the top, there is a navigation bar with links for Faculty & Staff, Employment, Register / Search for Courses, Calendars, and Contact Us. Below this is a search bar with a 'GO' button. The main navigation menu includes Admissions, Students, Academics, Business & Community Education, Visitors & Community, and About Hawkeye. The current page is 'Voter Registration' under the 'Government Relations' section. The page content includes a heading 'Voter Registration' and a sub-heading 'Make a Difference ... Be a Voter!'. Below this are several links: Absentee Voting, Am I Registered to Vote in Iowa?, Find Your Precinct / Polling Place, Voter Registration, and Voting on Election Day. At the bottom, there is a link to 'Learn more at the Iowa Secretary of State website.' The footer contains copyright information for 2016 and contact details for the college.

State of Iowa Voter Registration Form:

STATE OF IOWA OFFICIAL VOTER REGISTRATION FORM		Revised 4/1/2018
<p>In Iowa, you are not qualified to vote if you have been convicted of a felony and have not received a restoration of voting rights. You may apply to the Governor to restore your voting rights.</p>		
<b>Qualifications</b>	<p>1. Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Will you be 18 years of age on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>If you answered "No" to either of these questions, do not complete this form.</b></p>		
<b>ID Number</b> <small>Provide your Iowa driver's license, non-operator ID number, or the last 4 digits of your Social Security number if you have one.</small>	<p><input type="checkbox"/> IA driver's license #: _____</p> <p><input type="checkbox"/> IA non-operator ID #: _____</p> <p><input type="checkbox"/> Last 4 digits of Social Security number: XXX-XX-____</p> <p><input type="checkbox"/> I do not have an IA driver's license, non-operator ID, or Social Security number.</p>	
<b>Additional Information</b> <small>Date of birth and sex are required.</small>	<p>Date of Birth (month, day, year) _____</p> <p>Sex <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Phone and/or Email (optional) _____</p>	
<b>Your Name</b>	<p>Last _____</p> <p>First _____</p> <p>Middle _____ Suffix _____</p>	
<b>Address Where You Live</b>	<p>Street Address _____ <small>(Include apt., box, etc.)</small></p> <p>City _____ Zip _____ County _____</p> <p>If homeless or you do not have an established residence, describe where you reside: _____</p>	
<b>Where You Receive Mail</b> <small>(if different)</small>	<p>Address/P.O. Box _____</p> <p>City _____ State _____ Zip _____</p>	
<b>Previous Voter Registration Information</b>	<p>Your name was _____</p> <p>Your address was _____</p> <p>Your city and state were _____ Your zip was _____</p>	
<b>Political Affiliation</b> <small>(check only one)</small>	<p>Political Parties: <input type="checkbox"/> No Party <input type="checkbox"/> Democratic <input type="checkbox"/> Republican</p> <p>Non-Party Political Organizations: <input type="checkbox"/> Green <input type="checkbox"/> Libertarian</p>	
<b>WARNING</b> If you sign this form and you know the information is not true, you may be convicted of perjury and fined up to \$7,500 and/or jailed for up to 5 years.	<p align="center"><b>Registrant Affidavit</b></p> <p>I swear or affirm under penalty of perjury that:</p> <ul style="list-style-type: none"> <li>• I am the person named above.</li> <li>• I am a citizen of the United States.</li> <li>• I have not been convicted of a felony (or I have received a restoration of rights).</li> <li>• I am at least 17 1/2 years old.</li> <li>• I live at the address listed above.</li> <li>• I am not currently judged by a court to be "incompetent to vote."</li> <li>• I do not claim the right to vote anywhere else.</li> </ul> <p>Signature _____ Date _____</p>	



**Appendix O:**  
**Satisfactory Academic Progress  
and Attendance Policies**

The Higher Education Act of 1965, as amended, requires students to maintain satisfactory progress toward their degree in order to receive financial aid. Hawkeye Community College's Satisfactory Progress Standards for financial aid apply to all students who want to establish or maintain financial aid eligibility for federal, state and institutional programs. These include but are not limited to: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal / State Work Study, Iowa Grant, Vocational-Technology Grant, Stafford Loan (subsidized and unsubsidized), and Parent PLUS Loan for Undergraduate Students. These standards apply to a student's entire academic transcript, including terms for which financial aid was not applied for or disbursed.

The academic progress of students is monitored at the end of each academic term. Students should contact the Financial Aid Office with questions regarding the intent and/or interpretation of these standards. Students should not confuse these Financial Aid Standards with the "Academic Standards for Satisfactory Progress." They are two different policies so students follow a different procedure when suspended academically and will need to contact Academic Affairs with questions. Academic suspension means you cannot attend nor receive financial aid at Hawkeye. However, a student may be suspended from financial aid but not from the college so please always check with both offices.

Financial Aid Satisfactory Progress is a Three-Part Federal Regulation and they are minimum standards that must be attained. Specific aid programs or department standards may require more than these minimum standards. Students must adhere to these standards, whether or not financial aid was received for those attempted credits.

- ✚ **Standard 1: Successfully complete a minimum number of enrolled credit/hours each term:** Students are required to earn (with passing grades) at least 2/3 (67%) of the credit hours of which they have cumulatively attempted.
- ✚ **Standard 2: Complete a degree within a specific time period:** Students' program maximum time frame cannot exceed 150% of the published length of the program measured in credit hours attempted. Courses taken for, but not limited to audit, credits earned via Institutional Proficiency Exams, Correspondence, Independent Study, and College Level Examination Programs will be included in the measurement of time period allowed for the pursuit of a degree. (These courses are not eligible for financial aid, and do not count toward reinstatement of aid after suspension.) Courses accepted by Hawkeye as transfer credits are included in completion and attempted credits for SAP calculation purposes.
- ✚ **Standard 3: Maintain a cumulative grade point average (GPA) consistent with graduation:** Students are required to maintain a 2.0 grade point average at all times.

**Grades:** Only grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are counted as meeting the required credit/hours. Failed classes, audited classes, withdrawn classes, incomplete grades, no credit/no pass, and grade requital do not count as completed credit/hours and may affect Satisfactory Academic Progress. If an incomplete grade is what caused you to be on probation or suspension, you must submit the final grade to the financial aid office for review.

**Repeated Courses:** Students are allowed to repeat courses and Hawkeye Community College will count all attempted credits but only accept the most recent grade obtained for calculating GPA. Courses accomplished by CLEP examinations will be counted as completed credit/hours. Repeated coursework is included in completed and attempted credit hours for SAP calculation purposes.

**Transfer Students:** Hawkeye assumes transfer students enrolled at the institution are making satisfactory academic progress. However, Hawkeye reserves the right to request transcripts of previous institutions attended at any time to determine prior completion rate.

- Important: For SAP purposes, a transfer student is somebody that has never been enrolled at Hawkeye before. Therefore a student that was at Hawkeye and then went somewhere else (whether a degree was obtained somewhere else or not) before returning would not meet this definition; however, all credits transferred to Hawkeye are included in attempted and completed credits for SAP calculation purposes.

**Warning Status:** After one term of not complying with the Financial Aid Standards for Satisfactory Progress, the student will be placed on "Warning" status and be notified via their Hawkeye e-mail. This is a warning to the student that the College's satisfactory progress standards (2.0 cumulative GPA and a cumulative completion rate of 67%) must be met during the next term of enrollment. The student will still be eligible to receive financial aid during their warning period (unless other financial aid withdrawal guidelines

apply-see Financial Aid Handbook). If a student is placed on “Warning” status due to a grade reported in error or reported late, please contact the Financial Aid Office to fill out a Warning Review Request Form. EXCEPTION: Students receiving a zero completion rate in any term at Hawkeye Community College will not receive one term of warning-see suspension status.

**Suspension Status:** If on warning and after another term of not complying with the GPA, completion rate standards, or upon reaching 150% of their degree program length, the student is placed on “Suspension” status and is denied financial aid. Students receiving a zero completion rate in any term will also be immediately suspended. Students are notified via their Hawkeye e-mail if they have been placed on “Suspension” status and of the appeal process they may complete in order to see if financial aid eligibility will be reinstated. \*\*Hawkeye reserves the right to place a student on Financial Aid suspension who exhibits abuse of receipt of financial aid at any time at Hawkeye Community College.

**Reinstatement:** Students may be reinstated if they appeal their suspension status (explained below) and the Financial Aid Satisfactory Progress Committee approves it. It is the responsibility of each student to monitor and keep track of his or her academic progress, and to notify the Financial Aid Office of any grade changes (i.e. an incomplete grade changes to a passing grade). Students approved to receive aid again will be placed in “Probation” status if they are able to meet Financial Aid Standards for Satisfactory Progress (as outlined above and any other conditions listed on the Financial Aid Satisfactory Progress Agreement Form) the following term of enrollment. Otherwise, they will be placed in an “Academic Plan” status which will require students to meet with their advisors every subsequent term to ensure they are following their academic plan. If at any time, the student is no longer following the plan and making academic progress, the student will again be placed on suspension. At this point you are **NOT** financial aid eligible.

**Please do not assume that the approval of your financial aid appeal will change your academic status. To check your academic status, contact your academic advisor or the Academic Affairs office in Hawkeye Center.**

**Appeal Process and Deadline:** If a student is not able to comply with these academic progress standards due to a crisis situation (extenuating or special circumstances), the following steps may be completed to receive consideration for reinstatement of financial aid eligibility. Extenuating or special circumstances may include, but are not limited to, personal illness or accident, serious illness or death within the immediate family or other circumstances beyond the reasonable control of the student. If no documentation is submitted with the appeal, it may be denied.

1. **The student must complete an Appeal Form** which is available on the Hawkeye website. The Appeal Form requires students to provide a written explanation of their situation and provide supporting documents to verify their situation.
2. The student must meet with an Academic Advisor from their degree program and develop a written Academic Planning Worksheet to assist them toward graduation. **The Academic Planning Worksheet must be submitted with the Appeal Form.** It is very important that this plan is outlined through graduation so the reviewing committee can evaluate courses/terms needed until then. The Student must set up an appointment with an Academic Advisor to obtain and complete this worksheet. Students will be expected to follow the detailed academic plan that is discussed with the advisor and submitted with the appeal.
3. The student must submit all of the above to the Financial Aid Office. We recommend this is done no later than the Friday (by noon) before the first day of classes of the next term you enroll in. After this date, the appeal results may reach the student after the full tuition and fees refund deadline and the student may be responsible for the full tuition payment.
4. A committee will review the appeal paperwork submitted to determine if the student’s financial aid should be reinstated. Once a decision is made, the student will be contacted via the student’s Hawkeye email account. **If reinstated, the student will be put on Probation or Academic Plan status (depending on the timeframe it will take to meet standards again) and receive a Financial Aid Satisfactory Progress Agreement Form via the student’s Hawkeye email to be signed and returned to the Financial Aid Office.**
5. Appeals may only be reviewed for the current term until 30 calendar days into the term (starting from the first day of term). Then, it will be reviewed for the following term.

**Probation Status:** If the student’s appeal is approved and the student will be able to meet financial aid standards again after the subsequent term of enrollment, the student will be placed on “Probation” status for one term and be eligible to receive financial aid as long as all other financial aid requirements are met, including appeal approval conditions.

**Academic Plan Status:** If the student’s appeal is approved and the student is not able to meet the financial aid standards in the subsequent term, the student will be placed on “Academic Plan” Status. During each term (before final grades are submitted), the student will need to meet with his/her Academic Advisor to determine if the student is still complying with the terms of the academic plan. If the student is not meeting the plan, the student will be placed again on suspension and will need to appeal if the student wishes to receive financial aid. Students in this status are required to meet with their advisors to complete Academic Compliance Plan Form to still have their financial aid statuses reviewed after all final grades are reported. Any student who has a 150% appeal approved will be

placed on “150 % Academic Plan” status until their graduating semester (based on the Academic Planning Worksheet) or they fail to meet any other financial aid standard.

**Financial Aid Adjustment:** If financial aid has already been awarded and an appeal is not completed or approved, the financial aid funds will be canceled **30 days** after the start of the suspended term. Reinstatement of the financial aid is contingent upon the availability of the funds at the time the appeal is approved.

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

Hawkeye Financial Aid Office 1501 East Orange Road P.O. Box 8015 Waterloo, IA 50704-8015 319-296-4020 (phone) 319-296-4495 (fax)

POLICY FOR FACULTY ON REPORTING ENROLLMENT VERIFICATION AFTER DUE DATE

1. Only the Financial Aid Office is allowed to update enrollment verification after the initial due date.
2. If the enrollment verification was initially reported in error faculty should contact Gisella Baker or Darla Palmer in the Financial Aid office to correct the error.
3. If a student was not attending at the point of enrollment verification; begins attending class and questions the reporting of attendance with either faculty or staff, the student should be given a policy statement informing them how to change the initial enrollment reporting. The policy statements will be provided to faculty and staff electronically at U:enrollment/verification/student policy. The policy will also be provided to Departmental Secretaries and attached to your enrollment verification instructions. Copies of the policy will be placed in each of the classrooms during the second week of the fall semester.
4. The policy states the following:

POLICY FOR STUDENTS WISHING TO START ATTENDING A CLASS AFTER ENROLLMENT VERIFICATION HAS BEEN REPORTED

Any student who has not been attending class prior to enrollment verification being reported but who now wishes to start attending his/her registered classes, should meet with his/her instructors to determine if the student can make up missed coursework. If it is determined that the student will not be able to make up missed coursework, the student should meet with his/her advisor to determine the best course of action regarding officially withdrawing from courses. Students should also refer to the "Financial Aid Impact When Withdrawing from Classes" on the Hawkeye website ~ quick links ~ financial aid. STUDENTS MUST STILL MEET DROP/WITHDRAWAL DEADLINES FOR TUITION/FEE REFUNDS.

If the student decides to continue with the class and wants the Enrollment verification/attendance changed, it will be reviewed after early alert grades are reported. Students must access their MyHawkeye account to view their grades, print them out and submit them to the Financial Aid Office for review. If students are not passing, the appropriate Faculty will be emailed by the Financial Office to confirm attendance. Students will receive an email to their Hawkeye email account with the results of the review.

For non-16 week courses and summer courses, the enrollment verification/attendance will be updated after the mid-point of the course. The student must request from the Faculty that an email be sent to the Financial Aid Office stating the student's status in the class (grade and attendance information up that point).

In both cases, if attendance is confirmed, the Financial Aid Office will update the enrollment verification/attendance code.

Any questions regarding the policy should be directed to the Financial Aid Office.

5. Any circumstances other than the above-listed will be handled on a case-by-case basis by the faculty and the appropriate Dean. After communicating with the faculty and the Financial Aid Office the attendance record will be updated if necessary.



## Satisfactory Academic Progress for Financial Aid

Hawkeye Community College 's Satisfactory Academic Progress standards for financial aid apply to all students who want to establish or maintain financial aid eligibility.

These standards apply to your entire academic transcript, including terms for which financial aid was not applied for or disbursed including classes taken while in high school.

Your academic progress is monitored at the end of each academic term.

**Financial Aid Satisfactory Academic Progress Standards is a different policy than the Academic Standards for Satisfactory Progress.** Academic suspension means you cannot attend nor receive financial aid at Hawkeye. However, you may be suspended from financial aid but not from Hawkeye so please always check with both [Academic Affairs](#) and Financial Aid.

### Standard 1: Successfully complete at least 2/3 (67%) of the credit hours of which you have cumulatively attempted

Only grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are counted as meeting the required credit/hours.

The following do not count as completed credits/hours and may affect Satisfactory Academic Progress: failed classes, audited classes, withdrawn classes, incomplete grades, no credit / no pass, and grade requital.

If your incomplete grade is what made you be on warning or suspension, print your grade and bring it to the Financial Aid office for review. To print your grade, go to My Hawkeye > WebAdvisor for Students > Academic Profile > [Final Grades & GPA by Term](#).

Hawkeye will count all credits towards your Satisfactory Academic Progress, but only accept the highest grade obtained.

### Standard 2: Complete your program within 150% of the published length of the program measured in credit hours attempted.

Courses taken for, but not limited to audit, credits earned via Institutional Proficiency Exams, Correspondence, Independent Study, and College Level Examination Programs will be included in the measurement of time period allowed for the pursuit of a degree. However, these courses are not eligible for financial aid and do not count toward reinstatement of aid after suspension.

Courses accepted by Hawkeye as transfer credits are included in completion and attempted credits for Satisfactory Academic Progress calculation purposes.

### Standard 3: Maintain a cumulative GPA of at least a 2.0 at all times

Maintain a cumulative GPA of at least a 2.0 at all times as defined by the [Academic Standards for Satisfactory Progress](#). This is monitored by the Academic Affairs office.

If you do not meet this standard, you will be suspended from Hawkeye and you will also lose your [financial aid eligibility](#).

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## Warning Status



After one term of not complying with the [Financial Aid Standards for Satisfactory Academic Progress](#), you will be placed on warning status. You will be notified via your Hawkeye email.

This is a warning that you must meet the satisfactory academic progress standards for financial aid during your next term of enrollment.

While on warning status you will be eligible to receive financial aid unless other [financial aid withdrawal guidelines](#) apply.

However, if after one subsequent term you fail to meet any of the Satisfactory Academic Progress standards for financial aid, you will be placed on suspension status.

If you have been placed on warning status due to a grade reported in error or reported late, complete the [Warning Review Request Form \[pdf\]](#) and submit to the Financial Aid office.

## ***Suspension Status***

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After a second term of not complying with the [satisfactory academic standards for financial aid](#) you will be placed on suspension status. You will be notified via your Hawkeye email.

Once on suspension status, you will not be eligible to receive financial aid.

If you receive a **zero completion rate** in any term at Hawkeye, you will not receive one term of warning status, but will **automatically be placed on suspension status**.

It is your responsibility to monitor and keep track of your academic progress and to notify the Financial Aid office of any grade changes. If you have been placed on suspension status due to a grade reported in error or reported late, complete the [Suspension Review Request Form \[pdf\]](#) and submit to the Financial Aid office.

## **Appeal Process and Reinstatement**

You may [appeal your suspension status](#). If the Financial Aid Satisfactory Academic Progress Committee approves your appeal, your financial aid may be reinstated.

## ***Probation Status***

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You are on probation status if your [Financial Aid Suspension appeal](#) has been approved AND it is possible for you to meet [Satisfactory Academic Progress standards for financial aid](#) within your next term of enrollment.

Once on probation status, you will be eligible to receive financial aid.

If you do not meet the Satisfactory Academic Progress standards for financial aid at the end of the term you will be placed back on suspension status.

## ***Academic Plan Status***

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If you were placed on suspension status, your appeal has been approved, and it is determined that you will not be able to meet the [Satisfactory Academic Progress standards for financial aid](#) in the next term, you will be placed on Academic Plan Status.

While on Academic Plan Status, you will need to meet with your academic advisor at the end of every term until you graduate to complete the Academic Plan Compliance form.

Each semester, the Financial Aid office will send you an email to your Hawkeye email notifying you that the Academic Plan Compliance form is available and the [deadline by which you must have the Academic Plan Compliance form completed and returned](#) to the Financial Aid office.

Return the completed [Academic Plan Compliance form \[pdf\]](#) to the Financial Aid office. We will use this form to determine if you are meeting the terms of your academic plan. If you are not meeting the plan, you will be placed on suspension status and will need to complete another [Financial Aid Suspension Appeal](#) if you wish to receive financial aid.

If at any time you are no longer following the plan and making academic progress, you will again be placed on suspension status.

## POLICY FOR STUDENTS WISHING TO START ATTENDING A CLASS AFTER ENROLLMENT VERIFICATION HAS BEEN REPORTED

Any student who has not been attending class prior to enrollment verification being reported but who now wishes to start attending his/her registered classes, should meet with his/her instructors to determine if the student can make up missed coursework. If it is determined that the student will not be able to make up missed coursework, the student should meet with his/her advisor to determine the best course of action regarding officially withdrawing from courses. Students should also refer to the “Financial Aid Impact When Withdrawing from Classes” on the Hawkeye website ~ quick links ~ financial aid. **STUDENTS MUST STILL MEET DROP/WITHDRAWAL DEADLINES FOR TUITION/FEE REFUNDS.**

If the student decides to continue with the class and wants the Enrollment verification/attendance changed, it will be reviewed after early alert grades are reported. Students must access their MyHawkeye account to view their grades, print them out and submit them to the Financial Aid Office for review. If students are not passing, the appropriate Faculty will be emailed by the Financial Office to confirm attendance. Students will receive an email to their Hawkeye email account with the results of the review.

For non-16 week courses and summer courses, the enrollment verification/attendance will be updated after the mid-point of the course. The student must request from the Faculty that an email be sent to the Financial Aid Office stating the student’s status in the class (grade and attendance information up that point).

In both cases, if attendance is confirmed, the Financial Aid Office will notify the Registration Office to update the enrollment verification/attendance code.

Any questions regarding the policy should be directed to the Financial Aid Office.

Revised 9/2013

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## POLICY FOR STUDENTS WISHING TO START ATTENDING A CLASS AFTER ENROLLMENT VERIFICATION HAS BEEN REPORTED

Any student who has not been attending class prior to enrollment verification being reported but who now wishes to start attending his/her registered classes, should meet with his/her instructors to determine if the student can make up missed coursework. If it is determined that the student will not be able to make up missed coursework, the student should meet with his/her advisor to determine the best course of action regarding officially withdrawing from courses. Students should also refer to the “Financial Aid Impact When Withdrawing from Classes” on the Hawkeye website ~ quick links ~ financial aid. **STUDENTS MUST STILL MEET DROP/WITHDRAWAL DEADLINES FOR TUITION/FEE REFUNDS.**

If the student decides to continue with the class and wants the Enrollment verification/attendance changed, it will be reviewed after early alert grades are reported. Students must access their MyHawkeye account to view their grades, print them out and submit them to the Financial Aid Office for review. If students are not passing, the appropriate Faculty will be emailed by the Financial Office to confirm attendance. Students will receive an email to their Hawkeye email account with the results of the review.

For non-16 week courses and summer courses, the enrollment verification/attendance will be updated after the mid-point of the course. The student must request from the Faculty that an email be sent to the Financial Aid Office stating the student’s status in the class (grade and attendance information up that point).

In both cases, if attendance is confirmed, the Financial Aid Office will notify the Registration Office to update the enrollment verification/attendance code.

Any questions regarding the policy should be directed to the Financial Aid Office.

Revised 9/2013

**From:** [Nancy Henderson](#)  
**To:** [Susan Brown](#); [Gisella Baker](#)  
**Subject:** FW: Important Consumer Information and Transfer Information  
**Date:** Wednesday, January 20, 2016 10:36:39 AM

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The consumer information email was sent out to all enrolled students last night.

Nancy E. Henderson  
Dean of Students  
Hawkeye Community College  
319/296-4014  
[nancy.henderson@hawkeyecollege.edu](mailto:nancy.henderson@hawkeyecollege.edu)

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**From:** nancy.henderson@hawkeyecollege.edu [mailto:nancy.henderson@hawkeyecollege.edu]  
**Sent:** Wednesday, January 20, 2016 7:47 AM  
**To:** Nancy Henderson <nancy.henderson@hawkeyecollege.edu>  
**Subject:** Important Consumer Information and Transfer Information

Dear Nancy,

This email is being sent with important pieces of information for all students.

Please be aware that you can find consumer information about the college at:  
[www.hawkeyecollege.edu/go/soar/consumer-information](http://www.hawkeyecollege.edu/go/soar/consumer-information)

This web address will provide you with direct links to pertinent college information.

Also, the Student Handbook can be found at the following link:  
[www.hawkeyecollege.edu/students/handbook](http://www.hawkeyecollege.edu/students/handbook)

This handbook will provide you with important college policies and procedures, including The Family Education Rights and Privacy Act (FERPA) dealing with the rights of students and parents.

**The Student Conduct Code has been revised - be sure to review it here:**  
[www.hawkeyecollege.edu/students/handbook/conduct](http://www.hawkeyecollege.edu/students/handbook/conduct)

**There is a new Sexual Misconduct Policy - be sure to review it here:**  
[www.hawkeyecollege.edu/go/soar/title-ix.aspx](http://www.hawkeyecollege.edu/go/soar/title-ix.aspx)

Finally, please be aware of the following information for students who plan to transfer to an Iowa Regent university (Iowa State, University of Iowa, University of Northern Iowa):

**Transfer in Iowa Web Portal Available**

Iowa's regent universities and community colleges have joined to create a web portal dedicated to assisting students with the transfer process. The site serves as a one-stop resource for students planning their future. The URL for the site is:  
[www.transferiniowa.org](http://www.transferiniowa.org)

Each year, thousands of students transfer from Iowa community colleges to one of the state's three public universities. Transferring from one college to the next can be a big step, but it doesn't have to be complicated. The website contains resources helpful in educational planning as well as information for

students to discuss with their counselor/advisor(s).

The number one question transfer students ask is: *How will my credits transfer?* By following the links on the website, students can learn about how their community college courses transfer to each of the three state public universities.

The website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community colleges. These resources are useful for students planning to transfer as well as counselors and advisors. In addition to online resources, it's always a good idea for students to discuss their plans with both a community college and university counselor/advisor.

I hope this information is helpful to you. Best wishes for a successful term!

Nancy Henderson  
Dean of Students  
Hawkeye Community College  
Student Services Office  
Hawkeye Center - 2nd Floor  
[nancy.henderson@hawkeyecollege.edu](mailto:nancy.henderson@hawkeyecollege.edu)



Appendix R:  
Course Catalog  
&  
Student Handbook

# APPENDIX – R: Course Catalog

*These links are provided in addition to the Appendix that follows for the 2016-2017 Academic Program & Course Catalog.*

- **2015-2016 College Catalog:**  
<http://www.hawkeyecollege.edu/webres/File/academics/college-catalog/2015-2016-catalog.pdf>
- **2016-2017 College Catalog (hyperlink version):**  
<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>
- **2016-2017 College Catalog (pdf version):**  
<http://www.hawkeyecollege.edu/webres/File/academics/college-catalog/2016-2017-catalog.pdf>



**2016-2017  
Program & Course  
Catalog**



# Hawkeye Community College Accreditation

## Academic Affairs

Hawkeye Center 106

319-296-4015

Email us

## The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604

800-621-7440 or 312-263-0456

### 2011 Reports

- [Systems Portfolio \[pdf\]](#)
- [Systems Appraisal Feedback Report \[pdf\]](#)

### 2006 Reports

- [Systems Portfolio \[pdf\]](#)
- [Systems Appraisal Feedback Report \[pdf\]](#)



## Iowa Department of Education

Grimes State Office Building

400 E. 14th and Grand

Des Moines, IA 50319-0146

### On-Site Visit

- [Iowa Department of Education Accreditation Evaluation \[pdf\]](#)

### Interim Accreditation Visit

- [Approval Letter \[pdf\]](#)
- [Report \[pdf\]](#)

## National Alliance of Concurrent Enrollment Partnership (NACEP)

126 Mallette Street

Chapel Hill, NC 27516

919-593-5205

877-572-8693 (fax)

## *Individual programs are recognized as follows:*

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### Dental Assisting and Dental Hygiene

Accredited by the Commission on Dental Accreditation

American Dental Association

211 East Chicago Ave.

Chicago, IL 60611

### Emergency Medical Services

CoAEMSP

Committee on Accreditation of Education Programs for the Emergency Medical Services

Professions

8301 Lakeview Parkway, Suite 111-312

Rowlett, TX 75088

214-703-8445

[www.coaemsp.org](http://www.coaemsp.org)

Iowa Department of Public Health  
321 E. 12th Street  
Des Moines, IA 50319-0075  
515-281-7689  
[idph.iowa.gov](http://idph.iowa.gov)

**Medical Laboratory Technology**

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences  
8410 West Bryn Mawr Ave.  
Chicago, IL 60631

**Natural Resource Management**

North American Wildlife Technology Association

**Occupational Therapy Assistant**

Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE)  
ACOTE  
c/o Accreditation Department  
American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
301-652-AOTA  
[www.acoteonline.org](http://www.acoteonline.org)

**Physical Therapist Assistant Program**

The Physical Therapist Assistant program at Hawkeye Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

**Practical Nursing and Associate Degree Nursing**

Approved by the Iowa Board of Nursing  
State Capitol Complex  
1223 E. Court Ave.  
Des Moines, IA 50319

**Respiratory Therapy**

Accredited by the [Commission on Accreditation for Respiratory Care](#)  
1248 Harwood Road  
Bedford, TX 76021-4244  
817-283-2835

[Student Handbook](#) | [Next Page >](#)

## Liberal Arts AA and AS Degrees

The Liberal Arts transfer degrees at Hawkeye Community College allows students to complete the first two years of a bachelor's degree. A variety of liberal arts core, general education, and elective courses from a wide range of disciplines prepare students to transfer to a public or private four-year college or university.

Students may choose an emphasis area to help guide them in selection of electives and may also help students determine if a major or career track is the right choice.

### Associate of Arts (AA) Degree

The Associate of Arts (AA) degree in Liberal Arts to a four-year college. enables a student to meet most general education requirements and be admitted as a junior at most four-year colleges and universities.

Students can complete their AA entirely online, in the evening, during the day, or with a combination of these options.

### Associate of Science (AS) Degree

The Associate of Science in Liberal Arts degree enables a student to focus their education on the fields of math or science, meet most general education requirements, and be admitted as a junior at most four-year colleges and universities.

Due to the nature of sequential courses, students must work with a Hawkeye academic advisor for major-specific transfer information and to register for classes.

### Transfer Information

Hawkeye has established articulation agreements with many four-year public and private colleges within Iowa. Students should work closely with a Hawkeye academic advisor to ensure that courses transfer to a specific major. During their first year, students should contact the admissions office at the college to which they plan to transfer to and obtain specific program and transfer requirements.

## Liberal Arts Core

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### I. Natural Science and Mathematics

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**A. Biological Sciences** – Establishes a framework of key concepts that deal with health issues, ethical controversies, social responsibility, and environmental quality. The laboratory experience allows the you to be introduced to the process of science.

**B. Physical Sciences** – Explores the chemical and physical nature of our universe. The laboratory experience introduces the student to the world of scientific technology.

**C. Mathematics** – Establishes an understanding of various mathematical concepts, such as finances, statistics, algebra, and geometry so that students can use them effectively in their lives.

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## Program Contacts

### Advisor

Lisa Ciesielski  
Student Services  
Hawkeye Center 208  
319-296-2329 ext.1727  
Email me

### Dean of Communications, Humanities, Education, and Fine Arts

Catharine Freeman  
Black Hawk Hall 258B  
319-296-4041  
Email me

### Dean of Math, Natural and Social Sciences

Cynthia Bottrell  
Grundy Hall 266  
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## II. Humanities

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**A. Western Civilization** – Provides the framework for the common origins and meaning of European and American ways of life by studying their development throughout history.

**B1. Humanities – Literature and Fine Arts** – Introduces dynamic and holistic ways of viewing the human condition.

**B2. Humanities – Philosophy and Religion** – Provides a basis of concepts and values that have influenced numerous cultures around the world.

**B3. Humanities – Non-Western Cultures**– Raises awareness of other cultures, including their diverse economic, political, family, and religious structures.

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## III. Social Sciences

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**A. People and Their Relationships** – Provides a foundation for understanding mental processes, individual behavior, and social interaction.

**B. American Society** – Explores the evolution of U.S. government and society and the meaning of these developments to today's world.

**C. Other Social Sciences** – Examines the impact of time, place, and major life events on individual behavior and social interaction.

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## IV. Communications

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**A. Written Communications** – Enhances student ability to study and scrutinize issues while also broadening their reading and writing skills.

**B. Oral Communications 3** – Explores ways to improve critical thinking, idea articulation, public speaking, and attentive listening in order to increase understanding and productivity.

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## V. Social Diversity

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Considers ideas of difference and inequality in contemporary U.S. society.

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## VI. Elective Courses

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Courses beyond general education requirements. May include courses from any Category I, II, III or V. Up to 16 technical credit hours may be used as electives.

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## Philosophy Statement

The Liberal Arts curriculum challenges students with the rigors of classical liberal arts educational opportunities and the current theoretical, technological, and scientific advancements. Students are prepared to take an active role in shaping the evolving standards and practices of today's society and employment environment.

## Program Outcomes

Students taking liberal arts courses at Hawkeye are not only equipped with a strong foundation for most programs offered by four-year colleges or universities, but they are also able to develop attitudes, values, and skills that will allow them to become constructive adults, both individually and within their communities.

Students receiving an Associate of Arts degree from Hawkeye will have developed the following skills:

- **Communication:** Students will develop speaking, writing, reading, and listening skills.
- **Critical Thinking and Problem Solving:** Students will acquire, evaluate, and analyze information; develop sound reasoning skills; and apply the principles of the scientific method.
- **Quantitative Reasoning:** Students will develop skills in problem-solving, logical thinking, and application of mathematical processes.
- **Community and Global Awareness:** Students will recognize and appreciate diversity, historical viewpoints, and the global perspective.
- **Individual Development:** Students will cultivate ethical values, personal wellness, and personal learning strategies.
- **Artistic Expression:** Students will acquire a global and cultural understanding of the role of the arts, instilling the personal curiosity and skills for creative expression and endeavors.
- **Information Management:** Students will apply technological methods to retrieve, process, and communicate information.

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Liberal Arts Transfer - AA](#)
- [Liberal Arts Transfer - AS](#)

# Liberal Arts AA and AS Degrees Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Advisor

Lisa Ciesielski  
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### Dean of Communications, Humanities, Education, and Fine Arts

Catharine Freeman  
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### Dean of Math, Natural and Social Sciences

Cynthia Bottrell  
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## Liberal Arts – AA Degree Requirements

**Award:** Associate of Arts (AA)

**Enrollment Status:** [Full-time or part-time](#)

**Program Start:** Fall, Spring, Summer

### Printable Tracking Sheets

[2014-2015 \[pdf\]](#)

[2015-2017 \[pdf\]](#)

### Flexible Scheduling

We know you're busy balancing family and work responsibilities. That's why we've created flexible course options to help you fit your education into the mix.

Students can complete the Associate of Arts degree in Liberal Arts entirely online, in the evening, during the day, or with a combination of online, evening, daytime, and hybrid courses (courses that meet partially face to face and partially online).

You can also arrange your schedule with courses with varying start dates and course lengths so you can focus on fewer classes at one time while completing the same number of credits per semester.

The courses listed below are marked to show you at a glance some of the different formats the course may be offered, however, **course offerings change semester by semester**.

[Search My Hawkeye for specific course offerings.](#)

- **O = Online courses** meet 100% online.
- **E = Evening courses** meet face to face after 5:00pm.
- **A = Accelerated courses** meet face to face after 5:00pm and partially online in an accelerated 5-week or 10-week format designed for working adults. It's recommended that students in accelerated courses take only one course at a time due to the intensity of the course format. [View the accelerated course schedule](#)

### Planning Your Class Schedule

Students should work with a Hawkeye program advisor to select courses, make a transfer plan, and review their progress.

You are also encouraged to contact the admissions office at the college to which you plan to transfer during your first year at Hawkeye in order to obtain specific program and transfer requirements.

### 2016–2017 Suggested Sequence of Study

#### I. Natural Science and Mathematics 10 credits (minimum)

Requires one course each from A, B, and C, including one 4-hour science laboratory course. Total of 7 hours from A and B.

#### A. Biological Sciences 3-4 credits (minimum)

BIO105	Introductory Biology	<u>E</u> 4
BIO112	General Biology I	4
BIO113	General Biology II	4
BIO154	Human Biology	<u>OEA</u> 3

### Program Contacts

#### Advisor

Lisa Ciesielski

Student Services

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#### Dean of Communications, Humanities, Education, and Fine Arts

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#### Dean of Math, Natural and Social Sciences

Cynthia Bottrell

Grundy Hall 266

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BIO163	Essentials of Anatomy and Physiology	<u>E</u>	4
BIO168	Human Anatomy and Physiology I	<u>E</u>	4
BIO186	Microbiology		4
CNS121	Environmental Conservation ***	<u>O</u>	3

[View Course Descriptions](#)

**B. Physical Sciences** **3-4 credits (minimum)**

CHM122	Introduction to General Chemistry (P)	<u>E</u>	4
CHM165	General Chemistry I (P)		4
ENV115	Environmental Science ***	<u>O E A</u>	3
ENV116	Environmental Science Lab *** (C)	<u>O</u>	1
GEO131	Physical Geography	<u>O E</u>	3
GEO132	Physical Geography Lab (C)	<u>E</u>	1
PHS120	Exploring Physical Science (P)	<u>E</u>	4
PHS142	Principles of Astronomy (P)	<u>E</u>	3
PHS152	Astronomy (P)	<u>O</u>	4
PHY162	College Physics I (P)		4
PHY212	Classical Physics I (P)		5

[View Course Descriptions](#)

**C. Mathematics** **3 credits (minimum)**

**Assessment required**

MAT110	Math for Liberal Arts (P)	<u>O E</u>	3
MAT122	College Algebra (P)		5
MAT128	Precalculus (P)		4
MAT134	Trigonometry and Analytic Geometry (P)		3
MAT156	Statistics (P)	<u>O E</u>	3
MAT210	Calculus I (P)		4

[View Course Descriptions](#)

**II. Humanities** **9 credits (minimum)**

Requires one course from Humanities A and two courses from Humanities B in two different areas 1, 2, or 3.

**Humanities A – Western Civilization** **3 credits (minimum)**

HIS117	Western Civilization I: Ancient and Medieval	<u>O A</u>	3
HIS118	Western Civilization II: Early Modern	<u>O</u>	3
HIS119	Western Civilization III: The Modern Period	<u>O E</u>	3

[View Course Descriptions](#)

**Humanities B** **6 credits (minimum)**

**1. Literature and Fine Arts**



ART203	Art History I	<u>Q</u>	3
ART204	Art History II	<u>Q</u>	3
DRA107	Theatrical Arts and Society		3
LIT101	Introduction to Literature	<u>Q</u>	3
MUS100	Music Appreciation	<u>Q</u>	3

[View Course Descriptions](#)

## 2. Philosophy and Religion

PHI101	Introduction to Philosophy	<u>QEA</u>	3
PHI105	Introduction to Ethics	<u>QE</u>	3
REL101	Survey of World Religions	<u>Q</u>	3
REL130	Intro to Religions of the East		3

[View Course Descriptions](#)

## 3. Non-Western Cultures

CLS130	African Cultures *	<u>Q</u>	3
CLS141	Middle Eastern History and Culture *		3
CLS150	Latin American History and Culture *	<u>QA</u>	3
CLS160	East Asian Cultures *	<u>Q</u>	3
CLS164	Japanese History and Culture *		3
CLS172	Russian Civilization *		3

[View Course Descriptions](#)

## III. Social Sciences 9 credits (minimum)

Requires one course each from A, B, and C.

### A. People and Their Relationships

PSY111	Introduction to Psychology	<u>QE</u>	3
SOC110	Introduction to Sociology	<u>QE</u>	3

[View Course Descriptions](#)

### B. American Society

HIS151	U.S. History to 1877	<u>QE</u>	3
HIS152	U.S. History Since 1877	<u>QEA</u>	3
POL111	American National Government	<u>Q</u>	3

[View Course Descriptions](#)

### C. Topics in Social Sciences

GEO121	World Regional Geography	<u>Q</u>	3
POL121	International Relations	<u>E</u>	3
POL125	Comparative Government and Politics	<u>Q</u>	3
PSY121	Developmental Psychology	<u>Q</u>	3

PSY251	Social Psychology (P)	3
SOC115	Social Problems	<u>O</u> 3
SOC120	Marriage and Family	<u>O A</u> 3
SOC135	Death and Dying	<u>O E</u> 3
SOC208	Cultural Anthropology	3
SOC220	Sociology of Aging	<u>O</u> 3
<a href="#">View Course Descriptions</a>		

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**IV. Communications** **9 credits (minimum)**

**Written Communications** **6 credits (minimum)**  
**Assessment required**

ENG105	Composition I (P)	<u>O E A</u> 3
ENG106	Composition II (P)	<u>O E A</u> 3

[View Course Descriptions](#)

**Oral Communications** **3 credits (minimum)**

SPC101	Fundamentals of Oral Communication	<u>O E</u> 3
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[View Course Descriptions](#)

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**V. Social Diversity** **3 credits (minimum)**

COM148	Diversity and the Media	3
EDU223	Multicultural Education (P) (For Education Emphasis Only)	3
LIT133	Minority Voices in U.S. Literature	<u>A</u> 3
PSY262	Psychology of Gender (P)	<u>O</u> 3
SOC200	Minority Group Relations	<u>O</u> 3
SOC205	Diversity in America	<u>O E</u> 3
WST101	Women's Studies	<u>E</u> 3

[View Course Descriptions](#)

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**VI. Elective Courses** **22 credits (minimum)**

Courses beyond general education requirements. May include courses from Categories I, II, III, IV, or V.

Choosing an [emphasis area](#) will help guide your choice of electives. It may also help you determine if the career track is the right choice for you.

**A. Required Elective Course** **1 credit (minimum)**

SDV108	The College Experience	<u>O E</u> 1
SDV109	College 101	3

[View Course Descriptions](#)

**B. Suggested Elective Courses for the Liberal Arts AA Degree** **21 credits (minimum)**

ACC131	Principles of Accounting I (P)	<u>OE</u>	4
ACC132	Principles of Accounting II (P)	<u>OE</u>	4
ART120	2-D Design		3
ART123	3-D Design		3
ART133	Drawing		3
ART134	Drawing II		3
ART143	Painting		3
ART144	Painting II		3
ART173	Ceramics		3
ART184	Photography		3
BCA201	Introduction to Information Systems	<u>OE</u>	3
BIO151	Nutrition	<u>OE</u>	3
BIO173	Human Anatomy and Physiology II w/Lab (P)	<u>E</u>	4
BUS102	Introduction to Business	<u>OE</u>	3
BUS180	Business Ethics	<u>E</u>	3
BUS183	Business Law	<u>OA</u>	3
BUS210	Business Statistics (P)	<u>E</u>	3
BUS230	Quantitative Methods for Business Decision Making (P)	<u>E</u>	3
CHM132	Introduction to Organic and Biochemistry (P)		4
CHM175	General Chemistry II (P)		4
CHM260	Organic Chemistry I		3
CHM270	Organic Chemistry II		3
COM140	Introduction to Mass Media		3
CRJ100	Introduction to Criminal Justice	<u>OE</u>	3
CRJ120	Introduction to Corrections	<u>O</u>	3
CRJ200	Criminology	<u>OE</u>	3
CRJ201	Juvenile Delinquency	<u>OE</u>	3
CRJ233	Probation, Parole, Community-Based Corrections (P)		3
CRJ316	Juvenile Justice (P)		3
CRJ317	White Collar Crime (P)		3
CRJ318	Crime Analysis (P)		3
CRJ320	Criminal Justice Ethics (P)		3
CSC110	Introduction to Computers (P)	<u>OE</u>	3
DRA110	Introduction to Film		3
DRA130	Acting I		3
ECN110	Introduction to Economics ***		3
ECN120	Principles of Macroeconomics (P)	<u>OE A</u>	3
ECN130	Principles of Microeconomics (P)	<u>EA</u>	3
EDU214	Exploring PK-12 Education (C)	<u>E</u>	2

EDU216	Introduction to Teaching	3
EDU235	Children's Literature	<u>Q</u> 3
EDU240	Educational Psychology <u>(C)</u> <u>(P)</u>	<u>Q</u> 3
EDU246	Including Diverse Learners	<u>Q E</u> 3
EDU255	Technology in the Classroom <u>(P)</u>	<u>E</u> 3
EDU901	Academic Service Learning Experience <u>**</u>	1
EDU920	Field Experience <u>(C)</u>	1
ENG221	Creative Writing	3
ENG235	Playwriting and Screenwriting	3
FLS151	Elementary Spanish I	5
FLS152	Elementary Spanish II <u>(P)</u>	<u>E</u> 5
FLS241	Intermediate Spanish I	4
FLS242	Intermediate Spanish II	4
HIS201	Iowa History	3
HIS251	U.S. History 1945 to Present <u>(P)</u>	3
HIS257	African American History	<u>Q</u> 3
HIS277	History of Women in the U.S. <u>(P)</u>	3
HUM140	Shakespeare: Dramatist, Psychologist, Historian	3
LIT189	Women and Literature	<u>Q</u> 3
LIT949	Special Topics in Literature (1-3 credits)	1
MAT102	Intermediate Algebra <u>(P)</u>	4
MAT151	Math Reasoning for Teachers I <u>(P)</u>	3
MAT216	Calculus II <u>(P)</u>	4
MAT219	Calculus III <u>(P)</u>	4
MGT101	Principles of Management	<u>Q A</u> 3
MIL103	Military Survival Skills	2
MIL110	Leadership and Personal Development	1
MIL115	Foundations of Tactical Leadership	1
MIL120	Innovative Team Leadership	2
MIL122	Leadership in Changing Environment	2
MKT110	Principles of Marketing	<u>Q</u> 3
MUA106	Class Voice	1
MUA120	Applied Piano I <u>**</u>	1
MUA121	Applied Piano II	2
MUA319	Applied Voice II <u>**</u>	1
MUS102	Music Fundamentals	3
MUS154	Chorus	1
PEA102	Aerobic Fitness I <u>**</u>	1
PEA117	Bowling I <u>**</u>	1

PEA123	Circuit Training <u>**</u>	1
PEA125	Indoor Cycling <u>**</u>	1
PEA150	Powerwalking <u>**</u>	1
PEA176	Volleyball I <u>**</u>	1
PEA187	Weight Training I <u>**</u>	1
PEA191	Pilates <u>**</u>	<u>Q</u> 1
PEA194	Vinyasa Yoga <u>**</u>	<u>Q</u> 1
PEA196	Iron Yoga-Pilates Infusion <u>**</u>	1
PEC110	Coaching Ethics, Techniques, and Theory	1
PEC115	Athletic Development and Human Growth	1
PEC123	Anatomy for Coaching	1
PEC127	Care and Prevention of Athletic Injuries	2
PEH111	Personal Wellness	<u>Q</u> 3
PEH141	First Aid	2
PEH266	Leadership Techniques for Fitness Programs	3
PHI121	Classical/Medieval Philosophy	3
PHY100	Physics in Everyday Life	3
PHY172	College Physics II ( <u>P</u> )	4
PHY222	Classical Physics II ( <u>P</u> )	5
PSY241	Abnormal Psychology ( <u>P</u> )	<u>Q</u> 3
PSY261	Human Sexuality	3
SDV127	Study Strategies	1
SDV131	Career Exploration	<u>Q</u> 2
SOC160	Introduction to Social Work	<u>Q</u> 3
SOC195	Urban Studies ( <u>P</u> )	<u>Q</u> 3
SOC850	Cultural Immersion Field Experience <u>**</u> (1-3 credits)	1
SPC120	Intercultural Communications	3
SPC122	Interpersonal Communication ( <u>P</u> )	<u>Q</u> 3
SPC132	Group Communication ( <u>P</u> )	3
SPC140	Oral Interpretation	3
XXX924	Honors Project (1-3 credits)	1
XXX926	Honors Seminar	3

[View Course Descriptions](#)

\* Meets the Non-Western Cultures requirement at UNI.

\*\* Repeatable: see course description for number of times.

\*\*\* CNS121 or ENV115/116 – only one can be taken toward your 7 hours of science.

\*\*\*\* No credit if ECN120 or ECN130 earned

P Must complete a prerequisite.

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C Must take a corequisite.

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## Liberal Arts – AS Degree Requirements

**Award:** Associate of Science (AS)

**Enrollment Status:** [Full-time or part-time](#)

**Program Start:** Fall, Spring, Summer

### Printable Tracking Sheets

[2014-2015 \[PDF\]](#)

[2015-2017 \[PDF\]](#)

### Flexible Scheduling

We know you're busy balancing family and work responsibilities. That's why we've created flexible course options to help you fit your education into the mix.

Students can complete the Associate of Science degree in Liberal Arts with online, evening, daytime, and hybrid courses (courses that meet partially face to face and partially online).

You can also arrange your schedule with courses with varying start dates and course lengths so you can focus on fewer classes at one time while completing the same number of credits per semester.

The courses listed below are marked to show you at a glance some of the different formats the course may be offered, however, **course offerings change semester by semester**.

[Search My Hawkeye for specific course offerings.](#)

- **O = Online courses** meet 100% online.
- **E = Evening courses** meet face to face after 5:00pm.

### Planning Your Class Schedule

Students should work with a Hawkeye program advisor to select courses, make a transfer plan, and review their progress.

You are also encouraged to contact the admissions office at the college to which you plan to transfer before or during your first year at Hawkeye in order to obtain specific program and transfer requirements.

### 2016–2017 Suggested Sequence of Study

#### I. Natural Science and Mathematics 20 credits (minimum)

Requires one course from each area A, B, and C. Need 7 hours from A and B, including one 4-hour science laboratory courses.



Students must work with their advisor to determine the math and science sequences needed to transfer to the program and university of their choice.

#### A. Biological Sciences 3 credits (minimum)

BIO105	Introductory Biology	<u>E</u> 4
BIO112	General Biology I	4
BIO113	General Biology II	4
BIO154	Human Biology	<u>O E A</u> 3
BIO163	Essentials of Anatomy and Physiology	<u>E</u> 4
BIO168	Human Anatomy and Physiology I	<u>E</u> 4

### Program Contacts

#### Department Secretary

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#### Advisor

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#### Dean of Math, Natural and Social Sciences

Cynthia Bottrell  
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319-296-4470  
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BIO173	Human Anatomy and Physiology II w/Lab (P)	<u>E</u>	4
BIO186	Microbiology		4
CNS121	Environmental Conservation ***	<u>O</u>	3

[View Course Descriptions](#)

**B. Physical Sciences** **3 credits (minimum)**

CHM122	Introduction to General Chemistry	<u>E</u>	4
CHM132	Introduction to Organic and Biochemistry (P)		4
CHM165	General Chemistry I (P)		4
CHM175	General Chemistry II (P)		4
ENV115	Environmental Science ***	<u>O E A</u>	3
ENV116	Environmental Science Lab *** (C)	<u>O</u>	1
GEO131	Physical Geography	<u>O E</u>	3
GEO132	Physical Geography Lab (C)	<u>E</u>	1
PHS120	Exploring Physical Science (P)	<u>E</u>	4
PHS142	Principles of Astronomy	<u>E</u>	3
PHS152	Astronomy (P)	<u>O</u>	4
PHY162	College Physics I (P)		4
PHY172	College Physics II (P)		4
PHY212	Classical Physics I (P)		5
PHY222	Classical Physics II (P)		5

[View Course Descriptions](#)

**C. Mathematics** **3 credits (minimum)**

MAT110	Math for Liberal Arts (P)	<u>O E</u>	3
MAT122	College Algebra (P)		5
MAT128	Precalculus (P)		4
MAT134	Trigonometry and Analytic Geometry (P)		3
MAT156	Statistics (P)	<u>O E</u>	3
MAT210	Calculus I (P)		4
MAT216	Calculus II (P)		4
MAT219	Calculus III (P)		4

[View Course Descriptions](#)

**II. Humanities** **3 credits (minimum)**

Requires one course from A, B, C, or D.

**A. Western Civilization**

HIS117	Western Civilization I: Ancient and Medieval	<u>O A</u>	3
HIS118	Western Civilization II: Early Modern	<u>O</u>	3
HIS119	Western Civilization III: The Modern Period	<u>O E</u>	3



[View Course Descriptions](#)

**B. Literature and Fine Arts**

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ART101	Art Appreciation	<u>Q</u>	3
ART203	Art History I	<u>Q</u>	3
ART204	Art History II	<u>Q</u>	3
DRA107	Theatrical Arts and Society		3
LIT101	Introduction to Literature (P)	<u>Q</u>	3
MUS100	Music Appreciation	<u>Q</u>	3

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[View Course Descriptions](#)

**C. Philosophy and Religion**

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PHI101	Introduction to Philosophy	<u>QEA</u>	3
PHI105	Introduction to Ethics	<u>QE</u>	3
REL101	Survey of World Religions	<u>Q</u>	3
REL130	Intro to Religions of the East		3

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[View Course Descriptions](#)

**D. Non-Western Cultures**

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CLS130	African Cultures	<u>Q</u>	3
CLS141	Middle Eastern History and Culture		3
CLS150	Latin American History and Culture	<u>QA</u>	3
CLS160	East Asian Cultures	<u>Q</u>	3
CLS164	Japanese History and Culture		3
CLS172	Russian Civilization		3

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[View Course Descriptions](#)

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**III. Social Sciences** **6 credits (minimum)**

Requires one course from each area A and B.

**A. People and Their Relationships** **3 credits (minimum)**

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PSY111	Introduction to Psychology	<u>QE</u>	3
SOC110	Introduction to Sociology	<u>QE</u>	3

---

[View Course Descriptions](#)

**B. American Society** **3 credits (minimum)**

---

HIS151	U.S. History to 1877	<u>QE</u>	3
HIS152	U.S. History Since 1877	<u>QEA</u>	3
POL111	American National Government	<u>Q</u>	3

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[View Course Descriptions](#)

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**IV. Communications** **9 credits (minimum)**

**A. Written Communications** **6 credits (minimum)**  
**Assessment required**

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ENG105	Composition I (P)	<u>OE</u> 3
ENG106	Composition II (P)	<u>OE</u> 3

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[View Course Descriptions](#)

**B. Oral Communications** **3 credits (minimum)**

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SPC101	Fundamentals of Oral Communication	<u>OE</u> 3
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[View Course Descriptions](#)

**V. Social Diversity** **3 credits (minimum)**

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COM148	Diversity and the Media	3
LIT133	Minority Voices in U.S. Literature (P)	<u>A</u> 3
PSY262	Psychology of Gender (P)	<u>O</u> 3
SOC200	Minority Group Relations	<u>O</u> 3
SOC205	Diversity in America	<u>OE</u> 3
WST101	Women's Studies	<u>E</u> 3

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[View Course Descriptions](#)

**VI. Distributed Requirement** **4 credits (minimum)**

Select 4 credits from categories I, II, III, IV, or V.

**VII. Elective Courses** **17 credits (minimum)**

Courses beyond general education requirements. May include courses from Categories I, II, III, IV, or V. Up to 16 technical credits may be used as electives. Additional classes may be available. For more information, contact a program advisor.

**A. Required Elective Course** **1 credit (minimum)**

---

SDV108	The College Experience	<u>OE</u> 1
SDV109	College 101	3

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[View Course Descriptions](#)

**B. Suggested Elective Courses for the Liberal Arts AS Degree** **16 credits (minimum)**

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ACC131	Principles of Accounting I (P)	<u>OE</u> 4
ACC132	Principles of Accounting II (P)	<u>OE</u> 4
AGA114	Principles of Agronomy	3
AGA154	Fundamentals of Soil Science	3
AGA214	Cash Grains	3
AGA284	Pesticide Application Certification	3

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AGA376	Integrated Pest Management	3
AGB101	Agricultural Economics	3
AGB235	Introduction to Agriculture Markets	3
AGB303	Agriculture Leadership	3
AGB331	Entrepreneurship in Agriculture	3
AGB336	Agricultural Selling °	3
AGC103	Ag Computers °	3
AGH112	Introduction to Turfgrass Management	3
AGH119	Herbaceous Plant Materials °	2
AGH161	Irrigation Systems °	3
AGH211	Advanced Turfgrass Management °	3
AGH221	Principles of Horticulture °	3
AGH280	Botany for Horticulture °	3
AGP333	Precision Farming Systems °	3
AGP401	Introduction to GIS Software ° (P)	1
AGP450	Fundamentals of GIS	3
AGS113	Survey of the Animal Industry °	3
AGS211	Issues Facing Animal Science °	2
AGS218	Domestic Animal Physiology (P)	4
AGS272	Foods of Animal Origin ° (P)	5
AGS305	Livestock Evaluation °	3
AGS319	Animal Nutrition °	3
AGT805	Employment Experience °	5
AGV123	Companion Animal °	3
ART120	2-D Design	3
ART123	3-D Design	3
ART133	Drawing	3
ART134	Drawing II (P)	3
ART143	Painting	3
ART144	Painting II	3
ART173	Ceramics	3
ART184	Photography	3
BCA201	Introduction to Information Systems	<u>OE</u> 3
BIO151	Nutrition	<u>OE</u> 3
BUS102	Introduction to Business	<u>OE</u> 3
BUS180	Business Ethics	<u>E</u> 3
BUS183	Business Law	<u>OA</u> 3
BUS210	Business Statistics (P)	<u>E</u> 3
BUS230	Quantitative Methods for Business Decision Making (P)	<u>E</u> 3

CHM260	Organic Chemistry I		3
CHM270	Organic Chemistry II		3
COM140	Introduction to Mass Media **		3
CSC110	Introduction to Computers (P)	<u>OE</u>	3
DRA110	Introduction to Film		3
ECN110	Introduction to Economics		3
	No credit if ECN120 or ECN130 earned.		
ECN120	Principles of Macroeconomics	<u>OEA</u>	3
ECN130	Principles of Microeconomics	<u>EA</u>	3
ENG221	Creative Writing (C)		3
FLS151	Elementary Spanish I		5
FLS152	Elementary Spanish II (P)	<u>E</u>	5
FLS241	Intermediate Spanish I		4
FLS242	Intermediate Spanish II		4
HIS201	Iowa History		3
HIS251	U.S. History 1945 to Present (P)		3
HIS257	African American History	<u>O</u>	3
HIS277	History of Women in the U.S. (P)		3
HUM140	Shakespeare: Dramatist, Psychologist, Historian **		3
LIT189	Women and Literature	<u>O</u>	3
LIT949	Special Topics in Literature **		1
MAT102	Intermediate Algebra (P)		4
MGT101	Principles of Management	<u>OA</u>	3
MIL103	Military Survival Skills **		2
MIL110	Leadership and Personal Development **		1
MIL115	Foundations of Tactical Leadership		1
MIL120	Innovative Team Leadership		2
MIL122	Leadership in Changing Environment		2
MKT110	Principles of Marketing	<u>O</u>	3
PEA102	Aerobic Fitness I **		1
PEA117	Bowling I **		1
PEA123	Circuit Training **		1
PEA125	Indoor Cycling **		1
PEA150	Powerwalking **		1
PEA176	Volleyball I **		1
PEA187	Weight Training I **		1
PEA191	Pilates **	<u>O</u>	1
PEA194	Vinyasa Yoga **	<u>O</u>	1
PEA196	Iron Yoga-Pilates Infusion		1

PEC110	Coaching Ethics, Techniques, and Theory	1
PEC115	Athletic Development and Human Growth	1
PEC123	Anatomy for Coaching	1
PEC127	Care and Prevention of Athletic Injuries	2
PEH111	Personal Wellness	<u>Q</u> 3
PEH141	First Aid **	2
PHI121	Classical/Medieval Philosophy	3
PHY100	Physics in Everyday Life	3
POL121	International Relations	<u>E</u> 3
POL125	Comparative Government and Politics	<u>Q</u> 3
PSY121	Developmental Psychology	<u>Q</u> 3
PSY241	Abnormal Psychology ( <u>P</u> )	<u>Q</u> 3
PSY251	Social Psychology ( <u>P</u> )	3
PSY261	Human Sexuality	3
SDV127	Study Strategies	1
SDV131	Career Exploration	<u>Q</u> 2
SOC115	Social Problems	<u>Q</u> 3
SOC120	Marriage and Family	<u>QA</u> 3
SOC135	Death and Dying	<u>QE</u> 3
SOC160	Introduction to Social Work	<u>Q</u> 3
SOC195	Urban Studies ( <u>P</u> )	<u>Q</u> 3
SOC208	Cultural Anthropology	3
SOC220	Sociology of Aging	<u>Q</u> 3
SOC850	Cultural Immersion Field Experience **	1
SPC120	Intercultural Communications	3
SPC122	Interpersonal Communication	<u>Q</u> 3
SPC132	Group Communication	3
XXX924	Honors Project	1
XXX926	Honors Seminar	3

[View Course Descriptions](#)

\*\* Repeatable: see course description for number of times.

\*\*\* CNS121 or ENV115/116 – only one can be taken toward your 20 hours of science.

P Must complete a prerequisite.

C Must take a corequisite.

## Agricultural Science Transfer Program

The Agriculture Science program is designed to allow students to complete the first two years of a four-year bachelor's degree program. A variety of agricultural, mathematics, science, and liberal arts courses are offered to prepare students to transfer to public or private four-year colleges and universities.

The Associate of Science in Agricultural Science allows graduates to enter four-year colleges or universities with 63 credits and/or junior standing. The courses in this program also allow for entry-level employment for graduates who decide to postpone transferring to a four-year college.

### Transfer Information

Students wishing to transfer, especially with a junior standing, must work closely with a Hawkeye program advisor. Specific bachelor's degree program requirements vary. For more information, contact a program advisor.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Agricultural Science](#)

### Program Contacts

#### Department Secretary

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#### Dean

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# Agricultural Science Admissions Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

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## Agricultural Science Courses

**Award:** Associate of Science (AS)

**Required number of credits:** 64

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Agricultural Science program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Program Contacts

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### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AGA114	Principles of Agronomy	3
AGS113	Survey of the Animal Industry	3
BIO112	General Biology I	4
SOC115	Social Problems	3
	<u>Social Diversity</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

<b>Semester 2</b>		
AGA154	Fundamentals of Soil Science	3
BIO113	General Biology II	4
ENG105	Composition I	3
MAT156	Statistics	3
	<u>Humanities (Literature and Fine Arts) -OR-</u>	3
	<u>Humanities (Philosophy and Religion)</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

<b>Semester 3</b>		
AGP333	Precision Farming Systems	3
CHM165	General Chemistry I	4
HIS117	Western Civilization I: Ancient and Medieval	3
HIS151	U.S. History to 1877 -OR-	3
HIS152	U.S. History Since 1877	3
SPC101	Fundamentals of Oral Communication	3



[View Course Descriptions](#)

**Total Credits 16**

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**Semester 4**

ACC131	Principles of Accounting I	4
AGB235	Introduction to Agriculture Markets	3
BUS230	Quantitative Methods for Business Decision Making	3
CNS121	Environmental Conservation	3
ENG106	Composition II	3

[View Course Descriptions](#)

**Total Credits 16**

## Business Administration Transfer Program

The Associate of Arts in Business Administration degree is designed to allow students to complete the first two years of a four-year bachelor's degree program and transfer to a public or private four-year college or university. A variety of courses from a wide range of disciplines are offered to students.

### Transfer Information

The Business Administration program is designed for students who plan to continue their studies toward a bachelor's degree in Business Administration, Accounting, Marketing, Management, Information Systems, or Finance at the University of Northern Iowa. Students can also transfer to Iowa State University, the University of Iowa, or the private college or university of their choice. To ensure a smooth transfer, students should work with a program advisor for approved business courses and general education requirements for the college or university of choice.

### Adult Accelerated Evening Program

Hawkeye Community College and Mount Mercy University have partnered to offer a degree program designed for working adults, with evening courses delivered in an accelerated format. With the Hawkeye/ Mount Mercy Accelerated program, students can:

- Complete their associate degree and continue on to earn their bachelor's degree from Mount Mercy on Hawkeye's campus.
- Focus on one class at a time, with classes meeting once a week in the evening for 5-10 weeks.
- Transfer up to 75 credits from Hawkeye towards their bachelor's degree from Mount Mercy.

[Learn more about the Mount Mercy at Hawkeye partnership program.](#)

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Business Administration](#)

### Program Contacts

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# Business Administration Transfer Program Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

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# Business Administration Transfer Program Courses

**Award:** Associate of Arts (AA)

**Required number of credits:** 63

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

## Planning Your Class Schedule

Students should work with a Hawkeye program advisor to select courses, make a transfer plan, and review their progress.

You are also encouraged to contact the admissions office at the college to which you plan to transfer during your first year at Hawkeye in order to obtain specific program and transfer requirements.

The following courses are designed to transfer to the University of Northern Iowa's College of Business Administration. Students planning to transfer to a college other than UNI, should work with their advisor for approved business courses.

\* UNI specific courses.

## 2016–2017 Suggested Sequence of Study

Semester 1		
BCA201	Introduction to Information Systems *	3
ECN120	Principles of Macroeconomics	3
ENG105	Composition I	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

Semester 2		
ECN130	Principles of Microeconomics	3
ENG106	Composition II	3
HIS117	Western Civilization I: Ancient and Medieval -OR-	3
HIS118	Western Civilization II: Early Modern -OR-	3
HIS119	Western Civilization III: The Modern Period	3
MAT156	Statistics	3
<u><a href="#">Social Diversity</a></u>		3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

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**Semester 3**

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ACC131	Principles of Accounting I	4
BUS210	Business Statistics *	3
HIS151	U.S. History to 1877 -OR-	3
HIS152	U.S. History Since 1877 -OR-	3
POL111	American National Government	3
	<u>Biological Science</u> -OR-	4
	<u>Physical Science</u>	4
	<u>Humanities – Non-Western Culture</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

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**Semester 4**

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ACC132	Principles of Accounting II	4
BUS230	Quantitative Methods for Business Decision Making *	3
	<u>Biological Science</u> -OR-	3
	<u>Physical Science</u>	3
	<u>General Social Sciences</u>	3
	<u>Humanities – Literature and Fine Arts</u> -OR-	3
	<u>Humanities – Philosophy and Religion</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

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## Criminal Justice Transfer Program

The Criminal Justice program is designed to allow students to complete the first two years of a four-year bachelor's degree program. A variety of courses from a wide range of disciplines are offered to prepare students to transfer to public or private four-year colleges and universities. This degree offers a balanced distribution of criminal justice courses and liberal arts electives.

Students majoring in Criminal Justice need to complete the 40 credits of general education requirements for the Associate of Arts degree and complete a minimum of 22 credits of the criminal justice courses.

The Associate of Arts in Criminal Justice degree enables graduates to enter four-year institutions with junior standing in criminal justice. If graduates decide to postpone their transfer, the courses in the program could prepare the associate degree graduate for entry-level employment in the criminal justice career field, including positions in corrections.

After completing a four-year degree, graduates can find careers with the court system, state and federal law enforcement, juvenile court services, probation and parole systems, and more.

### Transfer Information

This degree provides all the necessary general education and specific course requirements to allow graduates to transfer to any four-year institution and to pursue degrees in criminal justice related majors such as corrections, criminology, or social work. For more information, contact a program advisor.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Criminal Justice](#)

### Program Contacts

#### Administrative Secretary

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### Program Contacts

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## Criminal History Matters

As a future criminal justice professional, students need to use good judgment in all areas of their personal, professional, and scholastic interactions and activities; and must keep their records clean. Criminal justice organizations require background checks for internships, volunteer placements, and employment; which will include adult and juvenile civil and criminal issues, official and informal contacts with police, and character references. Employment will also hinge on the successful completion of a polygraph, credit check, and psychological evaluation.

Be aware that character counts and your behavior can sabotage your ability to graduate from this program and your ability to work in the field. Consider what your actions and criminal history says about you...i.e. an OWI conviction indicates that you demonstrate poor judgment by drinking to excess and deciding to drive, which may kill or injure you or another person. Remember your personal behaviors (what you didn't get caught for) will be revealed during the polygraph, and what you do privately (when no one is watching or supervising) speaks volumes as to the true content of one's character.

If you want to work in criminal justice avoid these issues:

- Acquiring speeding tickets or safety violation citations.
- Acquiring a suspended driver's license or citations for driving with a suspended license.
- Participating in underage drinking, using fake ID's, or buying alcohol for underage persons.
- Use or abuse of prescription drugs, street drugs, club drugs (ecstasy), marijuana, or synthetic drugs.
- Engaging in theft of property, goods, or services.

You will not be employable in criminal justice if you have:

- Felony convictions.
- Domestic abuse convictions.
- Placement on an abuse registry (Sex offender, child/elder abuse).
- Drug convictions, or history of drug use or abuse (methamphetamine, cocaine, heroin, etc.) Each agency (city, county, state, or federal) sets their own limits on marijuana use from zero tolerance to a limited amount of use, and factors in how recent the use was.
- Weapons violations.

Ultimately, criminal justice employers will rationalize your behavior by this criteria: If you know or reasonably believe an action is illegal or will cause harm then the best candidate will take responsibility, demonstrate self-control, and not do it.

Lastly, employers will ask our faculty for references. Students need to know that full time faculty and adjunct faculty members are constantly formally and informally assessing students in terms of academic performance, attendance, honesty, professionalism, social skills, maturity, and appearance so that we can make objective assessments when asked. Your interactions count, and we are here to mentor you.

### Program Contacts

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### Program Contacts

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# Criminal Justice Transfer Program Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Program Contacts

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## Criminal Justice Transfer Program Courses

**Award:** Associate of Arts (AA)

**Required number of credits:** 64

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Criminal Justice transfer program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
CRJ100	Introduction to Criminal Justice	3
ENG105	Composition I	3
SOC205	Diversity in America	3
SPC101	Fundamentals of Oral Communication	3
	<u>Mathematics Course</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 2</b>		
CRJ120	Introduction to Corrections	3
CRJ320	Criminal Justice Ethics	3
ENG106	Composition II	3
	<u>Humanities Course</u>	3
	<u>Social Sciences Course</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 3</b>		
CRJ200	Criminology	3
CRJ233	Probation, Parole, Community-Based Corrections	3
	<u>Humanities Course</u>	3
	<u>Social Sciences Course</u>	3
	<u>Biological Science Course</u>	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

### Program Contacts

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### Program Contacts

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<b>Semester 4</b>		
CRJ201	Juvenile Delinquency	3
CRJ316	Juvenile Justice -OR-	3
CRJ317	White Collar Crime -OR-	3
CRJ318	Crime Analysis	3
CRJ316	Juvenile Justice -OR-	3
CRJ317	White Collar Crime -OR-	3
CRJ318	Crime Analysis	3
<u>Social Sciences Course</u>		3
<u>Humanities Course</u>		3
<u>Physical Science Course</u>		3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 18</b>

## Agricultural Business Management

The Agricultural Business Management program prepares students for careers in sales, service, production, management, marketing, and research. Hawkeye's 400-acre Farm Lab utilizes new and up-to-date facilities and equipment to provide students with hands-on experience in the latest production and management techniques.

### Transfer Information

Hawkeye's Agriculture and Natural Resources programs have articulation agreements with Iowa State University, Upper Iowa University, and Northwest Missouri State University to transfer general education and technical credits. Many other state and private colleges accept up to 65 credits. For more information, contact a program advisor.

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## Agricultural Business Management Careers

The changing face of agriculture has resulted in new and challenging career opportunities. Agricultural employees work in fields and offices dealing with individuals, corporations, plants, animals, and equipment in the agriculture production cycle. Students are prepared for technical careers using GPS, data collection systems, and geospatial mapping software. Emphasis is placed on the application of these technologies in agriculture production.

Graduates find employment working as:

- agronomy specialists
- crop scouts
- equipment/parts assistants
- grain merchandisers
- farm and business managers
- GPS/GIS technologists
- research assistants

Graduates may work in:

- agriculture production
- agriculture sales and marketing
- agriculture finance

Starting Wages: \$30,800 – \$54,500 per year\*

\*Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Agricultural Business Management](#)
- [General Agriculture - Diploma](#)
- [Precision Agriculture - Certificate](#)

### Employers

Ag Leader Technology	Ames, IA
AgVantage FS	Waverly, IA
MaxYield Cooperative	Emmetsburg, IA
Pioneer Hi-Bred	Johnston and Reinbeck, IA
United Agri Products, Inc.	Winthrop, IA

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# Agricultural Business Management Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

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### Program Advisors

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## Agricultural Business Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 69

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Agricultural Business Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AGA114	Principles of Agronomy -OR-	3
BIO105	Introductory Biology -OR-	4
BIO112	General Biology I -OR-	4
BIO113	General Biology II -OR-	4
AGH280	Botany for Horticulture	3
AGC103	Ag Computers -OR-	3
CSC110	Introduction to Computers -OR-	3
BCA201	Introduction to Information Systems -OR-	3
ELT192	Introduction to Computer Science	3
AGS113	Survey of the Animal Industry -OR-	3
	<u>Elective</u>	3
CNS121	Environmental Conservation -OR-	3
	<u>Science Elective</u>	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

<b>Semester 2</b>		
AGA154	Fundamentals of Soil Science	3
AGA376	Integrated Pest Management -OR-	3
	<u>Elective</u>	
AGP450	Fundamentals of GIS -OR-	3

### Program Contacts

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Elective

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AGS319	Animal Nutrition -OR-	3
	<u>Elective</u>	
SOC115	Social Problems -OR-	3
PSY111	Introduction to Psychology -OR-	3
PSY102	Human and Work Relations -OR-	3
SOC110	Introduction to Sociology	3
SPC101	Fundamentals of Oral Communication	3
<u>View Course Descriptions</u>		<b>Total Credits 18</b>

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**Semester 3**

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ACC131	Principles of Accounting I -OR-	4
ACC115	Introduction to Accounting -OR-	4
ACC111	Introduction to Accounting	3
AGA214	Cash Grains -OR-	3
	<u>Elective</u>	
AGB101	Agricultural Economics -OR-	3
	<u>Elective</u>	
AGB235	Introduction to Agriculture Markets -OR-	3
MKT110	Principles of Marketing	3
AGB303	Agriculture Leadership -OR-	3
	<u>Elective</u>	
AGP333	Precision Farming Systems -OR-	3
CET233	Fundamentals of GPS and GIS -OR-	3
AGP340	Foundations of GIS and GPS	3
<u>View Course Descriptions</u>		<b>Total Credits 19</b>

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**Semester 4**

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AGB330	Farm Business Management -OR-	3
FIN121	Personal Finance	3
AGB331	Entrepreneurship in Agriculture -OR-	3
	<u>Elective</u>	
AGB336	Agricultural Selling -OR-	3
	<u>Elective</u>	
AGT805	Employment Experience	5
<u>View Course Descriptions</u>		<b>Total Credits 14</b>

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**Electives**

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AGA214	Cash Grains	3
AGA376	Integrated Pest Management	3
AGB101	Agricultural Economics	3
AGB303	Agriculture Leadership	3
AGB331	Entrepreneurship in Agriculture	3
AGB336	Agricultural Selling	3
AGC999	Study Abroad	1
AGH292	Garden Center Management	3
AGP340	Foundations of GIS and GPS	3
AGP436	Advanced Precision Farming Hardware	3
AGP450	Fundamentals of GIS	3
AGS113	Survey of the Animal Industry	3
AGS216	Equine Science	3
AGS218	Domestic Animal Physiology	4
AGS225	Swine Science	3
AGS226	Beef Cattle Science	3
AGS272	Foods of Animal Origin	5
AGS305	Livestock Evaluation	3
AGS319	Animal Nutrition	3
AGT700	Special Topics: Agriculture Education	1
AGT928	Independent Study	1
BIO105	Introductory Biology	4
BIO112	General Biology I	4
BIO113	General Biology II	4
BUS102	Introduction to Business	3
BUS183	Business Law	3
ECN110	Introduction to Economics	3
ECN120	Principles of Macroeconomics	3
ECN130	Principles of Microeconomics	3
MGT101	Principles of Management	3
MGT110	Small Business Management	3
MGT170	Human Resource Management	3
MKT140	Principles of Selling	3
MKT152	Advertising and Visual Merchandising	3
MKT160	Principles of Retailing	3
WEL104	Introduction to MIG Welding	2
WEL134	Cutting Processes	2
WEL155	Arc Welding I (SMAW)	4

[View Course Descriptions](#)



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**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

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**Science Electives**

BIO105	Introductory Biology	4
BIO112	General Biology I	4
BIO113	General Biology II	4
CHM122	Introduction to General Chemistry	4
CHM165	General Chemistry I	4
ENV115	Environmental Science	3

[View Course Descriptions](#)

## Agricultural Business Management – General Agriculture Courses

**Award:** Diploma

**Required number of credits:** 36

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The General Agriculture program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AGA114	Principles of Agronomy	3
AGC103	Ag Computers	3
AGS113	Survey of the Animal Industry	3
CNS121	Environmental Conservation	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

<b>Semester 2</b>		
AGA154	Fundamentals of Soil Science	3
AGA376	Integrated Pest Management	3
AGP450	Fundamentals of GIS	3
AGS319	Animal Nutrition	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

### **Math Electives**

MAT110	Math for Liberal Arts	3
--------	-----------------------	---

### **Program Contacts**

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MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

## Precision Agriculture Certificate Courses

**Award:** Certificate

**Required number of credits:** 15

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Precision Agriculture program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

#### Semester 1

AGA114	Principles of Agronomy	3
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[View Course Descriptions](#)

**Total Credits 3**

#### Semester 2

AGA154	Fundamentals of Soil Science	3
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AGP450	Fundamentals of GIS	3
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[View Course Descriptions](#)

**Total Credits 6**

#### Semester 3

AGP333	Precision Farming Systems	3
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AGP436	Advanced Precision Farming Hardware	3
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[View Course Descriptions](#)

**Total Credits 6**

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## Animal Science

The Animal Science program provides students with opportunities to develop skills and knowledge required for entering a career in animal science and transferring to the university level.

Students gain hands-on training on Hawkeye's 400-acre Farm Lab in the latest production and management techniques. Students participate in livestock judging teams, field trips, and presentations from industry representatives.

Veterinary Assisting is a three-semester, diploma option of the Animal Science program.

### Experience and Training

The Animal Science eight-week Employment Experience allows students to gain real work experience at an employment site. This ensures that students acquire the skills they need to succeed on the job.

### Transfer Information

Many state and private colleges and universities accept up to 65 credits. For more information, contact a program advisor.

### Program Contacts

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# Animal Science Careers

Graduates find employment working in:

- livestock production
- livestock sales and marketing
- livestock processing
- animal genetics

Starting Wages: \$23,300 - \$33,600 per year\*

\*Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Animal Science](#)
- [General Agriculture - Diploma](#)

## Employers

ADM Alliance Nutrition	Quincy, IL
Heartland Co-op	West Des Moines, IA
JBS USA	Marshalltown, IA
Tyson Foods, Inc.	Waterloo, IA
USDA Food Safety Inspection Service	

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# Animal Science Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Animal Science Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 69

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Animal Science program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AGA114	Principles of Agronomy -OR-	3
	<u>Science Elective</u>	3
AGC103	Ag Computers	3
AGS113	Survey of the Animal Industry	3
AGS305	Livestock Evaluation -OR-	3
	<u>Agriculture Elective</u>	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology -OR-	3
SOC115	Social Problems -OR-	3
PSY102	Human and Work Relations	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

<b>Semester 2</b>		
AGA154	Fundamentals of Soil Science -OR-	3
	<u>Science Elective</u>	3
AGS225	Swine Science -OR-	3
AGS226	Beef Cattle Science -OR-	3
AGS216	Equine Science	3
AGS319	Animal Nutrition	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3

### Program Contacts

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[View Course Descriptions](#)

**Total Credits 15**

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**Semester 3**

ACC131	Principles of Accounting I -OR-	4
ACC115	Introduction to Accounting	4
AGB235	Introduction to Agriculture Markets -OR-	3
	<a href="#">Agriculture Elective</a>	3
AGB303	Agriculture Leadership -OR-	3
	<a href="#">Agriculture Elective</a>	3
AGS211	Issues Facing Animal Science	2
AGS218	Domestic Animal Physiology	4
	<a href="#">Science Elective</a>	4

[View Course Descriptions](#)

**Total Credits 20**

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**Semester 4**

AGB336	Agricultural Selling -OR-	3
	<a href="#">Agriculture Elective</a>	3
AGS225	Swine Science -OR-	3
AGS226	Beef Cattle Science -OR-	3
AGS216	Equine Science	3
AGS272	Foods of Animal Origin -OR-	5
AGC999	Study Abroad -OR-	1
	<a href="#">Agriculture Elective</a>	3
AGT805	Employment Experience	5

[View Course Descriptions](#)

**Total Credits 16**

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**Agriculture Electives**

AGA214	Cash Grains	3
AGA284	Pesticide Application Certification	3
AGA376	Integrated Pest Management	3
AGB101	Agricultural Economics	3
AGB330	Farm Business Management	3
AGP333	Precision Farming Systems	3
AGP450	Fundamentals of GIS	3
AGS216	Equine Science	3
AGS225	Swine Science	3
AGS226	Beef Cattle Science	3
AGS275	Food Safety and Analysis	3

AGV101	Veterinary Assisting	3
AGV121	Veterinary Medical Terminology	2
AGV123	Companion Animal	3
AGV140	Veterinary Pharmacology	3
AGV154	Veterinary Reception and Administration Skills	4

[View Course Descriptions](#)

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### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

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### **Science Electives**

BIO105	Introductory Biology	4
BIO112	General Biology I	4
BIO113	General Biology II	4
BIO151	Nutrition	3
BIO163	Essentials of Anatomy and Physiology	4
BIO168	Human Anatomy and Physiology I	4
BIO185	Microbiology w/Lab	3
BIO247	Applications of Biotechnology	3
CHM122	Introduction to General Chemistry	4
CHM132	Introduction to Organic and Biochemistry	4
CHM165	General Chemistry I	4
CHM175	General Chemistry II	4
CNS121	Environmental Conservation	3
ENV115	Environmental Science	3
GEO131	Physical Geography	3
PHS120	Exploring Physical Science	4
PHS142	Principles of Astronomy	3
PHY172	College Physics II	4
PHY212	Classical Physics I	5

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[View Course Descriptions](#)

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## Animal Science – General Agriculture Courses

**Award:** Diploma

**Required number of credits:** 38

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Animal Science General Agriculture program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AGC103	Ag Computers	3
AGS113	Survey of the Animal Industry	3
AGS305	Livestock Evaluation	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology -OR-	3
SPC101	Fundamentals of Oral Communication	3
	<u>Science Elective</u>	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

<b>Semester 2</b>		
ACC131	Principles of Accounting I -OR-	4
ACC115	Introduction to Accounting	4
AGA114	Principles of Agronomy -OR-	3
	<u>Science Elective</u>	3
AGA154	Fundamentals of Soil Science	3
AGS319	Animal Nutrition	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

### Program Contacts

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**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

**Science Electives**

BIO105	Introductory Biology	4
BIO112	General Biology I	4
BIO113	General Biology II	4
BIO163	Essentials of Anatomy and Physiology	4
BIO168	Human Anatomy and Physiology I	4
BIO185	Microbiology w/Lab	3
CHM122	Introduction to General Chemistry	4
CHM132	Introduction to Organic and Biochemistry	4
CHM165	General Chemistry I	4
CHM175	General Chemistry II	4
CNS121	Environmental Conservation	3
ENV115	Environmental Science	3
GEO131	Physical Geography	3
PHS120	Exploring Physical Science	4
PHS142	Principles of Astronomy	3
PHY172	College Physics II	4
PHY212	Classical Physics I	5
PHY222	Classical Physics II	5

[View Course Descriptions](#)

## Landscape and Turf Management

The Landscape and Turf Management (formerly Horticulture Science) program provides students with the knowledge and skills to enter into various professional careers: golf course turf management, sports turf management, landscape design, landscape installation, grounds maintenance, lawn care, garden center manager, and greenhouse production with safety as a major focus. Educational diversity creates an added advantage for students learning Landscape and Turf Management. As a member of the PLANET organization, the program offers students an opportunity to travel and compete nationally in Student Career Days.

### Experience and Training

The eight-week Employment Experience allows students to gain real work experience at an employment site. This ensures that students gain the skills they need to succeed on the job.

### Transfer Information

Hawkeye's Agriculture and Natural Resources programs have articulation agreements with Iowa State University, Upper Iowa University, Mount Mercy University, and Northwest Missouri State University to transfer both general education and technical credits. Many other state and private colleges and universities accept up to 65 credits. For more information, contact a program advisor.

### Program Contacts

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# Landscape and Turf Management Careers

Careers in Landscape and Turf Management include:

- golf course management
- sports turf manager
- landscape design
- landscape installation
- grounds maintenance
- lawn care
- garden center manager
- greenhouse production

Starting Wages: \$16,900 - \$26,500 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Landscape and Turf Management](#)
- [Grounds Maintenance - Diploma](#)

## Employers

Bear Creek Landscapes	Cedar Falls, IA
Beaver Hills Country Club	Cedar Falls, IA
City of Cedar Falls	Cedar Falls, IA
Elmcrest Country Club	Cedar Rapids, IA
Iowa Cubs	Des Moines, IA
Matthias Landscaping Co.	Cedar Falls, IA
Minnesota Vikings	Minneapolis, MN
Sunnyside Country Club	Waterloo, IA
Wapsie Pines Lawn Care & Landscaping	Dunkerton, IA
Waterloo Leisure Services	Waterloo, IA

Many graduates have become self-employed and own successful businesses.

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# Landscape and Turf Management Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

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## Landscape and Turf Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 71

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Landscape and Turf Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AGA154	Fundamentals of Soil Science	3
AGC103	Ag Computers -OR-	3
CSC110	Introduction to Computers	3
AGH112	Introduction to Turfgrass Management	3
AGH221	Principles of Horticulture	3
AGH280	Botany for Horticulture	3
CON108	Construction Safety	1
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

<b>Semester 2</b>		
AGA284	Pesticide Application Certification	3
AGA376	Integrated Pest Management	3
AGH233	Plant Propagation I	3
MAT110	Math for Liberal Arts -OR-	3
MAT772	Applied Math -OR-	3
MAT122	College Algebra -OR-	5
MAT156	Statistics	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">Electives–Group 1</a></u>		3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

### Program Contacts

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**Semester 3 – Summer (optional)**

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AGT805	Employment Experience * -OR-	5
	<u>Heavy Equipment Electives</u>	6

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[View Course Descriptions](#)

**Total Credits 5**

\* AGT805 is required and can be taken Semester 3 or Semester 5.

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**Semester 4**

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AGH123	Woody Plant Materials	3
AGH142	Landscape Construction	3
AGH161	Irrigation Systems	3
AGH200	Landscape Estimating and Bidding	2
SPC101	Fundamentals of Oral Communication	3
	<u>Electives—Group 2</u>	3

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[View Course Descriptions](#)

**Total Credits 17**

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**Semester 5**

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AGB331	Entrepreneurship in Agriculture	3
AGH211	Advanced Turfgrass Management -OR-	3
AGH292	Garden Center Management	3
	<u>Electives—Group 1</u>	6

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[View Course Descriptions](#)

**Total Credits 12**

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**Electives—Group 1**

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AGH107	Horticulture Lab	1
AGH119	Herbaceous Plant Materials	2
AGH140	Equipment Operations	2
AGH143	Equipment Repair	3
AGH152	Landscape Design Techniques	3
AGH159	Landscape Graphics	2
AGH270	Nursery Production	2
AGH425	Grounds Maintenance	3
AGP340	Foundations of GIS and GPS	3

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[View Course Descriptions](#)

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**Electives—Group 2**

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AGH107	Horticulture Lab	1
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AGH134	Greenhouse Production	3
AGH161	Irrigation Systems	3
AGH273	Nursery Management	3
AGH400	Athletic Field Maintenance	3

[View Course Descriptions](#)

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### **Heavy Equipment Electives**

HEQ100	Introduction to Construction Equipment Operation	1
HEQ104	Equipment Maintenance I	2
HEQ105	Skid Steer Operation	3
HEQ106	Compact Excavator Operation	3
HEQ107	Wheel Loader Operation	2

[View Course Descriptions](#)

## Grounds Maintenance Diploma Courses

**Award:** Diploma

**Required number of credits:** 31

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Grounds Maintenance Diploma program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
AGC103	Ag Computers -OR-	3
CSC110	Introduction to Computers	3
AGH112	Introduction to Turfgrass Management	3
AGH140	Equipment Operations	2
AGH280	Botany for Horticulture	3
CON108	Construction Safety	1
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

Semester 2		
AGA284	Pesticide Application Certification	3
AGA376	Integrated Pest Management	3
AGH119	Herbaceous Plant Materials	2
AGH233	Plant Propagation I	3
AGH270	Nursery Production	2
AGH425	Grounds Maintenance	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

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## Natural Resources Management

The Natural Resources Management program enables students to learn about the physical aspects of managing natural areas as well as the theory behind the procedures. Students develop the necessary skills and certifications for entering careers as natural resources technicians through a combination of classroom instruction, laboratory activities, and an eight-week cooperative work experience.

A trademark of the program is the Advanced Outdoor Recreation Techniques class in which students travel to the Boundary Waters Canoe Wilderness Area or to the Bighorn Mountains in Wyoming for wilderness experiences.

### Transfer Information

Hawkeye's Agriculture and Natural Resources programs have articulation agreements with Iowa State University and Upper Iowa University to transfer both general education and technical credits. Many other state and private colleges and universities accept up to 65 credits. For more information, contact a program advisor.

### Natural Resources Activities

As a Natural Resources Management student you will have many opportunities to experience a variety of natural resources activities throughout the year, both on and off campus.

<b>August</b>	Wyoming Wilderness Trip Boundary Waters Wilderness Trip
<b>September</b>	Canoe Trip and Campout for Outdoor Rec Natural Resources Club Service Project: Assist with Black Hawk County Conservation Board Electronic Waste Recycling Stihl Chain Saw Safety Clinic
<b>October</b>	Natural Resources Club Service Project: Assist with Black Hawk County Conservation Board Panic Park
<b>November</b>	Natural Resources Club Potluck National River Museum and Aquarium trip
<b>December</b>	Chronic Wasting Disease testing with the Iowa Department of Natural Resources at Sweet Marsh Natural Resources Club Potluck and White Elephant Gift Exchange
<b>January</b>	Iowa County Conservation Board Conference: Winterfest Collegiate Day Iowa Women in Natural Resources Annual Conference
<b>February</b>	Necropsy of bobcats and river otters with the Iowa Department of Natural Resources Winter Campout: Winter Camping, Snowshoeing, Jerky Making, Paracord Bracelets Ice Fishing

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**March**      Deer Classic  
Omaha Zoo Trip and Sandhill Crane Migration Viewing

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**April**      Trumpeter Swan Banding and Relocation  
Envirothon  
Leave No Trace certification  
Jug Fishing  
Mushroom Hunting

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### **Accreditation**

The Natural Resources Management program at Hawkeye Community College is accredited by the North American Wildlife Technology Association. Hawkeye is the only college in Iowa to be accredited through the North American Wildlife Technology Association.

North American Wildlife Technology Association accreditation provides assurance of the context and quality of the education offered. The Natural Resource Management program is reviewed every five years to maintain our accreditation status, to ensure curriculum standards are met; and to recognize specific knowledge, skill sets, and aptitudes.

The North American Wildlife Technology Association also provides an opportunity for exchanging ideas and educational materials in addition to providing opportunities for faculty professional development. For example, each June Hawkeye faculty travel to the professional development conference to learn about wildlife management techniques.

## Natural Resources Management Careers

Careers in Natural Resources Management include:

- roadside management
- vegetation management
- wildlife technician
- wildlife management
- environmental education
- native plant nurseries
- parks and recreation
- naturalist
- soil conservation technician

Starting Wages: \$29,800 - \$51,000 per year\*

\*Source: Iowa Workforce Development

### Employers

#### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Natural Resources Management](#)
- [Natural Resources Management Transfer](#)
- [Natural Resources Management - Certificate](#)

Black Hawk County Conservation Board	Waterloo, IA
Bremer County Conservation Board	Tripoli, IA
Buchanan County Secondary Roads	Independence, IA
Feder's Prairie Seed Co.	Blue Earth, MN
Grundy County Conservation Board	Grundy Center, IA
Iowa Department of Natural Resources	Boone, Lake Rathbun, Wapello, and other Iowa locations
Montana Fish, Wildlife, and Parks	Libby, MT
National Forest Service/LBL National Recreation Area	Kentucky and Tennessee
Waterloo/Lost Island Waterpark KOA	Waterloo, IA
Western Ecosystems Technology, Inc.	Cheyenne, WY

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# Natural Resources Management Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

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## Natural Resources Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 65

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Natural Resources Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
CNS107	Outdoor Recreation Techniques	1
CNS110	Equipment Operation and Safety * -OR-	2
CHM122	Introduction to General Chemistry -OR-	4
CHM165	General Chemistry I	4
CNS121	Environmental Conservation	3
CNS204	Native Vegetation	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT102	Intermediate Algebra -OR-	4
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

\* Students may take CNS110 and CNS143, or CHM122, or CHM165.

<b>Semester 2</b>		
AGA154	Fundamentals of Soil Science -OR-	3
BIO113	General Biology II	4
AGA284	Pesticide Application Certification -OR-	3
BIO112	General Biology I	4
AGP340	Foundations of GIS and GPS	3
CNS104	Outdoor Recreation II	1
CNS108	Wildlife Identification	3
CNS143	Fire Management * -OR-	3
CHM122	Introduction to General Chemistry -OR-	4
CHM165	General Chemistry I	4

### Program Contacts

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CNS180 Principles of Interpretation 2

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[View Course Descriptions](#) **Total Credits 18**

\* Students may take CNS110 and CNS143, or CHM122, or CHM165.

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**Semester 3**

CNS136 Aquatic Management -OR- 3

CNS138 Woodland Management -OR- 3

ENG106 Composition II 3

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CNS136 Aquatic Management -OR- 3

CNS138 Woodland Management -OR- 3

ENG106 Composition II 3

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CNS205 Advanced Outdoor Recreation Techniques 1

CNS228 Natural Areas Management 3

---

SOC110 Introduction to Sociology -OR- 3

PSY111 Introduction to Psychology -OR- 3

PSY102 Human and Work Relations 3

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SPC101 Fundamentals of Oral Communication 3

[View Course Descriptions](#) **Total Credits 16**

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**Semester 4**

AGT805 Employment Experience 5

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CNS109 Wildlife Ecology 3

CNS134 Wildlife Management -OR- 4

CNS929 Individual Projects 1

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CNS200 Conservation Biology 3

[View Course Descriptions](#) **Total Credits 15**

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**Math Electives**

MAT110 Math for Liberal Arts 3

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MAT122 College Algebra 5

MAT128 Precalculus 4

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MAT134 Trigonometry and Analytic Geometry 3

MAT156 Statistics 3

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MAT210 Calculus I 4

MAT216 Calculus II 4

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MAT219 Calculus III 4

MAT772 Applied Math 3

[View Course Descriptions](#)

## Natural Resources Management – Transfer Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 65

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Natural Resources Management transfer program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
CNS107	Outdoor Recreation Techniques	1
CNS110	Equipment Operation and Safety * -OR-	2
CHM122	Introduction to General Chemistry -OR-	4
CHM165	General Chemistry I	4
CNS121	Environmental Conservation	3
CNS204	Native Vegetation	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT102	Intermediate Algebra -OR-	4
<u>Math Elective</u>		
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

\* Students may take CNS110 and CNS143, or CHM122, or CHM165.

<b>Semester 2</b>		
AGA154	Fundamentals of Soil Science -OR-	3
BIO113	General Biology II	4
AGA284	Pesticide Application Certification -OR-	3
BIO112	General Biology I	4
AGP340	Foundations of GIS and GPS	3
CNS104	Outdoor Recreation II	1
CNS108	Wildlife Identification	3
CNS143	Fire Management *-OR-	3
CHM165	General Chemistry I -OR-	4

### Program Contacts

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CHM122	Introduction to General Chemistry	4
CNS180	Principles of Interpretation	2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 18</b>

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### Semester 3

CNS136	Aquatic Management -OR-	3
CNS138	Woodland Management -OR-	3
ENG106	Composition II	3
CNS136	Aquatic Management -OR-	3
CNS138	Woodland Management -OR-	3
ENG106	Composition II	3
CNS205	Advanced Outdoor Recreation Techniques	1
CNS228	Natural Areas Management	3
SOC110	Introduction to Sociology -OR-	3
PSY111	Introduction to Psychology	3
SPC101	Fundamentals of Oral Communication	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>

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### Semester 4

AGT805	Employment Experience -OR-	5
	<a href="#"><u>Math Elective</u></a>	
CNS109	Wildlife Ecology	3
CNS134	Wildlife Management -OR-	4
CNS929	Individual Projects -OR-	1
PHI105	Introduction to Ethics	3
CNS200	Conservation Biology	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 15</b>

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### Math Electives

MAT102	Intermediate Algebra	4
MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

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[View Course Descriptions](#)

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# Natural Resources Management – Certificate Courses

**Award:** Certificate

**Required number of credits:** 9

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Natural Resources Management certificate option program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
CNS107	Outdoor Recreation Techniques -OR-	1
CNS104	Outdoor Recreation II	1
CNS110	Equipment Operation and Safety -OR-	2
CNS143	Fire Management	3
CNS121	Environmental Conservation	3
CNS204	Native Vegetation -OR-	3
CNS108	Wildlife Identification	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 9</b>

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## Veterinary Assisting

This Veterinary Assisting program provides students with opportunities to develop skills and knowledge required for entering a career as a veterinary assistant.

Students develop knowledge and understanding of livestock production and companion animals through classroom instruction, hands-on labs, employment experience, field trips, and industry speakers. Students receive instruction in companion animals and domesticated livestock, as well as anatomy and physiology, nutrition, and veterinary terminology.

Hawkeye's 400-acre Farm Lab utilizes new and up-to-date facilities and equipment to provide students with hands-on experience in the latest production and management techniques. Included on this site is a laboratory for veterinary assisting courses.

Veterinary Assisting is a three-semester, diploma option of the [Animal Science program](#).

### Experience and Training

The Veterinary Assisting eight-week Employment Experience allows students to gain real work experience at an employment site. This ensures that students acquire the skills they need to succeed on the job.

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# Veterinary Assisting Careers

Starting wages - \$16,700 - \$21,000 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Veterinary Assisting](#)

## Employers

Brookside Veterinary Hospital	Cedar Falls, IA
Cedar Bend Humane Society	Waterloo, IA
Den Herder Veterinary Hospital	Waterloo, IA
Hudson Veterinary Clinic	Hudson, IA
PetSmart	Waterloo, IA

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## Veterinary Assisting Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

### Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

### Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

### [Hawkeye's Equal Opportunity Statement](#)

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## Veterinary Assisting Courses

**Award:** Diploma

**Required number of credits:** 41

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Veterinary Assisting program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AGS113	Survey of the Animal Industry -OR-	3
	<u>Agriculture Elective</u>	3
AGS211	Issues Facing Animal Science	2
AGS218	Domestic Animal Physiology	4
AGS319	Animal Nutrition	3
AGV154	Veterinary Reception and Administration Skills	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

<b>Semester 2</b>		
AGV121	Veterinary Medical Terminology	2
AGV123	Companion Animal -OR-	3
AGS216	Equine Science -OR-	3
AGS225	Swine Science -OR-	3
AGS226	Beef Cattle Science	3
AGV140	Veterinary Pharmacology	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

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**Semester 3 – Summer**

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AGT805	Employment Experience	5
AGV101	Veterinary Assisting	3

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[View Course Descriptions](#)

**Total Credits 8**

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**Math Electives**

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MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

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[View Course Descriptions](#)

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**Agriculture Electives**

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AGA214	Cash Grains	3
AGA376	Integrated Pest Management	3
AGB101	Agricultural Economics	3
AGB235	Introduction to Agriculture Markets	3
AGB303	Agriculture Leadership	3
AGB330	Farm Business Management	3
AGB331	Entrepreneurship in Agriculture	3
AGB336	Agricultural Selling	3
AGP333	Precision Farming Systems	3
AGP450	Fundamentals of GIS	3
AGS216	Equine Science	3
AGS225	Swine Science	3
AGS226	Beef Cattle Science	3
AGS272	Foods of Animal Origin	5
AGS275	Food Safety and Analysis	3
AGS305	Livestock Evaluation	3

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[View Course Descriptions](#)

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## Digital Mass Media

The Digital Mass Media program provides students with an in-depth knowledge of the digital media industry and the entry-level skills to enter into a variety of jobs within mass media and production communication fields. This program is for students who want to be on the cutting edge of digital media technology and are interested in creating and delivering multimedia content.

Through hands-on experience, students learn the skills to shoot digital video and still photos, record digital audio, and customize images, videos, podcasts, and social media. They will learn to plan, create, and manage digital content. They will also learn to craft stories and messages, record music for production, and broadcast over a variety of media including the Internet, social media, and television. Additionally, instruction will include desktop publishing, ethics and media law, media writing, marketing, and how technology and media affect society.

### Transfer Information

Many four-year colleges and universities accept a limited number of transfer and elective credits. For more information, contact a program advisor.

### Program Contacts

#### Department Secretary

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#### Program Advisor

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#### Dean

Catharine Freeman  
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## Digital Mass Media Careers

Graduates will meet the rapidly increasing demand for a new type of interactive technologist: one with a broad range of skills and one who can conceptualize, create, and deliver.

Emerging job opportunities include:

- multimedia specialists
- video journalists
- music video producers
- digital content specialists
- independent filmmakers
- social media marketers and specialists
- digital advertising specialists
- digital media producers
- multimedia designers

They may also find jobs as:

- web designers
- graphic artists
- sound technicians
- camera operators
- videographers
- photojournalists

Graduates may find employment in:

- large corporate public relations departments
- advertising agencies
- media outlets
- colleges and universities
- web design companies
- health organizations
- non-profit organizations

Starting Wages: \$17,300 - \$32,200 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Digital Mass Media](#)

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# Digital Mass Media Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Digital Mass Media Courses

**Award:** Associate of Applied Arts (AAA)

**Required number of credits:** 60

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Digital Mass Media program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ENG105	Composition I	3
MMS103	Basic Digital Photography	3
MMS105	Audio Production	3
MMS111	Video Production I	3
MMS128	Digital Print Production	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 15</b>
<b>Semester 2</b>		
MMS134	Media Writing	3
MMS138	Introduction to Website Dynamics	3
SPC101	Fundamentals of Oral Communication	3
	<a href="#"><u>Digital Mass Media Elective</u></a>	3
	<a href="#"><u>Digital Mass Media Elective</u></a>	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 15</b>
<b>Semester 3</b>		
MMS117	Social Media for Business	3
SOC110	Introduction to Sociology -OR-	3
PSY111	Introduction to Psychology	3
	<a href="#"><u>Digital Mass Media Elective</u></a>	3
	<a href="#"><u>Digital Mass Media Elective</u></a>	3
	<a href="#"><u>Digital Mass Media Elective</u></a>	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 15</b>

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<b>Semester 4</b>		
MAT772	Applied Math -OR-	3
MAT110	Math for Liberal Arts	3
MMS265	Mass Communications Law	3
MMS901	Portfolio Production	3
	<u>Digital Mass Media Elective</u>	3
	<u>Digital Mass Media Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

<b>Digital Mass Media Electives</b>		
ART101	Art Appreciation	3
COM140	Introduction to Mass Media	3
COM148	Diversity and the Media	3
ENG221	Creative Writing	3
MKT110	Principles of Marketing	3
MKT140	Principles of Selling	3
MKT142	Consumer Behavior	3
MKT152	Advertising and Visual Merchandising	3
MKT198	Sports Marketing	3
MMS124	Survey of Commercial Video	3
MMS208	Sound for Film and Video	3
MMS213	Video Production II	3
MMS214	Audio Production II	3
MMS233	Intermediate Digital Photography	3
MMS300	Cinematography	3
MMS302	Solo Video Journalism	3
MMS303	Scriptwriting	3
MMS310	Independent Film Production	3
MMS320	Recording Studio I	3
MMS330	Motion Graphics for Video	3
MMS410	Film Editing	3
MMS420	Recording Studio II	3
MMS430	Documentary Film	3
MMS905	Digital Mass Media Internship	1
MMS949	Special Topics	3
MUA120	Applied Piano I	1
MUA319	Applied Voice II	1
MUS100	Music Appreciation	3



MUS102	Music Fundamentals	3
PHT210	Visual Communication	3
PHT242	Audio Visual Presentations	3

[View Course Descriptions](#)

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## Graphic Communications

The Graphic Communications program allows students to pursue a career in graphic design for print or web design and interactive media. Students learn to plan, design, and develop visual elements that effectively communicate a clear message through printed publications or online presences.

Students are provided with experience in design and layout, typography, desktop publishing, illustration, image editing, web design and development, motion graphics and animation for web, video production, digital photography, and pre-press production processes.

**Graphic Design:** Students learn to design and publish ads, brochures, logos, magazine covers, newsletters, packaging, posters, vehicle wraps, and much more.

**Web Design:** Students learn to design and develop responsive and interactive websites displayed on mobile, tablet, and desktop devices.

### Transfer Information

Hawkeye Community College has articulation agreements with Iowa State University, the University of Iowa, the University of Northern Iowa, Central College, Mount Mercy University, Upper Iowa University, Loras College, Simpson College, and Wartburg College. Some of these colleges have articulation agreements with the Graphic Communications program and will accept complete or partial degrees, while other colleges evaluate transfer equivalency on a course-by-course basis. For more information, contact a program advisor.

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## Graphic Communications Careers

A graphic designer uses visual elements to communicate messages through print and electronic media. Designers may design magazines and newspapers, websites, packaging, promotional displays and marketing materials.

The following are positions or titles held by Graphic Communication program graduates.

- advertising designer
- art director
- brand identity designer
- creative director
- freelance designer
- illustrator
- layout artist
- logo designer
- multimedia designer
- package designer
- photo editing / Photoshop artist
- pre-press technician
- publication designer
- web designer

Graphic Design Starting Wages: \$24,800 - \$38,000 per year\*

Web Design Starting Wages: \$34,300 - \$60,000 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Graphic Communications](#)

### Employers

The following is a partial list of employers who have hired or employ program graduates.

Almon, Inc.	Dubuque, IA
AMPERAGE Marketing	Cedar Falls, IA
Jack Henry & Associates, Inc.	Cedar Falls, IA
John Deere	Moline, IL
J.W. Morton & Associates	Cedar Rapids, IA
McCullough Creative	Dubuque, IA
Mudd Advertising	Cedar Falls, IA
North Forty	Hiawatha, IA

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Scientific Games Interactive/Williams Interactive SoCaMo	Cedar Falls, IA
Spinutech	Cedar Falls, IA
VGM Forbin & VGM Creative	Waterloo, IA

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# Graphic Communications Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic
16 - Reading	69 - Reading	34 - Reading	62 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT045 Fundamentals of Math

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 54-60 students and 20 alternates each Fall Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

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## Graphic Communications Courses

**Award:** Associate of Applied Arts (AAA)

**Required number of credits:** 64

**Program Length:** 4 semesters

**Enrollment Status:** [Full-time or part-time](#)

**Program Start:** Fall, Spring

The Graphic Communications program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When [registering for classes](#) refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
GRA105	Drawing and Composition -OR-	4
ART133	Drawing -AND-	3
ART134	Drawing II	3
GRA133	Desktop Publishing	4
GRA196	Design and Layout I	4
<a href="#">View Course Descriptions</a>		<b>Total Credits 15</b>

Semester 2		
GRA124	Electronic Illustration	4
GRA150	Introduction to Web Design	3
GRA197	Design and Layout II	4
MAT772	Applied Math -OR-	3
	<a href="#">Math Elective</a>	3
	<a href="#">Graphic Communications Elective</a>	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

Semester 3		
GRA142	Graphic Imaging	4
GRA200	Applications of Color	3
PSY102	Human and Work Relations -OR-	3

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PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
	<u>Graphic Communications Elective</u>	3
	<u>Graphic Communications Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

<b>Semester 4</b>		
GRA290	Portfolio Preparation	3
SPC101	Fundamentals of Oral Communication	3
	<u>Graphic Communications Elective</u>	4
	<u>Graphic Communications Elective</u>	4
	<u>Graphic Communications Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

<b>Graphics Communication Electives</b>		
GRA162	Web Page Graphics	3
GRA205	Design and Layout III	4
GRA206	Advanced Design and Layout	4
GRA221	Principles of Illustration	3
GRA227	Interactive Multimedia	4
GRA231	Photo Direction	2
GRA238	Web Design and Layout	4
GRA239	CMS Web Design	3
GRA285	Production Processes	3
MGT101	Principles of Management	3
MKT110	Principles of Marketing	3
MKT140	Principles of Selling	3
MKT152	Advertising and Visual Merchandising	3
MMS103	Basic Digital Photography	3
MMS111	Video Production I	3
<u><a href="#">View Course Descriptions</a></u>		

<b>Math Electives</b>		
MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3

MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

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## Professional Photography

The Professional Photography program provides students with a working knowledge of the photography industry. Students are trained for entry-level positions in the fields of commercial, digital technician, and portraiture photography.

Students learn through classroom activities, live demonstrations, and hands-on experience in Hawkeye's photography studios, black-and-white processing lab, and in the computer imaging lab. Instruction in traditional analog and digital technologies provides students with a broad range of skills for employment.

Hawkeye's Professional Photography program is recognized as one of the best in the Midwest.

### Accreditation

This program is recognized by the [Professional Photographers of America](#).

### Transfer Information

Hawkeye has articulation agreements with Upper Iowa University and Mount Mercy University allowing graduates to enter with junior standing. The Iowa Regent universities accept a limited number of transfer and elective credits. Articulation agreements may assist graduates in transferring additional credits. For more information, contact a program advisor.

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# Professional Photography Careers

Our graduates can be employed in many photographic career areas, including:

- professional photographic studios
- professional photographic color labs
- corporate industrial photography departments
- advertising agencies

Starting Wages: \$16,900 - \$30,000 per year\*

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Professional Photography - Commercial](#)
- [Professional Photography - Portrait](#)
- [Professional Photography - Digital](#)

\*Source: Iowa Workforce Development

## Employers

Deere and Company	Moline, IL
DC Shoes, Inc.	Huntington Beach, CA
John Deere	Moline, IL
Meredith Corporation	Des Moines, IA
Read Photography	Cedar Rapids, IA
Stalzer Photography	Marshalltown, IA

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# Professional Photography Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Professional Photography – Portrait Courses

**Award:** Associate of Applied Arts (AAA)

**Required number of credits:** 67

**Program Length:** Four semesters

**Program Start:** Fall only

The Professional Photography Portrait emphasis program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PHT102	Photo Design I	3
PHT106	Introduction to Image Editing	3
PHT108	Camera I	3
PHT109	Print I	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 2</b>		
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
PHT110	Camera II	3
PHT111	Print II	3
PHT132	Photo Design II	3
PHT202	Basic Portraiture	3
PHT204	Basic Commercial Photography	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 3</b>		
PHT215	Portrait Image Editing	3
PHT220	Intermediate Portraiture	3

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PHT241	Portrait Business	3
SPC101	Fundamentals of Oral Communication	3
	<u>Portrait Photography Emphasis Elective</u>	3
	<u>Portrait Photography Emphasis Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

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#### **Semester 4**

PHT217	Advanced Portrait Image Editing	3
PHT240	Portrait Production and Portfolio	3
PHT244	Wedding Photography	4
	<u>Portrait Photography Emphasis Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 13</b>

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#### **Portrait Photography Emphasis Electives**

BUS102	Introduction to Business	3
GRA133	Desktop Publishing	4
MGT110	Small Business Management	3
MKT110	Principles of Marketing	3
MKT140	Principles of Selling	3
NET109	A+ Certification Prep Course	4
PHT208	Basic Photojournalism	3
PHT210	Visual Communication	3
PHT216	Commercial Image Editing	3
PHT218	Advanced Commercial Image Editing	3
PHT227	Intermediate Commercial	3
PHT229	Intermediate Photojournalism	3
PHT235	Tech. for Studio Promotion	3
PHT242	Audio Visual Presentations	3
PHT245	History of Photography	3
PHT247	Commercial Production and Portfolio	3
PHT248	Commercial Business	3
PHT249	Advanced Commercial Lighting	3
PHT251	Fine Art Photography	3
PHT252	Film and Print Scanning	3
PHT253	Art Direction	3
<u><a href="#">View Course Descriptions</a></u>		

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#### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4

[View Course Descriptions](#)

## Professional Photography – Commercial Courses

**Award:** Associate of Applied Arts (AAA)

**Required number of credits:** 66

**Program Start:** Fall only

The Professional Photography Commercial emphasis program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PHT102	Photo Design I	3
PHT106	Introduction to Image Editing	3
PHT108	Camera I	3
PHT109	Print I	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 2</b>		
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
PHT110	Camera II	3
PHT111	Print II	3
PHT132	Photo Design II	3
PHT202	Basic Portraiture	3
PHT204	Basic Commercial Photography	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 3</b>		
PHT216	Commercial Image Editing	3
PHT227	Intermediate Commercial	3
PHT248	Commercial Business	3

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SPC101	Fundamentals of Oral Communication	3
	<u>Commercial Photography Emphasis Elective</u>	3
<u>View Course Descriptions</u>		<b>Total Credits 15</b>

<b>Semester 4</b>		
PHT218	Advanced Commercial Image Editing	3
PHT247	Commercial Production and Portfolio	3
PHT253	Art Direction	3
	<u>Commercial Photography Emphasis Elective</u>	3
	<u>Commercial Photography Emphasis Elective</u>	3
<u>View Course Descriptions</u>		<b>Total Credits 15</b>

<b>Commercial Photography Emphasis Electives</b>		
BUS102	Introduction to Business	3
GRA133	Desktop Publishing	4
MGT110	Small Business Management	3
MKT110	Principles of Marketing	3
MKT140	Principles of Selling	3
NET109	A+ Certification Prep Course	4
PHT208	Basic Photojournalism	3
PHT210	Visual Communication	3
PHT215	Portrait Image Editing	3
PHT217	Advanced Portrait Image Editing	3
PHT220	Intermediate Portraiture	3
PHT229	Intermediate Photojournalism	3
PHT235	Tech. for Studio Promotion	3
PHT240	Portrait Production and Portfolio	3
PHT241	Portrait Business	3
PHT242	Audio Visual Presentations	3
PHT244	Wedding Photography	4
PHT245	History of Photography	3
PHT249	Advanced Commercial Lighting	3
PHT251	Fine Art Photography	3
PHT252	Film and Print Scanning	3
<u>View Course Descriptions</u>		

<b>Math Electives</b>		
MAT110	Math for Liberal Arts	3



MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4

[View Course Descriptions](#)

## Professional Photography – Digital Courses

**Award:** Associate of Applied Arts (AAA)

**Required number of credits:** 63

**Program Start:** Fall only

The Professional Photography Digital emphasis program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PHT102	Photo Design I	3
PHT106	Introduction to Image Editing	3
PHT108	Camera I	3
PHT109	Print I	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 2</b>		
PHT110	Camera II	3
PHT111	Print II	3
PHT132	Photo Design II	3
PHT202	Basic Portraiture	3
PHT204	Basic Commercial Photography	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 3</b>		
PHT215	Portrait Image Editing	3
PHT216	Commercial Image Editing	3
SPC101	Fundamentals of Oral Communication	3
	<u>Digital Emphasis Elective — List 1</u>	3
	<u>Digital Emphasis Elective — List 1</u>	3

### Program Contacts

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Digital Emphasis Elective — List 1

3

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[View Course Descriptions](#)

**Total Credits 18**

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**Semester 4**

COM781 Written Communication in the Workplace -OR- 3

ENG105 Composition I 3

PHT217 Advanced Portrait Image Editing 3

PHT218 Advanced Commercial Image Editing 3

Digital Emphasis Elective — List 2 3

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[View Course Descriptions](#)

**Total Credits 12**

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**Digital Emphasis Electives — List 1**

BUS102 Introduction to Business 3

MGT110 Small Business Management 3

MKT110 Principles of Marketing 3

MKT140 Principles of Selling 3

NET109 A+ Certification Prep Course 4

PHT208 Basic Photojournalism 3

PHT210 Visual Communication 3

PHT220 Intermediate Portraiture 3

PHT227 Intermediate Commercial 3

PHT235 Tech. for Studio Promotion 3

PHT241 Portrait Business 3

PHT242 Audio Visual Presentations 3

PHT248 Commercial Business 3

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[View Course Descriptions](#)

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**Digital Emphasis Electives — List 2**

BUS102 Introduction to Business 3

GRA133 Desktop Publishing 4

MGT110 Small Business Management 3

MKT110 Principles of Marketing 3

MKT140 Principles of Selling 3

NET109 A+ Certification Prep Course 4

PHT249 Advanced Commercial Lighting 3

PHT252 Film and Print Scanning 3

PHT253 Art Direction 3

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[View Course Descriptions](#)

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**Math Electives**

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MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4

[View Course Descriptions](#)

## Accounting

The Accounting program provides students with a systematic approach to preparing, analyzing, and tracking financial information through the accounts and records of a business. Students gain hands-on experience in Microsoft Excel, Word, and Access; Peachtree Accounting; and QuickBooks Pro.

### Certification

Graduates may take the national standardized accounting exam to qualify to receive their Licensed Public Accountant (LPA) certification.

### Transfer Information

Students completing the Accounting program may transfer to Wartburg College, Upper Iowa University, or Mount Mercy University to complete a bachelor's degree in accounting. For more information, contact a program advisor.

### Program Contacts

#### Department Secretary

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#### Dean

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## Accounting Careers

Graduates find employment in public, private, or governmental accounting or related occupations such as office management and positions with financial institutions. They attain positions working with financial statement preparation, payroll, income taxes, budgeting, and cost accounting.

Starting Wages: \$21,600 - \$32,300 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Accounting](#)
- [Accounting Technician - Diploma](#)

### Employers

Advanced Systems, Inc.	Waterloo, IA
Gray Transportation	Waterloo, IA
Harrison Truck Centers	Waterloo, IA
Hellman	Waterloo, IA
Isle Casino Hotel Waterloo	Waterloo, IA
McGladrey LLP	Waterloo, IA
Paul R. Nielsen Co., PC	Cedar Falls, IA
The Principal Financial Group	Waterloo, IA

### Program Contacts

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# Accounting Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

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## Accounting Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 64

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Accounting program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ADM131	Office Calculators	1
BCA134	Word Processing	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

<b>Semester 2</b>		
ACC116	Introduction to Accounting II -OR-	4
ACC132	Principles of Accounting II	4
ACC265	Income Tax Accounting	4
ACC311	Computer Accounting	3
ACC801	Payroll Accounting	1
ACC803	Accounting Simulations	1
BCA205	Database/Spreadsheets	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

### **Semester 3**

### Program Contacts

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ACC222	Cost Accounting	4
ACC231	Intermediate Accounting I	4
BUS102	Introduction to Business -OR-	3
BUS180	Business Ethics -OR-	3
BUS183	Business Law	3
ECN120	Principles of Macroeconomics -OR-	3
ECN110	Introduction to Economics	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

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#### **Semester 4**

ACC190	Financial Analysis	2
ACC232	Intermediate Accounting II	4
ACC250	Review for the LPA Exam	3
ACC360	Accounting Spreadsheets	2
ADM222	Career Capstone	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 14</b>

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#### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<u><a href="#">View Course Descriptions</a></u>		

## Accounting Technician Diploma Courses

**Award:** Diploma

**Required number of credits:** 33

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Accounting Technician program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ADM131	Office Calculators	1
BCA134	Word Processing	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

<b>Semester 2</b>		
ACC116	Introduction to Accounting II -OR-	4
ACC132	Principles of Accounting II	4
ACC265	Income Tax Accounting	4
ACC311	Computer Accounting	3
ACC801	Payroll Accounting	1
ACC803	Accounting Simulations	1
BCA205	Database/Spreadsheets	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

### Program Contacts

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## **Math Electives**

---

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

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## Executive Assistant

The Executive Assistant program provides students with the knowledge and skills of an executive assistant. These responsibilities include coordinating, expediting, and facilitating functions of the office.

Students gain on-the-job training at local businesses and organizations, ensuring that students possess the skills necessary to successfully obtain a job as an executive assistant.

Legal Office Assistant is an Associate of Applied Science option of the Executive Assistant program.

### Transfer Information

Office technology programs offer flexibility. Many courses are also required in other business programs, allowing a student to double major or transfer into a different program. For more information, contact a program advisor.

### Program Contacts

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Black Hawk Hall 250  
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#### Dean

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## Executive Assistant Careers

Graduates are prepared for employment in various organizations such as legal offices, brokerage firms, insurance companies, and banking institutions.

Starting Wages: \$29,700 - \$42,000 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Executive Assistant](#)
- [Administrative Assistant - Diploma](#)
- [Office Assistant - Certificate](#)

### Employers

CUNA Mutual	Waverly, IA
CBE Group	Waterloo, IA
CUNA Mutual Group	Waverly, IA
Kirkwood Community College	Cedar Rapids, IA
Veridian Credit Union	Waterloo, IA
Waterloo-Cedar Falls Courier	Waterloo, IA

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# Executive Assistant Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

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## Executive Assistant Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 64

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Executive Assistant program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADM105	Introduction to Keyboarding	1
ADM159	Proofreading and Editing	3
BCA134	Word Processing	3
BUS102	Introduction to Business	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>
<b>Semester 2</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ADM108	Keyboarding Skill Development	1
ADM148	Transcription	2
BCA205	Database/Spreadsheets	3
ENG105	Composition I	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>
<b>Semester 3</b>		
ACC311	Computer Accounting -OR-	3

### Program Contacts

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ECN110	Introduction to Economics -OR-	3
ECN120	Principles of Macroeconomics	3
ACC801	Payroll Accounting	1
ADM162	Office Procedures	3
BCA132	Electronic Communications	3
BCA213	Intermediate Computer Business Applications	3
BUS180	Business Ethics	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

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#### **Semester 4**

ADM131	Office Calculators	1
ADM180	Administrative Management	3
ADM203	Legal Office Concepts and Procedures -OR-	3
ADM208	Legal Terminology -OR-	3
ADM200	Legal Document Processing	3
ADM222	Career Capstone	3
BUS183	Business Law	3
BUS903	Business Field Experience	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

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#### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<a href="#">View Course Descriptions</a>		



## Administrative Assistant Diploma Courses

**Award:** Diploma

**Required number of credits:** 42

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Administrative Assistant program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADM105	Introduction to Keyboarding	1
ADM131	Office Calculators	1
ADM159	Proofreading and Editing	3
BCA134	Word Processing	3
BCA205	Database/Spreadsheets	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u>View Course Descriptions</u>		<b>Total Credits 17</b>

<b>Semester 2</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ADM108	Keyboarding Skill Development	1
ADM162	Office Procedures	3
ADM180	Administrative Management	3
ADM222	Career Capstone	3
BCA132	Electronic Communications -OR-	3
BCA213	Intermediate Computer Business Applications	3
<u>View Course Descriptions</u>		<b>Total Credits 17</b>

### Program Contacts

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**Semester 3**

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ADM148	Transcription	2
BUS903	Business Field Experience	3
ENG105	Composition I -OR-	3
SPC101	Fundamentals of Oral Communication	3

[View Course Descriptions](#)

**Total Credits 8**

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**Math Electives**

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MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

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## Office Assistant Certificate Courses

**Award:** Certificate

**Required number of credits:** 29

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Office Assistant program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADM105	Introduction to Keyboarding	1
ADM131	Office Calculators	1
ADM159	Proofreading and Editing	3
BCA134	Word Processing	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 14</b>
<b>Semester 2</b>		
ACC111	Introduction to Accounting -OR-	3
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ADM162	Office Procedures	3
BCA132	Electronic Communications	3
BCA205	Database/Spreadsheets	3
ENG105	Composition I -OR-	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Math Electives</b>		
MAT110	Math for Liberal Arts	3

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MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

## Golf Course and Country Club Management

The Golf Course and Country Club Management program provides students with the knowledge and skills to enter into careers in the golf course and country club industry as course managers, club managers, assistant course managers, and assistant club managers at public and private golf courses and country clubs. Students will learn inside operations including event planning, personnel and training, finance and budgeting, marketing, hospitality management, and food and bar operations. They will also learn outside operations including turfgrass, grounds maintenance, pest management, and equipment operation and repair.

### Experience and Training

The Golf Course and Country Club Management program provides eight-week and 12-week golf course internships. These internships allow students to gain real work experience on site at golf courses and country clubs. This ensures students develop the skills they need to succeed on the job.

### Program Contacts

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## Golf Course and Country Club Management Careers

Graduates may find employment in public and private golf courses and country clubs working as:

- assistant superintendents
- superintendents
- assistant managers
- managers
- event planners

They may also find jobs as golf industry representatives.

Starting Wages: \$28,200 - \$42,100 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Golf Course and Country Club Management](#)

### Potential Employers

This program's advisory committee members and other golf course and country clubs may hire graduates.

Ballard Golf and County Club	Huxley, IA
Beaver Hills Country Club	Cedar Falls, IA
City of Cedar Falls	Cedar Falls, IA
La Porte City Golf Club	La Porte City, IA
River Bend Golf Course	Story City, IA
Waterloo Leisure Services	Waterloo, IA
Waverly Golf Course	Waverly, IA

### Program Contacts

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# Golf Course and Country Club Management Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

Cindi Clark  
Black Hawk Hall 101  
319-296-4021  
[Email me](#)

### Program Advisor

Dave Westley  
Black Hawk Hall 116  
319-296-2329 ext.1210  
[Email me](#)

### Dean

Bryan Renfro  
Black Hawk Hall 102  
319-296-4427  
[Email me](#)

# Golf Course and Country Club Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 66

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Golf Course and Country Club Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

### Semester 1

AGH112	Introduction to Turfgrass Management	3
HCM608	Introduction to Hospitality	3
MAT772	Applied Math -OR-	3
MAT156	Statistics -OR-	3
MAT110	Math for Liberal Arts	3
MGT101	Principles of Management	3
MGT222	Golf Club Operations	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 15</b>

### Semester 2

AGA284	Pesticide Application Certification *	3
AGH425	Grounds Maintenance **	3
BUS905	Golf Course Internship **	1
HCM242	Event Planning and Customer Service *	2
HCM309	Hospitality Safety and Sanitation	3
HCM602	Introduction to Food and Bar Operations *	3
SPC101	Fundamentals of Oral Communication	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 18</b>

\* Meets first 8 weeks.

\*\* Meets second 8 weeks.

### Semester 3 – Summer

## Program Contacts

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BUS905	Golf Course Internship	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 3</b>

The Golf Course Internship will meet for 12 weeks.

<b>Semester 4</b>		
AGH161	Irrigation Systems	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MKT110	Principles of Marketing -OR-	3
MKT198	Sports Marketing	3
<a href="#"><u>Electives</u></a>		5
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 14</b>

<b>Semester 5</b>		
ACC131	Principles of Accounting I -OR-	4
ACC115	Introduction to Accounting	4
MGT170	Human Resource Management	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology -OR-	3
PSY102	Human and Work Relations	3
<a href="#"><u>Elective</u></a>		3
<a href="#"><u>Elective</u></a>		3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>

<b>Electives</b>		
AGA376	Integrated Pest Management	3
AGH140	Equipment Operations	2
AGH142	Landscape Construction	3
AGH143	Equipment Repair	3
AGH211	Advanced Turfgrass Management	3
BUS102	Introduction to Business	3
BUS180	Business Ethics	3
BUS183	Business Law	3
MGT110	Small Business Management	3
MGT210	Management Decision Making	3
MKT140	Principles of Selling	3
MKT142	Consumer Behavior	3
MKT152	Advertising and Visual Merchandising	3

[View Course Descriptions](#)

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## Hospitality Management

The Hospitality Management program prepares students for supervisory and managerial positions in hotels, resorts, restaurants, institutions, and clubs. Students learn to understand and apply the administrative and practical skills to manage food and lodging operations. The program includes instruction in hospitality principles, operations, management, human resources, marketing, sales, and accounting.

### Experience and Training

The Hospitality Management program provides summer internships. These internships allow students to gain real work experience on site to develop the skills they need to succeed on the job.

### Transfer Information

Many of the business courses are designed to allow students easy transfer from one business program to another. For more information, contact a program advisor.

### Program Contacts

#### Department Secretary

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## Hospitality Management Careers

Graduates may find employment for supervisory and managerial positions in hotels, restaurants, institutions, and clubs.

Starting Wages: \$24,500 – \$40,800 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Hospitality Management](#)

### Potential Employers

This program's advisory committee members may hire graduates.

Barmuda Companies	Cedar Falls and Waterloo, IA
Beaver Hills Country Club	Cedar Falls, IA
Isle Casino Hotel Waterloo	Waterloo, IA
La Calle	Cedar Falls, IA
Perkins Restaurant and Bakery	Waterloo, IA
Wingate by Wyndham	Cedar Falls, IA

### Program Contacts

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# Hospitality Management Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

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## Hospitality Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 62

**Program Length:** 4 semesters and 1 summer term

**Enrollment Status:** [Full-time or part-time](#)

**Program Start:** Fall, Spring, Summer

The Hospitality Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When [registering for classes](#) refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

#### Semester 1

HCM138	Food Fundamentals	3
HCM608	Introduction to Hospitality	3
MAT772	Applied Math -OR-	3
MAT110	Math for Liberal Arts -OR-	3
MAT156	Statistics	3
MGT170	Human Resource Management	3
MKT110	Principles of Marketing	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 15</b>

#### Semester 2

HCM242	Event Planning and Customer Service	2
HCM309	Hospitality Safety and Sanitation	3
HCM589	Introduction to Restaurant Management	3
HCM602	Introduction to Food and Bar Operations	3
HCM605	Hotel Administration	2
SPC101	Fundamentals of Oral Communication	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

#### Semester 3 – Summer

HCM905	Hospitality Internship	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 3</b>

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**Semester 4**

COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
HCM240	Menu Planning and Design	2
MGT210	Management Decision Making	3
MKT142	Consumer Behavior	3
MMS117	Social Media for Business	3

[View Course Descriptions](#)

**Total Credits 14**

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**Semester 5**

ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
BUS183	Business Law	3
HCM200	Dining Room Service	2
HCM251	Purchasing, Receiving, and Inventory	2
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3

[View Course Descriptions](#)

**Total Credits 14**

## Human Resource Management

The Human Resource Management program prepares graduates to start in entry-level positions in the growing field of human resource management to meet the demands of business and service organizations. Students learn the essentials of human resources by studying management, interviewing, job placement, business and labor laws, needs assessment, strategic planning, compensation and benefits, and training techniques.

### Transfer Information

Graduates may transfer with junior standing to Wartburg College, Mount Mercy University, or Upper Iowa University. For more information, contact a program advisor.

### Program Contacts

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#### Program Advisor

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#### Dean

Bryan Renfro  
Black Hawk Hall 102  
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# Human Resource Management Careers

Graduates of the Human Resource Management program work as:

- assistants
- generalists
- benefit coordinators
- recruiters
- job analysts
- training and development specialists
- compensation and benefits administrators
- employment welfare coordinators
- managers
- assistant managers
- supervisors

Starting Wages: \$26,200 - \$36,700 per year\*

\*Source: Iowa Workforce Development

The demand for trained individuals in human resources increases as employment, compensation, and benefit laws continue to change and become increasingly complex.

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Human Resource Management](#)

## Program Contacts

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# Human Resource Management Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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### Dean

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319-296-4427  
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## Human Resource Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 64

**Program Start:** Fall, Spring, Summer

The Human Resource Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
BUS102	Introduction to Business	3
ENG105	Composition I	3
MAT110	Math for Liberal Arts -OR-	3
	<u>Math Elective</u>	3
MGT101	Principles of Management	3
PSY111	Introduction to Psychology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

<b>Semester 2</b>		
ACC131	Principles of Accounting I	4
BUS180	Business Ethics	3
CSC110	Introduction to Computers	3
MGT170	Human Resource Management	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

<b>Semester 3</b>		
BUS183	Business Law	3
BUS903	Business Field Experience	3
MGT174	Training and Employee Development	3
MGT177	Staffing	3
MGT180	Management and Labor Relations	3
	<u>Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

### Program Contacts

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<b>Semester 4</b>		
MGT142	Problems and Issues in Supervision and Management	3
MGT178	Employment Law	3
MGT190	Employee Compensation and Benefits Management	3
	<u>Elective</u>	3
	<u>Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

<b>Electives</b>		
ACC132	Principles of Accounting II	4
ACC311	Computer Accounting	3
ACC801	Payroll Accounting	1
ACC803	Accounting Simulations	1
ADM159	Proofreading and Editing	3
BCA132	Electronic Communications	3
BCA134	Word Processing	3
BUS220	Introduction to International Business	3
ECN120	Principles of Macroeconomics	3
ECN130	Principles of Microeconomics	3
ENG106	Composition II	3
FIN121	Personal Finance	3
HCM242	Event Planning and Customer Service	2
MGT110	Small Business Management	3
MKT110	Principles of Marketing	3
MMS117	Social Media for Business	3
<u><a href="#">View Course Descriptions</a></u>		

<b>Math Electives</b>		
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<u><a href="#">View Course Descriptions</a></u>		

## Legal Office Assistant

The Legal Office Assistant program is designed to prepare students to support the legal divisions of businesses and law firms. Students learn most of the skills and knowledge required of the Executive Assistant program, as well as how to prepare correspondence and legal papers under the supervision of an attorney or paralegal. Students learn legal office procedures, legal transcription, legal terminology, and legal document production.

Legal Office Assistant is an Associate of Applied Science option of the [Executive Assistant program](#).

### Experience and Training

Students gain on-the-job experience at local businesses and organizations, ensuring that students possess the skills necessary to successfully obtain a job as a legal office assistant.

### Transfer Information

Many of the business courses are designed to allow students easy transfer from one business program to another. For more information, contact a program advisor.

### Program Contacts

#### Department Secretary

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Black Hawk Hall 101  
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#### Program Advisor (A-L)

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Black Hawk Hall 102  
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## Legal Office Assistant Careers

Graduates find employment in law firms, legal divisions of large businesses, and federal and state government offices.

Starting Wages: \$25,400 - \$36,500 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Legal Office Assistant](#)

### Employers

Beecher, Field, Walker, Morris, Hoffman, & Johnson, P.C.	Waterloo, IA
Iowa Workforce Development Center	Waterloo, IA
Redfern, Mason, Larsen, and Moore, PLC	Cedar Falls, IA
Swisher and Cohrt, PLC	Waterloo, IA

### Program Contacts

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# Legal Office Assistant Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

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For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Legal Office Assistant Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 63

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Legal Office Assistant program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADM105	Introduction to Keyboarding	1
ADM159	Proofreading and Editing	3
BCA134	Word Processing	3
CRJ100	Introduction to Criminal Justice	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>
<b>Semester 2</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ADM108	Keyboarding Skill Development	1
ADM148	Transcription	2
ADM208	Legal Terminology	3
BCA205	Database/Spreadsheets	3
ENG105	Composition I	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>
<b>Semester 3</b>		
ADM131	Office Calculators	1

### Program Contacts

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ADM200	Legal Document Processing	3
BCA132	Electronic Communications	3
BCA213	Intermediate Computer Business Applications	3
BUS180	Business Ethics	3
SPC101	Fundamentals of Oral Communication	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

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#### **Semester 4**

ADM180	Administrative Management	3
ADM203	Legal Office Concepts and Procedures	3
ADM222	Career Capstone	3
BUS183	Business Law	3
BUS903	Business Field Experience	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 15</b>

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#### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<a href="#">View Course Descriptions</a>		

## Marketing Management

The Marketing Management program equips students with the competencies to enter mid-management marketing positions. Students learn essential skills for a successful career in today's fast-paced business environment and study marketing activities, management functions, decision-making skills, sales, merchandising, human resources, and promotions management. Courses feature an emphasis on the application of computer technology and communication.

### Transfer Information

Transfer between Marketing Management and Business Administration is common. Graduates may transfer with junior standing to Wartburg College, Mount Mercy University, Upper Iowa University, or other private academic institutions. For more information, contact a program advisor.

### Program Contacts

#### Department Secretary

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## Marketing Management Careers

Graduates work as assistant managers or managers in marketing, sales, promotion, distribution services, and procurement positions in wholesale, manufacturing, retail, service, and financial businesses.

Graduates may work in small companies, utilizing a broad range of skills and doing a wide variety of tasks, or in large companies in specialized positions.

Starting Wages: \$24,000 - \$37,100 per year\*

\*Source: Iowa Workforce Development

Iowa Workforce Development forecasts more than 655 job openings each year for entry-level managers through 2022. Graduates may earn a salary, work on commission, or earn a combination of salary and commission.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Marketing Management](#)

### Employers

VGM Group	Waterloo, IA
Hy-Vee, Inc.	West Des Moines, IA
GEICO	Coralville, IA
John Deere	Waterloo, IA
PDCM Insurance	Waterloo, IA
CBE Group	Waterloo, IA

### Program Contacts

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# Marketing Management Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Marketing Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 64

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Marketing Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
BUS102	Introduction to Business	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
MKT110	Principles of Marketing	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 2</b>		
CSC110	Introduction to Computers	3
MKT140	Principles of Selling	3
MKT160	Principles of Retailing	3
SPC101	Fundamentals of Oral Communication	3
	<u>Business Elective</u>	3
	<u>Economics Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 3</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4

### Program Contacts

#### Department Secretary

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#### Program Advisor

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BUS183	Business Law	3
MGT101	Principles of Management	3
	<u>Economics Elective</u>	3
	<u>Business Elective</u>	3
<u>View Course Descriptions</u>		<b>Total Credits 16</b>

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#### **Semester 4**

ADM222	Career Capstone	3
MGT170	Human Resource Management	3
MKT152	Advertising and Visual Merchandising	3
	<u>Business Elective -OR-</u>	3
	<u>Marketing Management Elective</u>	3
	<u>Business Elective -OR-</u>	3
	<u>Marketing Management Elective</u>	3
<u>View Course Descriptions</u>		<b>Total Credits 15</b>

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#### **Economics Electives**

ECN110	Introduction to Economics	3
ECN120	Principles of Macroeconomics	3
ECN130	Principles of Microeconomics	3
<u>View Course Descriptions</u>		

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#### **Business Electives**

ACC116	Introduction to Accounting II	4
ACC132	Principles of Accounting II	4
ADM105	Introduction to Keyboarding	1
BCA132	Electronic Communications	3
BCA134	Word Processing	3
BUS180	Business Ethics	3
BUS903	Business Field Experience	3
ENG106	Composition II	3
MGT110	Small Business Management	3
MGT210	Management Decision Making	3
MKT142	Consumer Behavior	3
<u>View Course Descriptions</u>		

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#### **Marketing Management Electives**

ADM131	Office Calculators	1
BUS220	Introduction to International Business	3
FIN121	Personal Finance	3

[View Course Descriptions](#)

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**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

## Medical Administrative Assistant

The Medical Administrative Assistant program is designed to prepare students with entry-level competencies to begin a career in the medical administrative field. Students gain the skills and knowledge in secretarial functions of coordinating, expediting, and facilitating the daily operations of a medical office.

### Experience and Training

Students gain on-the-job experience at local businesses and organizations, ensuring that students possess the skills necessary to successfully obtain a job as a medical administrative assistant.

### Transfer Information

Programs in the office technology area are designed to allow students to transfer from one office technology program to another. For more information, contact a program advisor.

### Program Contacts

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## Medical Administrative Assistant Careers

Graduates are prepared for employment in various health-related organizations such as physicians' and dentists' offices, hospitals, insurance companies, and community health facilities. They work as administrative assistants, office managers, medical secretaries, insurance specialists, and clinic administrators.

Starting Wages: \$23,600 - \$30,500 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Medical Administrative Assistant](#)
- [Medical Secretary - Diploma](#)

### Employers

Allen Memorial Hospital	Waterloo, IA
American HomePatient	Waterloo, IA
Cedar Valley Medical Specialists, P.C.	Waterloo, IA
Peoples Community Health Clinic, Inc.	Waterloo, IA
UnityPoint Health	Waterloo and Cedar Falls, IA
Wheaton Franciscan Healthcare	Waterloo and Cedar Falls, IA

### Program Contacts

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# Medical Administrative Assistant Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

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## Medical Administrative Assistant Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 64

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Medical Administrative Assistant program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADM105	Introduction to Keyboarding	1
ADM159	Proofreading and Editing	3
BCA134	Word Processing	3
HSC116	Beginning Medical Terminology	4
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

<b>Semester 2</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ADM108	Keyboarding Skill Development	1
ADM148	Transcription	2
BCA205	Database/Spreadsheets -OR-	3
CSC110	Introduction to Computers	3
HIT250	Coding I (ICD)	3
HSC124	Advanced Medical Terminology	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

### **Semester 3**

### Program Contacts

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BCA213	Intermediate Computer Business Applications -OR-	3
BCA132	Electronic Communications	3
ENG105	Composition I	3
MAP132	Medical Transcription	2
MAP141	Medical Insurance	3
MAP152	Computer Patient Billing	2
SPC101	Fundamentals of Oral Communication	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>

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#### **Semester 4**

ADM131	Office Calculators	1
ADM162	Office Procedures	3
ADM180	Administrative Management	3
ADM222	Career Capstone	3
BUS903	Business Field Experience	3
MAP511	Pharmacology for the Medical Secretary	1
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 14</b>

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#### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<a href="#"><u>View Course Descriptions</u></a>		

## Medical Secretary Diploma Courses

**Award:** Diploma

**Required number of credits:** 41

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Medical Secretary program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADM105	Introduction to Keyboarding	1
BCA134	Word Processing	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 7</b>
<b>Semester 2</b>		
ADM108	Keyboarding Skill Development	1
ADM148	Transcription	2
ADM159	Proofreading and Editing	3
BCA132	Electronic Communications	3
HIT250	Coding I (ICD)	3
HSC116	Beginning Medical Terminology	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>
<b>Semester 3</b>		
ADM162	Office Procedures	3
ADM222	Career Capstone	3
HSC124	Advanced Medical Terminology	4
MAP132	Medical Transcription	2
MAP141	Medical Insurance	3
MAP152	Computer Patient Billing	2
MAP511	Pharmacology for the Medical Secretary	1

### Program Contacts

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[View Course Descriptions](#)

**Total Credits 18**

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**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

## Medical Billing and Coding Associate

The Medical Billing and Coding Associate program provides students with the skills needed to enter one of the fastest-growing fields in healthcare. Students will gain hands-on, practical experience with medical insurance claim forms for various types of medical insurance and will work with ICD-10-CM, ICD-10-PCS, CPT-4, and HCPCS coding. They will also learn legal, ethical, regulatory, and HIPAA compliance concepts and requirements.

Medical billing and coding professionals keep and review records, calculate patient charges for services, prepare statements, and submit claims to insurance carriers accurately in an efficient and timely manner.

### Certification

Students who successfully complete the program will be eligible to take one of the following national certification exams.

- Billing and Coding Specialist Certification (CBCS) from the National Healthcareer Association (NHA)
- Certified Coding Associate (CCA) from the American Health and Information Management Association (AHIMA)
- Certified Professional Coder (CPC) from the American Academy of Professional Coders (AAPC)

### Transfer Information

Programs in the office technology area are designed to allow students to transfer from one office technology program to another. For more information, contact a program advisor.

### Program Contacts

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## Medical Billing and Coding Associate Careers

Graduates may find employment in hospitals and physicians' offices working as:

- billing coordinator
- billing specialist
- coding specialist
- collections specialist
- patient account representative
- reimbursement specialist
- revenue analyst

Starting Wages: \$25,500 - \$31,400 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Medical Billing and Coding Associate](#)
- [Medical Insurance Coding Specialist - Diploma](#)

### Program Contacts

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# Medical Billing and Coding Associate Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Medical Billing and Coding Associate Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 65

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Medical Billing and Coding Associate program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADM105	Introduction to Keyboarding	1
ADM159	Proofreading and Editing	3
BCA134	Word Processing	3
HIT125	Essentials of Health Records	2
HSC116	Beginning Medical Terminology	4
MAT772	Applied Math -OR-	3
	<u>Math Electives</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

<b>Semester 2</b>		
ADM131	Office Calculators	1
BCA205	Database/Spreadsheets -OR-	3
CSC110	Introduction to Computers	3
HIT215	Introduction to CPT	2
HIT250	Coding I (ICD)	3
HSC124	Advanced Medical Terminology	4
HSC217	Introduction to Pathology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

<b>Semester 3</b>		
ACC115	Introduction to Accounting -OR-	4
ACC131	Principles of Accounting I	4
ENG105	Composition I	3

### Program Contacts

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HIT240	Advanced Coding and Classification	3
HIT280	CPT-4 Coding	3
MAP141	Medical Insurance	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

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#### **Semester 4**

ADM222	Career Capstone	3
BCA213	Intermediate Computer Business Applications -OR-	3
BCA132	Electronic Communications	3
HIT510	Coding Certification Review	2
MAP152	Computer Patient Billing	2
MAP511	Pharmacology for the Medical Secretary	1
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
SPC101	Fundamentals of Oral Communication	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 17</b>

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#### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<a href="#">View Course Descriptions</a>		

# Medical Insurance Coding Specialist Diploma Courses

**Award:** Diploma

**Required number of credits:** 41

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Medical Insurance Coding Specialist program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

### Semester 1 – Summer

CSC110	Introduction to Computers	3
MAT772	Applied Math -OR-	3
	<u>Math Electives</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 6</b>

### Semester 2

HIT125	Essentials of Health Records	2
HIT215	Introduction to CPT	2
HIT250	Coding I (ICD)	3
HSC116	Beginning Medical Terminology	4
HSC217	Introduction to Pathology	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

### Semester 3

HIT240	Advanced Coding and Classification	3
HIT280	CPT-4 Coding	3
HIT510	Coding Certification Review	2
HSC124	Advanced Medical Terminology	4
MAP141	Medical Insurance	3

## Program Contacts

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MAP152	Computer Patient Billing	2
MAP511	Pharmacology for the Medical Secretary	1
<a href="#">View Course Descriptions</a>		<b>Total Credits 18</b>

---

**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

## Early Childhood Education

Hawkeye Community College prepares students for a rewarding career nurturing the growth and development of children. Students acquire basic knowledge about the child care and education field, child development from birth to adolescence, and appropriate practices in working with children.

Students gain hands-on experience by participating in opportunities in a variety of local early childhood programs, including Head Start centers, preschool programs, and child care centers, such as the [Hawkeye Child Development Center](#).

Students must pass the Department of Human Services criminal history record check and a national FBI fingerprint check before being placed in field experience courses.

### Evening Program

Earn a degree in the evening! Eight-week hybrid courses (partially face-to-face, partially online) are offered on Tuesdays and Thursdays at 6:00pm. This evening sequence of study coincides with the Bachelor of Arts evening program at Upper Iowa University to ease your transition in completing your degree.

The [Hawkeye Child Development Center](#) will be open on Tuesday and Thursday evenings.

### Transfer Information

The Early Childhood Education Associate of Applied Science degree has an articulation agreement with the Prekindergarten-Grade 3 Bachelor of Arts degree at Upper Iowa University.

### Program Contacts

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# Early Childhood Education Careers

Graduates are working in a variety of child care settings including:

- Head Start centers
- preschools
- public or private child care centers
- public schools as paraeducators
- in-home child care providers
- nannies

Starting Wages: \$16,800 - \$27,100 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Early Childhood Education](#)

## Employers

Community United Child Care Centers	Waterloo, IA Cedar Falls, IA
Hawkeye Child Development Center	Waterloo, IA
Tri-County Child & Family Development Council, Inc.	Waterloo, IA
Trinity Preschool and Child Care	Waterloo, IA
Waterloo Community School District	Waterloo, IA
Waverly Child Care and Preschool	Waverly, IA

## Program Contacts

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# Early Childhood Education Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic
16 - Reading	69 - Reading	34 - Reading	62 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT045 Fundamentals of Math

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 30 students and 30 alternates each fall and spring semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.
5. Students must pass the Department of Human Services Criminal History Record Check and a National FBI Fingerprint check prior to being placed in field experience courses.

## Program Contacts

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## Early Childhood Education Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 61

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Early Childhood Education program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings

Students must pass a DHS Criminal History Record Check and an FBI Fingerprint Check before being placed in Field Experience courses.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ECE103	Introduction to Early Childhood Education	3
ECE158	Early Childhood Curriculum I	3
ECE170	Child Growth and Development	3
ECE221	Infant/Toddler Care and Education	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT110	Math for Liberal Arts -OR-	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

<b>Semester 2</b>		
ECE133	Child Health, Safety, and Nutrition	3
ECE159	Early Childhood Curriculum II	3
ECE243	Early Childhood Guidance	3
ECE274	Field Experience I	2
ECE944	Field Experience Seminar I	1
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

### Program Contacts

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#### Dean

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---

**Semester 3**

ECE120	Communication with Families	2
ECE122	Parenting Relationships	2
ECE125	School Age Care	2
ECE260	Current Topics and Issues in Child Care	2
ECE284	Field Experience II	2
ECE298	Child Development Career Strategies	2
ECE945	Field Experience Seminar II	1
SPC101	Fundamentals of Oral Communication	3

[View Course Descriptions](#)

**Total Credits 16**

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**Semester 4**

ECE250	Advanced Curriculum Planning	3
ECE290	Early Childhood Program Administration	3
EDU246	Including Diverse Learners	3
PSY111	Introduction to Psychology	3

[View Course Descriptions](#)

**Total Credits 12**

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**Math Electives**

MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

## Early Childhood Education – Diploma Courses

**Award:** Diploma

**Required number of credits:** 33

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Early Childhood Education diploma option program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings

Students must pass a DHS Criminal History Record Check and an FBI Fingerprint Check before being placed in Field Experience courses.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ECE103	Introduction to Early Childhood Education	3
ECE158	Early Childhood Curriculum I	3
ECE170	Child Growth and Development	3
ECE221	Infant/Toddler Care and Education	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
MAT110	Math for Liberal Arts -OR-	3
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

<b>Semester 2</b>		
ECE133	Child Health, Safety, and Nutrition	3
ECE159	Early Childhood Curriculum II	3
ECE243	Early Childhood Guidance	3
ECE274	Field Experience I	2
ECE944	Field Experience Seminar I	1
SOC110	Introduction to Sociology -OR-	3
PSY102	Human and Work Relations	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

### Program Contacts

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**Math Electives**

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MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

---

[View Course Descriptions](#)

## Dental Assisting

The Dental Assisting program prepares students to assist the dentist at chair side, perform receptionist and clinical functions, and carry out selected dental laboratory work. Students gain valuable experience and training needed to work as a dental assistant.

Students train in Hawkeye's state-of-the-art [Dental Clinic](#) featuring 18 patient chairs, computerized patient record software, and a complete digital X-ray system. The on-campus Dental Clinic is supervised by licensed dentists. Students complete a summer clinical allowing them to train in a real-world setting. The clinic is open to the public.

Graduates are eligible to take the national and state/regional examinations for licensure, which is required to practice in any state. A social security number is required to take the exams and apply for licensure.

### Accreditation

The Dental Assisting program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. Allied Dental Professions graduates are eligible to take necessary Examinations of their choice. Successful completion of board examinations is required to receive a license to practice in the State of Iowa.

#### [Commission on Dental Accreditation](#)

American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611  
312-440-4653

[www.ada.org/en/coda](http://www.ada.org/en/coda)

[Policy on Third Party Comments \[pdf\]](#)

### Program Contacts

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## Dental Assisting Careers

Graduates work in a variety of careers including:

- private or group practice
- general dentistry or specialty practices
- dental schools
- federal government dental facilities

Starting Wages: \$27,400 - \$35,600 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Dental Assisting](#)

### Employers

Dr. Anne Hennessey	Cedar Falls, IA
<hr/>	
Cedar River Oral Surgery, P.C./Dr. Edwin King	Waterloo, IA
<hr/>	
Dr. John Spragg	Waterloo, IA
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Hennessey Family Dentistry	Cedar Falls, IA
<hr/>	
Kimball & Beecher Family Dentistry	Waterloo, IA
<hr/>	
Peoples Community Health Clinic, Inc.	Waterloo, IA
<hr/>	

### Program Contacts

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# Dental Assisting Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills
Basic Skills Competency in Math			

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG040 College Preparatory Reading III

### Option 3

Any combination of Option 1 and Option 2 fulfilling the basic skills requirements in reading, writing, and math.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 24 students and 10 alternates each Fall Semester. Applicants will be accepted based upon the date of their completed applicant. If many students share the same date for completing their applicant file, the application date will be used to prioritize acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Dental Assisting Courses

**Award:** Diploma

**Required number of credits:** 46

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Dental Assisting program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings to Participate in Clinicals

As a student in a health program at Hawkeye Community College you will be required to complete:

- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

The outcome could possibly affect your opportunities to participate in the clinical setting.

### Bloodborne Pathogens, Infectious Disease, and Ionizing Radiation

As a student of the Allied Dental Programs at Hawkeye Community College, individuals may be exposed to bloodborne pathogens, infectious disease, and ionizing radiation. The Dental Assisting and Dental Hygiene Programs both educate students in policies which are outlined in the school catalog, student and faculty handbooks, and program policies and procedures manuals, which are effective in ensuring a safe environment. These items are clearly stated verbally and in written form and given to students, faculty, and staff of Hawkeye Community College through set exposure control guidelines.

Safety regarding ionizing radiation is effective and remains a primary focus, including the design of the radiology facilities, the monitoring of potential radiation through the use of the quarterly TLD badge system, and the registration and monitoring of all equipment in compliance with the State of Iowa regulations for safety. The units used for patient exposure allow for the least amount of radiation exposure when used on the film speed E or the phosphor plate sensors.

The Allied Dental Programs accept responsibility for assuring compliance with federal and state regulations regarding bloodborne pathogens standards and hazardous materials/communications. The Programs recognize the potential for bloodborne infectious disease in patients presenting for care in clinic, sterilization, radiology, and in the dental laboratory. Protocols in all clinic and support areas have been established to integrate the ethical, legal, and regulatory considerations.

### Program Course Note

You must achieve a minimum "C" grade in all courses that are required to complete the program.

### Program Contacts

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## 2016–2017 Suggested Sequence of Study

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### Semester 1

BIO163	Essentials of Anatomy and Physiology	4
DEA103	Orientation to Dental Assist	2
DEA258	Dental Anatomy	4
DEA302	Dental Radiography	3
DEA412	Dental Materials I	3
DEA513	Chairside Assisting I	4
<a href="#">View Course Descriptions</a>		<b>Total Credits 20</b>

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### Semester 2

COM730	Communications -OR-	3
ENG105	Composition I -AND-	3
SPC101	Fundamentals of Oral Communication	3
DEA263	Dental Science II	2
DEA417	Dental Materials II	2
DEA514	Chairside Assisting II	2
DEA556	Assisting Clinic I	4
DEA603	Dental Specialties	2
DEA702	Dental Office Procedures	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 17</b>

---

### Semester 3 – Summer

DEA578	Dental Assisting Clinic II	5
DEA591	Dental Assisting Seminar	1
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 9</b>

## Dental Hygiene

The Dental Hygiene program provides a stimulating and rigorous classroom and clinical experience in Hawkeye's Dental Clinic. Students are educated in oral and dental hygiene sciences, natural sciences, clinical sciences, community health, and professional development.

Students train in Hawkeye's state-of-the-art Dental Clinic featuring 18 patient chairs, computerized patient record software, and a complete digital X-ray system. The clinic is open to the public.

Dental hygienists provide educational, clinical, and therapeutic services to the public, focusing on disease prevention and health promotion. They also help patients develop and maintain good oral health.

Registered dental hygienist (RDH) is the designation for the licensed professional. The state license and the RDH credential assure the public and other professionals that you have successfully completed a nationally accredited dental hygiene program, a national written examination, and a state or regional clinical examination.

Graduates of the Dental Hygiene program are eligible to take the national and state/regional examinations for licensure, which is required to practice in any state. A social security number is required in order to take exams and apply for licensure.

### Accreditation

The Dental Hygiene program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. Allied Dental Professions graduates are eligible to take necessary Examinations of their choice. Successful completion of board examinations is required to receive a license to practice in the State of Iowa.

#### Commission on Dental Accreditation

American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611  
312-440-4653

[www.ada.org/en/coda](http://www.ada.org/en/coda)

[Policy on Third Party Comments \[pdf\]](#)

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# Dental Hygiene Careers

Graduates are professionals who work in many settings including:

- private dental practices
- specialty practices
- HMOs
- long-term care/geriatric centers
- community outreach settings
- community health
- hospitals
- dental trade companies
- educational institutions
- research centers

Starting Wages: \$57,700 - \$67,200 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Dental Hygiene](#)

## Employers

Black Hawk County Health Department	Waterloo, IA
Dental Associates of Manchester	Manchester, IA
Kimball & Beecher Family Dentistry	Waterloo, IA
Peoples Community Health Clinic, Inc.	Clarksville, IA Waterloo, IA

## Program Contacts

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# Dental Hygiene Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic OR 97 - Elementary Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT063 Elementary Algebra

### Option 3

Any combination of Option 1 and Option 2 fulfilling the basic skills requirements of algebra, reading, and writing.

## Additional Requirements Before You Start the Program

- Prior to full acceptance into the Dental Hygiene program, you must complete [program prerequisite courses](#) with a minimum 2.75 cumulative GPA.
- Prior to the first day of classes, accepted students must be Health Care Provider Level CPR certified and have a physical exam with immunization record on Hawkeye Community College form.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants enrolled in coursework to complete the basic skill competencies requirements and [program prerequisite courses](#) will become candidates.

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- c. Upon completion of the program prerequisite courses and a cumulative GPA of 2.75 among all the program prerequisite courses, applicants will be placed on the Eligible for Acceptance list. Placement on the list is determined by their admission requirement completion date.
3. Applicants are accepted for each fall semester to begin the Dental Hygiene program. Applicants are offered acceptance based on the date their applicant file was completed. If many students share the same date for completing their applicant file, the second criteria used will be the GPA from the required general education courses.
4. If you are offered acceptance to begin the Dental Hygiene program and you choose to decline your acceptance, your file will be inactivated and you will need to re-apply for the admission to the program when interested.

Hawkeye's Equal Opportunity Statement

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## Dental Hygiene Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 86

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Dental Hygiene program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings to Participate in Clinicals

As a student in a health program at Hawkeye Community College you will be required to complete:

- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

The outcome could possibly affect your opportunities to participate in the clinical setting.

### Bloodborne Pathogens, Infectious Disease, and Ionizing Radiation

As a student of the Allied Dental Programs at Hawkeye Community College, individuals may be exposed to bloodborne pathogens, infectious disease, and ionizing radiation. The Dental Assisting and Dental Hygiene Programs both educate students in policies which are outlined in the school catalog, student and faculty handbooks, and program policies and procedures manuals, which are effective in ensuring a safe environment. These items are clearly stated verbally and in written form and given to students, faculty, and staff of Hawkeye Community College through set exposure control guidelines.

Safety regarding ionizing radiation is effective and remains a primary focus, including the design of the radiology facilities, the monitoring of potential radiation through the use of the quarterly TLD badge system, and the registration and monitoring of all equipment in compliance with the State of Iowa regulations for safety. The units used for patient exposure allow for the least amount of radiation exposure when used on the film speed E or the phosphor plate sensors.

The Allied Dental Programs accept responsibility for assuring compliance with federal and state regulations regarding bloodborne pathogens standards and hazardous materials/communications. The Programs recognize the potential for bloodborne infectious disease in patients presenting for care in clinic, sterilization, radiology, and in the dental laboratory. Protocols in all clinic and support areas have been established to integrate the ethical, legal, and regulatory considerations.

### Program Course Notes

- Students are not eligible for the Iowa Vocational Technical Tuition Grant while taking the prerequisite courses.

### Program Contacts

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- Students must achieve a minimum "C" grade in all courses that are required to complete the program.
- We strongly advise students to complete all of the general education courses, marked with the gen ed icon **GEN ED**, prior to full admission into the program.

## 2016–2017 Suggested Sequence of Study

<b>Prerequisites</b>		
BIO168	Human Anatomy and Physiology I	4
BIO173	Human Anatomy and Physiology II w/Lab	4
BIO185	Microbiology w/Lab	3
CHM122	Introduction to General Chemistry	4
CHM132	Introduction to Organic and Biochemistry	4
HSC108	Introduction to Health Professions	2
HSC113	Medical Terminology	2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 23</b>
<b>Semester 1</b>		
DHY115	Head and Neck Anatomy for Dental Hygiene	2
DHY116	Tooth Morphology	1
DHY121	Oral Histology and Embryology	2
DHY162	Oral Radiology	2
DHY175	Fundamentals of Clinical Dental Hygiene	6
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 13</b>
<b>Semester 2</b>		
DHY141	General and Oral Pathology	3
DHY187	Clinical Dental Hygiene II	3
DHY188	Clinical Dental Hygiene II Seminar	1
DHY210	Introduction To Periodontology	1
DHY222	Biomaterials for the Dental Hygienist	3
DHY240	Ethics and Jurisprudence	1
DHY262	Special Needs Patient Education	1
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 13</b>
<b>Semester 3 – Summer</b>		
PSY111	Introduction to Psychology	<b>GEN ED</b> 3
SOC110	Introduction to Sociology	<b>GEN ED</b> 3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 6</b>

<b>Semester 4</b>		
BIO151	Nutrition	3
		<b>GEN ED</b>
DHY131	Pharmacology	2
DHY211	Periodontology	2
DHY254	Community Oral Health I	2
DHY271	Pain Control	2
DHY297	Clinical Dental Hygiene III	4
DHY298	Clinical Dental Hygiene III Seminar	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 17</b>

<b>Semester 5</b>		
DHY259	Community Oral Health Service Learning Experience	1
DHY272	Interdisciplinary Health Care	2
DHY307	Clinical Dental Hygiene IV	4
DHY308	Clinical Dental Hygiene Seminar IV	1
DHY901	Independent Study Clinical Dental Hygiene (optional)	1
ENG105	Composition I	3
		<b>GEN ED</b>
SPC101	Fundamentals of Oral Communication	3
		<b>GEN ED</b>
<a href="#">View Course Descriptions</a>		<b>Total Credits 14</b>



## Medical Laboratory Technology

The Medical Laboratory Technology program teaches the knowledge and skills necessary to perform general tests in all laboratory areas, including blood banking, hematology, immunology, and microbiology. Working under the supervision of a medical technologist or pathologist, a medical laboratory technician hunts for clues to the absence, presence, extent, and causes of diseases. Students learn clinical laboratory techniques in addition to doing formal coursework in basic science and liberal arts.

Graduates are awarded an Associates in Applied Science degree and are eligible to take the national and state/regional examinations for licensure, which is required to practice in any state. A social security number is required in order to take exams and apply for licensure.

### Academic Affiliate Program

Hawkeye has academic affiliate arrangements that allow students to complete the first two semesters of the Medical Laboratory Technology program at an academic affiliate college. Students then complete the rest of the program at Hawkeye.

Academic affiliate colleges for the Medical Laboratory Technician program include:

- North Iowa Area Community College (NIACC) - Mason City, Iowa
- Northeast Iowa Community College (NICC) - Calmar and Peosta, Iowa

### Accreditation

This program is accredited by the [National Accrediting Agency for Clinical Laboratory Services \(NAACLS\)](#), a non-profit organization that independently accredits clinical laboratory science programs.

NAACLS  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119  
773-714-8880

### Program Outcomes

Hawkeye Medical Laboratory Technology program outcomes are defined by NAACLS and reported using a three-year average from 2012-2014.

- **Hawkeye Medical Laboratory Technology Placement Rate:** 100%  
Employment in the laboratory field or pursuit of further education within 1 year of graduation
  - **Hawkeye Medical Laboratory Technology Graduation Rate:** 93%  
The percentage of students completing the program who started the final half of the program defined as the start of the fall semester in the second year.
  - **Hawkeye Medical Laboratory Technology Certification Exam (ASCP-BOC MLT):** 95%  
Percentage of students who pass the exam taken within 1 year of graduation.
- 

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## Medical Laboratory Technology Careers

Graduates find employment in hospital laboratories, clinics, physicians' offices, community health agencies, research institutions, and the armed forces. Other areas our graduates work in include industrial laboratories, environmental laboratories, pharmaceutical laboratories, and sales with laboratory supply companies.

Starting Wages: \$29,700 - \$40,600 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Medical Laboratory Technology](#)

### Employers

Mercy Iowa City	Iowa City, IA
Mercy Medical Center-North Iowa	Mason City, IA
United Clinical Laboratories	Dubuque, IA
UnityPoint Health – Allen Hospital	Waterloo, IA
Wheaton Franciscan Healthcare	Waterloo and Cedar Falls, IA

### Program Contacts

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# Medical Laboratory Technology Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic OR 97 - Elementary Algebra

AND one year high school Biology with "C" grade or higher in each semester.

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT063 Elementary Algebra
- BIO042 Prep. Science for Health Careers

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, writing, and biology.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 24 students and 10 alternates each Fall and Spring Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.

## Program Contacts

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4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

Hawkeye's Equal Opportunity Statement

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## Medical Laboratory Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 80

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Medical Laboratory Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings to Participate in Clinicals

As a student in a health program at Hawkeye Community College you will be required to complete:

- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

The outcome could possibly affect your opportunities to participate in the clinical setting.

### Program Notes

- Students must achieve a minimum "C" grade in all courses required to complete the program.
- Applicants meeting the general admission requirements may take the courses below marked with an asterisk (\*) prior to full acceptance to the Medical Laboratory Technology program.

## 2016–2017 Suggested Sequence of Study

Semester 1 – Fall		
BIO163	Essentials of Anatomy and Physiology	4
CHM122	Introduction to General Chemistry	4
MLT101	Introduction to Lab Science *	2
MLT103	Lab Mathematics *	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

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**Semester 2 – Spring**

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BIO113	General Biology II -OR-	4
CHM132	Introduction to Organic and Biochemistry	4
BIO185	Microbiology w/Lab	3
ENG105	Composition I	3
HSC113	Medical Terminology *	2
MLT120	Urinalysis *	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 15</b>

---

**Semester 3 – Summer**

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MLT110	Fundamental Lab Techniques *	3
MLT130	Hematology *	3
MLT250	Clinical Microbiology	4
<a href="#">View Course Descriptions</a>		<b>Total Credits 10</b>

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**Semester 4 – Fall**

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MLT230	Advanced Hematology *	3
MLT233	Hemostasis and Thrombosis	2
MLT240	Clinical Chemistry I	7
MLT252	Parasitology *	1
MLT260	Immunohematology	4
MLT270	Immunology and Serology	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 19</b>

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**Semester 5 – Spring**

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MLT285	Clinical Practicum: Chemistry	4
MLT287	Clinical Practicum: Hematology	4
MLT288	Clinical Practicum: Microbiology	4
<a href="#">View Course Descriptions</a>		<b>Total Credits 12</b>

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**Semester 6 – Summer**

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MLT283	Clinical Practicum: Urinalysis	1
MLT284	Clinical Practicum: Immunohematology	2
MLT286	Clinical Practicum: Immunology and Serology	1
MLT291	Lab Survey and Review	1
<a href="#">View Course Descriptions</a>		<b>Total Credits 5</b>

## Practical Nursing (LPN)

The Practical Nursing program prepares students for entry-level practice as licensed practical nurses. Approximately one-half of the instructional time is spent in actual clinical practice in hospitals and nursing homes under the supervision of nursing faculty.

Students receive knowledge and skills in nursing fundamentals, lifespan growth and development, pharmacology, anatomy and physiology, and medical-surgical nursing. Students apply classroom and laboratory experience with patients in clinical settings. Students receive experience in the state-of-the-art Van Gerpen Patient Simulator Laboratory using realistic, full-body manikins and high-fidelity simulators to replicate a range of clinical situations in a controlled environment.

Graduates are eligible to take the national and state/regional examinations for licensure, which is required to practice in any state. A social security number is required in order to take exams and apply for licensure.

### Continuing Education Ladder Concept of Nursing Education

Qualified graduates are eligible to progress to the [Associate Degree Nursing program](#).

### Accreditation

Hawkeye's Practical Nursing program is approved by the [Iowa Board of Nursing](#) and the Commission on Institutes of the North Central Association.

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## Practical Nursing Careers

Graduates often work in hospitals, long-term care facilities, clinics, urgent care centers, and physicians' offices.

Starting Wages: \$31,900 - \$38,200 per year\*

\*Source: Iowa Workforce Development

Iowa Workforce Development forecasts more than 345 openings each year for licensed practical nurses through 2022.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Practical Nursing](#)

### Employers

Bartels Lutheran Retirement Community	Waverly, IA
NewAldaya Lifescapes	Cedar Falls, IA
UnityPoint Health – Allen Hospital	Waterloo, IA
Waverly Health Center	Waverly, IA
Western Home Communities	Cedar Falls, IA
Wheaton Franciscan Healthcare	Waterloo and Cedar Falls, IA

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# Practical Nursing Admission Requirements

Admission into the Practical Nursing program is a four step process. Applicants must complete each step for full admittance into the program.

Applicants must be a high school graduate or have earned their high school equivalency diploma.

## Step 1—Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic OR 97 - Elementary Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT063 Elementary Algebra

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Step 2—Complete TEAS Test

Complete the [Test for Essential Academic Skills \(TEAS\)](#) at Hawkeye Community College with a composite score of 64% or higher.

**The TEAS must be taken at Hawkeye Community College. We will not accept TEAS score reports from any other institution.**

The TEAS can be taken at Hawkeye a maximum of five times. If the applicant does not successfully complete TEAS with 64% or higher after five attempts, the applicant will not be eligible for admission to the program at Hawkeye and will be removed from the nursing list.

Applicants are not allowed to retake the TEAS once a minimum composite score of 64% is achieved.

A fee is assessed at Hawkeye for the TEAS test.

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Prepare for a successful TEAS V test.

### Step 3—Complete Coursework

Complete all of the following courses, or the equivalent, with a "C" grade or higher:

- ENG105 Composition I
- BIO168 Human Anatomy and Physiology I
- HSC108 Introduction to Health Professions

Successfully complete a state approved Certified Nurse Assistant (CNA) course through an accredited college. Applicants will need to provide an official transcript providing proof of successful CNA completion.

### Admissions Process

1. Apply for admission.
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants enrolled in coursework to complete Step 1 and/or Step 3 will become candidates.
  - c. Upon completion of Step 1, 2, 3, and 4, applicants will be placed on the Eligible for Acceptance list. Placement on the list is determined by the highest point total earned from the Nursing criteria.  
  
If applicants share the same number of points, the second criteria used will be the Practical Nursing application date. The earliest application date will take priority over a later application date.
3. Applications are processed for admission in the Fall and Spring semester.

### Practical Nursing Point System

**TEAS score:** Points awarded in one category using the highest score earned

TEAS score 64–66 -OR-	0 points
TEAS score 67–71 -OR-	1 point
TEAS score 72–76 -OR-	2 points
TEAS score 77 or higher	3 points

**Highest Degree Earned:** Points awarded in one category using the highest score earned

Master of Arts or Master of Science Degree -OR-	3 points
Bachelor of Arts or Bachelor of Science Degree -OR-	2 points
Associate in Arts or Associate in Science Degree	1 point

**Complete the following courses with a grade of "C" or higher**

---

BIO173 Human Anatomy and Physiology II	1 point
MAT156 Statistics -OR- MAT102 Intermediate Algebra	1 point
BIO151 Nutrition	1 point

---

Hawkeye's Equal Opportunity Statement

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## Practical Nursing Courses

**Award:** Diploma

**Required number of credits:** 45

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Practical Nursing program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings to Participate in Clinicals

As a student in a health program at Hawkeye Community College you will be required to complete the following background screenings to participate in clinicals:

- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

The outcome could possibly affect your opportunities to participate in the clinical setting.

### Program Notes

- You must be CPR certified and have a health physical on file at Hawkeye prior to the first day of clinical course work.
- You must achieve a minimum "C" grade in all courses required to complete the program.

## 2016–2017 Suggested Sequence of Study

<b>Prerequisites</b>		
BIO168	Human Anatomy and Physiology I	4
ENG105	Composition I	3
HSC108	Introduction to Health Professions	2
PNN100	Nursing Assistant	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 12</b>
<b>Semester 1</b>		
BIO173	Human Anatomy and Physiology II w/Lab	4
MAT110	Math for Liberal Arts -OR-	3
	<u><a href="#">Math Elective</a></u>	3
PNN115	Introduction to Nursing	4

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PNN116	Introduction to Nursing Skills Lab	2
PNN117	Nursing Clinical I	1
PNN207	Introduction to Pharmacology	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 17</b>

---

**Semester 2**

BIO151	Nutrition	3
PNN214	Basic Health Alterations A	3
PNN215	Basic Health Alterations B	3
PNN216	Health Promotion and Maintenance Across the Lifespan	2
PNN217	Nursing Clinical II	4
PNN311	PN Issues and Trends	1
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

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**Math Electives**

MAT102	Intermediate Algebra	4
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<a href="#">View Course Descriptions</a>		

## Associate Degree Nursing (RN)

The Associate Degree Nursing (ADN) program prepares students for entry-level practice as registered nurses and provides upward mobility for licensed practical nurses. Students gain clinical practice in local hospitals, public mental health institutions, and community health agencies. Students must complete a Practical Nursing program before starting the Associate Degree Nursing program.

Students receive knowledge and skills in nursing fundamentals, lifespan growth and development, pharmacology, anatomy and physiology, and medical-surgical nursing. Students apply classroom and laboratory experience with patients in clinical settings. Students receive experience in the state-of-the-art Van Gerpen Patient Simulator Laboratory using realistic, full-body manikins and high-fidelity simulators to replicate a range of clinical situations in a controlled environment.

Students must complete the [Practical Nursing](#) program before starting the Associate Degree Nursing program.

Graduates of the Associate Degree Nursing program are eligible to take the national and state/regional examinations for licensure, which is required to practice as a Registered Nurse in any state. Please keep in mind, a social security number is required in order to take exams and apply for licensure.

### Accreditation

This program is approved by the [Iowa Board of Nursing](#) and the Commission on Institutes of the North Central Association.

### Transfer Information

Hawkeye Community College is a member of the Iowa Articulation Plan, which creates a career path for Associate Degree Nursing to a Bachelor of Science in Nursing with a minimum of time and redundancy. For more information, contact a program advisor.

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## Associate Degree Nursing Careers

Graduates are selected for jobs in:

- hospitals
- long-term care facilities
- clinics
- physicians' offices
- industrial health
- community health
- the armed forces
- pharmacies

Starting Wages: \$41,000–\$53,500 per year\*

\*Source: Iowa Workforce Development

Iowa Workforce Development forecasts more than 1,200 job openings each year for registered nurses through 2022. Registered nursing is one of the occupations in Iowa with the most job openings.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Associate Degree Nursing](#)

### Employers

Allen Memorial Hospital	Waterloo, IA
Mayo Clinic	Rochester, MN
UnityPoint Health – Allen Hospital	Waterloo, IA
University of Iowa Hospitals and Clinics	Iowa City, IA
Waverly Health Center	Waverly, IA
Wheaton Franciscan Healthcare	Waterloo and Cedar Falls, IA

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# Associate Degree Nursing Admission Requirements

1. Before your Admission Application will be processed for the Associate Degree Nursing program you must:
  - a. Be fully accepted into the Practical Nursing program,
  - b. Have at least one semester completed in Practical Nursing,
  - c. Have, and maintain, current CPR certification, and
  - d. Meet basic skill competencies in reading, writing, and math.
  
2. To be fully accepted into the Associate Degree Nursing program you must:
  - a. Have graduated from a regionally accredited Practical Nursing program, or pre-approval from the Hawkeye Nursing Program Chair if not regionally accredited, with a program cumulative GPA of 2.70 or higher.
  - b. Hold a current Iowa LPN license or get a current Iowa license before completion of first semester coursework in order to continue in the Associate Degree Nursing program.
  - c. Have one year of high school chemistry with a grade of "C" or higher or equivalent college chemistry course with a grade of "C" or higher.
  - d. Successful completion of the following courses or equivalent with a grade of "C" or higher:
    - BIO168 Human Anatomy and Physiology I
    - BIO173 Human Anatomy and Physiology II
    - SPC101 Fundamentals of Oral Communication
  
3. Applicants with the highest points, as determined by the point system below, will receive priority admission to the program. Applicants must have a minimum of five points.

## Associate Degree Nursing Admission Point System

Cumulative Practical Nursing GPA 3.50 or higher	4 pts.
Cumulative Practical Nursing GPA 3.00–3.49	3 pts.
Cumulative Practical Nursing GPA 2.80–2.99	1 pt.
Cumulative Practical Nursing GPA 2.70–2.79	0 pts.
ACT Composite of 22 or higher	1 pt.
Hawkeye Community College Practical Nursing Graduate	1 pt.
Master of Arts or Master of Science degree -OR-	3 pts.

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Bachelor of Arts or Bachelor of Science degree -OR-	2 pts.
Associate of Arts or Associate of Science degree -OR-	1 pt.
Associate of Applied Arts or Associate of Applied Science degree from appropriate health-related field	1 pt.
Have not repeated any Practical Nursing courses	1 pt.
3.50–4.00 cumulative GPA from completion of all the following gen-ed courses: BIO168, BIO173, BIO186, SOC110 or PSY111, and SPC101. -OR-	3 pts.
3.00–3.49 cumulative GPA from completion of all the following gen-ed courses: BIO168, BIO173, BIO186, SOC110 or PSY111, and SPC101.	2 pts.
Completion of all gen-ed courses—BIO168, BIO173, BIO186, SOC110 or PSY111, and SPC101—without repeating a course.	1 pt.

## Admissions Process

1. Apply for admission.
2. Completed applicant files will be processed as follows:
  - a. Applicants who do not meet the program's admission requirements will be inactivated and will be sent an admissions inactivation letter.
  - b. Applicants enrolled in coursework to complete the admission requirements will be candidates for admission.
  - c. Applicants who meet the programs admission requirements will be acceptable for admission and placed on the Eligible for Acceptance list. Placement on the list is determined by the highest point total earned.
3. Applicants will be processed for admission for the fall and spring semesters.
4. Applicants will be required to submit credentials (transcripts and test scores) as required by the program's admission requirements.
5. We will accept approximately 40 students each fall and spring semester for the day session. Applicants will be accepted based on the points earned from the Associate Degree Nursing Admission Point System.
6. Once offered acceptance to begin the Associate Degree Nursing program, if the applicant chooses to decline the acceptance, they will be placed back on the Eligible for Acceptance list in order based on total points awarded from the admission criteria. This does not guarantee that applicant will be offered acceptance the following semester.

## Hawkeye's Equal Opportunity Statement

## Associate Degree Nursing Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 38

**Enrollment Status:** Full-time only

**Program Start:** Fall, Spring

The Nursing: Associate Degree Nursing program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings to Participate in Clinicals

As a student in a health program at Hawkeye Community College you will be required to complete:

- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

The outcome could possibly affect your opportunities to participate in the clinical setting.

### Program Course Notes

- Students must achieve a minimum "C" grade in all courses that are required to complete the program.
- Students may complete general education courses, marked with the gen ed icon **GEN ED**, prior to full admission into the program.

## 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
ADN121	Transition to Professional Nursing	2
ADN122	Advanced Nursing Skills	2
ADN123	Physical Assessment	2
ADN281	Diet Management	1
ADN531	Advanced Adult Health Nursing I	6
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 13</b>
<b>Semester 2</b>		
ADN315	Professional Roles of Nursing Practice	2
ADN410	Advanced Nursing in OB and PEDS	5
ADN532	Advanced Adult Health Nursing II	6

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BIO186	Microbiology	<b>GEN ED</b>	4
<u><a href="#">View Course Descriptions</a></u>			<b>Total Credits 17</b>

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**Semester 3 \***

ADN477	Psychiatric Nursing		5
SOC110	Introduction to Sociology -OR-	<b>GEN ED</b>	3
PSY111	Introduction to Psychology		3
<u><a href="#">View Course Descriptions</a></u>			<b>Total Credits 8</b>

\* For students starting the Associate Degree Nursing program fall semester, term one is fall, term two is spring, term 3 is summer. For students starting the Associate Degree Nursing program spring semester, term one is spring, term two is fall, and term 3 is the first six weeks of the following spring semester. If seats are available, students may be chosen by lottery to complete ADN477 during the summer in between the first and second term. However, there is no guarantee spring start Associate Degree Nursing students will be awarded a seat in the summer session.

## Occupational Therapy Assistant

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). As a result of this action, Hawkeye Community College Occupational Therapy Assistant students may now sit for the National Board.

The Occupational Therapy Assistant program prepares students with entry-level skills and knowledge to provide treatments that improve consumers' ability to achieve independence in everyday activities and to enjoy life to its fullest. Students will learn how to provide occupational therapy interventions for clients with various impairments and monitor their progress while following an occupational therapy plan of care. They will also learn to effectively educate and communicate with patients, families, and other healthcare providers.

Occupational therapy assistants work under the direction and supervision of an occupational therapist. Duties may include instructing patients in performance of activities of daily living, teaching clients to use adaptive equipment or modifying tasks to increase successful participation in meaningful occupations, and educating consumers in health and wellness.

Due to the nature of the work environment and the physical exertion often required to assist patients, you will need to have a moderate degree of strength. For example, you will need to be able to lift patients, kneel, stoop, and stand for long periods of time.

Students should be aware that a felony conviction can have a serious and negative impact on eligibility for certification and credentialing as an Occupational Therapy Assistant.

### Accreditation

The Occupational Therapy Assistant program at Hawkeye Community College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)

#### ACOTE

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301-652-AOTA  
[www.acoteonline.org](http://www.acoteonline.org)

[Hawkeye Community College Accreditation](#)

### National Certification Examination

Most states require licensure in order to practice. State licensure is usually based on the results of the [National Board for Certification in Occupational Therapy \(NBCOT\)](#) Certification Examination.

Graduation Year	Students Entering/Graduating	Graduation Rate	Number of First-Time Test Takers	Percentage of First-Time Test Takers Who Passed the Exam
2013	13/12	92%	12	100%

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<b>Graduation Year</b>	<b>Students Entering/Graduating</b>	<b>Graduation Rate</b>	<b>Number of First-Time Test Takers</b>	<b>Percentage of First-Time Test Takers Who Passed the Exam</b>
<b>2014</b>	15/11	73%	11	100%
<b>2015</b>	20/18	90%	18	100%
<b>Total</b>	<b>48/41</b>	<b>85%</b>	<b>41</b>	<b>100%</b>

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## Occupational Therapy Assistant Careers

Occupational therapy assistants work in a wide variety of settings including homes, hospitals, rehabilitation clinics, community centers, out-patient facilities, schools, and nursing homes.

Starting Wages: \$41,100 - \$51,700 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Occupational Therapy Assistant](#)

### Associations

- [The American Occupational Therapy Association, Inc. \(AOTA\)](#)

### Employers

Millennium Therapy	Des Moines and Hudson, IA
UnityPoint Health	Waterloo, IA
Wheaton Franciscan Healthcare	Waterloo, IA
Rehab Visions	Locations throughout Iowa
HCR-Manor Care	Locations throughout Iowa
Reliant Rehab	Locations throughout Iowa
Comprehensive Rehab	Clinton, Iowa
Mercy Medical Center	Cedar Rapids, Iowa
Northern Iowa Therapy	Waverly, Iowa

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# Occupational Therapy Assistant Admission Requirements

The Occupational Therapy Assistant program at Hawkeye is considered a 1+1 model. Students must complete separate admissions processes for Phase I and Phase II.

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic OR 97 - Elementary Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT063 Elementary Algebra

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Phase I Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's basic skill competencies requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's basic skill competencies requirements will be considered Occupational Therapy Assistant Wait students and will be able to take Phase I courses.

Being a "Wait" student does not guarantee Phase II acceptance.

## Phase II Program Entrance Requirements

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Before applying to Phase II of the program, applicants must complete the following requirements.

1. Complete one year of the following courses, or one semester of a college-level comparable course, or in the process of completing 15 credits and are currently passing the course with a "C" grade or higher with the exception of biology courses which require grade of a "B -" or higher.
  - Math (algebra or geometry)
  - Biology
  - English
2. Proof of completion of a total of 24 observation hours with a licensed occupational therapist or occupational therapy assistant at three different clinical sites (example: outpatient, hospital inpatient, home health, or long-term care), eight hours per site, and two different settings. [Pre-Admission Observation Hours form \[pdf\]](#).
3. At least 15 credits of [Phase I coursework](#) must be completed with the required cumulative GPA and individual course grades prior to applying for Phase II of the program.

## **Phase II Admissions Process**

1. To be considered for Phase II acceptance, applicants must complete and submit the [OTA Program Phase II Application packet \[pdf\]](#) by December 1. Phase II applications will be accepted only from those who are active Hawkeye Community College students.
2. Phase II program applicants will continue with Phase II of the program as openings are assigned. Students will be notified of their acceptance or non-acceptance via their [Hawkeye email](#).
3. We accept approximately 20 students into Phase II each Summer Semester. Applicants will be accepted based on the initial date of their completed Phase II applicant file.
4. Applications need to be submitted by December 1 to be considered for the upcoming summer, Phase II, of the OTA Program.
5. On receiving notification of acceptance into Phase II of the OTA Program, the applicant has one week from the letter date to confirm acceptance into the program by contacting either the OTA Program Director or the Academic Fieldwork Coordinator.

Please be advised that the seat of any student who fails to confirm acceptance during the time period will be offered to the next student on the list. In this case, the student will need to begin the application process again.

6. If necessary alternates will be contacted, based on the date the Phase II program applicant file was completed, to fill unconfirmed positions in the program.

[Hawkeye's Equal Opportunity Statement](#)

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## Occupational Therapy Assistant Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 82

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Occupational Therapy Assistant program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Phase I – Foundational Coursework

#### Phase I Notes

- Students are not eligible for the Iowa Vocational Technical Tuition Grant while taking Phase I courses.
- A minimum cumulative GPA of 2.75 is required for Phase I with no lower than a:
  - "B" in BIO168 Human Anatomy and Physiology I w/lab,
  - "B" in BIO173 Human Anatomy and Physiology II w/lab, and
  - "C" in any individual Phase I general education course.
- BIO168 and BIO173 must have been completed within the last five years of starting Phase II, unless waived by the program chair.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1 – Fall</b>		
BIO168	Human Anatomy and Physiology I	4
CSC110	Introduction to Computers	3
ENG105	Composition I	3
HSC113	Medical Terminology	2
MAT110	Math for Liberal Arts	3
PSY111	Introduction to Psychology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 2 – Spring</b>		
BIO173	Human Anatomy and Physiology II w/Lab	4
HSC108	Introduction to Health Professions	2
PSY121	Developmental Psychology	3
PSY241	Abnormal Psychology	3

### Program Contacts

#### Department Secretary

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#### Program Advisor

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 Services Center 228  
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[Email me](#)

#### Dean

Gene Leutzinger  
 Grundy Hall 173  
 319-296-4457  
[Email me](#)

SOC110	Introduction to Sociology -OR-	3
SOC205	Diversity in America	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

## Phase II – Technical Courses and Clinical Experience

### Phase II Notes

- Phase II must be completed at full-time status.
- Students will complete Phase II in approximately 12 months.
- Before students can begin Phase II they must complete the [Phase II admissions process](#).
- Students must earn a grade of “C” or higher in all of their Phase II coursework. Less than a “C”, which is less than 75%, is considered failing.

Students may not progress with other course work until a failed course is retaken.

Students may only fail one Phase II course; failing more than one course will be grounds for dismissal from the program.

Failing one or more courses will be grounds for dismissal from the program.

### Clinical Experience Requirements

Clinical experiences are completed off-campus. Sites may be local, in-state, or out-of-state and students are very likely to travel at least 2-3 hours away from campus for at least one placement to complete their fieldwork requirement. Students are responsible for their own transportation to and from clinical education, as well as any associated uniform and housing costs. Students will not be allowed to select specific sites for clinical education, but may make requests for special needs or geographical locations. Placement at sites will be dependent up the availability of supervisors.

Participation in clinical education requires:

1. Criminal background, urinalysis testing, Medicare/Medicaid fraud, sex offender, and adult/dependent abuse background checks are required prior to the first day of Phase II courses. A negative finding of the background check may limit and/or exclude you from participation in clinical education (fieldwork) component, thus your eligibility for program completion/graduation would be compromised. If you have a negative finding, you can go through the [NBCOT Early Determination & Character Review](#). NBCOT states “To ensure that occupational therapy practitioners meet standards of professional conduct prior to entering the profession, all applicants for certification are required to provide information and documentation related to affirmative responses to character questions on the examination application. - See more at: <http://www.nbcot.org/character-review-process#sthash.893065du.dpuf>
2. Students are required to complete CPR, HIPPA, First Aid, Mandatory Reporting, OSHA training prior to the first day of clinical course work. This training is part of HSC108 Intro to Health Professions.

3. Current physical exam and updated immunizations are required, including current hepatitis B series (unless signs waiver), MMR, and current tetanus. Polio and meningitis are also recommended. Current 2-step TB test results are required. This must be recorded on the Hawkeye Community College Student Health and Immunization Record form prior to the first day of Phase II courses.

Physical and immunizations must be up to date and maintained until the following August and/or completion of all fieldwork. Failure to do so will disrupt fieldwork placement and jeopardize your position in the program.

A dress code for clinical education exists and may be dictated by the clinical site.

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### Semester 3 – Summer

OTA102	Human Movement and Occupation	3
OTA103	Task Analysis	3
OTA104	Assistive Tech and EM	2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 8</b>

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### Semester 4 – Fall

OTA201	Pediatrics and Occupation	3
OTA202	Pediatric OTA Skills	3
OTA203	Level I Fieldwork Pediatrics	2
OTA204	Pediatric Psychosocial Conditions and Occupations	1
OTA311	Adult Psychosocial Conditions and Occupations	2
OTA312	Adult Psychosocial OTA Skills	2
OTA313	Level I Fieldwork Psychosocial	1
OTA501	Professional Practice for OTA	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 17</b>

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### Semester 5 – Spring

OTA302	Physical OTA Skills	3
OTA310	Adult Physical Conditions and Occupations	3
OTA401	Elders and Occupation	2
OTA402	OTA Skills for Elders	2
OTA403	Level I Fieldwork Physical Dysfunction	1
OTA502	Level II Fieldwork A	5
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>

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### Semester 6 – Summer

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[View Course Descriptions](#)

**Total Credits 5**

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## Physical Therapist Assistant

The Physical Therapist Assistant program prepares students with entry-level skills and knowledge to provide treatments that improve patients' mobility, relieve pain, and prevent or lessen physical disabilities. Students will learn physical therapy interventions, data collection techniques, and how to follow a physical therapy plan of care. They will also learn to effectively educate and communicate with patients, families, and other healthcare providers.

Physical therapist assistants work under the direction and supervision of a physical therapist. Duties may include instructing patients in exercises and activities of daily living, performing manual treatments, and administering modalities such as an ultrasound.

### Accreditation

The Physical Therapist Assistant program at Hawkeye Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

### Graduation, National Exam Pass, and Employment Rates

Phase 2 Class	Program Graduation	National Exam Pass*	Employment**
2011–2012	89.5%	69%	89%
2012–2013	85%	94%	92%
2013–2014	85%	73%	95%
2014–2015	95%	TBD	TBD

\* Ultimate pass rate may change as students retake the exam.

\*\* Graduate Employment Rates are determined six months after the students first national exam opportunity. Data reflects those who passed the exam.

### Program Contacts

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#### Program Advisor

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## About the Physical Therapist Assistant Profession

Physical therapy, as a profession, dates from the beginning of the 20th century, when survivors of polio and WWI injuries created a demand for rehabilitation specialists. Physical therapy today is a health care specialty grounded on a foundation of evidence-based practice concerned with treating disorders that result in movement and functional limitations.

Clinical application of the science restores function, improves mobility, relieves pain, and prevents or limits permanent physical disabilities. The profession also works to promote overall fitness and health.

### Who are Physical Therapist Assistants?

The physical therapist assistant is a technically educated health care provider who assists the physical therapist in the provision of physical therapy.

The physical therapist performs an examination and evaluation, develops a diagnosis, determines the prognosis then develops a plan of care for the patient/client.

The physical therapist assistant assists the physical therapist in implementing treatment programs according to the plan of care.

Duties may include:

- instructing patients in exercises and activities of daily living
- administering modalities and other treatment procedures
- reporting to the physical therapist on the patient's response to treatment.

Physical therapist assistants work in a wide variety of settings including hospitals, rehabilitation clinics, out-patient facilities, schools, and nursing homes.

### Is Physical Therapist Assistant the Career Path for Me?

If you can answer yes to the questions below, a career as a Physical Therapy Assistant may be a good fit for you.

Do you:

- enjoy helping people achieve a better quality of life?
- enjoy working as part of a team toward a common goal?
- have a compassionate and caring personality?

Can you:

- sit, bend, reach, and/or walk and stand for most of the day?
- lift and carry up to 35% of your own body weight?
- communicate effectively in written and verbal forms?
- place the needs of a patient above your own?
- use your vision and touch for patient assessment?
- use your fine and gross motor skills to assist a patient?

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## Physical Therapist Assistant Careers

Physical therapist assistants work in a wide variety of settings including hospitals, rehabilitation clinics, out-patient facilities, schools, and nursing homes.

Starting Wages: \$35,700 - \$47,300 per year\*

\* Source: Iowa Workforce Development

Physical therapist assistant is one of the fastest-growing occupations in Iowa according to Iowa Workforce Development.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Physical Therapist Assistant](#)

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# Physical Therapist Assistant Admission Requirements

The Physical Therapist Assistant program at Hawkeye is considered a 1+1 model. Students must complete separate admissions processes for [Phase I](#) and [Phase II](#).

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic OR 97 - Elementary Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT063 Elementary Algebra

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Phase I Admissions Process

1. [Apply for admission to Hawkeye](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's basic skill competencies requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's basic skill competencies requirements will be considered Physical Therapist Assistant Wait students and will be able to take Phase I courses.

Being a "Wait" student does not guarantee Phase II acceptance.

## Phase II Program Entrance Requirements

## Program Contacts

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Before applying to Phase II of the program, applicants must complete the following requirements.

1. One semester of high school physics with a grade "C" or better is required. A full year of high school physics is suggested.

If you currently attend an Iowa high school that does not offer physics or you cannot work it into your schedule, discuss the possibility of taking physics through the Iowa Communications Network with your high school guidance counselor.

-OR-

If you have graduated from high school and have not fulfilled this requirement you can take a remedial course at the high school or college level. Hawkeye offers PHY100 as a physics preparatory course which meets the PTA program requirements. Contact a program advisor for more information.

2. We recommend applicants complete one year of the following high school courses, or one semester of a college-level comparable course, with a "C" grade or higher, however, these courses are not required for admission.
  - Math (algebra or geometry)
  - Biology
  - English
3. Proof of completion of a total of 24 observation hours with a licensed physical therapist or physical therapist assistant at three different clinical sites (eight hours per site).

Observations must include at least two different types of facilities (example: outpatient, hospital inpatient, home health, rehab center, or long-term care).

Arranging observations is the responsibility of the student. You will need to call the facility ahead of time to arrange an observation. Don't forget to ask about any requirements you must meet in order to observe and the dress code.

Document the observations on the [Pre-Admission Observation Hours form \[pdf\]](#). Return the form with your Phase II application.

4. Attend a PTA MORE session if you are currently attending classes at Hawkeye Community College or an interview with a Physical Therapist Assistant faculty member if transferring in all of Phase I coursework. Contact a program advisor to schedule an interview.
5. At least 18 credits of [Phase I coursework](#) must be completed with the required cumulative GPA and individual course grades prior to applying for Phase II of the program.

All [Phase I coursework](#) must be completed by the end of the spring term that precedes Phase II.

If an applicant is a graduate from another accredited university with a bachelor's degree in either exercise science or athletic training, the applicant is eligible for entry into Phase II courses without taking the general

educational requirements. The applicant would also be eligible for graduation after successful completion of Phase II coursework.

## **Phase II Admissions Process**

1. To be considered for Phase II acceptance, applicants must have completed all of the following:
  - a. Phase I Admissions Process
  - b. Phase II program entrance requirements
  - c. Phase II PTA Program Application Packet [pdf].
2. Phase II applicants will continue with Phase II of the program as openings are assigned. Students will be notified of their acceptance or non-acceptance via their Hawkeye email.
3. We accept approximately 20 students into Phase II each fall semester. Applicants will be admitted based on a personal interview with a Physical Therapist Assistant faculty member and their preparatory coursework GPA.
4. If necessary, alternates will be contacted based on the same criteria as the initially accepted applicant.

## Hawkeye's Equal Opportunity Statement

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## Physical Therapist Assistant Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 80

**Program Start:** Fall only

The Physical Therapist Assistant program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Phase I – Foundational Coursework

#### Phase I Notes

- Students are not eligible for the Iowa Vocational Technical Tuition Grant while taking Phase I courses.
- A minimum cumulative GPA of 2.75 is required for Phase I with no lower than a:
  - "B" in BIO168 Human Anatomy and Physiology I w/lab,
  - "B" in BIO173 Human Anatomy and Physiology II w/lab, and
  - "C" in any individual Phase I general education course.
- BIO168 and BIO173 must have been completed within the last five years of starting Phase II, unless waived by the program chair.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1 – Fall</b>		
BIO168	Human Anatomy and Physiology I	4
CSC110	Introduction to Computers	3
ENG105	Composition I	3
HSC108	Introduction to Health Professions	2
PSY111	Introduction to Psychology	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 2 – Spring</b>		
BIO173	Human Anatomy and Physiology II w/Lab	4
HSC113	Medical Terminology	2
MAT110	Math for Liberal Arts	3
PSY121	Developmental Psychology	3
SOC205	Diversity in America	3
SPC101	Fundamentals of Oral Communication	3

### Program Contacts

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## **Phase II – Technical Courses and Clinical Experience**

### **Phase II Notes**

- Phase II must be completed at full-time status.
- Students will complete Phase II in approximately 12 months.
- Before students can begin Phase II they must complete the Phase II admissions process by the end of the spring semester that precedes the fall start of Phase II.
- Students must earn a grade of “C” or higher in all of their Phase II coursework. Less than a “C” is considered failing.

Students may not progress with other course work until a failed course is retaken.

Students may only fail one Phase II course; failing more than one course will be grounds for dismissal from the program.

### **Clinical Experience Requirements**

Clinical experiences are completed off-campus. Sites may be local, in-state, or out-of-state. Students are responsible for their own transportation to and from clinical education, as well as any associated housing costs. Students will not be allowed to select specific sites for clinical education, but may make requests for special needs or geographical locations.

Participation in clinical education requires:

1. Criminal background, sex offender, and child and adult/dependent abuse background checks are required prior to the first day of Phase II courses. Failing a background check will result in dismissal from the program.
2. Students are required to complete CPR, HIPAA, First Aid, Mandatory Reporting, OSHA training prior to the first day of clinical course work. This training is part of Phase II courses.
3. Getting a physical exam and updated immunizations, including current hepatitis B series (unless signs waiver), MMR, and current tetanus. Polio and meningitis are also recommended. Current two-step TB test results are required. This must be recorded on the Hawkeye Community College Student Health and Immunization Record form prior to the first day of Phase II courses.

A dress code for clinical education exists and may be dictated by the clinical site.

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### **Semester 3 – Fall**

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PTA111	PTA Fundamentals	4
PTA120	Kinesiology	3
PTA150	Pathophysiology	3

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PTA194	Therapeutic Agents I	3
PTA211	Musculoskeletal I	3
PTA284	PTA Professional Issues	2
PTA310	PTA Clinical I	1
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 19</b>

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**Semester 4 – Spring**

PTA113	Fundamentals for PTA II	3
PTA195	Therapeutic Agents II	3
PTA212	Musculoskeletal II	3
PTA231	Therapeutic Exercise for PTA	3
PTA248	PTA Neurology	4
PTA311	PTA Clinical II *	1
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 17</b>

\* Clinical will begin one week prior to the start of Spring Semester.

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**Semester 5 – Summer**

PTA412	PTA Clinical III	4
PTA413	PTA Clinical IV	4
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 8</b>

## Respiratory Care

The Respiratory Care program prepares students for employment in the diagnosis and treatment of patients with deficiencies and abnormalities associated with the cardiopulmonary system. Duties may include electrocardiograms, arterial blood gases, nebulizer treatments, inhalers, ventilator management, oxygen therapy, pulmonary function tests, and sleep studies.

Students train in Hawkeye's state-of-the-art Van Gerpen Patient Simulator Laboratory using realistic full-body manikins and simulators to replicate a range of hospital settings and patient scenarios in a controlled environment.

Graduates are eligible to take the national examination for licensure, which is required to practice in any state. A social security number is required in order to take exams and apply for licensure.

### Accreditation

The Respiratory Care program, 200457, Associate of Applied Science, is accredited by the [Commission on Accreditation for Respiratory Care](#).

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
817-283-2835

### [Programmatic Outcomes Data](#)

### Program Contacts

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#### Dean

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## Respiratory Care Careers

Graduates find employment in a variety of settings including:

- acute care hospitals
- sub-acute and long-term care facilities
- pulmonary function labs
- sleep centers
- home care

Starting Wages: \$41,400 - \$51,100 per year\*

\*Source: Iowa Workforce Development

### Employers

Cedar Valley Sleep Center	Waterloo, IA
Harmony House Health Care Center	Waterloo, IA
Mayo Clinic	Rochester, MN
Mercy Medical Centers	Many Iowa locations
UnityPoint Hospitals	Many Iowa locations
University of Iowa Hospitals and Clinics	Iowa City, IA
Wheaton Franciscan Healthcare	Many Iowa locations

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# Respiratory Care Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic OR 97 - Elementray Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT063 Elementary Algebra

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission.](#)
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting all admission requirements will be accepted and tracked while taking the first and second semester prerequisite courses. Upon completion of this coursework with the required cumulative GPA, students will be able to register for RCP courses.
3. We accept approximately 30 students and 10 alternates each Fall Semester. The program accepts approximately 20 students each summer to the RCP professional core courses. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.

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4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

Hawkeye's Equal Opportunity Statement

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## Respiratory Care Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 79

**Program Start:** Fall only

The Respiratory Care program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings to Participate in Clinicals

As a student in a health program at Hawkeye Community College you will be required to complete:

- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

The outcome could possibly affect your opportunities to participate in the clinical setting.

### Program Notes

- Students are not eligible for the Iowa Vocational Technical Tuition Grant while taking the prerequisite courses.
- Students must complete all prerequisite courses with a 2.75 cumulative GPA prior to registering for RCP courses.
- Students must achieve a minimum "C" grade in all courses required to complete the program.

## 2016–2017 Suggested Sequence of Study

<b>Prerequisites – Fall</b>		
BIO168	Human Anatomy and Physiology I	4
CHM122	Introduction to General Chemistry	4
CSC110	Introduction to Computers	3
HSC113	Medical Terminology	2
MAT110	Math for Liberal Arts	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>
<b>Prerequisites – Spring</b>		
BIO173	Human Anatomy and Physiology II w/Lab	4
BIO186	Microbiology	4
ENG105	Composition I	3

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PSY111	Introduction to Psychology	3
SPC101	Fundamentals of Oral Communication	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 17</b>

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**Semester 1 – Summer**

RCP100	Introduction to Respiratory Care	3
RCP260	Airway Maintenance Procedures	4
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 7</b>

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**Semester 2 – Fall**

RCP315	Cardiopulmonary Therapeutics	4
RCP350	Pulmonary Pathology	3
RCP561	Introduction to Ventilator Support	3
RCP600	Neonatal/Pediatric Respiratory	3
RCP680	Clinical Respiratory Care	4
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 17</b>

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**Semester 3 – Spring**

RCP410	Cardiopulmonary Diagnostics	3
RCP565	Intensive Respiratory Care	3
RCP690	Clinical Intensive Care	8
RCP875	Respiratory Care Applications	2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>

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**Semester 4 – Summer**

RCP900	Clinical Preceptor	4
RCP910	Respiratory Care RRT Review	2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 6</b>

## Civil and Construction Engineering Technology

The Civil and Construction Engineering Technology program prepares students for entry-level work with civil engineers, contractors, architects, and government agencies at the city, county, and state levels, as well as the public. Civil engineering technicians apply the principles of civil engineering technology and surveying technology in planning, designing, and overseeing construction and maintenance of structures and facilities. They do hands-on work and use high-tech equipment in various kinds of projects under the direction of engineering staff.

Several civil engineering scholarships and other scholarship opportunities are available to students in this program.

### Transfer Information

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa and Mount Mercy University to transfer general education and technical credits. Many Civil and Construction Engineering Technology graduates have transferred substantial credits into the Construction Management program at UNI and the Civil Engineering program at Iowa State University. For more information, contact a program advisor.

### Program Contacts

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#### Program Advisor

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#### Dean

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# Civil and Construction Engineering Technology Careers

Graduates find employment working as civil technicians, CAD drafters, designers, surveyors, construction inspectors, material testing technicians, estimators, and environmental technicians in public works and private sector jobs.

With the ever-increasing need for infrastructure and the continuing retirement of seasoned technicians in this field, there are tremendous job opportunities and potential for advancement.

Starting Wages: \$35,800 - \$52,200 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Civil and Construction Engineering Technology](#)

## Employers

Black Hawk County Engineer's Department	Waterloo, IA
City of Waterloo Engineering Department	Waterloo, IA
Foth Infrastructure & Environment, LLC	Cedar Rapids and Des Moines, IA
Herold-Reicks Surveying	New Hampton and Waverly, IA
IIW, P.C.	Dubuque, IA
Iowa Department of Transportation	Ames, IA
McClure Engineering Co.	Fort Dodge, IA
Peterson Contractors, Inc.	Reinbeck, IA
Terracon	Cedar Falls and Cedar Rapids, IA

## Program Contacts

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# Civil and Construction Engineering Technology Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Math	42 - Algebra	38 - Reading	90 - Reading
19 - Reading	82 - Reading	40 - Writing	98 - Sentence Skills
19 - English	65 - Writing	40 - Elementary Algebra	103 - Arithmetic OR 97 - Elementary Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT063 Elementary Algebra

### Option 3

Any combination of Option 1 and Option 2 fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants who do not meet the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting all admission requirements will be accepted.
3. We accept approximately 24 students and 20 alternates each Fall Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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# Civil and Construction Engineering Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 71

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Civil and Construction Engineering Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

### Semester 1

CAD119	Introduction to Computer-Aided Drafting (CAD)	3
CET122	Construction Drawing/Contract	2
DRF110	Introduction to Technical Drafting	2
EGT460	Civil Engineering and Architecture	3
ELT192	Introduction to Computer Science	3
MAT744	Technical Math -OR-	4
MAT122	College Algebra	5

[View Course Descriptions](#)

**Total Credits 17**

### Semester 2

CET142	PC Concrete, HMA, and Testing	3
CET160	Surveying	3
CET182	Structural Detailing Using CAD	2
CET253	Fundamentals of Construction Estimating	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MAT747	Technical Math II -OR-	4
MAT128	Precalculus -OR-	4
MAT134	Trigonometry and Analytic Geometry	3

[View Course Descriptions](#)

**Total Credits 18**

### Semester 3

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CET213	Route Surveying/Roadway Design	3
CET223	Soils, Testing, and Foundations	3
CON266	Construction Safety	3
EGT243	Statics and Strength of Materials	3
PHY183	Applied Physics -OR-	3
PHY162	College Physics I	4
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 18</b>

---

**Semester 4**

CET133	Construction Methods and Resources	3
CET233	Fundamentals of GPS and GIS	3
CET256	Land Surveying	3
CET262	Environmental Technology	3
CET285	Structural Steel/Reinforced Concrete Design	3
SPC101	Fundamentals of Oral Communication	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 18</b>



## CNC Machining and Tool-Making Technology

CNC Machining and Tool-Making Technology program provides students with the entry-level skills to become a general machinist, a computer-numerical control (CNC) operator or programmer, or a tool-maker.

During the first year, students have the opportunity to complete various levels of the CNC Machining and Tool-Making Technology program to meet our rising local need. They gain experience with basic machining on manual and CNC machines, computer-aided drafting (CAD) and computer-aided machining (CAM) programming, lathes, mills, and electrical-discharge machines (EDMs). Once a student has completed the first year they can earn a diploma in CNC Machining Technology, a certificate as a CNC Machine Operator, a certificate as a CNC Machine Set-Up Specialist, or continue to the second year to earn their AAS degree.

During the second year, students gain hands-on experience in tool-making, die building, mold making, jig and fixture building, tool room machining, and basic design skills. They are also introduced to manual and coordinate measuring machine (CMM) inspection. Upon completion of the two-year program, students earn an Associate of Applied Science degree.

### Partnerships

Hawkeye has a partnership with many local area high schools and local businesses through EMC<sup>2</sup> (Exploring Manufacturing Careers Consortium) to facilitate a school-to-work program.

### Transfer Information

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa for general education and technical credits. For more information, contact a program advisor.

### Program Contacts

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# CNC Machining and Tool-Making Technology Careers

Graduates find employment working in a variety of positions including:

- tool-maker
- CNC machinist
- CNC machine operator
- CNC set-up specialist

Starting Wages: \$28,100 - \$37,500 per year\*

Many graduates in this field work overtime and are not included in the above starting wages.

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [CNC Machining and Tool-Making Technology - AAS](#)
- [CNC Machining Technology - Diploma](#)
- [CNC Machine Set-Up Specialist - Certificate](#)
- [CNC Machine Operator - Certificate](#)

## Employers

Blackhawk Engineering, Inc.	Cedar Falls, IA
Criterion Manufacturing	Waterloo, IA
Geater Machining & Manufacturing, Co.	Independence, IA
GMT Corporation	Waverly, IA
Hawkeye Tool and Die	Jesup, IA
Iowa Laser Technology	Cedar Falls, IA
John Deere	Waterloo, IA
Viking Pump, Inc.	Cedar Falls, IA

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# CNC Machining and Tool-Making Technology Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic
16 - Reading	69 - Reading	34 - Reading	62 - Reading
13 - English	20 - Writing	31 - Writing	48 - Sentence Skills

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

1. MAT045 Fundamentals of Math
2. RDG-039 College Preparatory Reading II
3. Review in Writing at Metro Campus

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants who meet the program's admission requirements will be accepted.
3. We accept approximately 60 students and 20 alternates each Fall Semester. Applicants will be accepted based on the date of their completed applicant file. If many students share the same date for completing their applicant file, the application date will be used to prioritize acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

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# CNC Machining and Tool-Making Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 80

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The CNC Machining and Tool-Making Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

### Semester 1

MAT772	Applied Math -OR- <u>Math Elective</u>	3 3
MFG122	Machine Trade Printreading I	3
MFG157	Introduction to CNC Programming I	2
MFG158	Introduction to CNC Programming II	2
MFG211	Basic Machine Theory	2
MFG222	Machine Operations I	4
MFG302	CNC Fundamentals	3
<u>View Course Descriptions</u>		<b>Total Credits 19</b>

\* First 8 weeks

\*\* Second 8 weeks

### Semester 2

COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MFG142	Geometric Dimensioning Tolerancing	3
MFG214	Advanced Machine Theory	2
MFG228	Machine Operations II	4
MFG309	CNC Programming Theory II	4
MFG335	CNC Operations	3
<u>View Course Descriptions</u>		<b>Total Credits 19</b>

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**Semester 3 – Summer**

MFG320	Computer Aided Machining	3
MFG364	Hydraulic Jigs and Fixtures	4
MFG380	EDM Fundamentals	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 9</b>

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**Semester 4**

MFG408	Basic Diemaking	8
MFG410	CAD Die Design	3
SPC101	Fundamentals of Oral Communication	3
WEL402	Tool Steel Welding and Heat Treatment	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

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**Semester 5**

MFG107	Introduction to 3D Modeling	3
MFG431	Die Revision and Repair	5
MFG452	Moldmaking	3
MFG525	CMM Inspection and SPC	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 17</b>

---

**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<a href="#">View Course Descriptions</a>		

# CNC Machining Technology Diploma Courses

**Award:** Diploma

**Required number of credits:** 47

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The CNC Machining Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

Semester 1		
MAT772	Applied Math -OR- <u>Math Elective</u>	3
MFG122	Machine Trade Printreading I	3
MFG157	Introduction to CNC Programming I *	2
MFG158	Introduction to CNC Programming II **	2
MFG211	Basic Machine Theory	2
MFG222	Machine Operations I	4
MFG302	CNC Fundamentals	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>
* First 8 weeks		
** Second 8 weeks		

Semester 2		
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MFG142	Geometric Dimensioning Tolerancing	3
MFG214	Advanced Machine Theory	2
MFG228	Machine Operations II	4
MFG309	CNC Programming Theory II	4
MFG335	CNC Operations	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

Semester 3		
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## Program Contacts

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MFG320	Computer Aided Machining	3
MFG364	Hydraulic Jigs and Fixtures	4
MFG380	EDM Fundamentals	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 9</b>

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**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

# CNC Machine Set-Up Specialist Certificate Courses

**Award:** Certificate

**Required number of credits:** 38

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The CNC Machine Set-Up Specialist program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

### Semester 1

MAT772	Applied Math -OR- <u>Math Elective</u>	3
MFG122	Machine Trade Printreading I	3
MFG157	Introduction to CNC Programming I *	2
MFG158	Introduction to CNC Programming II **	2
MFG211	Basic Machine Theory	2
MFG222	Machine Operations I	4
MFG302	CNC Fundamentals	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

\* First 8 weeks

\*\* Second 8 weeks

### Semester 2

COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MFG142	Geometric Dimensioning Tolerancing	3
MFG214	Advanced Machine Theory	2
MFG228	Machine Operations II	4
MFG309	CNC Programming Theory II	4
MFG335	CNC Operations	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

## Program Contacts

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## **Math Electives**

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MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

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[View Course Descriptions](#)

# CNC Machine Operator Certificate Courses

**Award:** Certificate

**Required number of credits:** 19

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The CNC Machine Operator program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

Semester 1		
MAT772	Applied Math -OR- <u>Math Elective</u>	3
MFG122	Machine Trade Printreading I	3
MFG157	Introduction to CNC Programming I *	2
MFG158	Introduction to CNC Programming II	2
MFG211	Basic Machine Theory	2
MFG222	Machine Operations I	4
MFG302	CNC Fundamentals	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

\* First 8 weeks

\*\* Second 8 weeks

Math Electives		
MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<u><a href="#">View Course Descriptions</a></u>		

## Program Contacts

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## Electromechanical Engineering Technology

The Electromechanical Engineering Technology program provides students with broad-based knowledge and skills in electronics and mechanical engineering related to industrial maintenance, electronic/mechanical machine repair, electronics manufacturing, electronics maintenance, electronics repair, electronic/mechanical design and development, and applied electronic computer programming.

### Transfer Information

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa for general education and technical credits. For more information, contact a program advisor.

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# Electromechanical Engineering Technology Careers

Our graduates work in a variety of positions including:

- Automation technician
- Electrical maintenance worker
- Electrical specialist
- Electrical/PLC programming technician
- Electronics technician
- Maintenance mechanic
- Maintenance technician
- Product development technician
- Repair technician
- System electronics technician

Starting Wages: \$37,800 - \$49,600 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Electromechanical Engineering Technology - AAS](#)
- [Electromechanical Technician - Diploma](#)

## Employers

Blackhawk Engineering, Inc.	Cedar Falls, IA
ConAgra Foods, Inc.	Waterloo, IA
John Deere	Waterloo, IA
Quaker Oats Company	Cedar Rapids, IA
Target Distribution Center	Cedar Falls, IA
Tyson Foods, Inc.	Waterloo, IA
University of Northern Iowa	Cedar Falls, IA
Viking Pump, Inc.	Cedar Falls, IA
Whirlpool Corporation	Amana, IA

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# Electromechanical Engineering Technology Admissions Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
16 - Reading	69 - Reading	34 - Reading	62 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic -OR- 97 - Elementary Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT063 Elementary Algebra

### Option 3

Any combination of Option 1 and Option 2 fulfilling the basic skills requirements in algebra, reading and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants who do not meet the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting all admission requirements will be accepted.
3. We accept approximately 24 students and 20 alternates each Fall Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

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# Electromechanical Engineering Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 82

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Electromechanical Engineering Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

### Semester 1

EGT108	Principles of Engineering -OR-	3
EGT410	Principles of Engineering	3
ELT290	DC Electricity *	4
ELT291	AC Electricity **	4
IND100	Basic Mechanical Systems	2
IND111	Industrial Safety Mechanical Systems	1
MAT504	Electronics Math I	4

[View Course Descriptions](#)

**Total Credits 18**

\* First 8 weeks

\*\*Second 8 weeks

### Semester 2

ELT104	Electronics Drafting -OR-	3
CAD119	Introduction to Computer-Aided Drafting (CAD)	3
ELT320	Electronic Devices	5
ELT321	Operational Amplifiers	3
ELT600	Applied Computer Programming	3
MAT514	Electronics Math II	4

[View Course Descriptions](#)

**Total Credits 18**

### Semester 3 – Summer

EGT140	Fluid Power	2
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## Program Contacts

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EGT144	Fluid Power Applications	2
ELT469	Digital Circuits and Systems -OR-	5
EGT420	Digital Electronics	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 9</b>

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**Semester 4**

AGM126	Diesel Engine Sub Systems	3
ELT494	Data Acquisition Systems	5
ELT802	Electronics Design Project I	1
PHY183	Applied Physics	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

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**Semester 5**

AGM142	Diesel Power Transfer Systems	4
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
EGT152	Advanced Fluid Power and Servo Systems	2
ELT156	Industrial Electronics	5
ELT703	Introduction to Networking	2
ELT803	Electronics Design Project II	1
IND145	Mechanical Power Transfer	2
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

# Electromechanical Technician Diploma Courses

**Award:** Diploma

**Required number of credits:** 45

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Electromechanical Technician program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

Semester 1		
EGT108	Principles of Engineering -OR-	3
EGT410	Principles of Engineering	3
ELT290	DC Electricity *	4
ELT291	AC Electricity **	4
IND100	Basic Mechanical Systems	2
IND111	Industrial Safety Mechanical Systems	1
MAT504	Electronics Math I	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
* First 8 weeks		
**Second 8 weeks		
Semester 2		
ELT104	Electronics Drafting -OR-	3
CAD119	Introduction to Computer-Aided Drafting (CAD)	3
ELT320	Electronic Devices	5
ELT321	Operational Amplifiers	3
ELT600	Applied Computer Programming	3
MAT514	Electronics Math II	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
Semester 3 – Summer		
EGT140	Fluid Power	2
EGT144	Fluid Power Applications	2

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ELT469	Digital Circuits and Systems -OR-	5
EGT420	Digital Electronics	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 9</b>

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# Product Development Technician Certificate Courses

**Award:** Certificate

**Required number of credits:** 6

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The following list of courses is from the current catalog year, organized in the suggested sequence of study for a full-time student, and is subject to change.

**If you are a current student** your program requirements may be different than those listed for the current catalog year. [View your Program Evaluation](#) to see your specific program requirements and to search and register for classes.

## 2016–2017 Suggested Sequence of Study

Semester 1		
AGM128	Fundamentals of Diesel Engine	5
AGM932	Internship	1
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 6</b>

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## Electronics Engineering Technology

The Electronics Engineering Technology program provides students with broad-based knowledge and skills in communications, electronics manufacturing, electronics maintenance, computer and business machine repair, electronics design and development, computer software, and networking.

Electronic engineering technicians work with electronics engineers. Together they design, develop, and manufacture industrial and consumer electronic equipment such as ultrasound, radar, navigational equipment, and computers. They are involved in fabricating, operating, testing, troubleshooting, repairing, and maintaining equipment.

### Partnerships

Hawkeye has a unique training partnership with John Deere to train and hire electronic engineering technicians.

### Transfer Information

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa for general education and technical credits. For more information, contact a program advisor.

### Program Contacts

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# Electronics Engineering Technology Careers

Our graduates work in a variety of settings including:

- Medical electronics technician
- Electronics communication technician
- Electronics lab technician
- Manufacturing test technician
- Field service engineer
- Engineering technician
- Computer repair technician
- Computer software technician
- Business machine service technician
- Computer network technician
- Industrial maintenance technician
- Field engineers
- Sales engineers
- Quality assurance technicians

Starting Wages: \$31,100 - \$46,400 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Electronics Engineering Technology - AAS](#)
- [Electronics Engineering Technology - Diploma](#)
- [Electronics Engineering Technology - Certificate](#)

## Employers

ConAgra Foods, Inc.	Waterloo, IA
DISTek Integration, Inc.	Cedar Falls, IA
FRC Component Products, Inc.	Mason City, IA
John Deere	Waterloo, IA
Nestlé USA	Waverly, IA
Qorvo, Inc.	Cedar Rapids, IA
Randstad Technologies	Cedar Rapids, IA
Rockwell Collins	Cedar Rapids, IA
Skyworks Solutions, Inc.	Cedar Rapids, IA
Target Distribution Center	Cedar Falls, IA

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# Electronics Engineering Technology Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
16 - Reading	69 - Reading	34 - Reading	62 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills
19 - Math	42 - Algebra	40 - Elementary Algebra	103 - Arithmetic -OR- 97 - Elementary Algebra

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT063 Elementary Algebra

### Option 3

Any combination of Option 1 and Option 2 fulfilling the basic skills requirements in algebra, reading and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants who do not meet the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting all admission requirements will be accepted.
3. We accept approximately 24 students and 20 alternates each Fall Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

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# Electronics Engineering Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 85

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Electronics Engineering Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
EGT108	Principles of Engineering -OR-	3
EGT410	Principles of Engineering	3
ELT290	DC Electricity *	4
ELT291	AC Electricity	4
IND100	Basic Mechanical Systems	2
MAT504	Electronics Math I	4
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 20</b>
* First 8 weeks		
**Second 8 weeks		
<b>Semester 2</b>		
ELT104	Electronics Drafting -OR-	3
CAD119	Introduction to Computer-Aided Drafting (CAD)	3
ELT320	Electronic Devices	5
ELT321	Operational Amplifiers	3
ELT600	Applied Computer Programming	3
MAT514	Electronics Math II	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 3 – Summer</b>		
ELT469	Digital Circuits and Systems -OR-	5
EGT420	Digital Electronics	3

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PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3

[View Course Descriptions](#)

**Total Credits 8**

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**Semester 4**

ELT403	Visual Basic	3
ELT415	Communication Circuits I	5
ELT417	Computer Systems	3
ELT494	Data Acquisition Systems	5
ELT802	Electronics Design Project I	1
PHY183	Applied Physics	3

[View Course Descriptions](#)

**Total Credits 20**

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**Semester 5**

ELT156	Industrial Electronics	5
ELT497	Communication Circuits II	6
ELT703	Introduction to Networking	2
ELT704	Embedded Processors	2
ELT803	Electronics Design Project II	1
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3

[View Course Descriptions](#)

**Total Credits 19**

## Electronics Technician – Diploma Courses

**Award:** Diploma

**Required number of credits:** 43

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Electronics Technician diploma option program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
EGT108	Principles of Engineering -OR-	3
EGT410	Principles of Engineering	3
ELT290	DC Electricity	4
ELT291	AC Electricity	4
IND100	Basic Mechanical Systems	2
MAT504	Electronics Math I	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>
<b>Semester 2</b>		
ELT104	Electronics Drafting	3
ELT320	Electronic Devices	5
ELT321	Operational Amplifiers	3
ELT600	Applied Computer Programming	3
MAT514	Electronics Math II	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 3</b>		
ELT469	Digital Circuits and Systems -OR-	5
EGT420	Digital Electronics	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 8</b>

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## Electronics Assistant – Certificate Courses

**Award:** Certificate

**Required number of credits:** 35

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Electronics Assistant certificate option program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
EGT108	Principles of Engineering -OR-	3
EGT410	Principles of Engineering	3
ELT290	DC Electricity	4
ELT291	AC Electricity	4
IND100	Basic Mechanical Systems	2
MAT504	Electronics Math I	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

Semester 2		
ELT104	Electronics Drafting	3
ELT320	Electronic Devices	5
ELT321	Operational Amplifiers	3
ELT600	Applied Computer Programming	3
MAT514	Electronics Math II	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

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## Heating and Air Conditioning

The Heating and Air Conditioning program is designed to provide classroom and shop learning experiences. Students gain the knowledge to become proficient in the theory and service of domestic, environmental, and comfort conditioning equipment.

Students are trained in basic electricity, electric and electronic controls, fossil fuel heating process and equipment, air cooling and refrigeration theory and equipment, fabrication and installation of sheet metal, heat pump theory and equipment, and electric heat theory and equipment. They also examine the theory of the solar heating process.

### Experience and Training

The Heating and Air Conditioning eight-week field experience allows students to gain real work experience at an employment site. This ensures that the students gain the skills they need to succeed on the job.

### Transfer Information

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa for general education and technical credits. For more information, contact a program advisor.

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## Heating and Air Conditioning Careers

Graduates have a variety of career options including working for dealers, distributors, and commercial business as service technicians and installers.

Starting Wages: \$31,100 - \$46,400 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Heating and Air Conditioning](#)

### Employers

Aire Serv	Waterloo, IA
Bergen Plumbing, Heating, and Cooling	Waterloo, IA
Dalton Plumbing and Heating	Cedar Falls, IA
Mike Fereday Heating & Air Conditioning	Waterloo, IA
Independence Plumbing, Heating, & Cooling	Independence, IA
Jim Hundley Heating, Air Conditioning, & Plumbing	Janesville, IA
Plumb Tech, Inc.	Waterloo, IA
Young Plumbing & Heating Co.	Waterloo, IA

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# Heating and Air Conditioning Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic
16 - Reading	69 - Reading	34 - Reading	62 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT045 Fundamentals of Math

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 20 students and 20 alternates each Fall Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

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## Heating and Air Conditioning Courses

**Award:** Diploma

**Required number of credits:** 48

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Heating and Air Conditioning program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

#### Semester 1

HCR111	Residential Forced Air Heating Systems	3
HCR181	Introduction to HVACR	3
HCR281	Applied Practices I	5
HCR455	Applied Electricity for HVACR	4
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

#### Semester 2

HCR114	Boiler Fundamentals	4
HCR282	Applied Practices II	3
HCR415	Controls for HVACR	3
HCR517	HVACR Systems II	5
HCR852	Operation Strategies	2
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

#### Semester 3 – Summer

HCR137	Hydronic Heating Systems	3
HCR283	Applied Practices III	3
HCR429	HVAC App Controls w/Automated Systems	2
HCR602	HVACR Systems III	2
HCR911	HVACR Field Experience I	1
HCR912	HVACR Field Experience II	2
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 13</b>

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**Math Electives**

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MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

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[View Course Descriptions](#)

# Industrial Automation Technology

The Industrial Automation Technology program prepares students for careers and employment in a broad range of manufacturing, food processing, and business environments. Students gain an in-depth knowledge of electricity and electronics, fluid power, mechanical systems, robotics, and manufacturing processes. Students learn through hands-on training utilizing state-of-the-art equipment used in today's businesses.

## Enhance Iowa Grant

The Industrial Automation program is part of the Enhance Iowa project, a grant from the US Department of Labor for equipment, training, and simulation to help prepare individuals in the high demand field of industrial maintenance and automation.

## Transfer Information

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa for general education and technical credits. For more information, contact a program advisor.

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## Industrial Automation Technology Careers

Entry-level positions in Industrial Automation Technology are available locally, regionally, and nationally. Graduates generally work in maintenance positions and find employment in manufacturing, food processing, and business environments.

Starting Wages: \$29,000 - \$52,000 per year\*

\*Source: Iowa Workforce Development and as reported by the Industrial and Engineering Technology department.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Industrial Automation Technology](#)
- [Industrial Equipment Maintenance – Diploma](#)

### Employers

Blackhawk Engineering	Cedar Falls, IA
ConAgra Foods, Inc.	Waterloo, IA
Iowa Laser Technology	Cedar Falls, IA
John Deere	Waterloo, IA
Nestlé USA	Waverly, IA
Rockwell Automation	Cedar Rapids, IA
Target Distribution Center	Cedar Falls, IA
Tyson Foods, Inc.	Waterloo, IA

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*Iowa's Network*





# Industrial Automation Technology Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG-061 College Preparatory Writing II
- RDG-040 College Preparatory Reading III
- MAT-045 Fundamentals of Math

### Option 3

Any combination of Option 1 and Option 2 fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants not meeting the program's admission requirements will be sent an Admissions Inactivation Letter.
  - b. Applicants meeting all admission requirements will be accepted.
3. We accept approximately 20 students and 20 alternates. Applicants will be accepted based upon the initial date of their completed applicant file. If many students share the same date for completing their applicant files; the application date, if needed, will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

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## Industrial Automation Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 69

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Industrial Automation Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### **Eight-Week Courses \* \*\***

Courses marked with one asterisk (\*) meet the first 8-weeks of the semester. Courses marked with two asterisks (\*\*) meet the second 8-weeks of the semester.

### **2016–2017 Suggested Sequence of Study**

<b>Semester 1</b>		
EGT140	Fluid Power **	2
ELT139	Electrical Systems *	3
ELT239	Advanced Electrical Systems **	3
ELT315	Digital Logic for Industrial Applications -OR-	2
EGT420	Digital Electronics	3
IND100	Basic Mechanical Systems *	2
IND111	Industrial Safety Mechanical Systems	1
IND145	Mechanical Power Transfer **	2
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>
<b>Semester 2</b>		
EGT149	Fluid Power Systems II	3
ELT215	Motors and Controls *	2
ELT234	PLC Programming **	2
ELT736	Instrumentation and Control *	2
MFG193	Machine Shop Processes	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3

### **Program Contacts**

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WEL339 Electromechanical Maintenance \*\* 3

[View Course Descriptions](#)

**Total Credits 18**

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**Semester 3**

EGT144 Fluid Power Applications \* 2

ELT120 Schematics for Electromechanical Techs 3

ELT216 DC Controls Circuits \*\* 2

ELT240 PLCs II \*\* 2

ELT532 Semiconductors for Industrial Applications \* 2

MFG365 General CNC Lathe Maintenance \*\* 2

SPC101 Fundamentals of Oral Communication 3

[View Course Descriptions](#)

**Total Credits 16**

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**Semester 4**

ATR145 Applied Industrial Robotics \*\* 2

COM781 Written Communication in the Workplace -OR- 3

ENG105 Composition I 3

EGT152 Advanced Fluid Power and Servo Systems \* 2

ELE218 Motion Control \*\* 2

ELT133 Electric Motor Drives \* 2

ELT245 PLCs III \* 2

ELT444 Industrial Networking \*\* 2

MFG366 General CNC Mill Maintenance \* 2

[View Course Descriptions](#)

**Total Credits 17**

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**Math Electives**

MAT110 Math for Liberal Arts 3

MAT122 College Algebra 5

MAT128 Precalculus 4

MAT134 Trigonometry and Analytic Geometry 3

MAT156 Statistics 3

[View Course Descriptions](#)

# Industrial Equipment Maintenance – Diploma Courses

**Award:** Diploma

**Required number of credits:** 33

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall only

The Industrial Equipment Maintenance diploma program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## **Eight-Week Courses \* \*\***

Courses marked with one asterisk (\*) meet the first 8-weeks of the semester. Courses marked with two asterisks (\*\*) meet the second 8-weeks of the semester.

## **2016–2017 Suggested Sequence of Study**

<b>Semester 1</b>		
EGT140	Fluid Power **	2
ELT139	Electrical Systems *	3
ELT239	Advanced Electrical Systems **	3
ELT315	Digital Logic for Industrial Applications -OR-	2
EGT420	Digital Electronics	3
IND100	Basic Mechanical Systems *	2
IND111	Industrial Safety Mechanical Systems	1
IND145	Mechanical Power Transfer ** -OR-	2
MAT772	Applied Math -OR-	3
MAT110	Math for Liberal Arts -OR-	3
MAT122	College Algebra -OR-	5
MAT128	Precalculus -OR-	4
MAT134	Trigonometry and Analytic Geometry -OR-	3
MAT156	Statistics	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 18</b>

## **Semester 2**

EGT149	Fluid Power Systems II	3
ELT215	Motors and Controls *	2
ELT234	PLC Programming **	2

## **Program Contacts**

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ELT736	Instrumentation and Control *	2
MFG193	Machine Shop Processes	3
WEL339	Electromechanical Maintenance **	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 15</b>

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## Sustainable Construction and Design

The Sustainable Construction and Design prepares students to design and construct sustainable and highly energy-efficient residences. Students will learn how to construct new homes that are durable; provide a healthy environment for the occupants; and use very little energy for heating, cooling, and lighting. The program utilizes a “whole systems approach” to train graduates to understand the integral relationship between materials, building techniques, mechanical systems, and subcontractors in the production of energy-efficient and sustainable homes. Students will learn about the use of green and renewable materials, the proper installation of all components and subsystems, and the reduction of construction site waste.

Students apply the concepts they learn in hands-on building experiences. Training includes, but is not limited to, foundations, concrete work, framing, siding, roofing, thermal/moisture protection, drywall installation/finishing, stair construction, finishing, cabinet installation, HVAC, electrical, plumbing, appliances, and landscaping.

Students learn to perform energy audits on existing homes to identify problems, develop solutions, and retrofit solutions cost effectively.

The Sustainable Construction and Design program follows the National Center for Construction Education and Research (NCCER) training, assessment, certification, and career development standards for residential construction and maintenance craft professionals. Program concepts align with the U.S. Green Building Council's initiatives.

### Transfer Information

Hawkeye’s Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa to transfer general education and technical credits. Graduates may transfer credits into the Construction Management program at UNI. For more information, contact a program advisor.

### Program Contacts

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# Sustainable Construction and Design Careers

Graduates will find employment as:

- building designers
- sustainable construction professionals
- carpenters
- insulation workers
- residential site supervisors
- energy auditors

They will also be prepared to continue their education to become:

- construction managers
- building inspectors
- commercial drafters
- electricians
- plumbers
- HVAC designers

Starting Wages: \$26,200 - \$39,300 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Sustainable Construction and Design](#)

## Employers

Builders Select	Cedar Falls, IA
Dietz Construction L.L.C.	Nashua, IA
Johnny B's Construction, Inc.	Denver, IA
Magee Construction Company	Cedar Falls, IA
Woods Construction, Inc.	Fairbank, IA

## Program Contacts

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# Sustainable Construction and Design Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic
16 - Reading	69 - Reading	34 - Reading	62 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT045 Fundamentals of Math

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 24 students and 24 alternates each Fall Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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# Sustainable Construction and Design Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 69

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Sustainable Construction and Design program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

Semester 1		
CON102	Introduction to Residential Construction	2
CON108	Construction Safety	1
CON129	Concrete Lab	2
CON130	Concrete Theory	1
CON131	Site Layout and Blueprint Reading	1
CON133	Construction Technology Lab	4
CON201	Framing Techniques and Lab I	2
CON302	Building Science I	1
MAT772	Applied Math -OR-	3
MAT110	Math for Liberal Arts -OR-	3
MAT122	College Algebra -OR-	5
MAT128	Precalculus -OR-	4
MAT134	Trigonometry and Analytic Geometry	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 17</b>

Semester 2		
CON121	Carpentry Fundamentals I	4
CON146	Construction Technology Lab 2	3
CON214	Exterior Framing Systems I *	3
CON217	Exterior Finishing	3
HEQ201	Utility Equipment Operation **	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

\* First 8 weeks

\*\* Second 8 weeks

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**Semester 3 - Summer**

CON933	Employment Training Experience	4
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[View Course Descriptions](#)

**Total Credits 4**

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**Semester 4**

CAD200	CAD SoftPlan	3
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CON228	Methods of Interior Finishing	3
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CON486	Building Science 2 (Sustainable Design)	1
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CON510	Construction Technology Lab 3	3
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PSY102	Human and Work Relations -OR-	3
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PSY111	Introduction to Psychology -OR-	3
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SOC110	Introduction to Sociology	3
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SPC101	Fundamentals of Oral Communication	3
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[View Course Descriptions](#)

**Total Credits 16**

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**Semester 5**

CAD208	SoftPlan 2	3
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COM781	Written Communication in the Workplace -OR-	3
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ENG105	Composition I	3
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CON290	Construction Estimating and Project Management	2
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CON512	Construction Technology Lab 4	3
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ENV155	Residential Energy Auditing	4
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HCR200	Manual J and D HVAC Design *	1
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[View Course Descriptions](#)

**Total Credits 16**

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\* First 8 weeks

## Welding

The Welding program prepares students to enter into the industry as beginning production, maintenance, or job shop welders. Students are trained in the latest techniques in the fabrication of materials by welding processes.

Welding continues to be one of the principal means of fabricating and repairing metal products. An independent certification laboratory evaluates each student's performance on the American Welding Society Structural Steel Bend test for possible certification before graduation.

### Transfer Information

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa for general education and technical credits. For more information, contact a program advisor.

### Program Contacts

#### Department Secretary

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## Welding Careers

Graduates of the Welding program enter the industry as beginning maintenance or job shop welders.

Starting Wages: \$26,900 - \$35,000 per year\*

Many graduates in this field work overtime.

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Welding - Diploma 1](#)
- [Welding - Diploma 2](#)
- [Welding - Certificate](#)

### Employers

ADA Enterprises, Inc.	Northwood, IA
Baumgartner Gate Factory	Manchester, IA
GMT Corporation	Waverly, IA
Iowa Laser Technology	Cedar Falls, IA
John Deere	Waterloo, IA Ottumwa, IA
Terex Corporation	Waverly, IA
Wayne Engineering	Cedar Falls, IA

### Program Contacts

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# Welding Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic
16 - Reading	69 - Reading	34 - Reading	62 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT045 Fundamentals of Math

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 30 students and 30 alternates each fall and spring semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Advanced Welding – Diploma 1 Courses

**Award:** Diploma

**Required number of credits:** 43

**Program Start:** Fall, Spring

The Advanced Welding–Diploma 1 program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
MAT772	Applied Math -OR-	3
MAT122	College Algebra	5
WEL111	Welding Blueprint Reading	3
WEL134	Cutting Processes	2
WEL155	Arc Welding I (SMAW)	4
WEL186	GMAW -OR-	4
WEL104	Introduction to MIG Welding -AND-	2
WEL234	Introduction to GMAW II	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

Semester 2		
COM730	Communications	3
WEL112	Welding Blueprint Reading Advanced	2
WEL164	Arc Welding II (SMAW)	4
WEL187	Advanced GMAW	4
<a href="#">View Course Descriptions</a>		<b>Total Credits 13</b>

Semester 3		
WEL125	Fusion and Braze Welding	2
WEL191	Gas Tungsten Arc Welding	3
WEL303	Pipe Welding/SMAW	3
WEL710	Robotic Welding	6
<a href="#">View Course Descriptions</a>		<b>Total Credits 14</b>

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## Welding – Diploma 2 Courses

**Award:** Diploma

**Required number of credits:** 29

**Program Start:** Fall, Spring

The Welding–Diploma 2 program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
MAT772	Applied Math -OR-	3
MAT122	College Algebra	5
WEL111	Welding Blueprint Reading	3
WEL134	Cutting Processes	2
WEL155	Arc Welding I (SMAW)	4
WEL186	GMAW -OR-	4
WEL104	Introduction to MIG Welding -AND-	2
WEL234	Introduction to GMAW II	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

Semester 2		
COM730	Communications	3
WEL112	Welding Blueprint Reading Advanced	2
WEL164	Arc Welding II (SMAW)	4
WEL187	Advanced GMAW	4
<a href="#">View Course Descriptions</a>		<b>Total Credits 13</b>

### Program Contacts

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## Welding – Certificate Courses

**Award:** Certificate

**Required number of credits:** 16

**Program Start:** Fall, Spring

The Welding–Certificate program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
MAT772	Applied Math -OR-	3
MAT122	College Algebra	5
WEL111	Welding Blueprint Reading	3
WEL134	Cutting Processes	2
WEL155	Arc Welding I (SMAW)	4
WEL186	GMAW -OR-	4
WEL104	Introduction to MIG Welding -AND-	2
WEL234	Introduction to GMAW II	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

### Program Contacts

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## Information Systems Management

The Information Systems Management program prepares students to examine the implementation and management of information systems in today's technological business environment. This program provides students with a solid understanding of hardware, networks, and applications along with their impact on a business.

The first year of coursework focuses on information technology such as hardware, operating systems, and networking equipment. Hawkeye is a Regional Academy for Cisco Systems and delivers their curriculum covering switches and routers, preparing students to obtain the CCNA industry certification. Students are also trained and encouraged to pursue the CompTIA A+ certification as well as Microsoft MTA certification.

The second year focuses on business. Students gain an understanding of business to enable them to provide systems to support key business objectives as an information technology professional. These classes cover a variety of topics, including human resources, accounting, management, and marketing.

Hawkeye's Information Technology programs are located in [Black Hawk Hall](#). The Information Technology lab equipment, environment, and technology are state-of-the-art.

### Transfer Information

Students enrolled in the Information Systems Management program wishing to transfer should contact a program advisor.

### Program Contacts

#### Department Secretary

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#### Dean

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## Information Systems Management Careers

Information Systems Management graduates will be ready to accept employment in positions such as:

- network manager
- help desk manager
- information systems manager
- information technology manager

Starting Wages: \$23,700 - \$40,600 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Information Systems Management](#)

### Employers

CBE Group	Cedar Falls, IA
Cedar Valley Medical Specialists, P.C.	Waterloo, IA
Veridian Credit Union	Waterloo, IA
Waverly Utilities	Waverly, IA

### Program Contacts

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# Information Systems Management Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
16—Reading	69—Reading	34—Reading	62—Reading
16—English	41—Writing	35—Writing	77—Sentence Skills
16—Math	39—Pre-Algebra	40—Numerical	63—Arithmetic

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT052 Pre-Algebra

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 60 students and 20 alternates each fall semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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## Information Systems Management Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 63

**Program Start:** Fall only

The Information Systems Management program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
BCA201	Introduction to Information Systems -OR-	3
CSC110	Introduction to Computers -OR-	3
BCA205	Database/Spreadsheets	3
CIS303	Introduction to Data Base	3
MAT110	Math for Liberal Arts -OR-	3
MAT122	College Algebra -OR-	5
MAT134	Trigonometry and Analytic Geometry -OR-	3
MAT210	Calculus I	4
NET109	A+ Certification Prep Course	4
NET213	CISCO Networking	4
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 17</b>

<b>Semester 2</b>		
BUS102	Introduction to Business	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
NET225	Routing and Switching Essentials	4
NET313	Windows Server	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>

<b>Semester 3</b>		
ACC131	Principles of Accounting I	4

### Program Contacts

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MAT156	Statistics	3
MGT101	Principles of Management	3
NET268	CCNA Routing and Switching: Scaling Networks	3
SPC101	Fundamentals of Oral Communication	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>

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**Semester 4**

ACC132	Principles of Accounting II	4
CIS750	Project Management	3
MGT170	Human Resource Management	3
NET932	Internship	2
	<u>Information Technology Elective</u>	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 14</b>

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**Information Technology Electives**

BCA183	Basic Web Design Software	2
BCA232	Multimedia for Web Design	3
BUS183	Business Law	3
GRA150	Introduction to Web Design	3
GRA162	Web Page Graphics	3
NET152	Advanced Network Technologies	3
NET310	Virtual Machines	3
NET320	Advanced Server Configuration	3
NET346	Windows Exchange Server	3
NET412	Linux System Administration	3
NET474	Certification Preparation	1
NET475	Certification Preparation	2
NET612	Fundamentals of Network Security	3
<a href="#">View Course Descriptions</a>		

## Network Administration and Engineering

The Network Administration and Engineering prepares students to design and manage local and wide area networks. In the information technology industry certifications are a must. This program targets professional certifications including Cisco CCNA, Microsoft MTA, and CompTIA A+.

Coursework is directly related to these industry-recognized certifications. Students learn computer hardware, operating systems, server configuration, and network management. Students are prepared to design, implement, and support routers, switches, and wireless networks of all sizes. They also learn server administration, database and mail servers, and project management. Continually on the cutting edge of technology, students have the opportunity to learn about virtual machines, multi-layer switching, VPN solutions, and more.

Students design, layout, and write specifications for networks. Students learn to setup, maintain, and support networks, servers, and security. Hawkeye's Cisco Regional and Microsoft IT Academies provide access to the newest software and technology. Students gain hands-on experience with the latest Microsoft desktop, server, exchange, and SQL server platforms. Through internship opportunities, students can apply classroom theories and concepts in a business IT setting.

Hawkeye's Information Technology programs are located in [Black Hawk Hall](#). The Information Technology lab equipment, environment, and technology are state-of-the-art.

### Transfer Information

Students enrolled in the Network Administration and Engineering program wishing to transfer should contact a program advisor.

### Program Contacts

#### Department Secretary

Cindi Clark  
Black Hawk Hall 101  
319-296-4021  
[Email me](#)

#### Program Advisor

Todd Bengen  
Black Hawk Hall 114  
319-296-2329 ext.1124  
[Email me](#)

#### Dean

Bryan Renfro  
Black Hawk Hall 102  
319-296-4427  
[Email me](#)

## Network Administration and Engineering Careers

Graduates accept employment in positions such as network administrator, network technician, LAN/WAN engineer, or LAN/WAN administrator.

Starting Wages: \$30,000 - \$46,200 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Network Administration and Engineering](#)
- [Computer Networking Technician - Diploma](#)

### Employers

ACES	Cedar Falls, IA
CBE Group	Cedar Falls, IA
Cedar Falls Utilities	Cedar Falls, IA
John Deere	Waterloo, IA
EO Johnson Business Technologies	Cedar Falls, IA
Networking Solutions	Waterloo, IA

### Program Contacts

#### Department Secretary

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 Black Hawk Hall 101  
 319-296-4021  
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 319-296-4427  
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# Network Administration and Engineering Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
16—Reading	69—Reading	34—Reading	62—Reading
16—English	41—Writing	35—Writing	77—Sentence Skills
16—Math	39—Pre-Algebra	40—Numerical	63—Arithmetic

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG039 College Preparatory Reading II
- MAT052 Pre-Algebra

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 60 students and 20 alternates each fall semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

Cindi Clark  
Black Hawk Hall 101  
319-296-4021  
[Email me](#)

### Program Advisor

Todd Bengen  
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319-296-2329 ext.1124  
[Email me](#)

### Dean

Bryan Renfro  
Black Hawk Hall 102  
319-296-4427  
[Email me](#)



## Network Administration and Engineering Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 68

**Program Start:** Fall only

The Network Administration and Engineering program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
BCA201	Introduction to Information Systems -OR-	3
CSC110	Introduction to Computers -OR-	3
BCA205	Database/Spreadsheets	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
MAT110	Math for Liberal Arts	3
NET109	A+ Certification Prep Course	4
NET213	CISCO Networking	4
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 17</b>

Semester 2		
CIS303	Introduction to Data Base	3
NET225	Routing and Switching Essentials	4
NET313	Windows Server	3
NET412	Linux System Administration	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 16</b>

Semester 3		
NET268	CCNA Routing and Switching: Scaling Networks	3
NET310	Virtual Machines	3
NET320	Advanced Server Configuration	3
NET346	Windows Exchange Server	3

### Program Contacts

#### Department Secretary

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NET612	Fundamentals of Network Security	3
SPC101	Fundamentals of Oral Communication	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 18</b>

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**Semester 4**

CIS750	Project Management	3
NET269	CCNA Routing and Switching: Connecting Networks	3
NET710	SQL Database	2
NET916	Experiential Learning	5
NET932	Internship	2
<a href="#"><u>Information Technology Elective</u></a>		2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 17</b>

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**Information Technology Elective Electives**

BCA183	Basic Web Design Software	2
BCA232	Multimedia for Web Design	3
CIS604	Visual Basic	3
GRA150	Introduction to Web Design	3
GRA162	Web Page Graphics	3
NET152	Advanced Network Technologies	3
NET474	Certification Preparation	1
NET475	Certification Preparation	2
<a href="#"><u>View Course Descriptions</u></a>		

# Computer Networking Technician – Diploma Courses

**Award:** Diploma

**Required number of credits:** 33

**Program Start:** Fall only

The Computer Networking Technician program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
BCA201	Introduction to Information Systems -OR-	3
BCA205	Database/Spreadsheets -OR-	3
CSC110	Introduction to Computers	3
COM781	Written Communication in the Workplace	3
ENG105	Composition I	3
MAT110	Math for Liberal Arts	3
NET109	A+ Certification Prep Course	4
NET213	CISCO Networking	4
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

<b>Semester 2</b>		
CIS303	Introduction to Data Base	3
NET225	Routing and Switching Essentials	4
NET313	Windows Server	3
NET412	Linux System Administration	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

## Program Contacts

### Department Secretary

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### Program Advisor

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 Black Hawk Hall 114  
 319-296-2329 ext.1124  
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Bryan Renfro  
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## Web Programming and Development

The Web Programming and Development program provides students with the opportunity to pursue an associate degree built on the knowledge and skills to create dynamic web applications. In a hands-on approach, students will integrate many programming languages to plan, implement, test, troubleshoot, and maintain dynamic web applications.

Team-based skills are emphasized in the program. With exposure to multiple languages such as JavaScript, HTML5, CSS3, PHP, ASP.NET C#, and SQL, the program is geared to give students real-world, hands-on experience in developing websites and web applications. Current web standards are stressed throughout the program and developing trends such as responsive web design are examined. Through the support of local businesses, students gain exposure with a required internship.

Hawkeye's Information Technology programs are located in [Black Hawk Hall](#). The Information Technology lab equipment, environment, and technology are state-of-the-art.

### Evening Program

Earn a degree in the evening! With classes starting at 5:00pm, the evening program allows students to work and go to school at the same time.

### Transfer Information

Students enrolled in the Web Programming and Development program wishing to transfer should contact a program advisor.

### Program Contacts

#### Department Secretary

Cindi Clark  
Black Hawk Hall 101  
319-296-4021  
[Email me](#)

#### Program Advisor

MJ Nelson  
Black Hawk Hall 112  
319-296-2329 ext.1122  
[Email me](#)

#### Dean

Bryan Renfro  
Black Hawk Hall 102  
319-296-4427  
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## Web Programming and Development Careers

Graduates find employment in all types of businesses including:

- manufacturing
- service
- education
- distributors
- retail
- tourism
- non-profit
- government agencies

Starting Wages: \$21,100 - \$33,800 per year\*

\*Source: As reported by the Information Technology department

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Web Programming and Development](#)

### Employers

Far Reach Technologies Mudd Advertising VGM Forbin Scientific Games  
Interactive/Williams Interactive SoCaMo

Far Reach Technologies	Cedar Falls, IA
Mudd Advertising	Waterloo, IA
VGM Forbin	Waterloo, IA
Scientific Games Interactive/Williams Interactive SoCaMo	Cedar Falls, IA

### Program Contacts

#### Department Secretary

Cindi Clark  
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#### Program Advisor

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#### Dean

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Black Hawk Hall 102  
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# Web Programming and Development Admission Requirements

## Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
16 - English	41 - Writing	35 - Writing	77 - Sentence Skills
16 - Math	39 - Pre-Algebra	40 - Numerical	63 - Arithmetic

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Complete all of the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG060 College Preparatory Writing I
- RDG040 College Preparatory Reading III
- MAT052 Pre-Algebra

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Admissions Process

1. [Apply for admission](#).
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants meeting the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants meeting the program's admission requirements will be accepted.
3. We accept approximately 24 students and 24 alternates each Fall Semester. Applicants will be accepted based on the date their completed applicant file. If many students share the same date for completing their applicant files, the application date will be used to prioritize their acceptance.
4. If necessary, alternates will be contacted to fill unconfirmed positions in the program. Alternates will be given priority for the next term.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

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Black Hawk Hall 101  
319-296-4021  
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### Program Advisor

MJ Nelson  
Black Hawk Hall 112  
319-296-2329 ext.1122  
[Email me](#)

### Dean

Bryan Renfro  
Black Hawk Hall 102  
319-296-4427  
[Email me](#)

## Web Programming and Development Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 62

**Program Start:** Fall only

The Web Programming and Development program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

Semester 1		
CIS121	Introduction to Programming Logic	3
CIS355	Database Design and Management	4
MAT110	Math for Liberal Arts -OR-	3
	<u>Math Elective</u>	3
WDV102	Introduction to Web Development	3
WDV105	Web Layouts	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

Semester 2		
CIS215	Server Side Web Programming	3
CIS231	PHP Programming	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
SPC101	Fundamentals of Oral Communication	3
	<u>Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

Semester 3		
CIS206	Web Scripting	3
CIS217	Data Driven Web Page	3
CIS225	Advanced Server Side Web Programming	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
WDV931	Internship	2

### Program Contacts

#### Department Secretary

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#### Dean

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319-296-4427  
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Elective

3

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[View Course Descriptions](#)**Total Credits 17**

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**Semester 4**

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CIS249	Web Languages	3
WDV300	Advanced Topics in Web Development	3
WDV800	Portfolio	3
WDV931	Internship	2
	<u>Elective</u>	3

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[View Course Descriptions](#)**Total Credits 14**

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**Electives**

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BCA183	Basic Web Design Software	2
BCA232	Multimedia for Web Design	3
CIS234	Web Site Administration	3
CIS274	E-Commerce Design	3
GRA150	Introduction to Web Design	3
MGT110	Small Business Management	3
NET109	A+ Certification Prep Course	4

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[View Course Descriptions](#)

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**Math Electives**

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MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

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[View Course Descriptions](#)



## Agricultural Power Technology

The Agricultural Power Technology program prepares students for careers as service technicians in the agricultural industry. Students learn through classroom lecture and hands-on shop experience, studying comprehensive applications of repair and maintenance of internal combustion engines, diesel fuel systems, hydraulics, power trains, and electrical/electronic systems.

### Transfer Information

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. For more information on transferring credits, contact a program advisor.

### Program Contacts

#### Department Secretary

Dianne Lellig  
Butler Hall 131  
319-296-4011  
[Email me](#)

#### Program Advisor

Glen Adolphs  
Butler Hall 110  
319-296-2329 ext.1327  
[Email me](#)

#### Dean

Dave Grunklee  
Butler Hall 131A  
319-296-4042  
[Email me](#)

## Agricultural Power Technology Careers

Our graduates can work as technicians in implement dealerships, factories, construction, independent shops, heavy equipment dealerships, independent farms, and consumer product dealerships.

Other positions our graduates hold include equipment salesperson, service manager, service writer, farm service manager, and field representative.

Starting Wages: \$26,600 - \$36,900 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Agricultural Power Technology](#)

### Employers

Altorfer, Inc.	Cedar Rapids, IA
Cedar Valley Corp., LLC	Waterloo, IA
Deike Implement Co.	Waverly, IA
P&K Midwest	Waterloo and Waverly, IA
Titan Machinery	Waverly, IA

### Program Contacts

#### Department Secretary

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#### Program Advisor

Glen Adolphs  
Butler Hall 110  
319-296-2329 ext.1327  
Email me

#### Dean

Dave Grunklee  
Butler Hall 131A  
319-296-4042  
Email me

# Agricultural Power Technology Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

Dianne Lellig  
Butler Hall 131  
319-296-4011  
[Email me](#)

### Program Advisor

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Butler Hall 110  
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[Email me](#)

### Dean

Dave Grunklee  
Butler Hall 131A  
319-296-4042  
[Email me](#)

# Agricultural Power Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 68

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Agricultural Power Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## 2016–2017 Suggested Sequence of Study

### Semester 1

AGM104	Electricity	4
AGM107	Gas Engine Rebuild	7
AGM113	Hydraulics I	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

### Semester 2

DSL377	Diesel Engine Rebuild	7
DSL447	Diesel Fuel Systems	7
MAT772	Applied Math -OR-	3
	<u><a href="#">Math Elective</a></u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

### Semester 3

AGM224	Hydraulics II	4
AGM327	Equipment Maintenance	7
AGM333	Electronics	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

### Semester 4

## Program Contacts

### Department Secretary

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Butler Hall 131  
319-296-4011  
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Butler Hall 110  
319-296-2329 ext.1327  
[Email me](#)

### Dean

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Butler Hall 131A  
319-296-4042  
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AGM408	Power Transfer Systems	7
AGM417	Ag Equipment Repair	7
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>

<b>Math Electives</b>		
MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<u><a href="#">View Course Descriptions</a></u>		

## Automotive Technology

The Automotive Technology program prepares students for a career in the vast field of automotive electronics and repair. Students gain hands-on experience in testing and diagnosing, engine drivability diagnosis, automatic transmissions, gas engines, suspension, alignment, brakes, and basic electricity.

Automotive service technicians must continually adapt to changing technology as vehicle components and systems become increasingly sophisticated.

### Accreditation

The Automotive Technology program is A.S.E. Master Certified in all eight areas of curriculum by the National Automotive Technician Education Foundation ([NATEF](#)).

### Transfer Information

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. For more information on transferring credits, contact a program advisor.

### Program Contacts

#### Department Secretary

Dianne Lellig  
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319-296-4011  
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#### Program Advisors

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Butler Hall 128  
319-296-2329 ext.1325  
[Email me](#)

William Koch  
Butler Hall 128  
319-296-2329 ext.1759  
[Email me](#)

#### Dean

Dave Grunklee  
Butler Hall 131A  
319-296-4042  
[Email me](#)

## Automotive Technology Careers

Graduates are working in automotive dealerships, independent automotive shops, service stations, car manufacturers, and national automotive service centers.

Other areas graduates may find employment include:

- auto service
- electrical repair
- auto service management
- wheel alignment
- auto repair shops
- heating and air conditioning
- rental repair
- heavy engine repair
- recreational vehicle repair
- automatic transmissions
- drivability engine performance
- small engine repair

Starting Wages: \$24,200 - \$37,700 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Automotive Technology](#)

### Employers

C&S Car Company	Waterloo, IA
ConAgra Foods, Inc.	Waterloo, IA
Dan Deery Motor Co.	Cedar Falls, IA
John Deere	Waterloo, IA
Waterloo Auto Parts	Waterloo, IA

### Program Contacts

#### Department Secretary

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#### Program Advisors

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#### Dean

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319-296-4042  
[Email me](#)

# Automotive Technology Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Department Secretary

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### Program Advisors

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# Automotive Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 76

**Program Start:** Fall only

The Automotive Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## Four-Week Courses

Courses marked with one asterisk (\*) meet the first 4 weeks of the semester. Courses marked with two asterisks (\*\*) meet the second 4 weeks of the semester. Courses marked with three asterisks (\*\*\*) meet the third 4 weeks of the semester. Courses marked with four asterisks (\*\*\*\*) meet the fourth 4 weeks of the semester.

## 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
AUT106	Introduction to Automotive Technology *	2
AUT109	Introduction to Automotive Technology II *	2
AUT164	Automotive Engine Repair **	4
AUT504	Automotive Brake Systems ****	4
AUT610	Automotive Electrical I ***	4
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

<b>Semester 2</b>		
AUT307	Automotive Manual Transmissions and Transaxles **	4
AUT404	Automotive Suspension and Steering ****	4
AUT643	Auto Starting, Charging, and Electrical *	4
AUT842	Auto Computerized Engine Controls ***	4
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

<b>Semester 3</b>		
AUT537	Automotive Advanced Brake Systems *	4

## Program Contacts

### Department Secretary

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### Program Advisors

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AUT704	Automotive Heating and Air Conditioning **	4
AUT834	Automotive Fuel Systems ****	4
AUT886	Comprehensive Application ***	4
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

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#### **Semester 4**

AUT204	Automotive Automatic Transmissions and Transaxles ***	4
AUT315	Automotive Differentials and 4-Wheel Drive *	4
AUT631	Automotive Electronics ****	4
AUT827	Automotive Ignition Systems **	4
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 19</b>

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#### **Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<u><a href="#">View Course Descriptions</a></u>		

## Collision Repair and Refinishing

The Collision Repair and Refinishing program provides students with the training and knowledge needed for job entry in the various collision and refinishing repair fields, such as auto frame/unibody technician, auto body painter/ refinisher, collision specialist, estimator, and auto body management. Students are provided with classroom and hands-on experience studying comprehensive applications in vehicle repair and refinishing. Students will learn paint techniques on Hawkeye's state-of-the-art [virtual paint system](#).

### Certifications

Students may receive the following certifications: I-Car Pro Level 1 (Non-Structural Technician and Refinishing Technician), Painter, 6H NESHAP, and Mitchell Estimating.

### Transfer Information

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. For more information on transferring credits, contact a program advisor.

### Program Contacts

#### Department Secretary

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## Collision Repair and Refinishing Careers

Graduates of the Collision Repair and Refinishing program have a wide variety of career opportunities including:

- body shop manager \*
- auto body specialist
- vehicle restoration
- collision repair
- aircraft refinishing
- automotive customizing
- heavy truck body repair
- auto insurance adjuster \*
- auto appraiser \*
- frame specialist
- painter
- motorcycle painter
- auto body product salesperson
- auto salvage business

\* Requires additional course work.

Starting Wages: \$24,200 - \$39,700 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Collision Repair and Refinishing](#)
- [Basic Collision Repair - Diploma](#)

### Employers

Billion Auto	Clive, IA
Black Hawk Auto Refinishers	La Porte City, IA
Clemons Chevrolet	Marshalltown, IA
Deery Brothers Collision Center	Cedar Falls, IA
Droste's Auto Care	Waterloo, IA
Dunlap Motors	Independence, IA
Iowa Auto Rebuilders	Waterloo, IA
Rydell Chevrolet	Waterloo, IA
Terex Corporation	Waverly, IA
Witham Auto Centers	Waterloo, IA

### Program Contacts

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## Collision Repair and Refinishing Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process](#).
2. [Apply at Hawkeye](#).
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences](#).

### Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

### Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

### Program Contacts

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## Collision Repair and Refinishing Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 70

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Collision Repair and Refinishing program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### **Eight-Week Courses**

Courses marked with one asterisk (\*) meet the first 8-weeks of the semester. Courses marked with two asterisks (\*\*) meet the second 8-weeks of the semester.

### **2016–2017 Suggested Sequence of Study**

<b>Semester 1</b>		
CRR306	Introduction to Collision Repair **	6
CRR806	Introduction to Refinishing *	6
MAT772	Applied Math -OR- <u>Math Elective</u>	3 3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 2</b>		
CRR331	Basic Collision Procedures **	6
CRR836	Refinishing II *	6
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 3</b>		
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
CRR510	Collision Production Technology *	7
CRR740	Estimating I	3
CRR877	Refinishing Applications **	7
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 20</b>

### **Program Contacts**

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---

<b>Semester 4</b>		
CRR657	Advanced Collision Repair *	7
CRR750	Estimating II	3
CRR881	Refinishing Production Technology **	7
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 20</b>

---

<b>Math Electives</b>		
MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4
<u><a href="#">View Course Descriptions</a></u>		

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## Basic Collision Repair Diploma Courses

**Award:** Diploma

**Required number of credits:** 30

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Basic Collision Repair program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### **Eight-Week Courses**

Courses marked with one asterisk (\*) meet the first 8-weeks of the semester. Courses marked with two asterisks (\*\*) meet the second 8-weeks of the semester.

### **2016–2017 Suggested Sequence of Study**

<b>Semester 1</b>		
CRR306	Introduction to Collision Repair **	6
CRR806	Introduction to Refinishing *	6
MAT772	Applied Math -OR-	3
	<u>Math Elective</u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 2</b>		
CRR331	Basic Collision Procedures **	6
CRR836	Refinishing II *	6
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Math Electives</b>		
MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4

### **Program Contacts**

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MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

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## Construction Equipment Operation

The Construction Equipment Operation program prepares students to become entry-level equipment operators. Students receive the hands-on training needed to operate construction equipment and machines used for earth and materials moving. They will work with wheel loaders, skid steer loaders, dump trucks, flatbed transport trailers, compact excavators, backhoes, and track machines. Students will also learn about pre-operational inspection, personal protective equipment, job site safety practices, blueprint reading, construction site preparation, and equipment maintenance.

Students train and test to obtain a Commercial Driver's License (CDL). Our instructors are trained and state certified to teach the Federal Motor Carrier Safety Administration standards for tractor-trailer drivers and are Third Party Commercial License Testers for the State of Iowa. Federal and state laws require that intrastate drivers must be at least 18 years of age.

### Experience and Training

The Construction Equipment Operation program provides an eight-week workplace experience. This allows students to gain real work experience at a job site and ensures they develop the skills they need to succeed on the job.

### Program Contacts

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# Construction Equipment Operation Careers

Graduate may find employment as construction equipment operators for:

- commercial and residential building contractors
- trenching and excavation contractors
- county, state, and interstate road construction contractors
- road maintenance departments

Starting Wages: \$30,400 - \$40,300 per year\*

\*Source: Iowa Workforce Development

## Career Coach

Explore local data on wages, employment, job postings, and more!

- [Construction Equipment Operation](#)

## Employers

Cedar Falls Construction Co., Inc.	Cedar Falls, IA
Cedar Valley Corp., LLC	Waterloo, IA
C.J. Moyna and Sons	Elkader, IA
JB Holland Construction, Inc.	Decorah, IA
Peterson Contractors, Inc.	Reinbeck, IA
Veith Construction Corp.	Cedar Falls, IA

## Program Contacts

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# Construction Equipment Operation Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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# Construction Equipment Operation Courses

**Award:** Diploma

**Required number of credits:** 46

**Enrollment Status:** Full-time only

**Program Start:** Summer only

The Construction Equipment Operation program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

## Before the start of classes you must have:

- a valid driver's license with a good driving record
- a stable work history

## During the first week of classes you must complete:

- a DOT physical examination
- a DOT drug test with negative results

## 2016–2017 Suggested Sequence of Study

### Semester 1 – Summer

HEQ100	Introduction to Construction Equipment Operation	1
HEQ102	Preoperational Inspection	2
HEQ104	Equipment Maintenance I	2
HEQ105	Skid Steer Operation	3
HEQ106	Compact Excavator Operation	3
HEQ107	Wheel Loader Operation	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 13</b>

Courses will meet for 12 weeks.

### Semester 2 – Fall

CON108	Construction Safety	1
CON131	Site Layout and Blueprint Reading	1
HEQ108	Backhoe Operation	3
HEQ109	All Terrain Lifts Operation	2
HEQ114	Track Equipment Operation	3
MAT772	Applied Math -OR-	3
MAT110	Math for Liberal Arts -OR-	3
COM781	Written Communication in the Workplace -OR-	3

## Program Contacts

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ENG105	Composition I -OR-	3
COM730	Communications	3
TDT126	Commercial License Preparation	3
TDT128	Driving Skills Development	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 19</b>

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**Semester 3 – Spring**

HEQ110	Support Equipment Operation	2
HEQ111	Jobsite Certifications	4
HEQ113	Equipment Maintenance II	3
HEQ905	Workplace Experience	3
TDT100	Interpersonal Relations	2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 14</b>

Courses will meet for the first 8 weeks and Workplace Experience will meet for the last 8 weeks of the semester.

## Diesel Truck Technology

The Diesel Truck Technology program prepares students to become proficient while developing the skills for service and repair procedures on diesel trucks. Students train in a number of areas, including repair and maintenance of internal combustion engines, diesel fuel systems, hydraulics, power train, and electrical/electronic systems.

### Transfer Information

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. For more information on transferring credits, contact a program advisor.

### Programs Contacts

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## Diesel Truck Technology Careers

Graduates work in truck stops, heavy equipment shops, consumer product dealerships, independent repair shops, and engine machine shops as truck and engine troubleshooters and maintenance personnel. Other areas our graduates may work in include dispatch, service manager, DOT inspector, independent shop, and repair technician in diesel, heavy equipment, and recreation vehicles (RV), boat, and train.

Starting Wages: \$27,000 - \$38,400 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Diesel Truck Technology](#)

### Employers

Altorfer, Inc.	Cedar Rapids, IA
Cedar Valley Corp., LLC	Waterloo, IA
Don's Truck Sales	Fairbank, IA
Harrison Truck Centers	Waterloo, IA
Ryder Truck Rental and Leasing	Cedar Falls, IA
Thompson Truck and Trailer, Inc.	Cedar Rapids and Waterloo, IA
Warren Transport, Inc.	Waterloo, IA

### Programs Contacts

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# Diesel Truck Technology Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

## Programs Contacts

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## Diesel Truck Technology Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 68

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Diesel Truck Technology program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### **Eight-Week Courses**

Courses marked with one asterisk (\*) meet the first 8-weeks of the semester. Courses marked with two asterisks (\*\*) meet the second 8-weeks of the semester.

### **2016–2017 Suggested Sequence of Study**

<b>Semester 1</b>		
AGM104	Electricity **	4
AGM107	Gas Engine Rebuild *	7
AGM113	Hydraulics I **	3
COM781	Written Communication in the Workplace -OR-	3
ENG105	Composition I	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>
<b>Semester 2</b>		
DSL377	Diesel Engine Rebuild **	7
DSL447	Diesel Fuel Systems *	7
MAT772	Applied Math -OR-	3
	<u><a href="#">Math Elective</a></u>	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 17</b>
<b>Semester 3</b>		
AGM224	Hydraulics II **	4
AGM327	Equipment Maintenance *	7
AGM333	Electronics **	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3

### **Programs Contacts**

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[View Course Descriptions](#)

**Total Credits 17**

---

**Semester 4**

AGM408	Power Transfer Systems *	7
DSL807	Diesel Truck Equipment Repair **	7
SPC101	Fundamentals of Oral Communication	3

[View Course Descriptions](#)

**Total Credits 17**

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**Math Electives**

MAT110	Math for Liberal Arts	3
MAT122	College Algebra	5
MAT128	Precalculus	4
MAT134	Trigonometry and Analytic Geometry	3
MAT156	Statistics	3
MAT210	Calculus I	4
MAT216	Calculus II	4
MAT219	Calculus III	4

[View Course Descriptions](#)

# Truck Driving and Transportation Training

The Truck Driving and Transportation Training program prepares students to become professional over-the-road and local truck drivers. Students train and test to obtain a Commercial Driver's License and assume positions in this profession.

Using a 23-acre driving range along with the latest, most-advanced driving simulators, students are individually instructed as they develop their driving skills, gain professional knowledge, and study lawful regulations vital to the trucking industry. Our instructors are trained and state certified to teach the Federal Motor Carrier Safety Administration standards for tractor-trailer drivers and are Third Party Commercial License Testers for the State of Iowa. Federal and state laws require interstate drivers be at least 21 years of age and intrastate drivers must be at least 18 years of age.

## Accreditation

This program is approved by the Iowa Department of Transportation, Iowa Department of Education, the Iowa Motor Truck Association, and the Iowa Job Training Program.

## Program Contacts

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## Truck Driving and Transportation Training Careers

Our graduates are trained to be professional truck drivers. Many have entered the related fields as DOT officers, shipping and terminal managers, freight agents, freight brokers, log clerks, traffic specialists, spotters, dispatchers, and transportation salespersons.

Starting Wages: \$27,100 - \$40,300 per year\*

\*Source: Iowa Workforce Development

Iowa Workforce Development forecasts more than 1,480 job openings each year for truck drivers in Iowa through 2022.

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Truck Driving and Transportation Training](#)

### Employers

Cedar Valley Corp., Inc.	Waterloo, IA
Denver Construction, Inc.	Waterloo, IA
Gray Transportation	Waterloo, IA
Keim TS, Inc.	Fort Dodge, IA
Martin Bros. Distributing Co., Inc.	Cedar Falls, IA
Peterson Contractors, Inc.	Reinbeck, IA
Schneider National Carriers	Green Bay, WI
TransAm Trucking	Olathe, KS
Werner Enterprises, Inc.	Omaha, NE

### Program Contacts

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# Truck Driving and Transportation Training Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

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# Truck Driving and Transportation Training – 16-Week Certificate Courses

**Award:** Certificate

**Required number of credits:** 19

**Program Start:** Fall, Spring, Summer

The Truck Driving and Transportation Training 16-Week Certificate program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

**Before the start of classes you must have:**

- a valid driver's license with a good driving record
- a stable work history

**During the first week of classes you must complete:**

- a DOT physical examination
- a DOT drug test with negative results

**Eight-Week Courses**

Courses marked with one asterisk (\*) meet the first 8-weeks of the semester. Courses marked with two asterisks (\*\*) meet the second 8-weeks of the semester.

## 2016–2017 Suggested Sequence of Study

Semester 1		
TDT101	Interpersonal Relations *	3
TDT115	Transportation Industry and Driver Regulations *	4
TDT118	Driving Range I *	6
TDT125	Driving Range II **	3
TDT938	Truck Transportation On-the-Job Training **	3
<a href="#">View Course Descriptions</a>		<b>Total Credits 19</b>

### Program Contacts

**Department Secretary**

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**Program Advisor**

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**Dean**

Dave Grunklee  
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# Emergency Medical Services

The Emergency Medical Services (EMS) program prepares students for entry-level positions in the workforce as emergency medical technicians (EMTs) and paramedics. Students gain the knowledge and skills necessary to recognize, assess, and manage medical emergencies and patients with acute traumatic and medical conditions in a pre-hospital setting. They're prepared to provide optimal response and care to victims of any emergency, disaster, or mass casualty event. EMS is a unique combination of public health, public safety, and acute patient care.

The two-year degree is recommended for individuals who would like to become a paramedic and pursue a management position in emergency medical services.

## Paramedic Certificate Option

The three-semester Paramedic certificate option is recommended for state-licensed emergency medical technicians (EMT) who would like to advance their career as a paramedic.

## Accreditation

The Emergency Medical Services program is authorized as an EMS training program by the Iowa Department of Public Health, Bureau of Emergency Medical Services (EMS).

The program received a Letter of Review from the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and is in the process of obtaining national accreditation by the Commission on Accreditation of Allied Health Education Programs.

## Certification

Students who successfully complete EMS courses will be eligible to take national certification exams through the National Registry of Emergency Medical Technicians (NREMT).

## Continuing Education Options

Hawkeye offers continuing education courses for graduates and professionals to maintain their EMS licenses in the State of Iowa.

## Program Contacts

### Administrative Secretary

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Services Center 222  
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### Program Coordinator/Advisor

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### Program Faculty

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### Dean

Bryan Renfro  
Black Hawk Hall 102  
319-296-4427  
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## Emergency Medical Services Careers

Graduates may find employment working as emergency medical technicians (EMTs) or paramedics in fire departments, hospitals, private ambulance services, air medical services, federal agencies, and private corporations.

Starting Wages: \$22,800 - \$33,000 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Emergency Medical Services](#)
- [Paramedic - Certificate](#)

### Potential Employers

Area Ambulance Service	Cedar Rapids, IA
CARE Ambulance, LLC	Iowa City, IA
Mason City Fire Department	Mason City, IA
North Benton Ambulance Service	Vinton, IA
Waterloo Fire Rescue	Waterloo, IA
Wheaton Franciscan Healthcare	Waterloo, IA

### Program Contacts

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#### Dean

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## Criminal History Matters

As a future emergency services responder, students need to use good judgment in all areas of their personal, professional, and scholastic interactions and activities; and must keep their records clean. All hospitals, EMS, and fire agencies require background checks for internships, volunteer placements, and employment.

Be aware that character counts and your behavior can sabotage your ability to graduate from this program and your ability to work in the field. Consider what your actions and criminal history says about you....i.e. an OWI conviction indicates that you demonstrate poor judgment by drinking to excess and deciding to drive, which may kill or injure you or another person.

If you want to work in emergency services, avoid these issues:

- Acquiring speeding tickets or safety violation citations.
- Acquiring a suspended driver's license or citations for driving with a suspended license.
- Participating in underage drinking, using fake ID's, or buying alcohol for underage persons.
- Use or abuse of prescription drugs, street drugs, club drugs (ecstasy), marijuana, or synthetic drugs.
- Engaging in theft of property, goods, or services.
- Assault or battery related cases.

You will not be employable in emergency services if you have:

- Felony convictions.
- Domestic abuse convictions.
- Placement on an abuse registry (sex offender, child/elder abuse).
- Drug convictions, or history of drug use or abuse (methamphetamine, cocaine, heroin, etc.) Each agency (city, county, state, or federal) sets their own limits on marijuana use from zero tolerance to a limited amount of use, and factors in how recent the use was.

Ultimately, potential employers will rationalize your behavior by this criteria: If you know or reasonably believe an action is illegal or will cause harm then the best candidate will take responsibility, demonstrate self-control, and not do it.

Lastly, employers will ask our faculty for references. Students need to know that full time faculty and adjunct faculty members are constantly formally and informally assessing students in terms of academic performance, attendance, honesty, professionalism, social skills, maturity, and appearance so that we can make objective assessments when asked. Your interactions count, and we are here to mentor you.

### Program Contacts

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# Emergency Medical Services Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

[Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Administrative Secretary

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# Paramedic Certificate Admission Requirements

## Step 1: Complete the online application for the Paramedic program

The application link will be sent to you upon acceptance to the Emergency Medical Services program.

## Step 2: Complete the Basic Skill Competencies Requirements

### Option 1

Score at least the following scores on any combination of the below assessment options:

ACT sub scores	COMPASS scores	ASSET scores	ACCUPLACER scores
19 - Reading	82 - Reading	38 - Reading	90 - Reading
19 - English	65 - Writing	40 - Writing	98 - Sentence Skills
14 - Math	24 - Pre-Algebra	38 - Numerical	40 - Arithmetic

Applicants can take the [ACT assessment](#) or the [COMPASS assessment](#) at Hawkeye. Pre-registration is required.

### Option 2

Successfully complete the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college:

- ENG061 College Preparatory Writing II
- RDG040 College Preparatory Reading III
- MAT045 Fundamentals of Math

### Option 3

Any combination of the above fulfilling the basic skills requirements of algebra, reading, and writing.

## Step 3: Complete Required General Education Courses

Successfully complete the required general education courses, or the equivalent, with a cumulative GPA of 2.50 or higher:

- BIO168 Human Anatomy & Physiology I
- BIO173 Human Anatomy & Physiology II
- HSC113 Medical Terminology for Health Sciences

## Step 4: Certifications

Hold current Iowa EMT (Emergency Medical Technician) or NREMT (National Registry Emergency Medical Technician) Certification.

## Step 5: Letters of Recommendation

Provide three letters of recommendation. The letters must come from non-family members and be submitted directly to:

Hawkeye Community College  
Paramedic Department

## Program Contacts

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Health Education and Services Center  
P.O. Box 8015  
Waterloo, IA 50704

## Step 6: Paramedic Admission Interview

Successfully complete the Paramedic admission committee interview.

### Admissions Process

1. Apply for admission.
2. Completed applicant files (we have your application, transcripts, and test scores) will be processed as follows:
  - a. Applicants who do not meet the program's admission requirements will be sent an admissions inactivation letter.
  - b. Applicants enrolled in coursework to complete Steps 1–6 will become candidates.
  - c. Upon successful completion of Steps 1–6 applicants will be placed on the Eligible for Acceptance list. Placement on the list is determined by the highest total points from the Paramedic criteria. If applicants share the same number of points, the second criteria used will be the Paramedic application date. The earliest application date will take priority over a later application date.
3. The Paramedic program accepts approximately 18 students each fall semester.

### Paramedic Point System

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<b>Required General Education Courses CGPA:</b> (BIO168, BIO173, HSC113)	
Cumulative GPA 3.50 or higher.	4 points
Cumulative GPA 3.00–3.49.	3 points
Cumulative GPA 2.80–2.99	1 point
Cumulative GPA 2.79 or below.	0 points
<b>All General Education courses completed with a CGPA 2.50 or higher:</b> (BIO168, BIO173, HSC113, ENG105, SPC101, MAT110 or MAT122 or MAT156, SOC110 or SOC2015)	1 point
<b>Highest Degree Earned:</b> Points awarded in one category using the highest score earned	
Master of Arts or Master of Science Degree -OR-	3 points
Bachelor of Arts or Bachelor of Science Degree -OR-	2 points
Associate in Arts or Associate in Science Degree	1 point
Associate of Applied Arts or Associate of Applied Science Degree (from appropriate health-related field)	1 point

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**Paramedic Admission Interview Score:**

Interview score 90 or higher	2 points
Interview score 80–89	1 point
Interview score 79 or below	0 points
ACT Composite of 22 or higher	1 point
Hawkeye Community College EMT (Emergency Medical Technician) Graduate	1 point
Hold other Health Care Provider Certification (RN, RT, etc.)	1 point
Applicant has not repeated any EMS courses.	1 point
Volunteer Fire/EMT for more than 1 year <sup>1</sup>	1 point
Military EMS/Medic experience	1 point

**Hawkeye's Equal Opportunity Statement**

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## Emergency Medical Services Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 69

**Enrollment Status:** Full-time only

**Program Start:** Fall, Spring, Summer

The Emergency Medical Services program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings

Prior to the first day of classes, you will be required to complete:

- drug screening,
- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

Failing a drug screening or background check will result in dismissal from the program.

### Program Course Note

You must achieve a minimum "C" grade in all courses that are required to complete the program.

## 2016–2017 Suggested Sequence of Study

Semester 1		
BIO168	Human Anatomy and Physiology I	4
EMS201	Emergency Medical Technician	7
ENG105	Composition I	3
HSC113	Medical Terminology	2
<a href="#">View Course Descriptions</a>		<b>Total Credits 16</b>
Semester 2		
BIO173	Human Anatomy and Physiology II w/Lab	4
MAT110	Math for Liberal Arts -OR-	3
MAT156	Statistics -OR-	3
MAT122	College Algebra	5
SOC110	Introduction to Sociology -OR-	3
PSY111	Introduction to Psychology	3
SPC101	Fundamentals of Oral Communication	3

### Program Contacts

#### Administrative Secretary

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#### Dean

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<u>EMS Electives</u>	2
<u>View Course Descriptions</u>	<b>Total Credits 15</b>
<b>Semester 3</b>	
EMS541 Clinical I	3
EMS610 Paramedic Pharmacology and Medication Administration	4
EMS619 Airway and Patient Assessment	4
EMS641 Introduction to Paramedicine	3
EMS678 Traumatic Emergencies for the Paramedic	3
<u>View Course Descriptions</u>	<b>Total Credits 17</b>
<b>Semester 4</b>	
EMS546 Clinical II	3
EMS650 Medical and Psychological Emergencies	4
EMS674 Cardiology for the Paramedic	4
EMS677 Special Populations for the Paramedic	4
<u>View Course Descriptions</u>	<b>Total Credits 15</b>
<b>Semester 5 – Summer</b>	
EMS654 EMS Operations	2
EMS655 Transition to Paramedic Practice	4
<u>View Course Descriptions</u>	<b>Total Credits 6</b>
<b>EMS Electives</b>	
CRJ285 Physical Conditioning for Public Services	2
EMS114 Emergency Medical Responder	2
EMS856 Management of Emergency Medical Services	3
EMS900 Education in EMS	3
FIR139 Fire Fighter I	4
FIR213 Principles of Emergency Services	3
FIR214 Legal Aspects of Emergency Services	3
<u>View Course Descriptions</u>	



## Paramedic Certificate Courses

**Award:** Certificate

**Required number of credits:** 48

**Enrollment Status:** Full-time only

**Program Start:** Fall only

The Paramedic program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Required Background Screenings

To participate in the EMS/Paramedic education courses, prior to the first day of classes, you will be required to complete all of the following:

- Drug screening
- Criminal background
- Sex offender
- Adult/dependent abuse background checks

Failing a drug screening or background check will result in dismissal from the program.

### Required Certification

Prior to the first day of classes you must be Basic Life Support for Healthcare Provider CPR certified.

### Program Course Note

You must achieve a minimum "C" grade in all courses that are required to complete the program.

## 2016–2017 Suggested Sequence of Study

<b>Prerequisites</b>		
BIO168	Human Anatomy and Physiology I	4
BIO173	Human Anatomy and Physiology II w/Lab	4
HSC113	Medical Terminology	2
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 10</b>
<b>Semester 1</b>		
EMS541	Clinical I	3
EMS610	Paramedic Pharmacology and Medication Administration	4
EMS619	Airway and Patient Assessment	4
EMS641	Introduction to Paramedicine	3
EMS678	Traumatic Emergencies for the Paramedic	3

### Program Contacts

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[View Course Descriptions](#)

**Total Credits 17**

---

**Semester 2**

EMS546	Clinical II	3
EMS650	Medical and Psychological Emergencies	4
EMS674	Cardiology for the Paramedic	4
EMS677	Special Populations for the Paramedic	4

[View Course Descriptions](#)

**Total Credits 15**

---

**Semester 3 – Summer**

EMS654	EMS Operations	2
EMS655	Transition to Paramedic Practice	4

[View Course Descriptions](#)

**Total Credits 6**

## Fire Science

The Fire Science program is designed to prepare students for entry-level technical or administrative careers in fire service. Students develop the knowledge and understanding of building construction, management, and fire behaviors and hazards. They receive hands-on training in fire suppression, protection, prevention, investigation, and safety techniques and are prepared to react appropriately in emergency situations.

This program follows the Fire and Emergency Services Higher Education (FESHE) curriculum by the U.S. Fire Administration. Designed in cooperation with local fire department officials, the program provides education paths for individuals seeking a fire services career and for practicing firefighters to advance their careers. Credit may be awarded toward the degree for existing certifications and verified industry trainings.

### Certification

Students who successfully complete the FIR139 Fire Fighter I course will be eligible to take the International Fire Service Accreditation Congress (IFSAC) Firefighter I certification through the Iowa Department of Public Safety, Iowa Fire Service Training Bureau.

### Program Contacts

#### Administrative Secretary

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#### Dean

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319-296-4427  
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## Fire Science Careers

Graduates may find employment working as firefighters, fire investigators, fire insurance inspectors, or fire protection specialists in city and county fire departments, state and federal governments, private insurance or safety companies, and private fire protection companies.

Starting Wages: \$19,500 - \$37,500 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Fire Science](#)

### Program Contacts

#### Administrative Secretary

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## Criminal History Matters

As a future emergency services responder, students need to use good judgment in all areas of their personal, professional, and scholastic interactions and activities; and must keep their records clean. All hospitals, EMS, and fire agencies require background checks for internships, volunteer placements, and employment.

Be aware that character counts and your behavior can sabotage your ability to graduate from this program and your ability to work in the field. Consider what your actions and criminal history says about you...i.e. an OWI conviction indicates that you demonstrate poor judgment by drinking to excess and deciding to drive, which may kill or injure you or another person.

If you want to work in emergency services, avoid these issues:

- Acquiring speeding tickets or safety violation citations.
- Acquiring a suspended driver's license or citations for driving with a suspended license.
- Participating in underage drinking, using fake ID's, or buying alcohol for underage persons.
- Use or abuse of prescription drugs, street drugs, club drugs (ecstasy), marijuana, or synthetic drugs.
- Engaging in theft of property, goods, or services.
- Assault or battery related cases.

You will not be employable in emergency services if you have:

- Felony convictions.
- Domestic abuse convictions.
- Placement on an abuse registry (sex offender, child/elder abuse).
- Drug convictions, or history of drug use or abuse (methamphetamine, cocaine, heroin, etc.) Each agency (city, county, state, or federal) sets their own limits on marijuana use from zero tolerance to a limited amount of use, and factors in how recent the use was.

Ultimately, potential employers will rationalize your behavior by this criteria: If you know or reasonably believe an action is illegal or will cause harm then the best candidate will take responsibility, demonstrate self-control, and not do it.

Lastly, employers will ask our faculty for references. Students need to know that full time faculty and adjunct faculty members are constantly formally and informally assessing students in terms of academic performance, attendance, honesty, professionalism, social skills, maturity, and appearance so that we can make objective assessments when asked. Your interactions count, and we are here to mentor you.

### Program Contacts

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# Fire Science Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

## Program Contacts

### Administrative Secretary

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## Fire Science Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 60

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring, Summer

The Fire Science program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### 2016–2017 Suggested Sequence of Study

<b>Semester 1</b>		
CSC110	Introduction to Computers	3
ENG105	Composition I -OR-	3
COM781	Written Communication in the Workplace	3
FIR130	Fire Prevention	3
FIR139	Fire Fighter I	4
MAT110	Math for Liberal Arts -OR-	3
MAT156	Statistics -OR-	3
MAT772	Applied Math	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>
<b>Semester 2</b>		
FIR124	Building Construction	3
FIR127	Fire Behavior and Combustion	3
FIR149	Fire Protection Hydraulics and Water Supply	3
FIR291	Fire Fighter II Certification	3
<u><a href="#">Fire Science Electives</a></u>		3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>
<b>Semester 3</b>		
FIR235	Fire Investigation I	3
FIR400	Emergency Safety and Survival	3
PSY102	Human and Work Relations -OR-	3
PSY111	Introduction to Psychology -OR-	3
SOC110	Introduction to Sociology	3

### Program Contacts

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Fire Science Electives

6

---

[View Course Descriptions](#)

**Total Credits 15**

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**Semester 4**

CRJ285	Physical Conditioning for Public Services	2
POL111	American National Government	3
SPC101	Fundamentals of Oral Communication	3

Fire Science Electives

6

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[View Course Descriptions](#)

**Total Credits 14**

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**Fire Science Electives**

CHM122	Introduction to General Chemistry	4
EMS114	Emergency Medical Responder	2
EMS201	Emergency Medical Technician	7
EMS900	Education in EMS	3
FIR145	Fire Strategies and Tactics	3
FIR200	Occupational Safety/Health in Emergency Services	3
FIR213	Principles of Emergency Services	3
FIR214	Legal Aspects of Emergency Services	3
FIR236	Fire Investigation II	3
FIR300	Principles of Fire and EMS Administration	3

[View Course Descriptions](#)



## Police Science

The Police Science program provides students with knowledge of the criminal justice system, its operations and purpose, and prepares them to meet hiring standards required in Iowa. They gain knowledge and critical problem solving skills through coursework focusing on criminology, juvenile justice, sociology, criminal and constitutional law, and ethical issues.

Students receive practical training in police operations, traffic collision investigation, crime scene investigation, critical incident management, report writing and testifying, and physical fitness conditioning courses.

Use of force in defensive tactics and firearms courses focus on safe practices, competency to meet industry standards, and legal issues. Hawkeye utilizes a [virtual firearms simulator system](#) (MILO) to enhance decision making in use of force incidents. All Police Science instructors have law enforcement experience and academic training.

### Police Academy

Graduates, either newly hired or sponsored by a law enforcement agency, are eligible to attend the [New Officer 8-Week Basic Level II Certification Academy](#). Hawkeye is designated as a Regional Law Enforcement Training Facility by the Iowa Law Enforcement Academy.

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## Police Science Careers

Graduates are eligible to work in a variety of capacities within the criminal justice field, including city and county law enforcement agencies, corrections and probation systems, and corporate security. Additional education and experience may be required to work in specific capacities at the state and federal levels.

The ability to be hired by a law enforcement agency may be impaired by any arrest record, juvenile or adult.

Starting Wages: \$38,300 - \$52,200 per year\*

\*Source: Iowa Workforce Development

### Career Coach

Explore local data on wages, employment, job postings, and more!

- [Police Science](#)

### Employers

- Police departments throughout Iowa
- County sheriff's offices throughout Iowa
- Iowa State Patrol
- Iowa Department of Motor Vehicle Enforcement
- Local, state, and federal law enforcement agencies throughout the United States

### Administrative Secretary

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Email me

## Criminal History Matters

As a future criminal justice professional, students need to use good judgment in all areas of their personal, professional, and scholastic interactions and activities; and must keep their records clean. Criminal justice organizations require background checks for internships, volunteer placements, and employment; which will include adult and juvenile civil and criminal issues, official and informal contacts with police, and character references. Employment will also hinge on the successful completion of a polygraph, credit check, and psychological evaluation.

Be aware that character counts and your behavior can sabotage your ability to graduate from this program and your ability to work in the field. Consider what your actions and criminal history says about you...i.e. an OWI conviction indicates that you demonstrate poor judgment by drinking to excess and deciding to drive, which may kill or injure you or another person. Remember your personal behaviors (what you didn't get caught for) will be revealed during the polygraph, and what you do privately (when no one is watching or supervising) speaks volumes as to the true content of one's character.

If you want to work in criminal justice avoid these issues:

- Acquiring speeding tickets or safety violation citations.
- Acquiring a suspended driver's license or citations for driving with a suspended license.
- Participating in underage drinking, using fake ID's, or buying alcohol for underage persons.
- Use or abuse of prescription drugs, street drugs, club drugs (ecstasy), marijuana, or synthetic drugs.
- Engaging in theft of property, goods, or services.

You will not be employable in criminal justice if you have:

- Felony convictions.
- Domestic abuse convictions.
- Placement on an abuse registry (Sex offender, child/elder abuse).
- Drug convictions, or history of drug use or abuse (methamphetamine, cocaine, heroin, etc.) Each agency (city, county, state, or federal) sets their own limits on marijuana use from zero tolerance to a limited amount of use, and factors in how recent the use was.
- Weapons violations.

Ultimately, criminal justice employers will rationalize your behavior by this criteria: If you know or reasonably believe an action is illegal or will cause harm then the best candidate will take responsibility, demonstrate self-control, and not do it.

Lastly, employers will ask our faculty for references. Students need to know that full time faculty and adjunct faculty members are constantly formally and informally assessing students in terms of academic performance, attendance, honesty, professionalism, social skills, maturity, and appearance so that we can make objective assessments when asked. Your interactions count, and we are here to mentor you.

### Administrative Secretary

Amy Rieck  
Health Education and  
Services Center 222  
319-296-4010  
319-296-4051 (fax)  
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### Program Contacts

#### Program Advisors

Patrick Fisher  
Health Education and  
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319-296-2329 ext.1330  
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Jane Wagner  
Health Education and  
Services Center 222B  
319-296-2329 ext.1400  
Email me

#### Dean

Bryan Renfro  
Black Hawk Hall 102  
319-296-4427  
Email me

# Police Science Admission Requirements

1. Be a high school graduate or equivalent.  
[High School Diploma Verification Process.](#)
2. [Apply at Hawkeye.](#)
3. Meet basic skill competencies in reading, writing, and math.

Basic skill competencies assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

For general admission to Hawkeye Community College, students must provide assessment scores in reading, math, and writing.

College success courses may be required if your assessment score indicates additional help is needed.

For course placement recommendations, based on your assessment score, review the [Assessment Scores and Course Equivalences.](#)

## Accepted Assessments

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER (effective Spring 2014)

## Previous College Experience

Assessment may be waived based on previous college course work in reading, math, and writing. Send your official college transcripts to the Admissions office for evaluation.

## [Hawkeye's Equal Opportunity Statement](#)

### Administrative Secretary

Amy Rieck  
Health Education and  
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## Police Science Courses

**Award:** Associate of Applied Science (AAS)

**Required number of credits:** 62

**Enrollment Status:** Full-time or part-time

**Program Start:** Fall, Spring

The Police Science program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

Part-time students, visit with a program advisor for a modified sequence of study.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

### Felony Conviction?

Students convicted of a felony will not be allowed to enroll in the Firearms and Practicum courses and will not graduate from the Police Science program. [Learn how your criminal history matters.](#)

### 2016–2017 Suggested Sequence of Study

Semester 1		
CRJ100	Introduction to Criminal Justice	3
ENG105	Composition I	3
MAT110	Math for Liberal Arts -OR-	3
MAT772	Applied Math	3
SOC110	Introduction to Sociology -OR-	3
SOC115	Social Problems -OR-	3
SOC205	Diversity in America	3
SPC101	Fundamentals of Oral Communication	3
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 15</b>

Semester 2		
CRJ143	Police Operations	3
CRJ234	Traffic Law	2
CRJ237	Criminal and Constitutional Law	3
CRJ252	Basic Firearms	1
CRJ285	Physical Conditioning for Public Services	2
CRJ320	Criminal Justice Ethics	3
EMS114	Emergency Medical Responder	2
<u><a href="#">View Course Descriptions</a></u>		<b>Total Credits 16</b>

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<b>Semester 3</b>		
CRJ135	Criminal Evidence	3
CRJ151	Defensive Tactics	2
CRJ200	Criminology	3
CRJ244	Advanced Accident Investigation	3
CRJ254	Advanced Firearms	1
CRJ282	Crime Scene Investigation	3
CRJ315	Crisis Intervention	3
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 18</b>

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<b>Semester 4</b>		
CRJ141	Criminal Investigation	3
CRJ266	Report Writing and Testifying	3
CRJ316	Juvenile Justice	3
CRJ322	Tactical Police Operations	2
CRJ952	Internship	2
<a href="#"><u>View Course Descriptions</u></a>		<b>Total Credits 13</b>

## Associate of General Studies (AGS) Degree

The **Associate of General Studies (AGS) degree** is awarded upon completion of an individualized course of study that is primarily designed to gain a broad educational background rather than the pursuit of a specific college major or professional/technical program. It is intended as a flexible course of study and may include a combination of liberal arts courses and career program courses. This degree may meet the requirements for those students with specific needs or goals. A minimum of 60 credit hours is required for the AGS degree.

Keep in mind that since this degree is individualized, it may not meet the needs for transfer or job placement as effectively as other degree options.

### Completing an AGS Degree

To be considered for an Associate of General Studies degree, you must work with an academic advisor. Your academic advisor will help determine if the AGS degree is right for you, develop goals, and plan a course of study.

### Academic Advisors

Student Services

Hawkeye Center 208

319-296-4014

Email us

## 2016-2017 Course Descriptions

### **ACC111 Introduction to Accounting**

**3 credits**—This course covers the terminology, concepts, and procedures involved in financial accounting for businesses. Topics include accounting for cash and accounting for payroll.

**Lecture Hours:** 48

### **ACC111 Introduction to Accounting**

**3 credits**—This course covers the terminology, concepts, and procedures involved in financial accounting for businesses. Topics include accounting for cash and accounting for payroll.

**Lecture Hours:** 48

### **ACC115 Introduction to Accounting**

**4 credits**—This course presents the fundamental concepts, procedures, and applications of the accounting cycle for service and merchandising businesses. The proprietorship form of ownership is studied. Topics include the special journals, payroll accounting, and accounting for cash.

**Lecture Hours:** 64

### **ACC115 Introduction to Accounting**

**4 credits**—This course presents the fundamental concepts, procedures, and applications of the accounting cycle for service and merchandising businesses. The proprietorship form of ownership is studied. Topics include the special journals, payroll accounting, and accounting for cash.

**Lecture Hours:** 64

### **ACC116 Introduction to Accounting II**

**4 credits**—This course is a continuation of Introduction to Accounting (ACC-115) emphasizing the principles of accrual accounting. Emphasis is placed on accounting for corporations and a manufacturing business. Topics include accounting for receivables, inventory, and long-term assets.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC116 Introduction to Accounting II**

**4 credits**—This course is a continuation of Introduction to Accounting (ACC-115) emphasizing the principles of accrual accounting. Emphasis is placed on accounting for corporations and a manufacturing business. Topics include accounting for receivables, inventory, and long-term assets.

**Lecture Hours:** 64

## **Registration**

Hawkeye Center 134

319-296-2460

800-670-4743

319-296-4400 (fax)

Email us

Mon-Fri 8:00am-4:30pm



**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC131 Principles of Accounting I**

**4 credits**—This course is an introduction to basic financial accounting concepts and procedures for service and merchandising businesses. Topics included are the accounting cycle; accounting systems; financial statements; accounting for cash, receivables, payables, inventories, plant assets, partnerships, corporations, and bonds.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D- in MAT063 or equivalent COMPASS or ACT math score.

### **ACC131 Principles of Accounting I**

**4 credits**—This course is an introduction to basic financial accounting concepts and procedures for service and merchandising businesses. Topics included are the accounting cycle; accounting systems; financial statements; accounting for cash, receivables, payables, inventories, plant assets, partnerships, corporations, and bonds.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D- in MAT063 or equivalent COMPASS or ACT math score.

### **ACC132 Principles of Accounting II**

**4 credits**—The course continues to address topics in financial accounting that began in Principles of Accounting I. Primary emphasis is on managerial accounting and the corporate form of ownership. Topics include accounting for bonds, the statement of cash flows and financial statement analysis. Managerial accounting topics include job order and process cost systems, cost-volume-profit analysis, budgeting and standard cost systems. Capital investment analysis and activity-based costing are also addressed.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in ACC131.

### **ACC132 Principles of Accounting II**

**4 credits**—The course continues to address topics in financial accounting that began in Principles of Accounting I. Primary emphasis is on managerial accounting and the corporate form of ownership. Topics include accounting for bonds, the statement of cash flows and financial statement analysis. Managerial accounting topics include job order and process cost systems, cost-volume-profit analysis, budgeting and standard cost systems. Capital investment analysis and activity-based costing are also addressed.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in ACC131.

### **ACC190 Financial Analysis**

**2 credits**—This course provides the student with a general framework of corporate finance. The emphasis is limited to financial analysis of business performance and evaluation of alternative choices for investments and working capital.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC190 Financial Analysis**

**2 credits**—This course provides the student with a general framework of corporate finance. The emphasis is limited to financial analysis of business performance and evaluation of alternative choices for investments and working capital.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC222 Cost Accounting**

**4 credits**—This course provides an introduction to the accounting concepts of manufacturing systems. In addition to job order and process costing systems, profit planning and control programs are emphasized.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC222 Cost Accounting**

**4 credits**—This course provides an introduction to the accounting concepts of manufacturing systems. In addition to job order and process costing systems, profit planning and control programs are emphasized.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC231 Intermediate Accounting I**

**4 credits**—This course emphasizes accounting theory as students work with detailed applications of various balance sheet and income statement accounts. Applicable generally accepted accounting principles are emphasized as they relate to each subject area. Time values of money concepts are also introduced.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC231 Intermediate Accounting I**

**4 credits**—This course emphasizes accounting theory as students work with detailed applications of various balance sheet and income statement accounts. Applicable generally accepted accounting principles are emphasized as they relate to each subject area. Time values of money concepts are also introduced.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116.

### **ACC232 Intermediate Accounting II**

**4 credits**—This course continues the detailed applications that began in Intermediate Accounting I. Emphasis is on corporate debt and equity. The statement of cash flows is addressed extensively as well as the accounting for business combinations. The course will conclude with financial statement analysis.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC231 Intermediate Accounting I.

### **ACC232 Intermediate Accounting II**

**4 credits**—This course continues the detailed applications that began in Intermediate Accounting I. Emphasis is on corporate debt and equity. The statement of cash flows is addressed extensively as well as the accounting for business combinations. The course will conclude with financial statement analysis.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C in ACC231 Intermediate Accounting I.

### **ACC250 Review for the LPA Exam**

**3 credits**—This course reviews and summarizes the accounting, law, and ethics information received in the accounting program over four semesters to prepare students for the licensing exam.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116 or instructor approval.

### **ACC250 Review for the LPA Exam**

**3 credits**—This course reviews and summarizes the accounting, law, and ethics information received in the accounting program over four semesters to prepare students for the licensing exam.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in ACC132 or ACC116 or instructor approval.

### **ACC265 Income Tax Accounting**

**4 credits**—Emphasis is placed on the understanding of the federal tax system. The student will gain hands on experience preparing the most current tax forms for sole proprietorship businesses and individuals. Tax planning is addressed as it relates to the current and forthcoming year. Students will be provided with an opportunity to use computer software to prepare returns.

**Lecture Hours:** 64

### **ACC265 Income Tax Accounting**

**4 credits**—Emphasis is placed on the understanding of the federal tax system. The student will gain hands on experience preparing the most current tax forms for sole proprietorship businesses and individuals. Tax planning is addressed as it relates to the current and forthcoming year. Students will be provided with an opportunity to use computer software to prepare returns.

**Lecture Hours:** 64

### **ACC311 Computer Accounting**

**3 credits**—This course presents an introduction to a computerized accounting system. Two popular software packages will be used to accumulate, classify, and summarize data about a business.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC311 Computer Accounting**

**3 credits**—This course presents an introduction to a computerized accounting system. Two popular software packages will be used to accumulate, classify, and summarize data about a business.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC360 Accounting Spreadsheets**

**2 credits**—This course provides the student with an in depth working knowledge of how to use an integrated spreadsheet program to assist in routine jobs. Writing formulas is emphasized along with planning and creating spreadsheets.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA205.

### **ACC360 Accounting Spreadsheets**

**2 credits**—This course provides the student with an in depth working knowledge of how to use an integrated spreadsheet program to assist in routine jobs. Writing formulas is emphasized along with planning and creating spreadsheets.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA205.

### **ACC801 Payroll Accounting**

**1 credits**—This course involves the study of the federal, as well as the state forms and regulations concerning payroll. Students will be completing a comprehensive payroll simulation.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC801 Payroll Accounting**

**1 credits**—This course involves the study of the federal, as well as the state forms and regulations concerning payroll. Students will be completing a comprehensive payroll simulation.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC803 Accounting Simulations**

**1 credits**—This course provides hands-on experience using a manual and computerized simulation of an accounting cycle. The proprietorship form of business, accrual accounting and other concepts learned in the first accounting course will be the basis for the simulation.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC803 Accounting Simulations**

**1 credits**—This course provides hands-on experience using a manual and computerized simulation of an accounting cycle. The proprietorship form of business, accrual accounting and other concepts learned in the first accounting course will be the basis for the simulation.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in ACC115 or ACC131.

### **ACC924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

Can be completed for up to three credits.

**Lecture Hours:** 16

### **ACC924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

Can be completed for up to three credits.

**Lecture Hours:** 16

### **ADM105 Introduction to Keyboarding**

**1 credits**—This course presents the technique and development of touch keyboarding. Basic functions of a computer are introduced with emphasis on learning alphabetic, numeric and symbolic keys, and the numeric keypad. The minimum competency of 25 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required.

**Lab Hours:** 32

### **ADM105 Introduction to Keyboarding**

**1 credits**—This course presents the technique and development of touch keyboarding. Basic functions of a computer are introduced with emphasis on learning alphabetic, numeric and symbolic keys, and the numeric keypad. The minimum competency of 25 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required.

**Lab Hours:** 32

### **ADM108 Keyboarding Skill Development**

**1 credits**—The skill building process is continued. This course assists students to improve speed and accuracy. The minimum competency of 40 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in ADM105.

### **ADM108 Keyboarding Skill Development**

**1 credits**—The skill building process is continued. This course assists students to improve speed and accuracy. The minimum competency of 40 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in ADM105.

### **ADM131 Office Calculators**

**1 credits**—The 10-key electronic calculator is used in business related applications. The emphasis is on speed and accuracy as the student performs the basic arithmetical procedures.

**Lab Hours:** 32

### **ADM131 Office Calculators**

**1 credits**—The 10-key electronic calculator is used in business related applications. The emphasis is on speed and accuracy as the student performs the basic arithmetical procedures.

**Lab Hours:** 32

### **ADM148 Transcription**

**2 credits**—This course builds and strengthens skills in machine transcription. Students are provided instruction for using transcription equipment with emphasis on language skills, including spelling, capitalization, punctuation, and word usage. Emphasis will be on editing, proofreading, and mailability of documents.

**Lecture Hours:** 16     **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA134 and ADM105.

**Pre/Co-requisite(s):** A minimum grade of D- in ADM159 Proofreading and Editing.

### **ADM148 Transcription**

**2 credits**—This course builds and strengthens skills in machine transcription. Students are provided instruction for using transcription equipment with emphasis on language skills, including spelling, capitalization, punctuation, and word usage. Emphasis will be on editing, proofreading, and mailability of documents.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA134 and ADM105.

**Pre/Co-requisite(s):** A minimum grade of D- in ADM159 Proofreading and Editing.

### **ADM159 Proofreading and Editing**

**3 credits**—This course emphasizes the applications designed to sharpen skills in detecting and correcting errors in written communications including memos, letters, reports, databases, presentation slides, advertisements, and spreadsheets. It also introduces the student to proofreading and editing skills necessary when using current and new technology (i.e. email messages and voice recognition).

**Lecture Hours:** 48

### **ADM159 Proofreading and Editing**

**3 credits**—This course emphasizes the applications designed to sharpen skills in detecting and correcting errors in written communications including memos, letters, reports, databases, presentation slides, advertisements, and spreadsheets. It also introduces the student to proofreading and editing skills necessary when using current and new technology (i.e. email messages and voice recognition).

**Lecture Hours:** 48

### **ADM162 Office Procedures**

**3 credits**—This course provides preparation for employment in today's rapidly changing office environment by exposing a variety of topics including the working environment, oral and written communication, and administrative support services.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA134 and ADM159.

### **ADM162 Office Procedures**

**3 credits**—This course provides preparation for employment in today's rapidly changing office environment by exposing a variety of topics including the working environment, oral and written communication, and administrative support services.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in BCA134 and ADM159.

### **ADM180 Administrative Management**

**3 credits**—Administrative management is studied including organization, site location, office layout, environment, communication processes, job analysis, job evaluation, salary administration, performance appraisal, and employer/employee relations.

**Lecture Hours:** 48

### **ADM180 Administrative Management**

**3 credits**—Administrative management is studied including organization, site location, office layout, environment, communication processes, job analysis, job evaluation, salary administration, performance appraisal, and employer/employee relations.

**Lecture Hours:** 48

### **ADM200 Legal Document Processing**

**3 credits**—This course familiarizes students with various fields of law and the proper preparation of legal documents utilized in each. Students will apply various skills in preparing legal documents, including transcription skills, communication skills, problem-solving skills, and technical skills.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ADM105, BCA134, and ADM148.

### **ADM200 Legal Document Processing**

**3 credits**—This course familiarizes students with various fields of law and the proper preparation of legal documents utilized in each. Students will apply various skills in preparing legal documents, including transcription skills, communication skills, problem-solving skills, and technical skills.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ADM105, BCA134, and ADM148.

### **ADM203 Legal Office Concepts and Procedures**

**3 credits**—This course provides an understanding of the legal office environment and offers a broad spectrum of legal concepts and procedures.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in BCA134.

### **ADM203 Legal Office Concepts and Procedures**

**3 credits**—This course provides an understanding of the legal office environment and offers a broad spectrum of legal concepts and procedures.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in BCA134.

### **ADM208 Legal Terminology**

**3 credits**—This course is designed to familiarize students with the most commonly used legal terms in today's workplace. It emphasizes correct spelling and defining of legal terms.

**Lecture Hours:** 48

### **ADM208 Legal Terminology**

**3 credits**—This course is designed to familiarize students with the most commonly used legal terms in today's workplace. It emphasizes correct spelling and defining of legal terms.

**Lecture Hours:** 48



### **ADM222 Career Capstone**

**3 credits**—Career skills, techniques and strategies that will assist the student in securing and maintaining employment are developed. Students will learn the fundamentals of the job search process, including interviewing skills and employment correspondence. International, legal, and ethical issues as well as technological developments affecting workplace communication skills are incorporated throughout the course. An individual capstone portfolio will be created. It is required that this course be taken the semester in which the student will be graduating.

**Lecture Hours:** 48

**Prerequisite(s):** Can only be taken in the term in which the student will be completing their program of study.

### **ADM222 Career Capstone**

**3 credits**—Career skills, techniques and strategies that will assist the student in securing and maintaining employment are developed. Students will learn the fundamentals of the job search process, including interviewing skills and employment correspondence. International, legal, and ethical issues as well as technological developments affecting workplace communication skills are incorporated throughout the course. An individual capstone portfolio will be created. It is required that this course be taken the semester in which the student will be graduating.

**Lecture Hours:** 48

**Prerequisite(s):** Can only be taken in the term in which the student will be completing their program of study.

### **ADN121 Transition to Professional Nursing**

**2 credits**—This course focuses on the associate degree nurse as transition occurs from the licensed practical nurse role to the registered nurse role. Major units in this course include an overview of ethical, legal and professional role/responsibilities of the registered nurse, history of nursing, nursing process and critical thinking, as well as an introduction to APA writing style and research.

Admission without conditions to the Associate Degree Nursing program for the current semester.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of C in ADN531.

### **ADN121 Transition to Professional Nursing**

**2 credits**—This course focuses on the associate degree nurse as transition occurs from the licensed practical nurse role to the registered nurse role. Major units in this course include an overview of ethical, legal and professional role/responsibilities of the registered nurse, history of nursing, nursing process and critical thinking, as well as an introduction to APA writing style and research.

Admission without conditions to the Associate Degree Nursing program for the current semester.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of C in ADN531.

### **ADN122 Advanced Nursing Skills**

**2 credits**—This course provides supervised practice of advanced nursing skills in a laboratory setting. The student is assisted in gaining skill and accuracy through demonstration, supervised practice and evaluation

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Admission to the Associate Degree Nursing program.

**Co-requisite(s):** ADN123 Physical Assessment

**Pre/Co-requisite(s):** A minimum grade of C in ADN531 Advanced Adult Health Nursing I.

### **ADN122 Advanced Nursing Skills**

**2 credits**—This course provides supervised practice of advanced nursing skills in a laboratory setting. The student is assisted in gaining skill and accuracy through demonstration, supervised practice and evaluation

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Admission to the Associate Degree Nursing program.

**Co-requisite(s):** ADN123 Physical Assessment

**Pre/Co-requisite(s):** A minimum grade of C in ADN531 Advanced Adult Health Nursing I.

### **ADN123 Physical Assessment**

**2 credits**—This course covers basic physical assessment with history taking and data collection, analysis and planning for care, nursing interventions and documentation.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Admission to the Associate Degree Nursing program. This course begins the 3 year time limit for completion of the ADN curriculum. A minimum grade of C in BIO168.

**Co-requisite(s):** A minimum grade of C in ADN122 Advanced Nursing Skills.

**Pre/Co-requisite(s):** A minimum grade of C in ADN531 Advanced Adult Health Nursing I.

### **ADN123 Physical Assessment**

**2 credits**—This course covers basic physical assessment with history taking and data collection, analysis and planning for care, nursing interventions and documentation.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Admission to the Associate Degree Nursing program. This course begins the 3 year time limit for completion of the ADN curriculum. A minimum grade of C in BIO168.

**Co-requisite(s):** A minimum grade of C in ADN122 Advanced Nursing Skills.

**Pre/Co-requisite(s):** A minimum grade of C in ADN531 Advanced Adult Health Nursing I.

### **ADN281 Diet Management**

**1 credits**—This course continues the study of food nutrients and body utilization for good health. There is emphasis on special diets, food exchanges, socio-economic and cultural implications of nutrition.

**Lecture Hours:** 16

**Prerequisite(s):** Admission without conditions to the Associate Degree Nursing program.

### **ADN281 Diet Management**

**1 credits**—This course continues the study of food nutrients and body utilization for good health. There is emphasis on special diets, food exchanges, socio-economic and cultural implications of nutrition.

**Lecture Hours:** 16

**Prerequisite(s):** Admission without conditions to the Associate Degree Nursing program.

### **ADN315 Professional Roles of Nursing Practice**

**2 credits**—This course focuses on the role of professional nursing, the implementation of leadership and managerial aspects within the nursing discipline. This course will discuss ethical and legal issues, roles of the registered nurse, the nursing process, critical thinking, and Evidence Based Practice guidelines within nursing practice. Preparation for the licensing exam is also included.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, PNN217, BIO151, SPC101, ADN121, ADN122, ADN123, ADN281, and ADN531.

**Pre/Co-requisite(s):** A minimum grade of C in BIO186.

### **ADN315 Professional Roles of Nursing Practice**

**2 credits**—This course focuses on the role of professional nursing, the implementation of leadership and managerial aspects within the nursing discipline. This course will discuss ethical and legal issues, roles of the registered nurse, the nursing process, critical thinking, and Evidence Based Practice guidelines within nursing practice. Preparation for the licensing exam is also included.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, PNN217, BIO151, SPC101, ADN121, ADN122, ADN123, ADN281, and ADN531.

**Pre/Co-requisite(s):** A minimum grade of C in BIO186.

### **ADN410 Advanced Nursing in OB and PEDS**

**5 credits**—This course provides comprehensive care for childbearing and pediatric clients in wellness and illness with special emphasis on health interruptions and variations and the nursing process needed to meet these variations. Clinical experiences are provided in selective acute care and community settings.

**Lecture Hours:** 48

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN121, ADN122, ADN123, and ADN531.

**Pre/Co-requisite(s):** A minimum grade of C in ADN315.

### **ADN410 Advanced Nursing in OB and PEDS**

**5 credits**—This course provides comprehensive care for childbearing and pediatric clients in wellness and illness with special emphasis on health interruptions and variations and the nursing process needed to meet these variations. Clinical experiences are provided in selective acute care and community settings.

**Lecture Hours:** 48

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN121, ADN122, ADN123, and ADN531.

**Pre/Co-requisite(s):** A minimum grade of C in ADN315.

### **ADN477 Psychiatric Nursing**

**5 credits**—This course focuses on the study and application of modern concepts of psychiatric nursing and effective interactions with people. The student will respond therapeutically to clients with maladaptive behaviors through utilization of the nursing process by applying the principles of mental health and psychiatric nursing.

**Lecture Hours:** 48

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN123 and ADN315.

### **ADN477 Psychiatric Nursing**

**5 credits**—This course focuses on the study and application of modern concepts of psychiatric nursing and effective interactions with people. The student will respond therapeutically to clients with maladaptive behaviors through utilization of the nursing process by applying the principles of mental health and psychiatric nursing.

**Lecture Hours:** 48

**Prerequisite(s):** Valid Iowa LPN license. A minimum grade of C in ADN123 and ADN315.

### **ADN531 Advanced Adult Health Nursing I**

**6 credits**—This course is a study of the concepts of health and illness and of the nursing process in providing comprehensive nursing care for adults requiring advanced medical and surgical care. The content includes a review of shock, stress, immunity, fluid, electrolyte, acid base, eye, ear, respiratory, endocrine, reproductive and musculoskeletal disorders. Clinical experiences are provided in selected acute care settings.

**Lecture Hours:** 64      **Clinic Hours:** 96

**Pre/Co-requisite(s):** A minimum grade of C in ADN121, ADN122, and ADN123.

### **ADN531 Advanced Adult Health Nursing I**

**6 credits**—This course is a study of the concepts of health and illness and of the nursing process in providing comprehensive nursing care for adults requiring advanced medical and

surgical care. The content includes a review of shock, stress, immunity, fluid, electrolyte, acid base, eye, ear, respiratory, endocrine, reproductive and musculoskeletal disorders. Clinical experiences are provided in selected acute care settings.

**Lecture Hours:** 64    **Clinic Hours:** 96

**Pre/Co-requisite(s):** A minimum grade of C in ADN121, ADN122, and ADN123.

### **ADN532 Advanced Adult Health Nursing II**

**6 credits**—This course is a continuation of Advanced Adult Health Nursing I. Emphasis is placed on the nursing process in providing comprehensive care of the complex medical-surgical adult patient. The content includes cardiac, peripheral vascular, digestive, hematologic, oncologic, urinary and neurologic disorders. Clinical experiences are provided in acute care and community settings. Selected experience in the nurse manager role is included.

**Lecture Hours:** 64    **Clinic Hours:** 96

**Prerequisite(s):** A minimum grade of C in ADN121, ADN122, ADN123, and ADN531.

**Pre/Co-requisite(s):** A minimum grade of C in ADN315.

### **ADN532 Advanced Adult Health Nursing II**

**6 credits**—This course is a continuation of Advanced Adult Health Nursing I. Emphasis is placed on the nursing process in providing comprehensive care of the complex medical-surgical adult patient. The content includes cardiac, peripheral vascular, digestive, hematologic, oncologic, urinary and neurologic disorders. Clinical experiences are provided in acute care and community settings. Selected experience in the nurse manager role is included.

**Lecture Hours:** 64    **Clinic Hours:** 96

**Prerequisite(s):** A minimum grade of C in ADN121, ADN122, ADN123, and ADN531.

**Pre/Co-requisite(s):** A minimum grade of C in ADN315.

### **ADN924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **ADN924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **AGA114 Principles of Agronomy**

**3 credits**—This course presents introductory principles of plant-soil-climate relationships in crop production, plant anatomy, crop plant classification and identification, crop physiology, climate, soils, soil water, tillage and seeding, plant breeding, seed and grain quality, weeds, insects, crop diseases, crop management, harvesting and storage. Global Positioning and Geographic Information Systems in crop systems is discussed.

**Lecture Hours: 32    Lab Hours: 32**

### **AGA114 Principles of Agronomy**

**3 credits**—This course presents introductory principles of plant-soil-climate relationships in crop production, plant anatomy, crop plant classification and identification, crop physiology, climate, soils, soil water, tillage and seeding, plant breeding, seed and grain quality, weeds, insects, crop diseases, crop management, harvesting and storage. Global Positioning and Geographic Information Systems in crop systems is discussed.

**Lecture Hours: 32    Lab Hours: 32**

### **AGA154 Fundamentals of Soil Science**

**3 credits**—This course presents information on soils and soil fertility, land use, soil formation, soil types, soil testing, soil physical characteristics, soil classes, primary nutrients, secondary nutrients, micro-nutrients, fertilizer materials, fertilizing, and using soil test information. The use of Global Positioning and Geographic Information Systems in recording soil data is covered.

**Lecture Hours: 32    Lab Hours: 32**

### **AGA154 Fundamentals of Soil Science**

**3 credits**—This course presents information on soils and soil fertility, land use, soil formation, soil types, soil testing, soil physical characteristics, soil classes, primary nutrients, secondary nutrients, micro-nutrients, fertilizer materials, fertilizing, and using soil test information. The use of Global Positioning and Geographic Information Systems in recording soil data is covered.

**Lecture Hours: 32    Lab Hours: 32**

### **AGA214 Cash Grains**

**3 credits**—This course introduces the production of Iowa's main cash crops; corn and soybeans. Units include: crop history, crop development, seed selection, fertilization, insect and weed control, harvesting, grain handling, marketing, storage and the economic importance of each crop. New and experimental production practices are discussed for practical application.

**Lecture Hours: 32    Lab Hours: 32**

### **AGA214 Cash Grains**

**3 credits**—This course introduces the production of Iowa's main cash crops; corn and soybeans. Units include: crop history, crop development, seed selection, fertilization, insect and weed control, harvesting, grain handling, marketing, storage and the economic importance of each crop. New and experimental production practices are discussed for practical application.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGA284 Pesticide Application Certification**

**3 credits**—This course will introduce students to the safe use of agricultural chemicals. Safety precautions and prevention of chemical exposure will be stressed when discussing types of chemicals, usage, application, equipment, and mixing. First aid and responding to chemical contamination will also be discussed. This course prepares the students for taking the Iowa Commercial Pesticide Applicators Certification Exam.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGA284 Pesticide Application Certification**

**3 credits**—This course will introduce students to the safe use of agricultural chemicals. Safety precautions and prevention of chemical exposure will be stressed when discussing types of chemicals, usage, application, equipment, and mixing. First aid and responding to chemical contamination will also be discussed. This course prepares the students for taking the Iowa Commercial Pesticide Applicators Certification Exam.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGA376 Integrated Pest Management**

**3 credits**—This course is designed to make application and use of some materials learned in other courses. Decision making as it deals with the total cropping plan is stressed. An individual will determine from observation weed problems, plant populations, disease problems, insect problems, do yield checks, make recommendations for handling any problems. COURSE PREREQUISITE: NONE

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGA376 Integrated Pest Management**

**3 credits**—This course is designed to make application and use of some materials learned in other courses. Decision making as it deals with the total cropping plan is stressed. An individual will determine from observation weed problems, plant populations, disease problems, insect problems, do yield checks, make recommendations for handling any problems. COURSE PREREQUISITE: NONE

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGA924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **AGA924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **AGB101 Agricultural Economics**

**3 credits**—This course introduces students to basic concepts in economics, including various aspects of an economy-like agriculture, industry, population, food supply, government policies and physical environmental affect on each other and the economy as a whole. Resources used in agricultural production, organization price determination, supply, demand, and profit modernization is studied.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGB101 Agricultural Economics**

**3 credits**—This course introduces students to basic concepts in economics, including various aspects of an economy-like agriculture, industry, population, food supply, government policies and physical environmental affect on each other and the economy as a whole. Resources used in agricultural production, organization price determination, supply, demand, and profit modernization is studied.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGB235 Introduction to Agriculture Markets**

**3 credits**—This course provides the student with an introduction to grain merchandising and farm marketing. It is taught from the standpoint of a country elevator; however, the same principles apply to many other aspects of the grain industry. We emphasize the elevators relationship and responsibility to its customers. The basic fundamentals of marketing are discussed along with the more advanced aspects of managing basis positions, basis trading and managing risks. Some prior knowledge of country elevators and the futures market is useful but not required.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGB235 Introduction to Agriculture Markets**

**3 credits**—This course provides the student with an introduction to grain merchandising and farm marketing. It is taught from the standpoint of a country elevator; however, the same principles apply to many other aspects of the grain industry. We emphasize the elevators relationship and responsibility to its customers. The basic fundamentals of marketing are discussed along with the more advanced aspects of managing basis positions, basis trading and managing risks. Some prior knowledge of country elevators and the futures market is useful but not required.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGB303 Agriculture Leadership**

**3 credits**—This course is designed to enhance students' abilities in the area of leadership. The course includes activities that enable students to develop skills in communication, problem solving, committee work, and parliamentary procedure. Students may be involved in many local, state and nationally organized activities.

**Lecture Hours:** 32    **Lab Hours:** 32



### **AGB303 Agriculture Leadership**

**3 credits**—This course is designed to enhance students' abilities in the area of leadership. The course includes activities that enable students to develop skills in communication, problem solving, committee work, and parliamentary procedure. Students may be involved in many local, state and nationally organized activities.

**Lecture Hours: 32    Lab Hours: 32**

### **AGB330 Farm Business Management**

**3 credits**—Business and economic principles applied to decision making and problem solving in the management of a farm business, cash flow, partial, enterprise, and whole farm budgeting. Information systems for farm accounting, analysis, and control. Obtaining and managing land, capital, and labor resources. Alternatives for farm business organization and risk management.

**Lecture Hours: 32    Lab Hours: 32**

### **AGB330 Farm Business Management**

**3 credits**—Business and economic principles applied to decision making and problem solving in the management of a farm business, cash flow, partial, enterprise, and whole farm budgeting. Information systems for farm accounting, analysis, and control. Obtaining and managing land, capital, and labor resources. Alternatives for farm business organization and risk management.

**Lecture Hours: 32    Lab Hours: 32**

### **AGB331 Entrepreneurship in Agriculture**

**3 credits**—This course introduces students to basic principles of organizing, financing, and managing a business. Including product merchandising and marketing, personnel management, credits, and risk management.

**Lecture Hours: 32    Lab Hours: 32**

### **AGB331 Entrepreneurship in Agriculture**

**3 credits**—This course introduces students to basic principles of organizing, financing, and managing a business. Including product merchandising and marketing, personnel management, credits, and risk management.

**Lecture Hours: 32    Lab Hours: 32**

### **AGB336 Agricultural Selling**

**3 credits**—This course presents aspects of the sales process including: selling success, types of sales questions, creating the selling climate, motivation, attitude, referral prospecting, no referral prospecting, phone sales, sales presentations and demonstrations, qualifying the prospect, overcoming objectiveness, closing twelve power closes, and sales paper work.

**Lecture Hours: 32    Lab Hours: 32**

### **AGB336 Agricultural Selling**

**3 credits**—This course presents aspects of the sales process including: selling success, types of sales questions, creating the selling climate, motivation, attitude, referral prospecting, no referral prospecting, phone sales, sales presentations and demonstrations, qualifying the prospect, overcoming objectiveness, closing twelve power closes, and sales paper work.

**Lecture Hours: 32    Lab Hours: 32**

### **AGC103 Ag Computers**

**3 credits**—This course will introduce students to the hardware, software, word processing, database and spreadsheet programs, as well as various utility software. Applications of various agricultural management uses are covered throughout. Networks, telecommunication, Global Positioning and Geographic Information Systems are also introduced.

**Lecture Hours: 32    Lab Hours: 32**

### **AGC103 Ag Computers**

**3 credits**—This course will introduce students to the hardware, software, word processing, database and spreadsheet programs, as well as various utility software. Applications of various agricultural management uses are covered throughout. Networks, telecommunication, Global Positioning and Geographic Information Systems are also introduced.

**Lecture Hours: 32    Lab Hours: 32**

### **AGC999 Study Abroad**

**1 credits**—This course explores relative differences between the student's country and study abroad country with emphasis in agriculture. Topics include history, geography, culture, food, language, and agriculture topics. May be taken for up to 5 credits.

**Lecture Hours: 16**

### **AGC999 Study Abroad**

**1 credits**—This course explores relative differences between the student's country and study abroad country with emphasis in agriculture. Topics include history, geography, culture, food, language, and agriculture topics. May be taken for up to 5 credits.

**Lecture Hours: 16**

### **AGH107 Horticulture Lab**

**1 credits**—Horticulture lab offers students the opportunity to work in the Hawkeye horticulture laboratory under the supervision of an instructor. Students will be assigned projects and will be responsible for completing them on a timely basis for a limited time. This course may be repeated up to three times with different content.

**Lecture Hours: 0    Lab Hours: 32**

### **AGH107 Horticulture Lab**

**1 credits**—Horticulture lab offers students the opportunity to work in the Hawkeye horticulture laboratory under the supervision of an instructor. Students will be assigned

projects and will be responsible for completing them on a timely basis for a limited time. This course may be repeated up to three times with different content.

**Lecture Hours:** 0    **Lab Hours:** 32

### **AGH112 Introduction to Turfgrass Management**

**3 credits**—This course introduces the types of grass species and their uses; their growth habits, and development as a unique plant species. Proper culture and establishment procedures are studied, as well as their importance to the environment.

**Lecture Hours:** 48

### **AGH112 Introduction to Turfgrass Management**

**3 credits**—This course introduces the types of grass species and their uses; their growth habits, and development as a unique plant species. Proper culture and establishment procedures are studied, as well as their importance to the environment.

**Lecture Hours:** 48

### **AGH119 Herbaceous Plant Materials**

**2 credits**—This course covers identification, adaptation, cultural characteristics and uses of selected annuals, perennials and bulbs suitable for use in landscape and gardens in Iowa. Students will identify the plants covered and will also be required to incorporate them into four flower garden design projects.

**Lecture Hours:** 32

### **AGH119 Herbaceous Plant Materials**

**2 credits**—This course covers identification, adaptation, cultural characteristics and uses of selected annuals, perennials and bulbs suitable for use in landscape and gardens in Iowa. Students will identify the plants covered and will also be required to incorporate them into four flower garden design projects.

**Lecture Hours:** 32

### **AGH123 Woody Plant Materials**

**3 credits**—The identification, morphology, landscape use and culture of native and nonnative woody plants of the Upper Midwest. First part of course will include emphasis on deciduous plants. Last part of course will include emphasis on evergreens.

**Lecture Hours:** 32

### **AGH123 Woody Plant Materials**

**3 credits**—The identification, morphology, landscape use and culture of native and nonnative woody plants of the Upper Midwest. First part of course will include emphasis on deciduous plants. Last part of course will include emphasis on evergreens.

**Lecture Hours:** 32

### **AGH134 Greenhouse Production**

**3 credits**—This course explores various employment opportunities in the greenhouse career field. Production theories and practices are studied. Emphasis is on proper techniques of watering, potting, transplanting, fertilizing and various other aspects of greenhouse production. Cultural practices used to produce the most common greenhouse crops are also covered.

**Lecture Hours:** 48

### **AGH134 Greenhouse Production**

**3 credits**—This course explores various employment opportunities in the greenhouse career field. Production theories and practices are studied. Emphasis is on proper techniques of watering, potting, transplanting, fertilizing and various other aspects of greenhouse production. Cultural practices used to produce the most common greenhouse crops are also covered.

**Lecture Hours:** 48

### **AGH140 Equipment Operations**

**2 credits**—This course introduces the general care and use of horticultural equipment in turf and landscape maintenance, and construction. Emphasis is on operation, preventative maintenance performed by the operator, daily lubrications and minor adjustments. Students will also mount and dismount accessories used on the equipment. Safe operation of machinery is emphasized.

**Lecture Hours:** 16    **Lab Hours:** 32

### **AGH140 Equipment Operations**

**2 credits**—This course introduces the general care and use of horticultural equipment in turf and landscape maintenance, and construction. Emphasis is on operation, preventative maintenance performed by the operator, daily lubrications and minor adjustments. Students will also mount and dismount accessories used on the equipment. Safe operation of machinery is emphasized.

**Lecture Hours:** 16    **Lab Hours:** 32

### **AGH142 Landscape Construction**

**3 credits**—Principles and practices of landscape construction will be explained. Curriculum encompasses process from initial client contact to installation of plant material and hardscape. Laboratory work in the course involves landscape installation using various materials and techniques

**Lecture Hours:** 32

### **AGH142 Landscape Construction**

**3 credits**—Principles and practices of landscape construction will be explained. Curriculum encompasses process from initial client contact to installation of plant material and hardscape. Laboratory work in the course involves landscape installation using various materials and techniques

**Lecture Hours:** 32

### **AGH143 Equipment Repair**

**3 credits**—This course is an introduction to basic maintenance of mechanical, hydraulic, and electrical systems of gasoline and diesel engines. Maintenance, up-keep and repair techniques on reel mowers, rotary mowers, and other horticulture equipment are covered.

**Lecture Hours: 32    Lab Hours: 32**

### **AGH143 Equipment Repair**

**3 credits**—This course is an introduction to basic maintenance of mechanical, hydraulic, and electrical systems of gasoline and diesel engines. Maintenance, up-keep and repair techniques on reel mowers, rotary mowers, and other horticulture equipment are covered.

**Lecture Hours: 32    Lab Hours: 32**

### **AGH152 Landscape Design Techniques**

**3 credits**—Concepts and applications of landscape design principles are utilized in completing landscape plans. Emphasis is placed on the design principles for preparing, evaluating and selling landscape plans.

**Lecture Hours: 32    Lab Hours: 32**

### **AGH152 Landscape Design Techniques**

**3 credits**—Concepts and applications of landscape design principles are utilized in completing landscape plans. Emphasis is placed on the design principles for preparing, evaluating and selling landscape plans.

**Lecture Hours: 32    Lab Hours: 32**

### **AGH159 Landscape Graphics**

**2 credits**—This course is an introduction to landscape graphics associated with drafting equipment and materials, and computer aided drawings

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C in AGH152 Landscape Design Techniques.

### **AGH159 Landscape Graphics**

**2 credits**—This course is an introduction to landscape graphics associated with drafting equipment and materials, and computer aided drawings

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C in AGH152 Landscape Design Techniques.

### **AGH161 Irrigation Systems**

**3 credits**—This course presents various types of irrigation equipment: heads, valves, controllers, pipe, and the accessories used in an irrigation system. The course presents the function of water, its relationships to plants and soil, and an introduction to water hydraulics.

**Lecture Hours: 32    Lab Hours: 32**

### **AGH161 Irrigation Systems**

**3 credits**—This course presents various types of irrigation equipment: heads, valves, controllers, pipe, and the accessories used in an irrigation system. The course presents the function of water, its relationships to plants and soil, and an introduction to water hydraulics.

**Lecture Hours: 32    Lab Hours: 32**

### **AGH200 Landscape Estimating and Bidding**

**2 credits**—This course focuses on the fundamentals of creating a landscape project estimate including material take-offs, plant pricing, labor rates, measuring, reading landscape plans and math calculations.

**Lecture Hours: 16**

### **AGH200 Landscape Estimating and Bidding**

**2 credits**—This course focuses on the fundamentals of creating a landscape project estimate including material take-offs, plant pricing, labor rates, measuring, reading landscape plans and math calculations.

**Lecture Hours: 16**

### **AGH211 Advanced Turfgrass Management**

**3 credits**—The course provides opportunities for students to learn techniques of golf course management and operation. Proper construction of specific golf course areas such as: greens, trees, bunkers, basic golf course design is presented. Budgets, irrigation, maintenance and an integrated pest management program are presented.

**Lecture Hours: 48**

### **AGH211 Advanced Turfgrass Management**

**3 credits**—The course provides opportunities for students to learn techniques of golf course management and operation. Proper construction of specific golf course areas such as: greens, trees, bunkers, basic golf course design is presented. Budgets, irrigation, maintenance and an integrated pest management program are presented.

**Lecture Hours: 48**

### **AGH221 Principles of Horticulture**

**3 credits**—This course provides students with an overall view of how man utilizes horticulture plant materials. Topics covered are fruits, vegetables, ornamental plants and their proper use and care. Proper culture and environmental conditions are also included.

**Lecture Hours: 48**

### **AGH221 Principles of Horticulture**

**3 credits**—This course provides students with an overall view of how man utilizes horticulture plant materials. Topics covered are fruits, vegetables, ornamental plants and their proper use and care. Proper culture and environmental conditions are also included.

**Lecture Hours: 48**

### **AGH233 Plant Propagation I**

**3 credits**—Introduces students to techniques used in reproducing plants through sexual and asexual methods. Seedlings, vegetative cuttings, grafts and buddings are practiced in the laboratory.

**Lecture Hours: 32**

### **AGH233 Plant Propagation I**

**3 credits**—Introduces students to techniques used in reproducing plants through sexual and asexual methods. Seedlings, vegetative cuttings, grafts and buddings are practiced in the laboratory.

**Lecture Hours: 32**

### **AGH270 Nursery Production**

**2 credits**—This course introduces the student to theory and techniques of springtime nursery production. Students will plant trees, shrubs and evergreens in the horticulture lab nursery, and participate in other nursery cultural practices, such as: weed control, pruning, cultivation, etc.

**Lecture Hours: 16      Lab Hours: 32**

### **AGH270 Nursery Production**

**2 credits**—This course introduces the student to theory and techniques of springtime nursery production. Students will plant trees, shrubs and evergreens in the horticulture lab nursery, and participate in other nursery cultural practices, such as: weed control, pruning, cultivation, etc.

**Lecture Hours: 16      Lab Hours: 32**

### **AGH273 Nursery Management**

**3 credits**—Basic management functions are applied to a plant nursery. Advertising, harvest and sale of trees and shrubs from the school nursery provide students with hands-on experiences. Chemical selection for pest control in a nursery will also be covered. Students will be involved in planning the planting of the horticulture lab nursery.

**Lecture Hours: 32      Lab Hours: 32**

### **AGH273 Nursery Management**

**3 credits**—Basic management functions are applied to a plant nursery. Advertising, harvest and sale of trees and shrubs from the school nursery provide students with hands-on experiences. Chemical selection for pest control in a nursery will also be covered. Students will be involved in planning the planting of the horticulture lab nursery.

**Lecture Hours: 32      Lab Hours: 32**

### **AGH280 Botany for Horticulture**

**3 credits**—This course presents the basic structure of plant life, plant nomenclature, botanical terminology, the function of plant parts: cells, tissues, roots, and leaves. The physiological processes of plant life; osmosis, photosynthesis, respiration, transpiration, reproduction and the basic principles of genetics, and the plants metabolism is discussed.

**Lecture Hours: 32      Lab Hours: 32**

### **AGH280 Botany for Horticulture**

**3 credits**—This course presents the basic structure of plant life, plant nomenclature, botanical terminology, the function of plant parts: cells, tissues, roots, and leaves. The physiological processes of plant life; osmosis, photosynthesis, respiration, transpiration, reproduction and the basic principles of genetics, and the plants metabolism is discussed.

**Lecture Hours: 32      Lab Hours: 32**

### **AGH281 Arboriculture**

**3 credits**—A study of tree culture with emphasis on propagation, pruning, transplanting, pest control, urban environment concerns and recognition of hazards and liabilities. Methods of evaluation of values of trees also studied.

**Lecture Hours: 48**

### **AGH281 Arboriculture**

**3 credits**—A study of tree culture with emphasis on propagation, pruning, transplanting, pest control, urban environment concerns and recognition of hazards and liabilities. Methods of evaluation of values of trees also studied.

**Lecture Hours: 48**

### **AGH292 Garden Center Management**

**3 credits**—Display, promotion and merchandising in the modern garden center will be stressed. Problems of distribution functions of marketing and their costs will be studied. Management's role in organizing a business and financial planning will be discussed.

**Lecture Hours: 48**

### **AGH292 Garden Center Management**

**3 credits**—Display, promotion and merchandising in the modern garden center will be stressed. Problems of distribution functions of marketing and their costs will be studied. Management's role in organizing a business and financial planning will be discussed.

**Lecture Hours: 48**

### **AGH400 Athletic Field Maintenance**

**3 credits**—Studies specific sport facilities utilizing turf grasses including football, soccer, field hockey, baseball, and softball fields. Techniques of operation, management, maintenance, budgets, construction, and irrigation will be covered.

**Lecture Hours: 32      Lab Hours: 32**

### **AGH400 Athletic Field Maintenance**

**3 credits**—Studies specific sport facilities utilizing turf grasses including football, soccer, field hockey, baseball, and softball fields. Techniques of operation, management, maintenance, budgets, construction, and irrigation will be covered.

**Lecture Hours: 32      Lab Hours: 32**



### **AGH425 Grounds Maintenance**

**3 credits**—This course introduced basic maintenance practices used on a golf course; golf course etiquette, procedures such as top dressing, aerifying, mowing, verticutting, fertilizing, watering, and changing cups on a green. Introduces maintenance practices used in sports complexes, parks and recreation areas, and commercial and industrial grounds.

**Lecture Hours: 32    Lab Hours: 32**

### **AGH425 Grounds Maintenance**

**3 credits**—This course introduced basic maintenance practices used on a golf course; golf course etiquette, procedures such as top dressing, aerifying, mowing, verticutting, fertilizing, watering, and changing cups on a green. Introduces maintenance practices used in sports complexes, parks and recreation areas, and commercial and industrial grounds.

**Lecture Hours: 32    Lab Hours: 32**

### **AGM104 Electricity**

**4 credits**—This course is an in-depth study of theory in the diagnosing and repair of electrical components and circuitry.

**Lecture Hours: 32    Lab Hours: 64**

### **AGM104 Electricity**

**4 credits**—This course is an in-depth study of theory in the diagnosing and repair of electrical components and circuitry.

**Lecture Hours: 32    Lab Hours: 64**

### **AGM107 Gas Engine Rebuild**

**7 credits**—This course covers the theory of gas engines and the construction, diagnosis, and repair of all the systems. Fuel, ignition, and supportive systems are also included.

**Lecture Hours: 48    Lab Hours: 128**

### **AGM107 Gas Engine Rebuild**

**7 credits**—This course covers the theory of gas engines and the construction, diagnosis, and repair of all the systems. Fuel, ignition, and supportive systems are also included.

**Lecture Hours: 48    Lab Hours: 128**

### **AGM113 Hydraulics I**

**3 credits**—This course covers theory and symbols of hydraulic components. Testing and repair of components is performed according to manufacturer's specifications.

**Lecture Hours: 16    Lab Hours: 64**

### **AGM113 Hydraulics I**

**3 credits**—This course covers theory and symbols of hydraulic components. Testing and repair of components is performed according to manufacturer's specifications.

**Lecture Hours: 16    Lab Hours: 64**

### **AGM126 Diesel Engine Sub Systems**

**3 credits**—A study of diesel fuel systems, air intake systems, cooling systems and exhaust systems.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

### **AGM126 Diesel Engine Sub Systems**

**3 credits**—A study of diesel fuel systems, air intake systems, cooling systems and exhaust systems.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

### **AGM128 Fundamentals of Diesel Engine**

**5 credits**—Students are introduced to diesel engine application, design, construction, theory and operating principles of diesel engines. This course also covers diagnosis, disassembly, and assembly of diesel engines.

**Lecture Hours:** 32

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

### **AGM128 Fundamentals of Diesel Engine**

**5 credits**—Students are introduced to diesel engine application, design, construction, theory and operating principles of diesel engines. This course also covers diagnosis, disassembly, and assembly of diesel engines.

**Lecture Hours:** 32

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

### **AGM142 Diesel Power Transfer Systems**

**4 credits**—Students are introduced to application, design, construction, theory and operating principles of transmission, differentials and final drives.

**Lecture Hours:** 16    **Lab Hours:** 96

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

### **AGM142 Diesel Power Transfer Systems**

**4 credits**—Students are introduced to application, design, construction, theory and operating principles of transmission, differentials and final drives.

**Lecture Hours:** 16    **Lab Hours:** 96

**Prerequisite(s):** Must be an Electronic Engineering Technology with a Mechanical Emphasis student. A minimum grade of D- in EGT144.

### **AGM224 Hydraulics II**

**4 credits**—This course covers theory and symbols of hydraulic systems. Testing and repair of hydraulic systems is performed with the use of meters and gauges for proper diagnosis.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM224 Hydraulics II**

**4 credits**—This course covers theory and symbols of hydraulic systems. Testing and repair of hydraulic systems is performed with the use of meters and gauges for proper diagnosis.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM327 Equipment Maintenance**

**7 credits**—This course presents background on theory of operation, diagnosis, and repair of brakes and suspension systems. Students gain knowledge and skill in performing preventive maintenance, service, and inspection of equipment. Arc welding and flame cutting will also be taught. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 48    **Lab Hours:** 128

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM327 Equipment Maintenance**

**7 credits**—This course presents background on theory of operation, diagnosis, and repair of brakes and suspension systems. Students gain knowledge and skill in performing preventive maintenance, service, and inspection of equipment. Arc welding and flame cutting will also be taught. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 48    **Lab Hours:** 128

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM333 Electronics**

**3 credits**—This course is a continuing study of electricity in electronic components covering circuitry, diagnosis and repair.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM333 Electronics**

**3 credits**—This course is a continuing study of electricity in electronic components covering circuitry, diagnosis and repair.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM408 Power Transfer Systems**

**7 credits**—A study of the power train from the clutch through the rear driving axles. Emphasis is placed on clutch types, transmissions, and drive axles. Key goals of the course are failure analysis and troubleshooting malfunctions.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM408 Power Transfer Systems**

**7 credits**—A study of the power train from the clutch through the rear driving axles. Emphasis is placed on clutch types, transmissions, and drive axles. Key goals of the course are failure analysis and troubleshooting malfunctions.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, and DSL377.

### **AGM417 Ag Equipment Repair**

**7 credits**—This course is designed to give students the opportunity to apply competencies previously achieved to repair and service projects. Also included is theory and operation, diagnosis, and repair of heating and air conditioning systems. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.

### **AGM417 Ag Equipment Repair**

**7 credits**—This course is designed to give students the opportunity to apply competencies previously achieved to repair and service projects. Also included is theory and operation, diagnosis, and repair of heating and air conditioning systems. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** A minimum grade of D- in AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.

### **AGM932 Internship**

**1 credits**—Students will work on-site at a local industry under the direction of a supervisor.

**Co-op Hours:** 64

**Prerequisite(s):** Completion of the Electronic Engineering Technology with a Mechanical Emphasis program. A minimum grade of D- in AGM128.

### **AGM932 Internship**

**1 credits**—Students will work on-site at a local industry under the direction of a supervisor.

**Co-op Hours:** 64

**Prerequisite(s):** Completion of the Electronic Engineering Technology with a Mechanical Emphasis program. A minimum grade of D- in AGM128.

### **AGP333 Precision Farming Systems**

**3 credits**—Fundamental processes of Global Positioning System (GPS) with emphasis on its application to agriculture will be covered. General technical aspects of the GPS satellites, differential correction, and hardware will be covered. The specific application of this technology in agriculture for mapping, navigation, variable rate technology (VRT), and data collection will be discussed and demonstrated on the farm laboratory.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGP333 Precision Farming Systems**

**3 credits**—Fundamental processes of Global Positioning System (GPS) with emphasis on its application to agriculture will be covered. General technical aspects of the GPS satellites, differential correction, and hardware will be covered. The specific application of this technology in agriculture for mapping, navigation, variable rate technology (VRT), and data collection will be discussed and demonstrated on the farm laboratory.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGP340 Foundations of GIS and GPS**

**3 credits**—This course will introduce fundamental processes of Global Positioning System (GPS) including technical aspects of the GPS satellites, differential correction, and hardware. The specific application of this technology for mapping, navigation, variable rate technology (VRT), and data collection will be discussed and demonstrated. Fundamental processes of Geographic Information Systems (GIS) will also be introduced, including file formats, data base management, spatial analysis and manipulation of data.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGP340 Foundations of GIS and GPS**

**3 credits**—This course will introduce fundamental processes of Global Positioning System (GPS) including technical aspects of the GPS satellites, differential correction, and hardware. The specific application of this technology for mapping, navigation, variable rate technology (VRT), and data collection will be discussed and demonstrated. Fundamental processes of Geographic Information Systems (GIS) will also be introduced, including file formats, data base management, spatial analysis and manipulation of data.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGP401 Introduction to GIS Software**

**1 credits**—This course provides a conceptual overview and hands-on experience using the software, giving one the background knowledge to quickly take advantage of Arc GIS Software's powerful display and query capabilities. Students will learn basic Arc GIS Software functionality. Students become familiar with the Arc GIS Software user interface and use Arc GIS Software to create, edit, display, query and analyze geographic and tabular data and create maps and charts for use electronically and in print form.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of D- in AGC103.

### **AGP401 Introduction to GIS Software**

**1 credits**—This course provides a conceptual overview and hands-on experience using the software, giving one the background knowledge to quickly take advantage of Arc GIS Software's powerful display and query capabilities. Students will learn basic Arc GIS Software functionality. Students become familiar with the Arc GIS Software user interface and use Arc GIS Software to create, edit, display, query and analyze geographic and tabular data and create maps and charts for use electronically and in print form.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of D- in AGC103.

### **AGP436 Advanced Precision Farming Hardware**

**3 credits**—This course will focus on the installation, operation, and troubleshooting of precision farming hardware components. Students will learn how to install displays, GPS equipment, and various other components used within precision agriculture. Students will properly operate various precision agriculture hardware systems such as displays, variable rate controllers, and GPS equipment. Special attention will be given to training students to troubleshoot problems and learn how to develop cognitive problem solving skills.

**Lecture Hours:** 32     **Lab Hours:** 32

### **AGP436 Advanced Precision Farming Hardware**

**3 credits**—This course will focus on the installation, operation, and troubleshooting of precision farming hardware components. Students will learn how to install displays, GPS equipment, and various other components used within precision agriculture. Students will properly operate various precision agriculture hardware systems such as displays, variable rate controllers, and GPS equipment. Special attention will be given to training students to troubleshoot problems and learn how to develop cognitive problem solving skills.

**Lecture Hours:** 32     **Lab Hours:** 32

### **AGP450 Fundamentals of GIS**

**3 credits**—Fundamental processes of Geographic Information Systems (GIS) with emphasis in its application to agriculture will be covered. File formats, data base management, spatial analysis and manipulation of data will be covered thoroughly. Comparisons of GIS and mapping software, and conversions between formats will also be discussed. The lab portion will concentrate on using georeferenced data from mapping and yield monitoring to develop maps from which a VRT prescription will be synthesized.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGP450 Fundamentals of GIS**

**3 credits**—Fundamental processes of Geographic Information Systems (GIS) with emphasis in its application to agriculture will be covered. File formats, data base management, spatial analysis and manipulation of data will be covered thoroughly. Comparisons of GIS and mapping software, and conversions between formats will also be discussed. The lab portion will concentrate on using georeferenced data from mapping and yield monitoring to develop maps from which a VRT prescription will be synthesized.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGS113 Survey of the Animal Industry**

**3 credits**—This course introduces students to the species and breeds of domestic livestock and development of an appreciation for the principles of livestock production, and issues facing product marketing. Topics include: breeds, basic management and marketing of farm animals, composition, evaluation and marketing of farm animals, composition, evaluation and marketing of animal products; including beef and dairy cattle, horses, goats, poultry, sheep and swine.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGS113 Survey of the Animal Industry**

**3 credits**—This course introduces students to the species and breeds of domestic livestock and development of an appreciation for the principles of livestock production, and issues facing product marketing. Topics include: breeds, basic management and marketing of farm animals, composition, evaluation and marketing of farm animals, composition, evaluation and marketing of animal products; including beef and dairy cattle, horses, goats, poultry, sheep and swine.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGS211 Issues Facing Animal Science**

**2 credits**—Overview of the factors that define contemporary ethical and scientifically based issues facing animal agriculture. Life skills development will be incorporated.

**Lecture Hours:** 32

### **AGS211 Issues Facing Animal Science**

**2 credits**—Overview of the factors that define contemporary ethical and scientifically based issues facing animal agriculture. Life skills development will be incorporated.

**Lecture Hours:** 32

### **AGS216 Equine Science**

**3 credits**—This course presents the basic management and production practices for horses including nutrition, health care, facilities, reproductive management, breeding and evaluation. The course is designed for students wanting to learn how to care for their own horse or for other owners? horses as a herdsman or in a stable.

**Lecture Hours:** 32

### **AGS216 Equine Science**

**3 credits**—This course presents the basic management and production practices for horses including nutrition, health care, facilities, reproductive management, breeding and evaluation. The course is designed for students wanting to learn how to care for their own horse or for other owners? horses as a herdsman or in a stable.

**Lecture Hours:** 32

### **AGS218 Domestic Animal Physiology**

**4 credits**—Introduction to the functional anatomy and physiological activities governing the animal body through discussion and observation via video of the various body systems; including cells, senses, nerves, skeletal, circulatory, respiratory, digestive urinary, muscular reproductive and endocrinology. Fundamentals of identification, prevention, and treatment of various common disease problems. This course presents a sound preventative approach to animal health and husbandry as it relates to body health, form and function.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGS113.

### **AGS218 Domestic Animal Physiology**

**4 credits**—Introduction to the functional anatomy and physiological activities governing the animal body through discussion and observation via video of the various body systems; including cells, senses, nerves, skeletal, circulatory, respiratory, digestive urinary, muscular reproductive and endocrinology. Fundamentals of identification, prevention, and treatment of various common disease problems. This course presents a sound preventative approach to animal health and husbandry as it relates to body health, form and function.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGS113.

### **AGS225 Swine Science**

**3 credits**—This course provides an understanding of the principles involved with comprehensive swine management; selection to marketing. Emphasis will be placed on business aspects, production systems, facilities, health, record systems, and analysis. Field trips and guest speakers will be included. Hands-on training will be included through the swine-teaching herd.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGS225 Swine Science**

**3 credits**—This course provides an understanding of the principles involved with comprehensive swine management; selection to marketing. Emphasis will be placed on business aspects, production systems, facilities, health, record systems, and analysis. Field trips and guest speakers will be included. Hands-on training will be included through the swine-teaching herd.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGS226 Beef Cattle Science**



**3 credits**—This course prepares students to integrate production principles. Management principles involved with comprehensive beef cattle production will be emphasized. Topics included: overview of the industry, budgeting, record analysis, principles of bull management, cow and heifer management practices, preconditioning programs, feedlot management and marketing. Students receive hands-on experience working with the school teaching herd plus field trips and guest speakers.

**Lecture Hours: 32      Lab Hours: 32**

### **AGS226 Beef Cattle Science**

**3 credits**—This course prepares students to integrate production principles. Management principles involved with comprehensive beef cattle production will be emphasized. Topics included: overview of the industry, budgeting, record analysis, principles of bull management, cow and heifer management practices, preconditioning programs, feedlot management and marketing. Students receive hands-on experience working with the school teaching herd plus field trips and guest speakers.

**Lecture Hours: 32      Lab Hours: 32**

### **AGS272 Foods of Animal Origin**

**5 credits**—An introduction to contemporary practices in the meat industry with a focus on production, processing and preservation of safe, wholesome, nutritious and palatable animal derived products (meat, dairy, and eggs).

**Lecture Hours: 64      Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in AGS113.

### **AGS272 Foods of Animal Origin**

**5 credits**—An introduction to contemporary practices in the meat industry with a focus on production, processing and preservation of safe, wholesome, nutritious and palatable animal derived products (meat, dairy, and eggs).

**Lecture Hours: 64      Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in AGS113.

### **AGS275 Food Safety and Analysis**

**3 credits**—An introduction to food quality control/assurance and establishment of decision-making processes, looking at potential hazards in the food system along with ways to ensure safety of products. The 3 modules of this course will be 1) Food hazards 2) HACCP (Hazard Analysis Critical Control Points) and 3) Analysis for potential contamination.

**Lecture Hours: 32      Lab Hours: 32**

### **AGS275 Food Safety and Analysis**

**3 credits**—An introduction to food quality control/assurance and establishment of decision-making processes, looking at potential hazards in the food system along with ways to ensure safety of products. The 3 modules of this course will be 1) Food hazards 2) HACCP (Hazard Analysis Critical Control Points) and 3) Analysis for potential contamination.

**Lecture Hours: 32      Lab Hours: 32**

### **AGS305 Livestock Evaluation**

**3 credits**—This course develops the student's potential in livestock selection with emphasis placed on the evaluation of breeding animal as well as market animals. The course emphasizes the visual appraisal and the carcass evaluation of beef, swine, and sheep. Production records and grading, and wholesale and retail cuts will be studied.

**Lecture Hours:** 32

### **AGS305 Livestock Evaluation**

**3 credits**—This course develops the student's potential in livestock selection with emphasis placed on the evaluation of breeding animal as well as market animals. The course emphasizes the visual appraisal and the carcass evaluation of beef, swine, and sheep. Production records and grading, and wholesale and retail cuts will be studied.

**Lecture Hours:** 32

### **AGS319 Animal Nutrition**

**3 credits**—This course introduces students to the underlying principles of livestock nutrition through discussion of nutrition information, digestive systems, feedstuffs and ration balancing. Nutritional principles, digestive systems, composition and nutritional characteristics of common feedstuffs, ration formulation and recommended feeding programs of farm animals, including beef and dairy cattle, horses, poultry, sheep and swine will be emphasized.

**Lecture Hours:** 32     **Lab Hours:** 32

### **AGS319 Animal Nutrition**

**3 credits**—This course introduces students to the underlying principles of livestock nutrition through discussion of nutrition information, digestive systems, feedstuffs and ration balancing. Nutritional principles, digestive systems, composition and nutritional characteristics of common feedstuffs, ration formulation and recommended feeding programs of farm animals, including beef and dairy cattle, horses, poultry, sheep and swine will be emphasized.

**Lecture Hours:** 32     **Lab Hours:** 32

### **AGS924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **AGS924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **AGT700 Special Topics: Agriculture Education**

**1 credits**—This course is designed for secondary agriculture education professionals to develop and enhance knowledge and skills in specific emerging practices, issues, and technical content areas in the broad industry of agriculture.

**Lecture Hours:** 16

**Prerequisite(s):** Secondary Educator

### **AGT700 Special Topics: Agriculture Education**

**1 credits**—This course is designed for secondary agriculture education professionals to develop and enhance knowledge and skills in specific emerging practices, issues, and technical content areas in the broad industry of agriculture.

**Lecture Hours:** 16

**Prerequisite(s):** Secondary Educator

### **AGT805 Employment Experience**

**5 credits**—This course provides students with opportunities to gain on-the-job experience in the agriculture industry. Students will gain an understanding of qualities and skills needed for success in the agricultural field. Coordination and guidance will be provided by department instructors.

**Co-op Hours:** 320

### **AGT805 Employment Experience**

**5 credits**—This course provides students with opportunities to gain on-the-job experience in the agriculture industry. Students will gain an understanding of qualities and skills needed for success in the agricultural field. Coordination and guidance will be provided by department instructors.

**Co-op Hours:** 320

### **AGT928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **AGT928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **AGV101 Veterinary Assisting**

**3 credits**—This is a Capstone course that will provide students the necessary skills and competencies that are needed to successfully perform the duties of a veterinary assistant. An example of topics covered will include; basic laboratory procedures, animal positioning, and surgical assistance. Staff and animal safety will also be covered.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGV154 or instructor approval.

### **AGV101 Veterinary Assisting**

**3 credits**—This is a Capstone course that will provide students the necessary skills and competencies that are needed to successfully perform the duties of a veterinary assistant. An example of topics covered will include; basic laboratory procedures, animal positioning, and surgical assistance. Staff and animal safety will also be covered.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGV154 or instructor approval.

### **AGV121 Veterinary Medical Terminology**

**2 credits**—This class focuses on reading and interpreting medical charts and records, and conversing with veterinary professionals. It is designed for students to develop a working understanding of the language of veterinary medicine.

**Lecture Hours:** 32

### **AGV121 Veterinary Medical Terminology**

**2 credits**—This class focuses on reading and interpreting medical charts and records, and conversing with veterinary professionals. It is designed for students to develop a working understanding of the language of veterinary medicine.

**Lecture Hours:** 32

### **AGV123 Companion Animal**

**3 credits**—This course provides an understanding of the basic principles of Anatomy and Physiology and Health of companion animals. Additionally the course will offer insight into social behavior and relationships. Also included will be training, housebreaking and obedience.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGV123 Companion Animal**

**3 credits**—This course provides an understanding of the basic principles of Anatomy and Physiology and Health of companion animals. Additionally the course will offer insight into social behavior and relationships. Also included will be training, housebreaking and obedience.

**Lecture Hours:** 32    **Lab Hours:** 32

### **AGV140 Veterinary Pharmacology**

**3 credits**—This class introduces the student to small animal pharmaceuticals. Learning is centered on the use, dosage, administration, handling, and storage of commonly used drugs used in small and large animal veterinary practices.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGS218.

### **AGV140 Veterinary Pharmacology**

**3 credits**—This class introduces the student to small animal pharmaceuticals. Learning is centered on the use, dosage, administration, handling, and storage of commonly used drugs used in small and large animal veterinary practices.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in AGS218.

### **AGV154 Veterinary Reception and Administration Skills**

**4 credits**—This class introduces the student to means necessary to establish a working relationship with clients in the veterinary field. Familiarizes students with software used in veterinary practice.

**Lecture Hours:** 64

### **AGV154 Veterinary Reception and Administration Skills**

**4 credits**—This class introduces the student to means necessary to establish a working relationship with clients in the veterinary field. Familiarizes students with software used in veterinary practice.

**Lecture Hours:** 64

### **ANT105 Cultural Anthropology**

**3 credits**—This course introduces the student to a comparative study of societies around the world. In this course cultural similarities and differences are explored to illustrate how human beings construct and conduct their existence. It emphasizes the origin and maintenance of the human species by studying its evolution, cultural development, ecology, kinship, organizations, and symbolic expressions. (Same as SOC-208)

**Lecture Hours:** 48

### **ANT105 Cultural Anthropology**

**3 credits**—This course introduces the student to a comparative study of societies around the world. In this course cultural similarities and differences are explored to illustrate how human beings construct and conduct their existence. It emphasizes the origin and maintenance of the human species by studying its evolution, cultural development, ecology, kinship, organizations, and symbolic expressions. (Same as SOC-208)

**Lecture Hours:** 48

### **ART101 Art Appreciation**

**3 credits**—This course is an examination of the value, esthetic pleasures, structure, function, and history of art. The course explores sculpture, painting, film, drawing, printmaking, photography, ceramics, and architecture. Field trips to galleries allow students the opportunity to personally experience significant visual art.

**Lecture Hours:** 48

### **ART101 Art Appreciation**

**3 credits**—This course is an examination of the value, esthetic pleasures, structure, function, and history of art. The course explores sculpture, painting, film, drawing, printmaking, photography, ceramics, and architecture. Field trips to galleries allow students the opportunity to personally experience significant visual art.

**Lecture Hours:** 48

### **ART120 2-D Design**

**3 credits**—This course introduces students to the principles of design on the two-dimensional plane. Students are instructed in conceptual thinking, content and art practices, and exposed to design, color theory, and organizational principals. An introduction to materials and practice through the disciplines of drawing, painting, printmaking and collage are part of the conceptualization process offered in this curriculum.

**Lecture Hours:** 32    **Lab Hours:** 32

### **ART120 2-D Design**

**3 credits**—This course introduces students to the principles of design on the two-dimensional plane. Students are instructed in conceptual thinking, content and art practices, and exposed to design, color theory, and organizational principals. An introduction to materials and practice through the disciplines of drawing, painting, printmaking and collage are part of the conceptualization process offered in this curriculum.

**Lecture Hours:** 32    **Lab Hours:** 32

### **ART123 3-D Design**

**3 credits**—This course introduces students to the principles of design on the three-dimensional plane. Students are instructed in conceptual thinking, content and art practices, and exposed to the elements of art/design and organizational principles through the utilization of space. An introduction to materials and practice through the disciplines of drawing, designing and drafting are part of the conceptualization process offered in this curriculum. Projects will revolve around paper and card construction, modeling clay, iron wire and found objects.

**Lecture Hours:** 32    **Lab Hours:** 32

### **ART123 3-D Design**

**3 credits**—This course introduces students to the principles of design on the three-dimensional plane. Students are instructed in conceptual thinking, content and art practices, and exposed to the elements of art/design and organizational principles through the utilization of space. An introduction to materials and practice through the disciplines of drawing, designing and drafting are part of the conceptualization process offered in this

curriculum. Projects will revolve around paper and card construction, modeling clay, iron wire and found objects.

**Lecture Hours: 32    Lab Hours: 32**

### **ART133 Drawing**

**3 credits**—An introduction to basic drawing. Working with still life props: line, form, values, perspective and composition will be explored, using various wet and dry mediums. Concentration will be on accurate visual drawing.

**Lecture Hours: 32    Lab Hours: 32**

### **ART133 Drawing**

**3 credits**—An introduction to basic drawing. Working with still life props: line, form, values, perspective and composition will be explored, using various wet and dry mediums. Concentration will be on accurate visual drawing.

**Lecture Hours: 32    Lab Hours: 32**

### **ART134 Drawing II**

**3 credits**—This course concentrates on intermediate drawing problems: Gesture, contour, proportions, mapping techniques and values are studied through the use of props and clothed models. Creative interpretation with various media and approaches are stressed.

**Lecture Hours: 32    Lab Hours: 32**

### **ART134 Drawing II**

**3 credits**—This course concentrates on intermediate drawing problems: Gesture, contour, proportions, mapping techniques and values are studied through the use of props and clothed models. Creative interpretation with various media and approaches are stressed.

**Lecture Hours: 32    Lab Hours: 32**

### **ART143 Painting**

**3 credits**—This course is an introduction to painting in a variety of media. Color theory, design theory and media area applied to exercises, studies, and finished paintings. Concentration is on developing skills in handling materials and personal expression through painting.

**Lecture Hours: 32    Lab Hours: 32**

### **ART143 Painting**

**3 credits**—This course is an introduction to painting in a variety of media. Color theory, design theory and media area applied to exercises, studies, and finished paintings. Concentration is on developing skills in handling materials and personal expression through painting.

**Lecture Hours: 32    Lab Hours: 32**

### **ART144 Painting II**

**3 credits**—This course is an advanced painting course using a variety of media, with greater emphasis on self-direction. Concentration is on developing advanced skills in handling materials leading to greater abilities and personal expression through painting.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** ART143, equivalent, or instructor approval.

### **ART144 Painting II**

**3 credits**—This course is an advanced painting course using a variety of media, with greater emphasis on self-direction. Concentration is on developing advanced skills in handling materials leading to greater abilities and personal expression through painting.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** ART143, equivalent, or instructor approval.

### **ART173 Ceramics**

**3 credits**—A hands-on intensive introduction to clay and glaze materials, integrated with a fresh approach to building interesting forms effectively.

**Lecture Hours: 32    Lab Hours: 32**

### **ART173 Ceramics**

**3 credits**—A hands-on intensive introduction to clay and glaze materials, integrated with a fresh approach to building interesting forms effectively.

**Lecture Hours: 32    Lab Hours: 32**

### **ART184 Photography**

**3 credits**—This course provides an introduction to the basics of digital photography, from camera selection to its use as an art form and aesthetic medium. Content includes camera types, lenses, exposure controls, elements of composition, editing fundamentals, and the storage, printing and sharing of photographic images. It will also examine the elements of photographic theory, history and ethics. Students will be able to check out digital cameras provided by the college, or may bring their own, approved photographic equipment. In this hands-on class, students will complete specific technique-based assignments and participate in class demonstrations, discussions and critiques. Text: required. Pre-requisite: None.

**Lecture Hours: 32    Lab Hours: 32**

### **ART184 Photography**

**3 credits**—This course provides an introduction to the basics of digital photography, from camera selection to its use as an art form and aesthetic medium. Content includes camera types, lenses, exposure controls, elements of composition, editing fundamentals, and the storage, printing and sharing of photographic images. It will also examine the elements of photographic theory, history and ethics. Students will be able to check out digital cameras provided by the college, or may bring their own, approved photographic equipment. In this hands-on class, students will complete specific technique-based assignments and



participate in class demonstrations, discussions and critiques. Text: required. Pre-requisite: None.

**Lecture Hours:** 32    **Lab Hours:** 32

### **ART203 Art History I**

**3 credits**—This course is an introduction to the history of visual art and artists; prehistory through Gothic. All forms of media: painting, sculpture, drawing, architecture, ceramics, metal work, glass and others are considered in the context of time, society, and the human impulse to create.

**Lecture Hours:** 48

### **ART203 Art History I**

**3 credits**—This course is an introduction to the history of visual art and artists; prehistory through Gothic. All forms of media: painting, sculpture, drawing, architecture, ceramics, metal work, glass and others are considered in the context of time, society, and the human impulse to create.

**Lecture Hours:** 48

### **ART204 Art History II**

**3 credits**—This course is an introduction to the history of visual art and artists; Renaissance to the present. All forms of media: painting, sculpture, drawing, architecture, ceramics, metal work, glass, photography, film, and others are considered in the context of time, society, and the human impulse to create.

**Lecture Hours:** 48

### **ART204 Art History II**

**3 credits**—This course is an introduction to the history of visual art and artists; Renaissance to the present. All forms of media: painting, sculpture, drawing, architecture, ceramics, metal work, glass, photography, film, and others are considered in the context of time, society, and the human impulse to create.

**Lecture Hours:** 48

### **ART924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **ART924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **ART928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **ART928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **ATR145 Applied Industrial Robotics**

**2 credits**—This course will introduce the study of industrial robots. This hands-on course will equip students with the skills for the installation, programming, and troubleshooting of industrial robots.

**Lecture Hours:** 16    **Lab Hours:** 32

### **ATR145 Applied Industrial Robotics**

**2 credits**—This course will introduce the study of industrial robots. This hands-on course will equip students with the skills for the installation, programming, and troubleshooting of industrial robots.

**Lecture Hours:** 16    **Lab Hours:** 32

### **AUT106 Introduction to Automotive Technology**

**2 credits**—This introductory course provides an introduction to the many facets of the automotive industry to include: careers in the automotive industry, environmental concerns affecting the automotive industry, basic automotive hand tools, specialty tools, precision measuring tools, power tools and shop equipment, using service and shop manuals, and shop safety.

**Lecture Hours:** 16    **Lab Hours:** 32

### **AUT106 Introduction to Automotive Technology**

**2 credits**—This introductory course provides an introduction to the many facets of the automotive industry to include: careers in the automotive industry, environmental concerns affecting the automotive industry, basic automotive hand tools, specialty tools, precision measuring tools, power tools and shop equipment, using service and shop manuals, and shop safety.

**Lecture Hours:** 16    **Lab Hours:** 32

### **AUT109 Introduction to Automotive Technology II**

**2 credits**—This course includes the use of hand and power tools, the understanding of electronic repair information and the importance of preventative maintenance.

**Lecture Hours:** 16    **Lab Hours:** 32

### **AUT109 Introduction to Automotive Technology II**

**2 credits**—This course includes the use of hand and power tools, the understanding of electronic repair information and the importance of preventative maintenance.

**Lecture Hours:** 16    **Lab Hours:** 32

### **AUT164 Automotive Engine Repair**

**4 credits**—Basic theory of two-cycle and four-cycle gasoline engines and their application will be introduced. Disassembly, inspection and reassembly of an engine will be experienced as well as cooling, lubrication, induction, exhaust, compression and valve systems discussed. Students will develop competencies in precision measuring and services procedures.

**Lecture Hours:** 32    **Lab Hours:** 64

### **AUT164 Automotive Engine Repair**

**4 credits**—Basic theory of two-cycle and four-cycle gasoline engines and their application will be introduced. Disassembly, inspection and reassembly of an engine will be experienced as well as cooling, lubrication, induction, exhaust, compression and valve systems discussed. Students will develop competencies in precision measuring and services procedures.

**Lecture Hours:** 32    **Lab Hours:** 64

### **AUT204 Automotive Automatic Transmissions and Transaxles**

**4 credits**—This course covers the advanced study of automatic transmission theory and service. The student will review basic automatic transmission theory. The student will study diagnosis, disassembly, inspection, and assembly of different types of automatic transmissions and trans-axles.

**Lecture Hours:** 32    **Lab Hours:** 64

### **AUT204 Automotive Automatic Transmissions and Transaxles**

**4 credits**—This course covers the advanced study of automatic transmission theory and service. The student will review basic automatic transmission theory. The student will study diagnosis, disassembly, inspection, and assembly of different types of automatic transmissions and trans-axles.

**Lecture Hours:** 32    **Lab Hours:** 64

### **AUT307 Automotive Manual Transmissions and Transaxles**

**4 credits**—A comprehensive study of the Manual Transmissions/Transaxle components and their relationship to the application of power to the drive wheels of vehicles.

Lecture Hours: 32    Lab Hours: 64

### **AUT307 Automotive Manual Transmissions and Transaxles**

**4 credits**—A comprehensive study of the Manual Transmissions/Transaxle components and their relationship to the application of power to the drive wheels of vehicles.

Lecture Hours: 32    Lab Hours: 64

### **AUT315 Automotive Differentials and 4-Wheel Drive**

**4 credits**—A comprehensive study of Differentials and Transfer Cases and their relationship to the application of power to the drive wheels of vehicles.

Lecture Hours: 32    Lab Hours: 64

### **AUT315 Automotive Differentials and 4-Wheel Drive**

**4 credits**—A comprehensive study of Differentials and Transfer Cases and their relationship to the application of power to the drive wheels of vehicles.

Lecture Hours: 32    Lab Hours: 64

### **AUT404 Automotive Suspension and Steering**

**4 credits**—Steering and suspension system operation and service procedures are covered. Emphasis is on diagnosis and repair procedures.

Lecture Hours: 32    Lab Hours: 64

### **AUT404 Automotive Suspension and Steering**

**4 credits**—Steering and suspension system operation and service procedures are covered. Emphasis is on diagnosis and repair procedures.

Lecture Hours: 32    Lab Hours: 64

### **AUT504 Automotive Brake Systems**

**4 credits**—Instruction in the theory and operating principles of drum, disc, hydraulic, and anti-lock brake systems. Laboratory procedures for inspecting, testing, diagnosing, repairing, and/or replacing conventional, power brake system components.

Lecture Hours: 32    Lab Hours: 64

### **AUT504 Automotive Brake Systems**

**4 credits**—Instruction in the theory and operating principles of drum, disc, hydraulic, and anti-lock brake systems. Laboratory procedures for inspecting, testing, diagnosing, repairing, and/or replacing conventional, power brake system components.

Lecture Hours: 32    Lab Hours: 64

### **AUT537 Automotive Advanced Brake Systems**

**4 credits**—This course explains antilock brake systems. It also covers the diagnosis and repair of this system, as well as traction and stability control.

Lecture Hours: 32    Lab Hours: 64

**Prerequisite(s):** A minimum grade of D- in AUT504.

### **AUT537 Automotive Advanced Brake Systems**

**4 credits**—This course explains antilock brake systems. It also covers the diagnosis and repair of this system, as well as traction and stability control.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT504.

### **AUT610 Automotive Electrical I**

**4 credits**—This introductory course covers basic electronic theory and utilization of electrical measuring instruments. Emphasis will be placed on the application of Ohm's Law and the proper utilization of electronic test equipment including practice with equipment and circuits.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT610 Automotive Electrical I**

**4 credits**—This introductory course covers basic electronic theory and utilization of electrical measuring instruments. Emphasis will be placed on the application of Ohm's Law and the proper utilization of electronic test equipment including practice with equipment and circuits.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT631 Automotive Electronics**

**4 credits**—This course includes the theory of automotive electronics, communication of automotive electronics and repair of electronic systems.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT610 and AUT643.

### **AUT631 Automotive Electronics**

**4 credits**—This course includes the theory of automotive electronics, communication of automotive electronics and repair of electronic systems.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT610 and AUT643.

### **AUT643 Auto Starting, Charging, and Electrical**

**4 credits**—This course includes automotive electrical theory, electrical components, component operation, testing and repair procedures for automotive charging, starting and electrical systems.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT610.

### **AUT643 Auto Starting, Charging, and Electrical**

**4 credits**—This course includes automotive electrical theory, electrical components, component operation, testing and repair procedures for automotive charging, starting and electrical systems.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT610.

### **AUT704 Automotive Heating and Air Conditioning**

**4 credits**—This course will provide instruction in the theory of operation of auto air conditioning and heating systems. Students will learn how to diagnose and service auto air conditioning systems and heating systems.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT704 Automotive Heating and Air Conditioning**

**4 credits**—This course will provide instruction in the theory of operation of auto air conditioning and heating systems. Students will learn how to diagnose and service auto air conditioning systems and heating systems.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT827 Automotive Ignition Systems**

**4 credits**—Operation, diagnosis, and repair procedures used to service the modern automotive ignition system.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT842.

### **AUT827 Automotive Ignition Systems**

**4 credits**—Operation, diagnosis, and repair procedures used to service the modern automotive ignition system.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT842.

### **AUT834 Automotive Fuel Systems**

**4 credits**—This course will provide the instruction to introduce the student to basic fuel system principles. Students will study theory and will gain hands-on experience by cleaning, repairing, and adjusting automotive fuel systems.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT834 Automotive Fuel Systems**

**4 credits**—This course will provide the instruction to introduce the student to basic fuel system principles. Students will study theory and will gain hands-on experience by cleaning, repairing, and adjusting automotive fuel systems.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT842 Auto Computerized Engine Controls**

**4 credits**—This course builds upon the knowledge and skills learned in previous automotive courses to prepare the student to service On-Board Diagnosis 2 computer-controlled vehicles. The theory and operating principles of automotive computers, sensors and control devices will be emphasized. Lab instruction on late model cars will be included.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT842 Auto Computerized Engine Controls**

**4 credits**—This course builds upon the knowledge and skills learned in previous automotive courses to prepare the student to service On-Board Diagnosis 2 computer-controlled vehicles. The theory and operating principles of automotive computers, sensors and control devices will be emphasized. Lab instruction on late model cars will be included.

**Lecture Hours: 32    Lab Hours: 64**

### **AUT886 Comprehensive Application**

**4 credits**—Students are presented with diagnostic problems and repair projects. Competencies attained in prior classes are emphasized.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT106, AUT109, AUT164, AUT610I, AUT504, AUT643I, and AUT307.

### **AUT886 Comprehensive Application**

**4 credits**—Students are presented with diagnostic problems and repair projects. Competencies attained in prior classes are emphasized.

**Lecture Hours: 32    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in AUT106, AUT109, AUT164, AUT610I, AUT504, AUT643I, and AUT307.

### **BCA087 College Prep Computer Skills**

**3 credits**—This non-transfer course is designed to assist students who have limited experience with a personal computer. Skills emphasized will include keyboarding, file management, Internet navigation, email, and entry level functions of word processing and presentation software. Students may use this course to prepare for other computer applications courses.

**Lecture Hours: 16    Lab Hours: 64**

### **BCA087 College Prep Computer Skills**

**3 credits**—This non-transfer course is designed to assist students who have limited experience with a personal computer. Skills emphasized will include keyboarding, file management, Internet navigation, email, and entry level functions of word processing and presentation software. Students may use this course to prepare for other computer applications courses.

**Lecture Hours: 16    Lab Hours: 64**

### **BCA132 Electronic Communications**

**3 credits**—An introductory course in electronic communications designed to provide the students with a basic understanding of electronic mail, presentation software, and desktop publishing software. Students will be given hands-on experience with the software.

**Lecture Hours:** 48

**Prerequisite(s):** CSC110 or ADM105 and BCA134

### **BCA132 Electronic Communications**

**3 credits**—An introductory course in electronic communications designed to provide the students with a basic understanding of electronic mail, presentation software, and desktop publishing software. Students will be given hands-on experience with the software.

**Lecture Hours:** 48

**Prerequisite(s):** CSC110 or ADM105 and BCA134

### **BCA134 Word Processing**

**3 credits**—This course will provide word processing concepts, terminology, and experience producing entry-level and advanced documents found in typical business offices. The major focus of the course is on mastery of word processing functions and concepts.

**Lecture Hours:** 48

**Co-requisite(s):** ADM105 Introduction to Keyboarding

### **BCA134 Word Processing**

**3 credits**—This course will provide word processing concepts, terminology, and experience producing entry-level and advanced documents found in typical business offices. The major focus of the course is on mastery of word processing functions and concepts.

**Lecture Hours:** 48

**Co-requisite(s):** ADM105 Introduction to Keyboarding

### **BCA183 Basic Web Design Software**

**2 credits**—This course will show students how to use a web authoring software to enhance and manage professional quality web sites. Students will create a web site containing multimedia elements, publish it, and maintain it.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** WDV102

### **BCA183 Basic Web Design Software**

**2 credits**—This course will show students how to use a web authoring software to enhance and manage professional quality web sites. Students will create a web site containing multimedia elements, publish it, and maintain it.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** WDV102



### **BCA191 Computer Applications**

**2 credits**—This course presents the application of the personal computer as a productivity tool. Basic functions of computer hardware and software and their interaction are introduced. Various components of a computer system are included with hands-on emphasis of the manipulation of word processing, spreadsheet, and database software.

**Lecture Hours:** 16

### **BCA191 Computer Applications**

**2 credits**—This course presents the application of the personal computer as a productivity tool. Basic functions of computer hardware and software and their interaction are introduced. Various components of a computer system are included with hands-on emphasis of the manipulation of word processing, spreadsheet, and database software.

**Lecture Hours:** 16

### **BCA201 Introduction to Information Systems**

**3 credits**—The purpose of this course is to provide the student with a firm understanding of management information systems. Included are an introduction to hardware and data communication technology, software and data management, and business applications of the technology. The course will present the basics of information system design and management, and provide opportunities to experience working with an electronic spreadsheet, data base management system and programming using HTML.

**Lecture Hours:** 48

**Prerequisite(s):** Basic computer, software and keyboarding skills are required.

### **BCA201 Introduction to Information Systems**

**3 credits**—The purpose of this course is to provide the student with a firm understanding of management information systems. Included are an introduction to hardware and data communication technology, software and data management, and business applications of the technology. The course will present the basics of information system design and management, and provide opportunities to experience working with an electronic spreadsheet, data base management system and programming using HTML.

**Lecture Hours:** 48

**Prerequisite(s):** Basic computer, software and keyboarding skills are required.

### **BCA205 Database/Spreadsheets**

**3 credits**—This course emphasizes file management and learning to generate and format spreadsheets and databases. File management tasks include managing folders and moving, copying and deleting files. Spreadsheet tasks include making entries, correcting entries, entering formulas and creating charts. Database tasks include designing and creating tables, generating queries, creating forms and reports, and database maintenance. Basic computer literacy is expected of students enrolling in this course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in RDG039 and appropriate math placement score.

**Co-requisite(s):** Ability to type 15 net WPM on a five-minute timing. Test will be given on the first day of class.

### **BCA205 Database/Spreadsheets**

**3 credits**—This course emphasizes file management and learning to generate and format spreadsheets and databases. File management tasks include managing folders and moving, copying and deleting files. Spreadsheet tasks include making entries, correcting entries, entering formulas and creating charts. Database tasks include designing and creating tables, generating queries, creating forms and reports, and database maintenance. Basic computer literacy is expected of students enrolling in this course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in RDG039 and appropriate math placement score.

**Co-requisite(s):** Ability to type 15 net WPM on a five-minute timing. Test will be given on the first day of class.

### **BCA213 Intermediate Computer Business Applications**

**3 credits**—This course covers advanced computer applications including word processing, spreadsheet, database, and presentation software. Topics include using mail merge, desktop publishing, using database functions in a spreadsheet, templates, creating customized reports and forms in database, advanced features of presentation software, importing and exporting data.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in BCA205, BCA201, and BCA134.

### **BCA213 Intermediate Computer Business Applications**

**3 credits**—This course covers advanced computer applications including word processing, spreadsheet, database, and presentation software. Topics include using mail merge, desktop publishing, using database functions in a spreadsheet, templates, creating customized reports and forms in database, advanced features of presentation software, importing and exporting data.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in BCA205, BCA201, and BCA134.

### **BCA232 Multimedia for Web Design**

**3 credits**—This course is designed to show students the tools and methods for using multimedia objects in web development. Media types discussed will include streaming video and audio, animation, inline media and on-line chat. Students will create website that incorporate multimedia elements.

**Lecture Hours:** 32     **Lab Hours:** 32

### **BCA232 Multimedia for Web Design**

**3 credits**—This course is designed to show students the tools and methods for using multimedia objects in web development. Media types discussed will include streaming video

and audio, animation, inline media and on-line chat. Students will create website that incorporate multimedia elements.

**Lecture Hours:** 32    **Lab Hours:** 32

### **BCA924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **BCA924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **BIO042 Prep Science for Health Careers**

**3 credits**—This course provides a focused examination of study skills/strategies and a foundation in biology to help students be more successful in health career classes. Students will be introduced to and given the opportunity to practice a variety of skills for academic success. Students will be introduced to major topics relating to health science curriculum: basic math, terminology, chemistry, and cell biology. Selected topics from the body systems will also be introduced.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in MAT052 and RDG039.

### **BIO042 Prep Science for Health Careers**

**3 credits**—This course provides a focused examination of study skills/strategies and a foundation in biology to help students be more successful in health career classes. Students will be introduced to and given the opportunity to practice a variety of skills for academic success. Students will be introduced to major topics relating to health science curriculum: basic math, terminology, chemistry, and cell biology. Selected topics from the body systems will also be introduced.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in MAT052 and RDG039.

### **BIO105 Introductory Biology**

**4 credits**—This course provides an introduction to living organisms, their diversity, structure and function and how they maintain themselves both during their life cycle and as a species. It is designed to highlight concepts of the biological sciences for the non-biology major.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO105 Introductory Biology**

**4 credits**—This course provides an introduction to living organisms, their diversity, structure and function and how they maintain themselves both during their life cycle and as a species. It is designed to highlight concepts of the biological sciences for the non-biology major.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO112 General Biology I**

**4 credits**—This lecture and laboratory course is the first of a two semester sequence designed for students with a specific interest in majoring in the biological sciences or a desire for a more comprehensive undergraduate course in the discipline. The course integrates the basic principles of general biology and focuses on their interrelationships. The major themes addressed include levels of organization, cell structure and metabolism, the genetic basis of life, evolution, diversity and ecological relationships. Laboratory exercises are coordinated with lecture topics to enhance the student's understanding of these topics.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO112 General Biology I**

**4 credits**—This lecture and laboratory course is the first of a two semester sequence designed for students with a specific interest in majoring in the biological sciences or a desire for a more comprehensive undergraduate course in the discipline. The course integrates the basic principles of general biology and focuses on their interrelationships. The major themes addressed include levels of organization, cell structure and metabolism, the genetic basis of life, evolution, diversity and ecological relationships. Laboratory exercises are coordinated with lecture topics to enhance the student's understanding of these topics.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO113 General Biology II**

**4 credits**—This lecture and laboratory course is part of a two semester sequence designed for students with a specific interest in majoring in the biological sciences or a desire for a more comprehensive undergraduate course in the discipline. The major focus of this course is on the diversity of life forms, including microbes, protists, the fungi, plants and animals. The course will include the study of their structure and function, evolutionary patterns, ecological relationships and behavior. Laboratory exercises are coordinated with lecture topics to enhance the student's understanding of the lecture concepts.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO113 General Biology II**

**4 credits**—This lecture and laboratory course is part of a two semester sequence designed for students with a specific interest in majoring in the biological sciences or a desire for a more comprehensive undergraduate course in the discipline. The major focus of this course is on the diversity of life forms, including microbes, protists, the fungi, plants and animals. The course will include the study of their structure and function, evolutionary patterns, ecological relationships and behavior. Laboratory exercises are coordinated with lecture topics to enhance the student's understanding of the lecture concepts.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO151 Nutrition**

**3 credits**—Principles of Nutrition will introduce students to the science of nutrition. The course will examine individual nutrients; their structure and function in the human body; nutrient composition of food; and selection of food to meet nutrient needs, maintain health and satisfaction. Students will understand and apply present day knowledge of nutrition to dietary patterns and needs of selected individuals and groups. The course is an advanced beginning course in human nutrition designed for students with a science background.

**Lecture Hours:** 48

### **BIO151 Nutrition**

**3 credits**—Principles of Nutrition will introduce students to the science of nutrition. The course will examine individual nutrients; their structure and function in the human body; nutrient composition of food; and selection of food to meet nutrient needs, maintain health and satisfaction. Students will understand and apply present day knowledge of nutrition to dietary patterns and needs of selected individuals and groups. The course is an advanced beginning course in human nutrition designed for students with a science background.

**Lecture Hours:** 48

### **BIO154 Human Biology**

**3 credits**—Human Biology explores human structure and function and the relationship of humans to other living organisms. The course examines the application of basic biological principles to practical human concerns. The course is a one-semester biology course intended for students who do not wish to major in the biological or health sciences.

**Lecture Hours:** 48

### **BIO154 Human Biology**

**3 credits**—Human Biology explores human structure and function and the relationship of humans to other living organisms. The course examines the application of basic biological principles to practical human concerns. The course is a one-semester biology course intended for students who do not wish to major in the biological or health sciences.

**Lecture Hours:** 48

### **BIO159 Fundamentals of Anatomy and Physiology**

**3 credits**—This course provides a basic overview of the anatomy and physiology of the human body. It is designed to provide practical nursing, and other health science students with an understanding of normal body structure and function as a basis for the study of variations from normal health.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in BIO042.

### **BIO159 Fundamentals of Anatomy and Physiology**

**3 credits**—This course provides a basic overview of the anatomy and physiology of the human body. It is designed to provide practical nursing, and other health science students

with an understanding of normal body structure and function as a basis for the study of variations from normal health.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in BIO042.

### **BIO163 Essentials of Anatomy and Physiology**

**4 credits**—An introduction to the principles of human anatomy and physiology beginning with the cellular/biochemical level of organization and progressing through a comprehensive study of organ systems emphasizing homeostasis. This is a one-term transfer level class designed for students entering allied health fields or biological sciences. (To be applicable to any health career program, successful completion with a grade of "C" or better is required.) Each student must enroll for one laboratory section.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO163 Essentials of Anatomy and Physiology**

**4 credits**—An introduction to the principles of human anatomy and physiology beginning with the cellular/biochemical level of organization and progressing through a comprehensive study of organ systems emphasizing homeostasis. This is a one-term transfer level class designed for students entering allied health fields or biological sciences. (To be applicable to any health career program, successful completion with a grade of "C" or better is required.) Each student must enroll for one laboratory section.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO168 Human Anatomy and Physiology I**

**4 credits**—The first of a two-semester sequence especially designed for students pursuing careers in allied health fields as well as any student desiring an in-depth undergraduate transfer course. The course focuses on the interdependent relationships between the structure and functions of body systems and the ways these parts interact (homeostasis) to insure the survival of the organism. Major topics addressed include levels of organization, the chemistry of life, support/movement, integration/control, and coordination. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions. To be applicable to any health career program, successful completion of both BIO-168 and BIO-173 with a grade of "C" or better is required.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO168 Human Anatomy and Physiology I**

**4 credits**—The first of a two-semester sequence especially designed for students pursuing careers in allied health fields as well as any student desiring an in-depth undergraduate transfer course. The course focuses on the interdependent relationships between the structure and functions of body systems and the ways these parts interact (homeostasis) to insure the survival of the organism. Major topics addressed include levels of organization, the chemistry of life, support/movement, integration/control, and coordination. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions. To be applicable to any health career program, successful completion of both BIO-168 and BIO-173 with a grade of "C" or better is required.

**Lecture Hours:** 48    **Lab Hours:** 32

### **BIO173 Human Anatomy and Physiology II w/Lab**

**4 credits**—The second of a two-semester sequence designed for students pursuing careers in allied health fields or wishing an in-depth undergraduate transfer course in the biological sciences. The course focuses on interdependent relationships between the structures and functions of body systems and the way these parts interact (homeostasis) to insure survival of the organism. Major topics addressed include systems associated with circulation, maintenance, elimination and continuity. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO168.

### **BIO173 Human Anatomy and Physiology II w/Lab**

**4 credits**—The second of a two-semester sequence designed for students pursuing careers in allied health fields or wishing an in-depth undergraduate transfer course in the biological sciences. The course focuses on interdependent relationships between the structures and functions of body systems and the way these parts interact (homeostasis) to insure survival of the organism. Major topics addressed include systems associated with circulation, maintenance, elimination and continuity. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO168.

### **BIO185 Microbiology w/Lab**

**3 credits**—This lecture-laboratory course emphasizes a survey of general topics needed by students entering careers in allied health fields as well as any student desiring a background in microbiology. The course covers aspects of microbial function, nutrition and growth, metabolism, energy procurement, medical genetics, genetic engineering, control using physical and chemical agents, host-parasitic relationships as well as beneficial roles of microorganisms. Coordinated laboratory exercises enhance and support the lecture topics.

**Lecture Hours:** 32    **Lab Hours:** 32

### **BIO185 Microbiology w/Lab**

**3 credits**—This lecture-laboratory course emphasizes a survey of general topics needed by students entering careers in allied health fields as well as any student desiring a background in microbiology. The course covers aspects of microbial function, nutrition and growth, metabolism, energy procurement, medical genetics, genetic engineering, control using physical and chemical agents, host-parasitic relationships as well as beneficial roles of microorganisms. Coordinated laboratory exercises enhance and support the lecture topics.

**Lecture Hours:** 32    **Lab Hours:** 32

### **BIO186 Microbiology**

**4 credits**—Morphology, physiology, taxonomy, and relationship of microorganisms to disease. In-depth laboratory study and suitable lecture material with applications to agriculture, industry, and medicine.

**Lecture Hours: 48    Lab Hours: 32**

### **BIO186 Microbiology**

**4 credits**—Morphology, physiology, taxonomy, and relationship of microorganisms to disease. In-depth laboratory study and suitable lecture material with applications to agriculture, industry, and medicine.

**Lecture Hours: 48    Lab Hours: 32**

### **BIO247 Applications of Biotechnology**

**3 credits**—This lecture-lab course focuses on the laboratory procedures used in biotechnology and their application to agriculture, nursing, police science, and research. Students will learn the procedures and develop proficiency in such techniques as tissue culture, DNA manipulation, extraction, transformation, polymerase chain reaction (PCR), and DNA fingerprinting. Students will also be introduced to spectroscopy. The course will also provide exposure to new and emerging topics.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CHM122 and BIO105, BIO112, or BIO185.

### **BIO247 Applications of Biotechnology**

**3 credits**—This lecture-lab course focuses on the laboratory procedures used in biotechnology and their application to agriculture, nursing, police science, and research. Students will learn the procedures and develop proficiency in such techniques as tissue culture, DNA manipulation, extraction, transformation, polymerase chain reaction (PCR), and DNA fingerprinting. Students will also be introduced to spectroscopy. The course will also provide exposure to new and emerging topics.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CHM122 and BIO105, BIO112, or BIO185.

### **BIO924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **BIO924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.



**Lecture Hours:** 16

### **BIO928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

**Lecture Hours:** 16

### **BIO928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

**Lecture Hours:** 16

### **BUS102 Introduction to Business**

**3 credits**—An introductory survey course which provides an overview of the major functions in business with relation to current social, economic and environmental concerns.

**Lecture Hours:** 48

### **BUS102 Introduction to Business**

**3 credits**—An introductory survey course which provides an overview of the major functions in business with relation to current social, economic and environmental concerns.

**Lecture Hours:** 48

### **BUS180 Business Ethics**

**3 credits**—This course is an introduction to ethical decision making in business. There is an examination of individual, organizational, and macrolevel issues in business ethics. This course does not determine correct ethical action; it is designed to assist the potential businessperson to make more informed ethical decisions on a daily basis. Dilemmas, real life situations and cases provide an opportunity for you to use concepts in the assignments and to resolve ethical issues. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed decision making are emphasized.

**Lecture Hours:** 48

### **BUS180 Business Ethics**

**3 credits**—This course is an introduction to ethical decision making in business. There is an examination of individual, organizational, and macrolevel issues in business ethics. This course does not determine correct ethical action; it is designed to assist the potential businessperson to make more informed ethical decisions on a daily basis. Dilemmas, real life situations and cases provide an opportunity for you to use concepts in the assignments and to resolve ethical issues. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed decision making are emphasized.

**Lecture Hours:** 48

### **BUS183 Business Law**

**3 credits**—An introduction to the principles of law as they relate to business. This course includes an overview of our court system, sources of law, ethics and social responsibility, contracts, warranties, real property, landlord and tenant, negotiable instruments, and agency. Emphasis is placed on exploring the law as it affects businesses and individuals.

**Lecture Hours:** 48

### **BUS183 Business Law**

**3 credits**—An introduction to the principles of law as they relate to business. This course includes an overview of our court system, sources of law, ethics and social responsibility, contracts, warranties, real property, landlord and tenant, negotiable instruments, and agency. Emphasis is placed on exploring the law as it affects businesses and individuals.

**Lecture Hours:** 48

### **BUS210 Business Statistics**

**3 credits**—Application and interpretation of probability and statistics as they relate to business problems; design of experiment, descriptive statistics, sampling, estimation, correlation, linear regression, hypothesis testing, and analysis of variances.

**Lecture Hours:** 48

**Prerequisite(s):** MAT156

### **BUS210 Business Statistics**

**3 credits**—Application and interpretation of probability and statistics as they relate to business problems; design of experiment, descriptive statistics, sampling, estimation, correlation, linear regression, hypothesis testing, and analysis of variances.

**Lecture Hours:** 48

**Prerequisite(s):** MAT156

### **BUS220 Introduction to International Business**

**3 credits**—This course focuses on marketing management problems, techniques, and strategies needed within the world marketplace. Understanding a country's cultural and environmental impact is emphasized. Worldwide consumerism, economic and social development, the spread of multinational corporations, business ethics, cultural diversity, and current economic and marketing issues will be examined.

**Lecture Hours:** 48

### **BUS220 Introduction to International Business**

**3 credits**—This course focuses on marketing management problems, techniques, and strategies needed within the world marketplace. Understanding a country's cultural and environmental impact is emphasized. Worldwide consumerism, economic and social development, the spread of multinational corporations, business ethics, cultural diversity, and current economic and marketing issues will be examined.

**Lecture Hours:** 48

### **BUS230 Quantitative Methods for Business Decision Making**

**3 credits**—Quantitative and qualitative aspects of problem solving and decision making in business are covered. Topics include structuring and the basics of decision making, classification theory, functional relationships, marginal analysis, resource allocation, and probability.

**Lecture Hours:** 48

**Prerequisite(s):** MAT156

### **BUS230 Quantitative Methods for Business Decision Making**

**3 credits**—Quantitative and qualitative aspects of problem solving and decision making in business are covered. Topics include structuring and the basics of decision making, classification theory, functional relationships, marginal analysis, resource allocation, and probability.

**Lecture Hours:** 48

**Prerequisite(s):** MAT156

### **BUS903 Business Field Experience**

**3 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 192

**Prerequisite(s):** 2.00 cumulative GPA

### **BUS903 Business Field Experience**

**3 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 192

**Prerequisite(s):** 2.00 cumulative GPA

### **BUS905 Golf Course Internship**

**3 credits**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in MGT222.

### **BUS905 Golf Course Internship**

**3 credits**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in MGT222.

### **BUS905 Golf Course Internship**

**1 credits**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MGT222.

### **BUS905 Golf Course Internship**

**1 credits**—Students will intern at golf courses and country clubs throughout the region and state, focusing on internal and external operations of the course/club.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MGT222.

### **CAD119 Introduction to Computer-Aided Drafting (CAD)**

**3 credits**—This course will introduce hands-on computer-aided drafting and design. Basic computer hardware, software and file management will be discussed. Basic two-dimensional engineering CADD drawing creation using Drawing Aids will be covered. Various editing techniques will be examined. CAD drawings will be created, edited and plotted.

For non-majors, student with basic computer proficiency can be enrolled with instructor consent.

**Lecture Hours:** 16    **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D in CSC110, EGT108, EGT410, or ELT192.

### **CAD119 Introduction to Computer-Aided Drafting (CAD)**

**3 credits**—This course will introduce hands-on computer-aided drafting and design. Basic computer hardware, software and file management will be discussed. Basic two-dimensional engineering CADD drawing creation using Drawing Aids will be covered. Various editing techniques will be examined. CAD drawings will be created, edited and plotted.

For non-majors, student with basic computer proficiency can be enrolled with instructor consent.

**Lecture Hours:** 16    **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D in CSC110, EGT108, EGT410, or ELT192.

### **CAD200 CAD SoftPlan**

**3 credits**—The CAD SoftPlan course will introduce students to an object based CAD program and the process involved in generating a complete set of residential working drawings. Emphasis will be placed on setting up a drawing, using file management, organizing architectural information, paying attention to detail, converting sketches to CAD, modifying CAD drawings, and applying problem solving skills.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** CON102

### **CAD200 CAD SoftPlan**

**3 credits**—The CAD SoftPlan course will introduce students to an object based CAD program and the process involved in generating a complete set of residential working drawings. Emphasis will be placed on setting up a drawing, using file management, organizing architectural information, paying attention to detail, converting sketches to CAD, modifying CAD drawings, and applying problem solving skills.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** CON102

### **CAD208 SoftPlan 2**

**3 credits**—The Softplan 2 Course will introduce students to advanced Softplan skills involved in generating a complete set of residential working drawings. Emphasis will be placed on advance organization of architectural information, attention to detail, modifying CAD drawings, and applying problem-solving skills.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CAD200.

### **CAD208 SoftPlan 2**

**3 credits**—The Softplan 2 Course will introduce students to advanced Softplan skills involved in generating a complete set of residential working drawings. Emphasis will be placed on advance organization of architectural information, attention to detail, modifying CAD drawings, and applying problem-solving skills.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CAD200.

### **CET122 Construction Drawing/Contract**

**2 credits**—The course examines typical building and civil construction plans and introduces the methods of bidding and contracting for building projects.

**Lecture Hours: 16    Lab Hours: 32**

### **CET122 Construction Drawing/Contract**

**2 credits**—The course examines typical building and civil construction plans and introduces the methods of bidding and contracting for building projects.

**Lecture Hours: 16    Lab Hours: 32**

### **CET133 Construction Methods and Resources**

**3 credits**—Methods of and problems related to construction of highways and buildings are covered. Examination is done of the commonly utilized resources - money, materials, equipment, personnel - and their management. Production and handling costs are discussed. Productivity, construction scheduling and construction safety are also covered briefly.

**Lecture Hours: 32    Lab Hours: 32**

**Pre/Co-requisite(s):** MAT744 or MAT122

### **CET133 Construction Methods and Resources**

**3 credits**—Methods of and problems related to construction of highways and buildings are covered. Examination is done of the commonly utilized resources - money, materials, equipment, personnel - and their management. Production and handling costs are discussed. Productivity, construction scheduling and construction safety are also covered briefly.

**Lecture Hours:** 32     **Lab Hours:** 32

**Pre/Co-requisite(s):** MAT744 or MAT122

### **CET142 PC Concrete, HMA, and Testing**

**3 credits**—This course covers types, production, and physical properties of asphalt and Portland cements, testing and selection of mineral aggregates and concrete mix designs, laboratory testing procedures of mix evaluation and quality control methods for asphalt and Portland cement concretes.

**Lecture Hours:** 32

**Prerequisite(s):** Must be in program major.

### **CET142 PC Concrete, HMA, and Testing**

**3 credits**—This course covers types, production, and physical properties of asphalt and Portland cements, testing and selection of mineral aggregates and concrete mix designs, laboratory testing procedures of mix evaluation and quality control methods for asphalt and Portland cement concretes.

**Lecture Hours:** 32

**Prerequisite(s):** Must be in program major.

### **CET160 Surveying**

**3 credits**—Surveying includes the use of surveying instruments and note-keeping for level circuits, topographic surveys, traversing, and construction surveys. Computations to determine errors, distances, azimuths, bearings, angles, areas, volumes, and topics in photogrammetry are included.

**Lecture Hours:** 16     **Lab Hours:** 32

**Prerequisite(s):** MAT744 or MAT122

### **CET160 Surveying**

**3 credits**—Surveying includes the use of surveying instruments and note-keeping for level circuits, topographic surveys, traversing, and construction surveys. Computations to determine errors, distances, azimuths, bearings, angles, areas, volumes, and topics in photogrammetry are included.

**Lecture Hours:** 16     **Lab Hours:** 32

**Prerequisite(s):** MAT744 or MAT122

### **CET182 Structural Detailing Using CAD**

**2 credits**—Structural Detailing uses mostly computer-aided drafting (CAD) and computer techniques to prepare drawings for highway structures which include structural steel, reinforced concrete and structural timber. Course includes the preparation of bar bend details, reinforcing bar lists, and quantity calculations. Topics from the Department of Transportation Specifications are covered also.

**Lecture Hours:** 16

**Prerequisite(s):** CAD105

### **CET182 Structural Detailing Using CAD**

**2 credits**—Structural Detailing uses mostly computer-aided drafting (CAD) and computer techniques to prepare drawings for highway structures which include structural steel, reinforced concrete and structural timber. Course includes the preparation of bar bend details, reinforcing bar lists, and quantity calculations. Topics from the Department of Transportation Specifications are covered also.

**Lecture Hours:** 16

**Prerequisite(s):** CAD105

### **CET213 Route Surveying/Roadway Design**

**3 credits**—Route surveying covers horizontal and vertical curves (circular, parabolic, and spiral), earthwork, and elements of safety and photogrammetric applications. Fieldwork includes surveying for a grading project and drafting the plan and profile, cross-sections, and calculating and balancing earth volumes. Roadway design incorporates the use of a computer-aided roadway design software package and includes topographic mapping, highway design, and plotting project drawings.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** CET160

### **CET213 Route Surveying/Roadway Design**

**3 credits**—Route surveying covers horizontal and vertical curves (circular, parabolic, and spiral), earthwork, and elements of safety and photogrammetric applications. Fieldwork includes surveying for a grading project and drafting the plan and profile, cross-sections, and calculating and balancing earth volumes. Roadway design incorporates the use of a computer-aided roadway design software package and includes topographic mapping, highway design, and plotting project drawings.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** CET160

### **CET223 Soils, Testing, and Foundations**

**3 credits**—Students study the origin, structure, identification, and engineering classification of soils, moisture-density relationships, standard laboratory testing procedures, compressive and shearing strength of soil and bearing capacity of soils and piling.

**Lecture Hours:** 32

**Prerequisite(s):** MAT744 or MAT122

### **CET223 Soils, Testing, and Foundations**

**3 credits**—Students study the origin, structure, identification, and engineering classification of soils, moisture-density relationships, standard laboratory testing procedures, compressive and shearing strength of soil and bearing capacity of soils and piling.

**Lecture Hours:** 32

**Prerequisite(s):** MAT744 or MAT122

### **CET233 Fundamentals of GPS and GIS**

**3 credits**—This course will introduce fundamental processes of Global Positioning Systems (GPS) including technical aspects of GPS satellites, differential corrections and hardware. The specific application for mapping and data collection will be discussed and demonstrated. Fundamental processes and applications of Geographic Information Systems(GIS) will also be introduced, including file formats, data base management, spatial analysis and manipulation of data.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** CET160

### **CET233 Fundamentals of GPS and GIS**

**3 credits**—This course will introduce fundamental processes of Global Positioning Systems (GPS) including technical aspects of GPS satellites, differential corrections and hardware. The specific application for mapping and data collection will be discussed and demonstrated. Fundamental processes and applications of Geographic Information Systems(GIS) will also be introduced, including file formats, data base management, spatial analysis and manipulation of data.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** CET160

### **CET253 Fundamentals of Construction Estimating**

**3 credits**—Students learn the fundamental principles of construction estimating. The course stresses the organization of the estimate, the procedure of estimating costs in different divisions of the project and determining the critical quantities of materials obtained from a set of plans.

**Lecture Hours:** 32     **Lab Hours:** 32

### **CET253 Fundamentals of Construction Estimating**

**3 credits**—Students learn the fundamental principles of construction estimating. The course stresses the organization of the estimate, the procedure of estimating costs in different divisions of the project and determining the critical quantities of materials obtained from a set of plans.

**Lecture Hours:** 32     **Lab Hours:** 32

### **CET256 Land Surveying**



**3 credits**—This course covers topics of the U.S. Public Land Survey System, Iowa laws regarding surveying and the preparation and recording of plats. Fieldwork is required to collect boundary measurements and field astronomy for a North azimuth. Calculations include astronomical bearings, traverse adjustment, area and partition of land. Computer drafting is used in the preparation of the plat.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** CET160

### **CET256 Land Surveying**

**3 credits**—This course covers topics of the U.S. Public Land Survey System, Iowa laws regarding surveying and the preparation and recording of plats. Fieldwork is required to collect boundary measurements and field astronomy for a North azimuth. Calculations include astronomical bearings, traverse adjustment, area and partition of land. Computer drafting is used in the preparation of the plat.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** CET160

### **CET262 Environmental Technology**

**3 credits**—Topics covered include hydraulics, hydrology, water quality, water and sewer systems, storm water control, solid and hazardous waste, and air and noise pollution.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** MAT744 or MAT122

### **CET262 Environmental Technology**

**3 credits**—Topics covered include hydraulics, hydrology, water quality, water and sewer systems, storm water control, solid and hazardous waste, and air and noise pollution.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** MAT744 or MAT122

### **CET285 Structural Steel/Reinforced Concrete Design**

**3 credits**—Structural Steel Design covers the design of beams, columns, bolted and welded connections, base and bearing plates, and tension members. Reinforced Concrete Design covers the strength and behavior of reinforced concrete in the design of such structural members as beams, slabs, walls, columns and footings.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** EGT243

### **CET285 Structural Steel/Reinforced Concrete Design**

**3 credits**—Structural Steel Design covers the design of beams, columns, bolted and welded connections, base and bearing plates, and tension members. Reinforced Concrete Design covers the strength and behavior of reinforced concrete in the design of such structural members as beams, slabs, walls, columns and footings.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** EGT243

### **CHM122 Introduction to General Chemistry**

**4 credits**—An introductory course which assumes a minimal student background in mathematics and chemistry. The course is intended to serve students in allied health programs and any student desiring an application-oriented, less theoretical approach to chemistry. The course introduces students to the practical aspects and basic concepts of chemistry including measurements, dimensional analysis, matter, energy, atoms, elements, the Periodic Chart, nuclear chemistry, chemical bonding, nomenclature, an introduction to organic chemistry, chemical quantities, formulas, gases, chemical calculations, balancing equations, solutions, acids and bases, chemical kinetics, and equilibrium. Coordinated laboratory exercises are intended to emphasize topics covered in the lecture as well as stress basic laboratory techniques. Elementary algebra is required as a prerequisite.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MAT063.

### **CHM122 Introduction to General Chemistry**

**4 credits**—An introductory course which assumes a minimal student background in mathematics and chemistry. The course is intended to serve students in allied health programs and any student desiring an application-oriented, less theoretical approach to chemistry. The course introduces students to the practical aspects and basic concepts of chemistry including measurements, dimensional analysis, matter, energy, atoms, elements, the Periodic Chart, nuclear chemistry, chemical bonding, nomenclature, an introduction to organic chemistry, chemical quantities, formulas, gases, chemical calculations, balancing equations, solutions, acids and bases, chemical kinetics, and equilibrium. Coordinated laboratory exercises are intended to emphasize topics covered in the lecture as well as stress basic laboratory techniques. Elementary algebra is required as a prerequisite.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MAT063.

### **CHM132 Introduction to Organic and Biochemistry**

**4 credits**—This lecture-laboratory course is intended primarily to serve undergraduate health-related majors such as nursing and dental hygiene as well as the general studies students seeking an integrated background in organic and biological chemistry. Students will study topics applications from a clinical, human or environmental perspective. Laboratory exercises are coordinated with the lecture topics.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** CHM122

### **CHM132 Introduction to Organic and Biochemistry**

**4 credits**—This lecture-laboratory course is intended primarily to serve undergraduate health-related majors such as nursing and dental hygiene as well as the general studies students seeking an integrated background in organic and biological chemistry. Students will

study topics applications from a clinical, human or environmental perspective. Laboratory exercises are coordinated with the lecture topics.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** CHM122

### **CHM165 General Chemistry I**

**4 credits**—This lecture and laboratory course is the first of a two-semester sequence designed specifically for students majoring in chemistry, physics, biology, or pre-engineering. It is a mathematically rigorous course that assumes the entering student has a strong background in algebra and finite mathematics. Students will learn specific-content chemical information that will be applied within the context of a variety of chemistry applications. Many of the applications that will be investigated highlight contemporary social and scientific issues. Through participation in course activities, each student should expect to improve her/his knowledge of chemistry and to develop improved qualitative and quantitative problem-solving skills. Hands-on experience with laboratory experiments will allow students to learn proper procedures, to gather meaningful data, and to draw logical and appropriate conclusions based on the laboratory data. Content will include chemical equations, stoichiometry, gases, thermochemistry, equilibrium, electronic structure of atoms, periodic trends, molecular bonding and structure, intermolecular forces, and nuclear chemistry.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT102, MAT110, or MAT156. Highly recommended that the prerequisite class be passed with a C- or better in the past 5 years.

### **CHM165 General Chemistry I**

**4 credits**—This lecture and laboratory course is the first of a two-semester sequence designed specifically for students majoring in chemistry, physics, biology, or pre-engineering. It is a mathematically rigorous course that assumes the entering student has a strong background in algebra and finite mathematics. Students will learn specific-content chemical information that will be applied within the context of a variety of chemistry applications. Many of the applications that will be investigated highlight contemporary social and scientific issues. Through participation in course activities, each student should expect to improve her/his knowledge of chemistry and to develop improved qualitative and quantitative problem-solving skills. Hands-on experience with laboratory experiments will allow students to learn proper procedures, to gather meaningful data, and to draw logical and appropriate conclusions based on the laboratory data. Content will include chemical equations, stoichiometry, gases, thermochemistry, equilibrium, electronic structure of atoms, periodic trends, molecular bonding and structure, intermolecular forces, and nuclear chemistry.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT102, MAT110, or MAT156. Highly recommended that the prerequisite class be passed with a C- or better in the past 5 years.

### **CHM175 General Chemistry II**

**4 credits**—This lecture and laboratory course is the second of a two semester sequence designed specifically for students majoring in chemistry, physics, biology or pre-engineering.

Students will have successfully completed General Chemistry I or its' equivalent. The course focuses on chemical equilibria and their applications, thermodynamics, kinetics, modern materials, electrochemistry, properties of solutions, chemistry of the representative main group and transition elements, coordination compounds, basic organic chemistry, biological chemistry, and chemistry of the environment. Specific topics are outlined under the course content. Laboratory exercises are coordinated with lecture topics where possible, and are intended to augment and support these topics.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** CHM165

### **CHM175 General Chemistry II**

**4 credits**—This lecture and laboratory course is the second of a two semester sequence designed specifically for students majoring in chemistry, physics, biology or pre-engineering. Students will have successfully completed General Chemistry I or its' equivalent. The course focuses on chemical equilibria and their applications, thermodynamics, kinetics, modern materials, electrochemistry, properties of solutions, chemistry of the representative main group and transition elements, coordination compounds, basic organic chemistry, biological chemistry, and chemistry of the environment. Specific topics are outlined under the course content. Laboratory exercises are coordinated with lecture topics where possible, and are intended to augment and support these topics.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** CHM165

### **CHM260 Organic Chemistry I**

**3 credits**—Theory and practice of organic chemistry with emphasis on the chemistry of functional groups, structure, bonding, molecular properties, reactivity and nomenclature of alkanes, alkenes, alcohols and ethers, stereochemistry, reaction mechanism, nucleophilic substitution and elimination reactions.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in CHM165 and CHM175.

### **CHM260 Organic Chemistry I**

**3 credits**—Theory and practice of organic chemistry with emphasis on the chemistry of functional groups, structure, bonding, molecular properties, reactivity and nomenclature of alkanes, alkenes, alcohols and ethers, stereochemistry, reaction mechanism, nucleophilic substitution and elimination reactions.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in CHM165 and CHM175.

### **CHM270 Organic Chemistry II**

**3 credits**—Theory and practice of organic chemistry with emphasis on nomenclature and reactivity of alkenes, alkynes, aromatics, aldehydes, ketones, carboxylic acids and their derivatives, amines, and polyfunctional compounds.

**Lecture Hours:** 48

**Prerequisite(s):** Minimum grade of C- in CHM260 or equivalent.

### **CHM270 Organic Chemistry II**

**3 credits**—Theory and practice of organic chemistry with emphasis on nomenclature and reactivity of alkenes, alkynes, aromatics, aldehydes, ketones, carboxylic acids and their derivatives, amines, and polyfunctional compounds.

**Lecture Hours:** 48

**Prerequisite(s):** Minimum grade of C- in CHM260 or equivalent.

### **CHM924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **CHM924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **CHM928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **CHM928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **CIS102 Introduction to Computers**

**2 credits**—This course introduces the basic use of the personal computer. The course includes a study of DOS (disk operating system), Windows, and word processing.

**Lecture Hours: 16    Lab Hours: 32**

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**2 credits**—This course introduces the basic use of the personal computer. The course includes a study of DOS (disk operating system), Windows, and word processing.

**Lecture Hours: 16    Lab Hours: 32**

### **CIS121 Introduction to Programming Logic**

**3 credits**—This course will introduce language independent programming logic design techniques. Students will learn techniques such as flow-charting and pseudo-code to build complete programs that can be translated into modern programming languages. Students will learn to use elements of decision making, looping, control breaks, and arrays. Language independent Object Oriented Programming will be introduced along with other advanced topics.

**Lecture Hours: 32    Lab Hours: 32**

### **CIS121 Introduction to Programming Logic**

**3 credits**—This course will introduce language independent programming logic design techniques. Students will learn techniques such as flow-charting and pseudo-code to build complete programs that can be translated into modern programming languages. Students will learn to use elements of decision making, looping, control breaks, and arrays. Language independent Object Oriented Programming will be introduced along with other advanced topics.

**Lecture Hours: 32    Lab Hours: 32**

### **CIS206 Web Scripting**

**3 credits**—This course is designed to give students experience in creating dynamic web sites. Students will use JavaScript to add interactivity to web site. Students will explore the Document Object Model as well as advanced techniques.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in CIS231 and CIS215.

### **CIS206 Web Scripting**

**3 credits**—This course is designed to give students experience in creating dynamic web sites. Students will use JavaScript to add interactivity to web site. Students will explore the Document Object Model as well as advanced techniques.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in CIS231 and CIS215.

### **CIS215 Server Side Web Programming**

**3 credits**—This course is designed to give the student the tools and the knowledge to program using the web programming language ASP.NET as a server side language. This

course goes over the syntax and usage of the language. This course will introduce the basics of web applications.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in WDV102, WDV105, and CIS121.

**Pre/Co-requisite(s):** A minimum grade of D in MAT110.

### **CIS215 Server Side Web Programming**

**3 credits**—This course is designed to give the student the tools and the knowledge to program using the web programming language ASP.NET as a server side language. This course goes over the syntax and usage of the language. This course will introduce the basics of web applications.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in WDV102, WDV105, and CIS121.

**Pre/Co-requisite(s):** A minimum grade of D in MAT110.

### **CIS217 Data Driven Web Page**

**3 credits**—This course is designed to give the student the tools and the knowledge to program a web application using PHP and MySQL. This course covers advanced topics such as administration pages for the web site for the management of the web application. This course is a continuation of CIS231 PHP Programming.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in CIS215.

### **CIS217 Data Driven Web Page**

**3 credits**—This course is designed to give the student the tools and the knowledge to program a web application using PHP and MySQL. This course covers advanced topics such as administration pages for the web site for the management of the web application. This course is a continuation of CIS231 PHP Programming.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in CIS215.

### **CIS225 Advanced Server Side Web Programming**

**3 credits**—This course will build on the skills learned from Server Side Web Programming. This course will work with advanced topics in Active Server Pages. Students will be expected to create entire web sites using information learned in this course. A practical hands-on approach will be utilized.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in CIS215.

### **CIS225 Advanced Server Side Web Programming**

**3 credits**—This course will build on the skills learned from Server Side Web Programming. This course will work with advanced topics in Active Server Pages. Students will be expected to create entire web sites using information learned in this course. A practical hands-on approach will be utilized.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in CIS215.

### **CIS231 PHP Programming**

**3 credits**—This course is designed to give the student the tools and the knowledge to program using the web programming language PHP as a server side language. This course goes over the syntax and usage of the language. This course will introduce the basics of web applications.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in WDV102, WDV105, and CIS121.

**Pre/Co-requisite(s):** A minimum grade of D in MAT110.

### **CIS231 PHP Programming**

**3 credits**—This course is designed to give the student the tools and the knowledge to program using the web programming language PHP as a server side language. This course goes over the syntax and usage of the language. This course will introduce the basics of web applications.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in WDV102, WDV105, and CIS121.

**Pre/Co-requisite(s):** A minimum grade of D in MAT110.

### **CIS234 Web Site Administration**

**3 credits**—This course is designed to introduce students to the various platforms that support the servicing web sites. Students will understand HTTP, FTP and SMTP and configure the services. Students will also host and maintain several websites on a server.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** WDV102

### **CIS234 Web Site Administration**

**3 credits**—This course is designed to introduce students to the various platforms that support the servicing web sites. Students will understand HTTP, FTP and SMTP and configure the services. Students will also host and maintain several websites on a server.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** WDV102

### **CIS249 Web Languages**



**3 credits**—This course is designed to give the student an exploration of other web languages used on the web, and learn the basics of those languages.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in CIS215 and CIS231.

### **CIS249 Web Languages**

**3 credits**—This course is designed to give the student an exploration of other web languages used on the web, and learn the basics of those languages.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in CIS215 and CIS231.

### **CIS274 E-Commerce Design**

**3 credits**—This course will introduce students to using the Internet as a medium for marketing, sales and support of a product. Students will learn how to adapt a traditional business model to an electronic model.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** CIS206

### **CIS274 E-Commerce Design**

**3 credits**—This course will introduce students to using the Internet as a medium for marketing, sales and support of a product. Students will learn how to adapt a traditional business model to an electronic model.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** CIS206

### **CIS303 Introduction to Data Base**

**3 credits**—This course will introduce students to data management using databases. Focus will be given to database models, data storage concepts, SQL and data warehousing.

**Lecture Hours: 32**

### **CIS303 Introduction to Data Base**

**3 credits**—This course will introduce students to data management using databases. Focus will be given to database models, data storage concepts, SQL and data warehousing.

**Lecture Hours: 32**

### **CIS355 Database Design and Management**

**4 credits**—This course will introduce students to data management using databases. this includes database design, normalization/optimization, relationships, security, and database management systems.

**Lecture Hours: 48    Lab Hours: 32**

### **CIS355 Database Design and Management**

**4 credits**—This course will introduce students to data management using databases. This includes database design, normalization/optimization, relationships, security, and database management systems.

**Lecture Hours:** 48    **Lab Hours:** 32

### **CIS604 Visual Basic**

**3 credits**—This class will introduce students to creating programs using the Visual Basic language. Students will gain experience in creating applications automating processes using Visual Basic.

**Lecture Hours:** 32

### **CIS604 Visual Basic**

**3 credits**—This class will introduce students to creating programs using the Visual Basic language. Students will gain experience in creating applications automating processes using Visual Basic.

**Lecture Hours:** 32

### **CIS750 Project Management**

**3 credits**—This course is designed to provide students exposure to project management and its importance to improving success in information technology projects. Topics addressed in the course will include triple constraints of project management, project life cycle, cost estimates, value management and motivation theory, and team building. Tools and techniques important to project management will also be presented, including project selection methods, work breakdowns, network diagrams, critical path analysis, and scheduling. Students will have the opportunity to utilize software to help plan and manage an information technology project.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in NET313 and a minimum grade of D in NET213.

### **CIS750 Project Management**

**3 credits**—This course is designed to provide students exposure to project management and its importance to improving success in information technology projects. Topics addressed in the course will include triple constraints of project management, project life cycle, cost estimates, value management and motivation theory, and team building. Tools and techniques important to project management will also be presented, including project selection methods, work breakdowns, network diagrams, critical path analysis, and scheduling. Students will have the opportunity to utilize software to help plan and manage an information technology project.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in NET313 and a minimum grade of D in NET213.

### **CLS130 African Cultures**

**3 credits**—This course will explore the development of Sub-Saharan African civilizations from the dawn of humanity to the issues facing the continent today. The first part of the course will look at the indigenous and colonial heritage of Africa. The second part will examine the political, economic, social, religious, environmental, and gender issues and realities facing the African today. The third part will expose students to significant African contributions and trends in prose, poetry, drama, art, music and dance.

**Lecture Hours:** 48

### **CLS130 African Cultures**

**3 credits**—This course will explore the development of Sub-Saharan African civilizations from the dawn of humanity to the issues facing the continent today. The first part of the course will look at the indigenous and colonial heritage of Africa. The second part will examine the political, economic, social, religious, environmental, and gender issues and realities facing the African today. The third part will expose students to significant African contributions and trends in prose, poetry, drama, art, music and dance.

**Lecture Hours:** 48

### **CLS141 Middle Eastern History and Culture**

**3 credits**—This interdisciplinary course will examine the history of the Middle East with particular emphasis on the period since the birth of Islam. The course will also explore the cross-cultural exchanges that ancient Middle Eastern and Islamic civilizations have engaged in with other world civilizations. Among the topics covered in this course are the foundation and development of Islam, the cultural influence and spread of Islamic civilization, the creation and politics of modern nation-states, and emergence of Islamist politics.

**Lecture Hours:** 48

### **CLS141 Middle Eastern History and Culture**

**3 credits**—This interdisciplinary course will examine the history of the Middle East with particular emphasis on the period since the birth of Islam. The course will also explore the cross-cultural exchanges that ancient Middle Eastern and Islamic civilizations have engaged in with other world civilizations. Among the topics covered in this course are the foundation and development of Islam, the cultural influence and spread of Islamic civilization, the creation and politics of modern nation-states, and emergence of Islamist politics.

**Lecture Hours:** 48

### **CLS150 Latin American History and Culture**

**3 credits**—This course will explore the development of Latin American civilization from its ancient origins to the issues facing the region today. The course will look at the indigenous and colonial heritage of the area; examine its shared cultural, literary, economic, social, and political contributions and trends; and look at the history and current issues facing the individual countries or sub-regional groupings.

**Lecture Hours:** 48

### **CLS150 Latin American History and Culture**

**3 credits**—This course will explore the development of Latin American civilization from its ancient origins to the issues facing the region today. The course will look at the indigenous

and colonial heritage of the area; examine its shared cultural, literary, economic, social, and political contributions and trends; and look at the history and current issues facing the individual countries or sub-regional groupings.

**Lecture Hours:** 48

### **CLS160 East Asian Cultures**

**3 credits**—East Asian Cultures is an interdisciplinary course that will explore the emergence of East Asian civilization, its development and diversification, and its contacts and exchanges with other world civilizations. Primary emphasis is on China. The course will explore the various historical, cultural, religious, philosophical, economic, political, social, demographic and geographic factors that make this such a diverse and dynamic civilization and will also draw comparisons between China and neighboring countries.

**Lecture Hours:** 48

### **CLS160 East Asian Cultures**

**3 credits**—East Asian Cultures is an interdisciplinary course that will explore the emergence of East Asian civilization, its development and diversification, and its contacts and exchanges with other world civilizations. Primary emphasis is on China. The course will explore the various historical, cultural, religious, philosophical, economic, political, social, demographic and geographic factors that make this such a diverse and dynamic civilization and will also draw comparisons between China and neighboring countries.

**Lecture Hours:** 48

### **CLS164 Japanese History and Culture**

**3 credits**—Japanese History and Culture is an interdisciplinary course that will explore the emergence of Japanese civilization, its development, diversification, and its contacts and exchanges with other world civilizations. The course will explore the various historical, cultural, religious, artistic, philosophical, economic, political, social, cultural, demographic, and geographic factors that make Japan such a diverse and dynamic civilization. Emphasis will be placed upon attempting to understand Japanese culture as being both unique and as intimately related to other cultures.

**Lecture Hours:** 48

### **CLS164 Japanese History and Culture**

**3 credits**—Japanese History and Culture is an interdisciplinary course that will explore the emergence of Japanese civilization, its development, diversification, and its contacts and exchanges with other world civilizations. The course will explore the various historical, cultural, religious, artistic, philosophical, economic, political, social, cultural, demographic, and geographic factors that make Japan such a diverse and dynamic civilization. Emphasis will be placed upon attempting to understand Japanese culture as being both unique and as intimately related to other cultures.

**Lecture Hours:** 48

### **CLS172 Russian Civilization**

**3 credits**—Russia's turbulent past and uncertain present will be discussed in this interdisciplinary course. It will examine the major political, economic, geographic, social,

cultural, religious, and other factors that have contributed to the development of Russian civilization. Emphasis will be placed upon understanding Russia as both a unique Eurasian civilization and a part of the global community of nations.

**Lecture Hours:** 48

### **CLS172 Russian Civilization**

**3 credits**—Russia's turbulent past and uncertain present will be discussed in this interdisciplinary course. It will examine the major political, economic, geographic, social, cultural, religious, and other factors that have contributed to the development of Russian civilization. Emphasis will be placed upon understanding Russia as both a unique Eurasian civilization and a part of the global community of nations.

**Lecture Hours:** 48

### **CLS924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **CLS924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **CLS928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics germane to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **CLS928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics germane to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **CNS104 Outdoor Recreation II**

**1 credits**—This course provides an introduction into basic outdoor recreation certifications. The course will provide a way for students to learn about boating safety, first aid, and CPR and gain certification necessary for employment. The course will provide background in the principles of Leave No Trace which are essential for wilderness camping. Additionally, the course will provide an examination of the Fish Iowa curriculum for students to share with others as they progress in their careers.

**Lecture Hours: 0    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in RDG038.

### **CNS104 Outdoor Recreation II**

**1 credits**—This course provides an introduction into basic outdoor recreation certifications. The course will provide a way for students to learn about boating safety, first aid, and CPR and gain certification necessary for employment. The course will provide background in the principles of Leave No Trace which are essential for wilderness camping. Additionally, the course will provide an examination of the Fish Iowa curriculum for students to share with others as they progress in their careers.

**Lecture Hours: 0    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in RDG038.

### **CNS107 Outdoor Recreation Techniques**

**1 credits**—This course provides an introduction into basic outdoor recreation techniques commonly utilized by naturalists and conservation professionals to help citizens gain an appreciation of their environment. Recreational techniques will include activities such as canoeing, kayaking, hiking, and backpacking.

**Lecture Hours: 0    Lab Hours: 32**

### **CNS107 Outdoor Recreation Techniques**

**1 credits**—This course provides an introduction into basic outdoor recreation techniques commonly utilized by naturalists and conservation professionals to help citizens gain an appreciation of their environment. Recreational techniques will include activities such as canoeing, kayaking, hiking, and backpacking.

**Lecture Hours: 0    Lab Hours: 32**

### **CNS108 Wildlife Identification**

**3 credits**—This course will provide information to assist in the identification of common wildlife of Iowa. Wildlife will be identified not only by physical characteristics, but by many other characteristics. Vertebrates, insects, and macroinvertebrates will be covered. Major groups of vertebrates including mammals, birds, fish, reptiles, and amphibians will be studied.

**Lecture Hours: 32    Lab Hours: 32**

### **CNS108 Wildlife Identification**

**3 credits**—This course will provide information to assist in the identification of common wildlife of Iowa. Wildlife will be identified not only by physical characteristics, but by many other characteristics. Vertebrates, insects, and macroinvertebrates will be covered. Major groups of vertebrates including mammals, birds, fish, reptiles, and amphibians will be studied.

**Lecture Hours: 32    Lab Hours: 32**

### **CNS109 Wildlife Ecology**

**3 credits**—This course focuses on the application of wildlife ecology and management techniques. It studies censuring, capture and marking of wildlife. The course includes habitat evaluation, habitat restoration, Iowa game laws, life history studies and the application of wildlife management principles as they relate to important ecological and recreational resources.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in CNS121.

### **CNS109 Wildlife Ecology**

**3 credits**—This course focuses on the application of wildlife ecology and management techniques. It studies censuring, capture and marking of wildlife. The course includes habitat evaluation, habitat restoration, Iowa game laws, life history studies and the application of wildlife management principles as they relate to important ecological and recreational resources.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in CNS121.

### **CNS110 Equipment Operation and Safety**

**2 credits**—Equipment Operation and Safety focuses on the operation, maintenance, personal protective equipment, and safety of equipment used in the natural resources field. Labs include the use of equipment ranging from small engines to equipment used for prairie restoration, timber stand improvement, aquatic management, and park management.

**Lecture Hours: 16    Lab Hours: 32**

### **CNS110 Equipment Operation and Safety**

**2 credits**—Equipment Operation and Safety focuses on the operation, maintenance, personal protective equipment, and safety of equipment used in the natural resources field. Labs include the use of equipment ranging from small engines to equipment used for prairie restoration, timber stand improvement, aquatic management, and park management.

**Lecture Hours: 16    Lab Hours: 32**

### **CNS121 Environmental Conservation**

**3 credits**—Environmental Conservation is a course that enables students to learn about their environment. Students study about natural ecosystems, interactions within ecosystems, ecological principles and their application, the impact our increasing population has on the

environment, the importance and components of a sustainable agriculture, and the environmental issues facing today's world.

**Lecture Hours:** 32    **Lab Hours:** 32

### **CNS121 Environmental Conservation**

**3 credits**—Environmental Conservation is a course that enables students to learn about their environment. Students study about natural ecosystems, interactions within ecosystems, ecological principles and their application, the impact our increasing population has on the environment, the importance and components of a sustainable agriculture, and the environmental issues facing today's world.

**Lecture Hours:** 32    **Lab Hours:** 32

### **CNS134 Wildlife Management**

**4 credits**—This course will provide a foundation in the dynamics of wildlife conservation and management. This course relates the biological concepts of wildlife populations, habitat management, management goals and applications geared toward various forms of wildlife.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CNS121.

**Co-requisite(s):** CNS106

### **CNS134 Wildlife Management**

**4 credits**—This course will provide a foundation in the dynamics of wildlife conservation and management. This course relates the biological concepts of wildlife populations, habitat management, management goals and applications geared toward various forms of wildlife.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CNS121.

**Co-requisite(s):** CNS106

### **CNS136 Aquatic Management**

**3 credits**—This course introduces aquatic conservation and management. Basic background on aquatic environments, the ecology of fish, and the characteristics of humans who utilize aquatic resources or indirectly interact with them through land- and water-use activities will be covered.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CNS121

### **CNS136 Aquatic Management**

**3 credits**—This course introduces aquatic conservation and management. Basic background on aquatic environments, the ecology of fish, and the characteristics of humans who utilize aquatic resources or indirectly interact with them through land- and water-use activities will be covered.

**Lecture Hours:** 32    **Lab Hours:** 32



**Prerequisite(s):** A minimum grade of D- in CNS121

### **CNS138 Woodland Management**

**3 credits**—This course will provide an introduction to woodland management from an ecological management perspective. Management of small properties will be emphasized.

**Lecture Hours: 32    Lab Hours: 32**

### **CNS138 Woodland Management**

**3 credits**—This course will provide an introduction to woodland management from an ecological management perspective. Management of small properties will be emphasized.

**Lecture Hours: 32    Lab Hours: 32**

### **CNS143 Fire Management**

**3 credits**—This course focuses on prescribed burns as a tool in ecosystem management. The use of fire to meet resource management objectives requires definitive and quantified knowledge of physical, biological, and ecological effects of fire on the ecosystem involved. Students will be trained in conducting prescribed burns and will participate as burn crew members.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** CNS121

### **CNS143 Fire Management**

**3 credits**—This course focuses on prescribed burns as a tool in ecosystem management. The use of fire to meet resource management objectives requires definitive and quantified knowledge of physical, biological, and ecological effects of fire on the ecosystem involved. Students will be trained in conducting prescribed burns and will participate as burn crew members.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** CNS121

### **CNS180 Principles of Interpretation**

**2 credits**—This course covers the history, objectives, forms, and techniques of interpretation in the settings of county, state, national parks, and zoos. The course will explore the principles of effective communication as they apply to natural resource fields. Conceptual principles for planning interpretive programs and use of effective communication in multi-media delivery systems in outreach campaigns to manage and conserve natural resources are discussed. This course helps students gain the technical competencies of interpretation professionals by presenting and observing nature walks, giving public presentations, creating displays, writing news releases, and taking photographs as interpretative exercises. Students will have the opportunity to complete the National Certified Interpretative Guide exam.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in CNS121.

### **CNS180 Principles of Interpretation**

**2 credits**—This course covers the history, objectives, forms, and techniques of interpretation in the settings of county, state, national parks, and zoos. The course will explore the principles of effective communication as they apply to natural resource fields. Conceptual principles for planning interpretive programs and use of effective communication in multi-media delivery systems in outreach campaigns to manage and conserve natural resources are discussed. This course helps students gain the technical competencies of interpretation professionals by presenting and observing nature walks, giving public presentations, creating displays, writing news releases, and taking photographs as interpretative exercises. Students will have the opportunity to complete the National Certified Interpretative Guide exam.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in CNS121.

### **CNS200 Conservation Biology**

**3 credits**—Conservation Biology draws together scientists and environmentalists in basic and applied studies of biodiversity. The course will examine the nature of this emerging field, and will survey basic principles of ecology with emphasis on the ecosystem concept and its central role in conservation management. The course will examine biodiversity in detail, evaluate the threats to biodiversity, and examine the processes of extinction that are leading to a biodiversity crisis. Students will be active participants in current conservation projects and will conduct studies of the biological diversity of their community.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in CNS121.

### **CNS200 Conservation Biology**

**3 credits**—Conservation Biology draws together scientists and environmentalists in basic and applied studies of biodiversity. The course will examine the nature of this emerging field, and will survey basic principles of ecology with emphasis on the ecosystem concept and its central role in conservation management. The course will examine biodiversity in detail, evaluate the threats to biodiversity, and examine the processes of extinction that are leading to a biodiversity crisis. Students will be active participants in current conservation projects and will conduct studies of the biological diversity of their community.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in CNS121.

### **CNS204 Native Vegetation**

**3 credits**—This course provides an introduction to botany, landforms of Iowa, and native plant communities. Emphasis will be on the identification of native plants and differentiation from exotic weed species.

**Lecture Hours: 32    Lab Hours: 32**

### **CNS204 Native Vegetation**

**3 credits**—This course provides an introduction to botany, landforms of Iowa, and native plant communities. Emphasis will be on the identification of native plants and differentiation from exotic weed species.

**Lecture Hours: 32    Lab Hours: 32**

### **CNS205 Advanced Outdoor Recreation Techniques**

**1 credits**—This course provides a wilderness experience to utilize advanced outdoor recreation techniques during an intense time period (over Labor Day weekend or the equivalent). Techniques utilized include hiking, backpacking, canoeing or kayaking, low impact camping, and others. This wilderness encounter is at a remote location such as the Boundary Waters, Isle Royale, etc. The focus of this experience is to gain leadership skills to guide groups of citizens on basic outdoor recreation adventures to increase their appreciation of their environment such as is done by naturalists and conservation groups by following the 18 points set by the Wilderness Education Association and Leave No Trace Principles.

**Lab Hours: 32**

**Prerequisite(s):** CNS107

### **CNS205 Advanced Outdoor Recreation Techniques**

**1 credits**—This course provides a wilderness experience to utilize advanced outdoor recreation techniques during an intense time period (over Labor Day weekend or the equivalent). Techniques utilized include hiking, backpacking, canoeing or kayaking, low impact camping, and others. This wilderness encounter is at a remote location such as the Boundary Waters, Isle Royale, etc. The focus of this experience is to gain leadership skills to guide groups of citizens on basic outdoor recreation adventures to increase their appreciation of their environment such as is done by naturalists and conservation groups by following the 18 points set by the Wilderness Education Association and Leave No Trace Principles.

**Lab Hours: 32**

**Prerequisite(s):** CNS107

### **CNS228 Natural Areas Management**

**3 credits**—This course provides a background in the restoration of native ecosystems. Restoration practices from site analysis, seed and plant selection, and planting techniques; to management by fire, mowing, and weed control are covered. Students will have practical experiences in the reconstruction and management of various ecosystems.

**Lecture Hours: 16    Lab Hours: 64**

### **CNS228 Natural Areas Management**

**3 credits**—This course provides a background in the restoration of native ecosystems. Restoration practices from site analysis, seed and plant selection, and planting techniques; to management by fire, mowing, and weed control are covered. Students will have practical experiences in the reconstruction and management of various ecosystems.

**Lecture Hours: 16    Lab Hours: 64**

### **CNS929 Individual Projects**

**1 credits**—This course provides in-depth experiences in conservation. Projects are developed in cooperation with and supervised by the instructor dealing with construction, habitat maintenance, wildlife census, habitat mapping, trail development, observation of conservation boards, etc. It includes paper describing the project from start to finish. Hours of credit depend on the scope and depth of the project.

May be taken for up to 3 credits.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in CNS121.

### **CNS929 Individual Projects**

**1 credits**—This course provides in-depth experiences in conservation. Projects are developed in cooperation with and supervised by the instructor dealing with construction, habitat maintenance, wildlife census, habitat mapping, trail development, observation of conservation boards, etc. It includes paper describing the project from start to finish. Hours of credit depend on the scope and depth of the project.

May be taken for up to 3 credits.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in CNS121.

### **COM140 Introduction to Mass Media**

**3 credits**—Introduction to Mass Media presents elements of the mass communication process with emphasis on the forms, functions, regulations, and social impact of the various media. This course helps students understand how media influence their lives.

**Lecture Hours:** 48

### **COM140 Introduction to Mass Media**

**3 credits**—Introduction to Mass Media presents elements of the mass communication process with emphasis on the forms, functions, regulations, and social impact of the various media. This course helps students understand how media influence their lives.

**Lecture Hours:** 48

### **COM143 Media Messages: Printed Page**

**1 credits**—Media Messages: Printed Page focuses on the development of skills needed to access, analyze, evaluate, and produce printed media messages by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

### **COM143 Media Messages: Printed Page**

**1 credits**—Media Messages: Printed Page focuses on the development of skills needed to access, analyze, evaluate, and produce printed media messages by examining the roles of

viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

### **COM144 Media Messages: TV and Movies**

**1 credits**—Media Messages: TV and Movies focuses on the development of skills needed to access, analyze, evaluate, and produce messages from television and film by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

### **COM144 Media Messages: TV and Movies**

**1 credits**—Media Messages: TV and Movies focuses on the development of skills needed to access, analyze, evaluate, and produce messages from television and film by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

### **COM147 Media Messages: World Wide Web**

**1 credits**—Media Messages: Examining the World Wide Web focuses on the development of skills needed to access, analyze, evaluate, and produce messages accessed through the web by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

### **COM147 Media Messages: World Wide Web**

**1 credits**—Media Messages: Examining the World Wide Web focuses on the development of skills needed to access, analyze, evaluate, and produce messages accessed through the web by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions. The combination of COM-143, COM-144, and COM-147 may equate to a 3 credit media literacy course at other institutions.

**Lecture Hours:** 16

### **COM148 Diversity and the Media**

**3 credits**—Diversity and the Media presents a historical perspective and a current analysis of various minority groups and how media depict these groups. This course helps students understand why and how stereotypical media portrayals have been produced and how the under-representation of diversified images affects their knowledge, attitudes, and behaviors toward.

**Lecture Hours:** 48

### **COM148 Diversity and the Media**

**3 credits**—Diversity and the Media presents a historical perspective and a current analysis of various minority groups and how media depict these groups. This course helps students understand why and how stereotypical media portrayals have been produced and how the under-representation of diversified images affects their knowledge, attitudes, and behaviors toward.

**Lecture Hours:** 48

### **COM155 Newspaper Production**

**3 credits**—Newspaper Production presents elements of the news reporting process with emphasis on determining newsworthiness, gathering news, writing and editing stories in journalistic style, and observing legal and ethical responsibilities in the print, broadcast, and electronic media. This course helps students explore how journalists determine what the public needs and wants to know.

**Lecture Hours:** 48

### **COM155 Newspaper Production**

**3 credits**—Newspaper Production presents elements of the news reporting process with emphasis on determining newsworthiness, gathering news, writing and editing stories in journalistic style, and observing legal and ethical responsibilities in the print, broadcast, and electronic media. This course helps students explore how journalists determine what the public needs and wants to know.

**Lecture Hours:** 48

### **COM730 Communications**

**3 credits**—This course presents elements of oral and written communications with applications to routine correspondence and oral communication situations in the work place. Students will be involved in activities that provide opportunity for the development and improvement of writing skills and oral communication skills.

**Lecture Hours:** 48

### **COM730 Communications**

**3 credits**—This course presents elements of oral and written communications with applications to routine correspondence and oral communication situations in the work place. Students will be involved in activities that provide opportunity for the development and improvement of writing skills and oral communication skills.

**Lecture Hours:** 48

### **COM763 Introduction to Professional Writing**

**3 credits**—This course provides students with an introduction to professional writing; it overviews the role of writing as an important part of many careers, as well as part of an academic discipline. This course explores the issues, theories, resources and career opportunities in professional writing, as well as the use of technology to communicate and produce documents.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** ENG105

### **COM763 Introduction to Professional Writing**

**3 credits**—This course provides students with an introduction to professional writing; it overviews the role of writing as an important part of many careers, as well as part of an academic discipline. This course explores the issues, theories, resources and career opportunities in professional writing, as well as the use of technology to communicate and produce documents.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** ENG105

### **COM781 Written Communication in the Workplace**

**3 credits**—This course focuses on composition and editing of curriculum-specific technical and business-related writing projects. Instruction includes formatting, information gathering, document drafting, editing, and written employment strategies.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ENG061.

### **COM781 Written Communication in the Workplace**

**3 credits**—This course focuses on composition and editing of curriculum-specific technical and business-related writing projects. Instruction includes formatting, information gathering, document drafting, editing, and written employment strategies.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ENG061.

### **COM924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **COM924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **CON102 Introduction to Residential Construction**

**2 credits**—Students will be introduced to basic residential construction safety, history, terminology, materials, and basic construction techniques. This course will cover basic information and develop manual skills needed to begin construction of a new home.

**Lecture Hours: 16    Lab Hours: 32**

### **CON102 Introduction to Residential Construction**

**2 credits**—Students will be introduced to basic residential construction safety, history, terminology, materials, and basic construction techniques. This course will cover basic information and develop manual skills needed to begin construction of a new home.

**Lecture Hours: 16    Lab Hours: 32**

### **CON108 Construction Safety**

**1 credits**—The Construction Safety course will provide students with the requirements and expectations required to work safely in the numerous occupations of the construction industry. The course will introduce students to the national OSHA safety standards for General Construction and upon their completion of this course will receive the OSHA 10 hour General Construction certification.

**Lecture Hours: 16**

### **CON108 Construction Safety**

**1 credits**—The Construction Safety course will provide students with the requirements and expectations required to work safely in the numerous occupations of the construction industry. The course will introduce students to the national OSHA safety standards for General Construction and upon their completion of this course will receive the OSHA 10 hour General Construction certification.

**Lecture Hours: 16**

### **CON109 Construction Safety**

**2 credits**—This course includes the 30 Hour Construction Outreach Program as outlined by the OSHA Voluntary Outreach Program. Areas of study include General Safety and Health Provisions, Occupational Health and Environmental Controls (HAZCOM), job site safety, training requirements and an overview of the 1926 Standards (OSHA rules).

**Lecture Hours: 16    Lab Hours: 32**

### **CON109 Construction Safety**

**2 credits**—This course includes the 30 Hour Construction Outreach Program as outlined by the OSHA Voluntary Outreach Program. Areas of study include General Safety and Health Provisions, Occupational Health and Environmental Controls (HAZCOM), job site safety, training requirements and an overview of the 1926 Standards (OSHA rules).

**Lecture Hours: 16    Lab Hours: 32**

### **CON113 Construction Printreading**

**2 credits**—Students examine and study typical working drawings for use in the construction of residential and light commercial projects. Areas of special attention are specifications, plan views, concrete and structural steel construction drawings and details.



**Lecture Hours:** 16    **Lab Hours:** 32

### **CON113 Construction Printreading**

**2 credits**—Students examine and study typical working drawings for use in the construction of residential and light commercial projects. Areas of special attention are specifications, plan views, concrete and structural steel construction drawings and details.

**Lecture Hours:** 16    **Lab Hours:** 32

### **CON121 Carpentry Fundamentals I**

**4 credits**—The Carpentry Fundamentals Level I course will prepare the diploma level students to take the National Center for Construction Education and Research (NCCER) Level One test. This course will serve as a review and preparation over the Level One Objectives as defined by NCCER.

**Lecture Hours:** 16    **Lab Hours:** 96

**Prerequisite(s):** CON102 and CON133

### **CON121 Carpentry Fundamentals I**

**4 credits**—The Carpentry Fundamentals Level I course will prepare the diploma level students to take the National Center for Construction Education and Research (NCCER) Level One test. This course will serve as a review and preparation over the Level One Objectives as defined by NCCER.

**Lecture Hours:** 16    **Lab Hours:** 96

**Prerequisite(s):** CON102 and CON133

### **CON124 Construction Estimating I**

**3 credits**—Students learn the fundamental principles of construction estimating. The course stresses the organization of the estimate, the procedure of estimating costs in different divisions of the project and determining the critical quantities of materials obtained from a set of plans.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** CON113 and CON135

### **CON124 Construction Estimating I**

**3 credits**—Students learn the fundamental principles of construction estimating. The course stresses the organization of the estimate, the procedure of estimating costs in different divisions of the project and determining the critical quantities of materials obtained from a set of plans.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** CON113 and CON135

### **CON125 Construction Estimating II**

**3 credits**—This course presents the skills required to organize and prepare an estimate for a construction project. Students examine the procedure and function of a preliminary estimate, the quantity take-off method and the summary sheet, all using the CSI format.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** CON124 and ARC175

### **CON125 Construction Estimating II**

**3 credits**—This course presents the skills required to organize and prepare an estimate for a construction project. Students examine the procedure and function of a preliminary estimate, the quantity take-off method and the summary sheet, all using the CSI format.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** CON124 and ARC175

### **CON129 Concrete Lab**

**2 credits**—The Concrete Lab course will provide students with hands-on experience in estimating, ordering, forming, working, and finishing concrete.

**Lab Hours: 64**

**Prerequisite(s):** CON130

### **CON129 Concrete Lab**

**2 credits**—The Concrete Lab course will provide students with hands-on experience in estimating, ordering, forming, working, and finishing concrete.

**Lab Hours: 64**

**Prerequisite(s):** CON130

### **CON130 Concrete Theory**

**1 credits**—The concrete theory course will provide students with a basic understanding of concrete, and its relationship to residential construction.

**Lecture Hours: 16**

### **CON130 Concrete Theory**

**1 credits**—The concrete theory course will provide students with a basic understanding of concrete, and its relationship to residential construction.

**Lecture Hours: 16**

### **CON131 Site Layout and Blueprint Reading**

**1 credits**—The Site Layout and Blueprint Reading course will train students to interpret and use site plans and other working drawings. Students will learn how to interpret construction symbols and building specifications. Students will develop site layouts for various projects utilizing lasers, builder's levels, and transits using site plans and other working drawings.

**Lecture Hours: 16**

### **CON131 Site Layout and Blueprint Reading**

**1 credits**—The Site Layout and Blueprint Reading course will train students to interpret and use site plans and other working drawings. Students will learn how to interpret construction symbols and building specifications. Students will develop site layouts for various projects utilizing lasers, builder's levels, and transits using site plans and other working drawings.

**Lecture Hours:** 16

### **CON133 Construction Technology Lab**

**4 credits**—The Construction Technology Laboratory course offers students the opportunity to further develop their skills with hand and power tool operations, and to devote more time to hands-on construction projects while improving their skill competencies.

**Lab Hours:** 128

### **CON133 Construction Technology Lab**

**4 credits**—The Construction Technology Laboratory course offers students the opportunity to further develop their skills with hand and power tool operations, and to devote more time to hands-on construction projects while improving their skill competencies.

**Lab Hours:** 128

### **CON135 Site Planning**

**3 credits**—Students study procedures for developing site plans for a construction project(s). Students will examine aspects of the development of a job site by considering feasibility studies, zoning requirements, site survey and design, and required permits and other pertinent information. The general outline of the Waterloo and Cedar Falls policies will be used as examples.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** Must be in program major.

### **CON135 Site Planning**

**3 credits**—Students study procedures for developing site plans for a construction project(s). Students will examine aspects of the development of a job site by considering feasibility studies, zoning requirements, site survey and design, and required permits and other pertinent information. The general outline of the Waterloo and Cedar Falls policies will be used as examples.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** Must be in program major.

### **CON146 Construction Technology Lab 2**

**3 credits**—The Construction Technology Lab 2 course will provide students with the opportunity to utilize the knowledge gained in previous construction courses with hands-on applications to construction projects. This course will reinforce construction competencies in applied mathematics, site layout, blue print reading, framing, exterior finishing, interior finishing, sustainable design, and building science.

**Lab Hours:** 96

**Prerequisite(s):** CON133

### **CON146 Construction Technology Lab 2**

**3 credits**—The Construction Technology Lab 2 course will provide students with the opportunity to utilize the knowledge gained in previous construction courses with hands-on applications to construction projects. This course will reinforce construction competencies in applied mathematics, site layout, blue print reading, framing, exterior finishing, interior finishing, sustainable design, and building science.

**Lab Hours:** 96

**Prerequisite(s):** CON133

### **CON201 Framing Techniques and Lab I**

**2 credits**—The Framing Techniques and Lab 1 course will introduce students to the methods used to layout wall lines and plates, measure and cut all required parts, and assemble a floor deck, walls, and roof/ceiling framing with an emphasis on air sealing and advanced framing techniques.

**Lecture Hours:** 16    **Lab Hours:** 32

### **CON201 Framing Techniques and Lab I**

**2 credits**—The Framing Techniques and Lab 1 course will introduce students to the methods used to layout wall lines and plates, measure and cut all required parts, and assemble a floor deck, walls, and roof/ceiling framing with an emphasis on air sealing and advanced framing techniques.

**Lecture Hours:** 16    **Lab Hours:** 32

### **CON214 Exterior Framing Systems I**

**3 credits**—This course will utilize resource efficient advanced framing methods that stress energy efficiency and sustainable design. The "Whole Systems Approach" to residential design and construction will be teamed with Universal Design principles, Optimum Value Engineering techniques, the "Building America" program, and the LEED (Leadership in Energy and Environmental Design) program.

**Lecture Hours:** 16    **Lab Hours:** 64

### **CON214 Exterior Framing Systems I**

**3 credits**—This course will utilize resource efficient advanced framing methods that stress energy efficiency and sustainable design. The "Whole Systems Approach" to residential design and construction will be teamed with Universal Design principles, Optimum Value Engineering techniques, the "Building America" program, and the LEED (Leadership in Energy and Environmental Design) program.

**Lecture Hours:** 16    **Lab Hours:** 64

### **CON217 Exterior Finishing**

**3 credits**—This course will present the various materials used for residential exterior finishes. Topics will include insulated sheathing, building wraps, drainage planes, shingles,

soffits, venting, windows, and exterior doors. Emphasis will be on sustainable construction techniques and building science principles.

**Lecture Hours:** 16    **Lab Hours:** 64

### **CON217 Exterior Finishing**

**3 credits**—This course will present the various materials used for residential exterior finishes. Topics will include insulated sheathing, building wraps, drainage planes, shingles, soffits, venting, windows, and exterior doors. Emphasis will be on sustainable construction techniques and building science principles.

**Lecture Hours:** 16    **Lab Hours:** 64

### **CON228 Methods of Interior Finishing**

**3 credits**—In the Methods of Interior Finishing course, students will discuss the theory and history of the residential interior system. The lab portion of this course will focus on gypsum wallboard installation, taping, finishing, texturing, and painting. The gypsum wallboard work will be followed by the installation of pre-hung door units, casing, base molding, custom trim, closet finishes, hardware, and cabinetry. Universal Design and a focus on indoor air quality will be stressed. Custom interior finish packages may be included.

**Lecture Hours:** 16    **Lab Hours:** 64

### **CON228 Methods of Interior Finishing**

**3 credits**—In the Methods of Interior Finishing course, students will discuss the theory and history of the residential interior system. The lab portion of this course will focus on gypsum wallboard installation, taping, finishing, texturing, and painting. The gypsum wallboard work will be followed by the installation of pre-hung door units, casing, base molding, custom trim, closet finishes, hardware, and cabinetry. Universal Design and a focus on indoor air quality will be stressed. Custom interior finish packages may be included.

**Lecture Hours:** 16    **Lab Hours:** 64

### **CON266 Construction Safety**

**3 credits**—This course includes the 30-Hour Construction Outreach Program as outlined by the OSHA Voluntary Outreach Program. Areas of study include General Safety and Health Provisions, Occupational Health and Environmental Controls (HAZCOM), job site safety, training requirements and an overview of the 1926 Standards (OSHA rules), with emphasis on developing, implementing and maintaining a comprehensive safety and health program.

**Lecture Hours:** 48

### **CON266 Construction Safety**

**3 credits**—This course includes the 30-Hour Construction Outreach Program as outlined by the OSHA Voluntary Outreach Program. Areas of study include General Safety and Health Provisions, Occupational Health and Environmental Controls (HAZCOM), job site safety, training requirements and an overview of the 1926 Standards (OSHA rules), with emphasis on developing, implementing and maintaining a comprehensive safety and health program.

**Lecture Hours:** 48

### **CON290 Construction Estimating and Project Management**

**2 credits**—The Construction Estimating and Project Management course will link construction estimating with project management and scheduling.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CON510.

### **CON290 Construction Estimating and Project Management**

**2 credits**—The Construction Estimating and Project Management course will link construction estimating with project management and scheduling.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CON510.

### **CON302 Building Science I**

**1 credits**—Students will learn building science principles and methods to determine how thermal energy transfer, air infiltration and exfiltration, internal and external air pressures, moisture migration, and durable design strategies apply to today's residential design and construction industry.

**Lecture Hours: 16**

### **CON302 Building Science I**

**1 credits**—Students will learn building science principles and methods to determine how thermal energy transfer, air infiltration and exfiltration, internal and external air pressures, moisture migration, and durable design strategies apply to today's residential design and construction industry.

**Lecture Hours: 16**

### **CON372 Technical Portfolio Design**

**2 credits**—This course provides students with the writing and research skills necessary to compile a personal portfolio documenting their prior education, occupational training and work experiences.

**Lecture Hours: 32**

**Prerequisite(s):** Must be in program major.

### **CON372 Technical Portfolio Design**

**2 credits**—This course provides students with the writing and research skills necessary to compile a personal portfolio documenting their prior education, occupational training and work experiences.

**Lecture Hours: 32**

**Prerequisite(s):** Must be in program major.

### **CON373 Technical Presentations**

**3 credits**—This course highlights essential skills and provides the opportunity for students to develop expertise in both writing for and making technical presentations.

**Lecture Hours:** 48    **Lab Hours:** 64

**Prerequisite(s):** Must be in program major.

### **CON373 Technical Presentations**

**3 credits**—This course highlights essential skills and provides the opportunity for students to develop expertise in both writing for and making technical presentations.

**Lecture Hours:** 48    **Lab Hours:** 64

**Prerequisite(s):** Must be in program major.

### **CON386 Sustainable Design**

**1 credits**—The Sustainable Design Course is an overview of the concepts and strategies involved in sustainable design and construction. The course covers the history of sustainable design, LEED categories, Build It Green, USGBC, NAHB, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Raters, LEED AP, and additional certification opportunities along with market advantages and "Greening your business."

**Lecture Hours:** 16

### **CON386 Sustainable Design**

**1 credits**—The Sustainable Design Course is an overview of the concepts and strategies involved in sustainable design and construction. The course covers the history of sustainable design, LEED categories, Build It Green, USGBC, NAHB, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Raters, LEED AP, and additional certification opportunities along with market advantages and "Greening your business."

**Lecture Hours:** 16

### **CON486 Building Science 2 (Sustainable Design)**

**1 credits**—This course builds upon concepts learned in CON 302 Building Science. Students will focus on applying advanced building science concepts to actual design applications.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in CON302.

### **CON486 Building Science 2 (Sustainable Design)**

**1 credits**—This course builds upon concepts learned in CON 302 Building Science. Students will focus on applying advanced building science concepts to actual design applications.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in CON302.

### **CON510 Construction Technology Lab 3**

**3 credits**—The Construction Technology Lab 3 course will provide students with the opportunity to utilize the knowledge they have gained in their previous construction courses with hands-on applications to construction projects. This course will require that students use their knowledge of construction codes and construction documents and computer aided drafting to provide detailed drawings adhering to the International Energy Conservation Code and Universal Design Principles.

**Lab Hours:** 96

**Prerequisite(s):** CON146

### **CON510 Construction Technology Lab 3**

**3 credits**—The Construction Technology Lab 3 course will provide students with the opportunity to utilize the knowledge they have gained in their previous construction courses with hands-on applications to construction projects. This course will require that students use their knowledge of construction codes and construction documents and computer aided drafting to provide detailed drawings adhering to the International Energy Conservation Code and Universal Design Principles.

**Lab Hours:** 96

**Prerequisite(s):** CON146

### **CON512 Construction Technology Lab 4**

**3 credits**—The Construction Technology Lab 4 course will provide students with the opportunity to utilize the knowledge they have gained in their previous construction, energy, building science, and design courses with hands-on applications to construction projects. This course will require students to use their knowledge of sustainable construction principles; adhering to the International Energy Conservation Code and Universal Design principles.

**Lab Hours:** 96

**Prerequisite(s):** CON510

### **CON512 Construction Technology Lab 4**

**3 credits**—The Construction Technology Lab 4 course will provide students with the opportunity to utilize the knowledge they have gained in their previous construction, energy, building science, and design courses with hands-on applications to construction projects. This course will require students to use their knowledge of sustainable construction principles; adhering to the International Energy Conservation Code and Universal Design principles.

**Lab Hours:** 96

**Prerequisite(s):** CON510

### **CON933 Employment Training Experience**

**4 credits**—This course provides students with opportunities to gain on-the-job experience in the construction industry. Students will gain an understanding of the qualities and skills



needed to be successful in the construction industry. Coordination and guidance will be provided by Department Instructors.

**Lecture Hours:** 0    **Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in CON102.

### **CON933 Employment Training Experience**

**4 credits**—This course provides students with opportunities to gain on-the-job experience in the construction industry. Students will gain an understanding of the qualities and skills needed to be successful in the construction industry. Coordination and guidance will be provided by Department Instructors.

**Lecture Hours:** 0    **Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in CON102.

### **CRJ100 Introduction to Criminal Justice**

**3 credits**—This course examines the day-to-day operation of criminal justice in our society. Emphasis is on the inter-relationships of the components of law enforcement, the courts, corrections, and the juvenile justice system.

**Lecture Hours:** 48

### **CRJ100 Introduction to Criminal Justice**

**3 credits**—This course examines the day-to-day operation of criminal justice in our society. Emphasis is on the inter-relationships of the components of law enforcement, the courts, corrections, and the juvenile justice system.

**Lecture Hours:** 48

### **CRJ120 Introduction to Corrections**

**3 credits**—This course will provide an introductory examination of corrections in the United States. The central theme of the course will be to critically analyze corrections as an integral part of the overall criminal justice system in America.

**Lecture Hours:** 48

### **CRJ120 Introduction to Corrections**

**3 credits**—This course will provide an introductory examination of corrections in the United States. The central theme of the course will be to critically analyze corrections as an integral part of the overall criminal justice system in America.

**Lecture Hours:** 48

### **CRJ141 Criminal Investigation**

**3 credits**—This course examines the techniques and procedures used to investigate crimes.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ141 Criminal Investigation**

**3 credits**—This course examines the techniques and procedures used to investigate crimes.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ143 Police Operations**

**3 credits**—This course examines the operational aspects of policing to include patrol theories and methods, crime response, operational skills and factors that influence police operations.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ143 Police Operations**

**3 credits**—This course examines the operational aspects of policing to include patrol theories and methods, crime response, operational skills and factors that influence police operations.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ151 Defensive Tactics**

**2 credits**—This course provides instruction on self defense and control techniques necessary for law enforcement. Emphasis is placed on physical fitness, officer safety, criminal and civil liability.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Must be in program major. A minimum grade of C in CRJ100, CRJ237, CRJ320, and CRJ285.

### **CRJ151 Defensive Tactics**

**2 credits**—This course provides instruction on self defense and control techniques necessary for law enforcement. Emphasis is placed on physical fitness, officer safety, criminal and civil liability.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Must be in program major. A minimum grade of C in CRJ100, CRJ237, CRJ320, and CRJ285.

### **CRJ200 Criminology**

**3 credits**—This course explores theories of factors that influence criminal behavior, and analyzes criminal behavior in relationship to other social problems.

**Lecture Hours:** 48

### **CRJ200 Criminology**

**3 credits**—This course explores theories of factors that influence criminal behavior, and analyzes criminal behavior in relationship to other social problems.

**Lecture Hours:** 48

### **CRJ201 Juvenile Delinquency**

**3 credits**—This course is an investigation of the social and legal definitions of juvenile delinquency and its causes. It also focuses on the administration of juvenile court, probation and parole, and assessment of present and potential prevention programs.

**Lecture Hours:** 48

### **CRJ201 Juvenile Delinquency**

**3 credits**—This course is an investigation of the social and legal definitions of juvenile delinquency and its causes. It also focuses on the administration of juvenile court, probation and parole, and assessment of present and potential prevention programs.

**Lecture Hours:** 48

### **CRJ233 Probation, Parole, Community-Based Corrections**

**3 credits**—This course examines probation and parole practices related to community-based corrections programs throughout the United States. Emphasis is placed on community-based programs for offenders, administration and legal issues of the programs, trends in probation, parole and related community-based programs.

**Lecture Hours:** 48

**Prerequisite(s):** CRJ100 and CRJ120

### **CRJ233 Probation, Parole, Community-Based Corrections**

**3 credits**—This course examines probation and parole practices related to community-based corrections programs throughout the United States. Emphasis is placed on community-based programs for offenders, administration and legal issues of the programs, trends in probation, parole and related community-based programs.

**Lecture Hours:** 48

**Prerequisite(s):** CRJ100 and CRJ120

### **CRJ234 Traffic Law**

**2 credits**—This course provides in depth examination of the State of Iowa traffic laws, and how traffic code enforcement enhances public safety.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ234 Traffic Law**

**2 credits**—This course provides in depth examination of the State of Iowa traffic laws, and how traffic code enforcement enhances public safety.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ237 Criminal and Constitutional Law**

**3 credits**—This course will review the historical development of constitutional law, the philosophy of law, and the current impact on law enforcement officials. The judicial process will be examined to better understand the societal and political influences that impact current day constitutional decisions. A review of the current constitutional protections afforded to an individual. The course will also provide an examination of the elements of common offenses and the procedural safeguards in the criminal process.

**Lecture Hours:** 48

### **CRJ237 Criminal and Constitutional Law**

**3 credits**—This course will review the historical development of constitutional law, the philosophy of law, and the current impact on law enforcement officials. The judicial process will be examined to better understand the societal and political influences that impact current day constitutional decisions. A review of the current constitutional protections afforded to an individual. The course will also provide an examination of the elements of common offenses and the procedural safeguards in the criminal process.

**Lecture Hours:** 48

### **CRJ244 Advanced Accident Investigation**

**3 credits**—This course covers the fundamentals of traffic investigation to include officer response, scene management, measurements, and report preparation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ244 Advanced Accident Investigation**

**3 credits**—This course covers the fundamentals of traffic investigation to include officer response, scene management, measurements, and report preparation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ252 Basic Firearms**

**1 credits**—This course covers the fundamentals of using a firearm with emphasis on safety, care, and proficient use of firearms to law enforcement standards.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ252 Basic Firearms**

**1 credits**—This course covers the fundamentals of using a firearm with emphasis on safety, care, and proficient use of firearms to law enforcement standards.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ254 Advanced Firearms**

**1 credits**—This course expands skills developed in Basic Firearms, and includes skill and proficiency development with shotgun and patrol rifle.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100 or CRJ252.

### **CRJ254 Advanced Firearms**

**1 credits**—This course expands skills developed in Basic Firearms, and includes skill and proficiency development with shotgun and patrol rifle.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100 or CRJ252.

### **CRJ266 Report Writing and Testifying**

**3 credits**—Report writing and courtroom testimony skills are essential to detail officer activity and enable effective case prosecution. Report writing chronologically details officer investigative activity, and documents elements of a crime. Effective courtroom testimony is vital to the prosecution and resolution of civil and criminal cases.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in ENG105 and CRJ100.

### **CRJ266 Report Writing and Testifying**

**3 credits**—Report writing and courtroom testimony skills are essential to detail officer activity and enable effective case prosecution. Report writing chronologically details officer investigative activity, and documents elements of a crime. Effective courtroom testimony is vital to the prosecution and resolution of civil and criminal cases.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in ENG105 and CRJ100.

### **CRJ282 Crime Scene Investigation**

**3 credits**—This course involves the study of techniques and procedures used to investigate various crimes and crime scenes. The student will gain fundamental skills in photography, evidence preservation, collection, and processing; and scene measurement and documentation.

**Lecture Hours:** 32      **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ282 Crime Scene Investigation**

**3 credits**—This course involves the study of techniques and procedures used to investigate various crimes and crime scenes. The student will gain fundamental skills in photography,

evidence preservation, collection, and processing; and scene measurement and documentation.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ285 Physical Conditioning for Public Services**

**2 credits**—This course prepares public safety personnel for the physical demands of public safety entrance testing and work demands.

**Lecture Hours:** 16    **Lab Hours:** 32

### **CRJ285 Physical Conditioning for Public Services**

**2 credits**—This course prepares public safety personnel for the physical demands of public safety entrance testing and work demands.

**Lecture Hours:** 16    **Lab Hours:** 32

### **CRJ315 Crisis Intervention**

**3 credits**—This course uses a criminal justice perspective to examine the methods and techniques of crisis intervention, causative factors, typologies of those involved, and psycho-social factors of crisis situations. A certificate in Mental Health First Aid is included.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100 and CRJ237.

### **CRJ315 Crisis Intervention**

**3 credits**—This course uses a criminal justice perspective to examine the methods and techniques of crisis intervention, causative factors, typologies of those involved, and psycho-social factors of crisis situations. A certificate in Mental Health First Aid is included.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100 and CRJ237.

### **CRJ316 Juvenile Justice**

**3 credits**—This course examines the juvenile justice system from a practitioner perspective. It provides operational knowledge of how law enforcement, the courts, and correctional facilities navigate the juvenile offender.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ316 Juvenile Justice**

**3 credits**—This course examines the juvenile justice system from a practitioner perspective. It provides operational knowledge of how law enforcement, the courts, and correctional facilities navigate the juvenile offender.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ317 White Collar Crime**

**3 credits**—This course examines white collar crime as a social and criminal justice problem, the costs to society, explanations for behavior, and investigative techniques.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100 and CRJ237.

### **CRJ317 White Collar Crime**

**3 credits**—This course examines white collar crime as a social and criminal justice problem, the costs to society, explanations for behavior, and investigative techniques.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100 and CRJ237.

### **CRJ318 Crime Analysis**

**3 credits**—This course enables the student to use intelligence and analytic data to identify and inform tactical, strategic, and administrative crime analysis functions.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ318 Crime Analysis**

**3 credits**—This course enables the student to use intelligence and analytic data to identify and inform tactical, strategic, and administrative crime analysis functions.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in CRJ100.

### **CRJ320 Criminal Justice Ethics**

**3 credits**—An examination of ethical issues in the criminal justice system with an emphasis on reasoning and decision making for professional competence.

**Lecture Hours:** 48

### **CRJ320 Criminal Justice Ethics**

**3 credits**—An examination of ethical issues in the criminal justice system with an emphasis on reasoning and decision making for professional competence.

**Lecture Hours:** 48

### **CRJ322 Tactical Police Operations**

**2 credits**—This course challenges student skills and decision making within scenario based learning activities.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CRJ151, CRJ254, and EMS114.

### **CRJ322 Tactical Police Operations**

**2 credits**—This course challenges student skills and decision making within scenario based learning activities.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CRJ151, CRJ254, and EMS114.

### **CRJ924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **CRJ924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **CRJ928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **CRJ928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **CRJ952 Internship**

**2 credits**—This course requires 128 hours of supervised placement with a law enforcement agency. Course eligibility requires criminal background check. Placement dependent on agency assessment of student fitness to meet hiring requirements. Instructor consent required.

**Co-op Hours: 128**



**Prerequisite(s):** Must be in program major. A minimum grade of C in CRJ100, CRJ135, CRJ143, CRJ234, CRJ237, CRJ244, CRJ282, EMS114, and CRJ151.

### **CRJ952 Internship**

**2 credits**—This course requires 128 hours of supervised placement with a law enforcement agency. Course eligibility requires criminal background check. Placement dependent on agency assessment of student fitness to meet hiring requirements. Instructor consent required.

**Co-op Hours:** 128

**Prerequisite(s):** Must be in program major. A minimum grade of C in CRJ100, CRJ135, CRJ143, CRJ234, CRJ237, CRJ244, CRJ282, EMS114, and CRJ151.

### **CRJ955 Field Observation**

**3 credits**—Student field experience in an appropriate correctional agency. Enrollment is restricted to second year students who have a minimum 2.00 CGPA and have successfully completed advisor approved courses. Placement based on approval of faculty advisor and host agency.

**Lecture Hours:** 16     **Co-op Hours:** 128

**Prerequisite(s):** CRJ110 or CRJ120

### **CRJ955 Field Observation**

**3 credits**—Student field experience in an appropriate correctional agency. Enrollment is restricted to second year students who have a minimum 2.00 CGPA and have successfully completed advisor approved courses. Placement based on approval of faculty advisor and host agency.

**Lecture Hours:** 16     **Co-op Hours:** 128

**Prerequisite(s):** CRJ110 or CRJ120

### **CRR306 Introduction to Collision Repair**

**6 credits**—In this course students receive training on the proper handling of hazardous waste and EPA issues together with technical information about specific auto body safety and health situations. Specific training is provided in tools/equipment usage, parts assembly, filler application, and straightening techniques. Students will also receive training in autobody welding.

**Lecture Hours:** 48     **Lab Hours:** 96

### **CRR306 Introduction to Collision Repair**

**6 credits**—In this course students receive training on the proper handling of hazardous waste and EPA issues together with technical information about specific auto body safety and health situations. Specific training is provided in tools/equipment usage, parts assembly, filler application, and straightening techniques. Students will also receive training in autobody welding.

**Lecture Hours:** 48     **Lab Hours:** 96

### **CRR331 Basic Collision Procedures**

**6 credits**—This course covers specific collision tool and equipment usage, panel repair and alignment, sheet metal pulling and stress relieving, mobile glass servicing, trim removal and replacement, and basic collision repair techniques. Performance tasks will require students to work in actual production style situations. Projects will include straightening collision damage and filler application, utilizing corrosion resistant undercoat/primer.

**Lecture Hours:** 48    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR306.

### **CRR331 Basic Collision Procedures**

**6 credits**—This course covers specific collision tool and equipment usage, panel repair and alignment, sheet metal pulling and stress relieving, mobile glass servicing, trim removal and replacement, and basic collision repair techniques. Performance tasks will require students to work in actual production style situations. Projects will include straightening collision damage and filler application, utilizing corrosion resistant undercoat/primer.

**Lecture Hours:** 48    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR306.

### **CRR510 Collision Production Technology**

**7 credits**—In this course, students will receive information and training in common collision repair procedures performed by production collision centers. Specific training is provided in straightening procedures for light and heavy collision damage, specialized tools and equipment, and air conditioning systems relating to collision damage.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR331.

### **CRR510 Collision Production Technology**

**7 credits**—In this course, students will receive information and training in common collision repair procedures performed by production collision centers. Specific training is provided in straightening procedures for light and heavy collision damage, specialized tools and equipment, and air conditioning systems relating to collision damage.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR331.

### **CRR657 Advanced Collision Repair**

**7 credits**—In this course, students will receive hands on experience involving high production practices used by industry collision repair technicians. Students will receive training in collision related suspension and steering systems. Additional training will be received in drive train repairs, wheel alignment, brakes, and other vehicle collision related repairs, tools, and equipment.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR510.

### **CRR657 Advanced Collision Repair**

**7 credits**—In this course, students will receive hands on experience involving high production practices used by industry collision repair technicians. Students will receive training in collision related suspension and steering systems. Additional training will be received in drive train repairs, wheel alignment, brakes, and other vehicle collision related repairs, tools, and equipment.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR510.

### **CRR740 Estimating I**

**3 credits**—This course provides instructional experience in collision handwritten estimating.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CRR836 and CRR331.

### **CRR740 Estimating I**

**3 credits**—This course provides instructional experience in collision handwritten estimating.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CRR836 and CRR331.

### **CRR750 Estimating II**

**3 credits**—Introduce students to various aspects of computerized estimating software while reinforcing repair procedures.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CRR740.

### **CRR750 Estimating II**

**3 credits**—Introduce students to various aspects of computerized estimating software while reinforcing repair procedures.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D- in CRR740.

### **CRR806 Introduction to Refinishing**

**6 credits**—Students receive training in use of sanding abrasives, refinishing products, tools and equipment, masking procedures, corrosion protection, and paint preparations. A thorough understanding of personal health and safety issues is also obtained.

**Lecture Hours:** 48    **Lab Hours:** 96

### **CRR806 Introduction to Refinishing**

**6 credits**—Students receive training in use of sanding abrasives, refinishing products, tools and equipment, masking procedures, corrosion protection, and paint preparations. A thorough understanding of personal health and safety issues is also obtained.

**Lecture Hours:** 48    **Lab Hours:** 96

### **CRR836 Refinishing II**

**6 credits**—Fundamentals of spraying automotive paints are provided in this course together with the uses and application of various types of top coat systems and color mixing/matching using computers.

**Lecture Hours:** 48    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR806.

### **CRR836 Refinishing II**

**6 credits**—Fundamentals of spraying automotive paints are provided in this course together with the uses and application of various types of top coat systems and color mixing/matching using computers.

**Lecture Hours:** 48    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR806.

### **CRR877 Refinishing Applications**

**7 credits**—This course provides training in paint repair procedures used to match and blend partial or full panel refinish repairs. Students will be exposed to various procedures used in refinishing systems. Students will also receive training in basic electrical fundamentals and basic air bag systems as they apply to collision and refinishing repairs.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR836.

### **CRR877 Refinishing Applications**

**7 credits**—This course provides training in paint repair procedures used to match and blend partial or full panel refinish repairs. Students will be exposed to various procedures used in refinishing systems. Students will also receive training in basic electrical fundamentals and basic air bag systems as they apply to collision and refinishing repairs.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR836.

### **CRR881 Refinishing Production Technology**

**7 credits**—In this course, students will receive hands on experience involving high production practices used by industry technicians. Students will be exposed to time management performance tasks involved in numerous areas of refinishing. Skill levels will be enhanced for various refinish tasks such as paint preparation, masking procedures, blending, and overall refinishing.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR877.

### **CRR881 Refinishing Production Technology**

**7 credits**—In this course, students will receive hands on experience involving high production practices used by industry technicians. Students will be exposed to time management performance tasks involved in numerous areas of refinishing. Skill levels will be enhanced for various refinish tasks such as paint preparation, masking procedures, blending, and overall refinishing.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in CRR877.

### **CSC110 Introduction to Computers**

**3 credits**—An introductory course in electronic information processing and information system management designed to provide the students with a general understanding of computer hardware and software and the facility to use this knowledge in the creation and management of useful information. Students will be given hands-on experience with operating system, word processing, database management, presentation and spreadsheet software. Exposure to and use of the Internet, including security and privacy concerns, is an integral part of the course. Basic computer literacy is expected for students entering this course.

**Lecture Hours:** 48

**Prerequisite(s):** The ability to enter data using a computer keyboard at a rate of no less than 15 words per minute on a three-minute timing. A minimum grade of C in RDG039.

### **CSC110 Introduction to Computers**

**3 credits**—An introductory course in electronic information processing and information system management designed to provide the students with a general understanding of computer hardware and software and the facility to use this knowledge in the creation and management of useful information. Students will be given hands-on experience with operating system, word processing, database management, presentation and spreadsheet software. Exposure to and use of the Internet, including security and privacy concerns, is an integral part of the course. Basic computer literacy is expected for students entering this course.

**Lecture Hours:** 48

**Prerequisite(s):** The ability to enter data using a computer keyboard at a rate of no less than 15 words per minute on a three-minute timing. A minimum grade of C in RDG039.

### **DEA103 Orientation to Dental Assist**

**2 credits**—This course introduces students to dentistry, certification, dental terminology, and legal and ethical aspects of dental practice. Concepts and procedures of preventive dentistry and oral health education are also included.

**Lecture Hours:** 32

### **DEA103 Orientation to Dental Assist**

**2 credits**—This course introduces students to dentistry, certification, dental terminology, and legal and ethical aspects of dental practice. Concepts and procedures of preventive dentistry and oral health education are also included.

**Lecture Hours:** 32

### **DEA258 Dental Anatomy**

**4 credits**—This course presents oral and dental structures, head and neck anatomy, oral embryology and histology, and the relationship of oral and dental anatomy to dental procedures and treatment. Also included is a study of basic microbiology, disease transmission and the relationship of disease processes.

**Lecture Hours:** 48    **Lab Hours:** 32

### **DEA258 Dental Anatomy**

**4 credits**—This course presents oral and dental structures, head and neck anatomy, oral embryology and histology, and the relationship of oral and dental anatomy to dental procedures and treatment. Also included is a study of basic microbiology, disease transmission and the relationship of disease processes.

**Lecture Hours:** 48    **Lab Hours:** 32

### **DEA263 Dental Science II**

**2 credits**—This course provides students with basic understanding of biomedical and dental sciences including: Oral pathology and disease processes, pharmacology and therapeutics, emergency treatment, oral hygiene, and nutrition and dietary considerations for dental patients.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO158, BIO160, and DEA103.

### **DEA263 Dental Science II**

**2 credits**—This course provides students with basic understanding of biomedical and dental sciences including: Oral pathology and disease processes, pharmacology and therapeutics, emergency treatment, oral hygiene, and nutrition and dietary considerations for dental patients.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO158, BIO160, and DEA103.

### **DEA302 Dental Radiography**

**3 credits**—This course covers the principles, properties, techniques and protective procedures involved with exposure of dental radiographs. Primary emphasis is on the development of skill proficiency in techniques of intraoral and extraoral dental radiography.

**Lecture Hours:** 32    **Lab Hours:** 32

### **DEA302 Dental Radiography**

**3 credits**—This course covers the principles, properties, techniques and protective procedures involved with exposure of dental radiographs. Primary emphasis is on the development of skill proficiency in techniques of intraoral and extraoral dental radiography.

**Lecture Hours:** 32    **Lab Hours:** 32

### **DEA412 Dental Materials I**

**3 credits**—This course provides information related to various dental materials, their composition, classification, manipulation, preparation and usage. Emphasis is given to materials commonly used in the practice of general dentistry.

**Lecture Hours: 32    Lab Hours: 32**

### **DEA412 Dental Materials I**

**3 credits**—This course provides information related to various dental materials, their composition, classification, manipulation, preparation and usage. Emphasis is given to materials commonly used in the practice of general dentistry.

**Lecture Hours: 32    Lab Hours: 32**

### **DEA417 Dental Materials II**

**2 credits**—This course is a study of restorative materials; specifically gold, porcelain, denture resin, and other metals and their usage in dentistry. Additional laboratory procedures commonly performed in dental offices are also included.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in DEA412.

### **DEA417 Dental Materials II**

**2 credits**—This course is a study of restorative materials; specifically gold, porcelain, denture resin, and other metals and their usage in dentistry. Additional laboratory procedures commonly performed in dental offices are also included.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in DEA412.

### **DEA513 Chairside Assisting I**

**4 credits**—This course is a study of basic operative and chairside assisting procedures; dental equipment, its function and maintenance; dental armamentarium, instrumentation, procedural tray setups, charting, development of clinical records, and patient screening procedures.

**Lecture Hours: 32**

### **DEA513 Chairside Assisting I**

**4 credits**—This course is a study of basic operative and chairside assisting procedures; dental equipment, its function and maintenance; dental armamentarium, instrumentation, procedural tray setups, charting, development of clinical records, and patient screening procedures.

**Lecture Hours: 32**

### **DEA514 Chairside Assisting II**

**2 credits**—This course presents instruction in additional chairside assisting procedures including intraoral functions that are legally delegable to dental assistants in Iowa. All procedures are taught to the level of laboratory competence, and some procedures are

taught to clinical competency levels. A study of patient behavior and considerations for special patients is also included.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DEA513.

### **DEA514 Chairside Assisting II**

**2 credits**—This course presents instruction in additional chairside assisting procedures including intraoral functions that are legally delegable to dental assistants in Iowa. All procedures are taught to the level of laboratory competence, and some procedures are taught to clinical competency levels. A study of patient behavior and considerations for special patients is also included.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DEA513.

### **DEA556 Assisting Clinic I**

**4 credits**—This course provides students with selected clinical experiences in those basic chairside dental assisting procedures commonly performed in a general dental office. Facilities used will be primarily the school dental clinic and private dental offices. Students will assist dentists in accomplishing necessary dental procedures for patients while rotating through the clinical areas to obtain maximum clinical exposures and experiences. All clinical procedures are performed with supervision of participating dentists and instructors.

**Lecture Hours:** 0    **Lab Hours:** 0    **Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in all Dental Assisting first semester courses and/or departmental approval. Current CPR and Health Sciences department Exposure Control program, OSHA training, and HIPAA training.

### **DEA556 Assisting Clinic I**

**4 credits**—This course provides students with selected clinical experiences in those basic chairside dental assisting procedures commonly performed in a general dental office. Facilities used will be primarily the school dental clinic and private dental offices. Students will assist dentists in accomplishing necessary dental procedures for patients while rotating through the clinical areas to obtain maximum clinical exposures and experiences. All clinical procedures are performed with supervision of participating dentists and instructors.

**Lecture Hours:** 0    **Lab Hours:** 0    **Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in all Dental Assisting first semester courses and/or departmental approval. Current CPR and Health Sciences department Exposure Control program, OSHA training, and HIPAA training.

### **DEA578 Dental Assisting Clinic II**

**5 credits**—Application of knowledge and skill as students rotate through dental offices. General and specialty practices are included in rotations.

**Lecture Hours:** 0    **Co-op Hours:** 320

**Co-requisite(s):** DEA591



### **DEA578 Dental Assisting Clinic II**

**5 credits**—Application of knowledge and skill as students rotate through dental offices. General and specialty practices are included in rotations.

**Lecture Hours:** 0    **Co-op Hours:** 320

**Co-requisite(s):** DEA591

### **DEA591 Dental Assisting Seminar**

**1 credits**—Discussion and problem-solving from clinical practice. Provides an awareness of types of office situations and discussion of clinical aspects of dental assisting and dentistry. Oral reports and weekly evaluations are required.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DEA263, DEA417, DEA514, DEA556, DEA603, and DEA702.

**Co-requisite(s):** DEA578

### **DEA591 Dental Assisting Seminar**

**1 credits**—Discussion and problem-solving from clinical practice. Provides an awareness of types of office situations and discussion of clinical aspects of dental assisting and dentistry. Oral reports and weekly evaluations are required.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DEA263, DEA417, DEA514, DEA556, DEA603, and DEA702.

**Co-requisite(s):** DEA578

### **DEA603 Dental Specialties**

**2 credits**—This course provides students with knowledge and understanding of dental procedures in the specialties of Endodontics, Oral Surgery, Prosthodontics, Pediatric Dentistry, Orthodontics and Periodontics. Students are introduced to assisting responsibilities, instrumentation, and procedures of each of these specialties. Dental Public Health and Oral Pathology, as dental specialties, will also be included.

**Lecture Hours:** 32

### **DEA603 Dental Specialties**

**2 credits**—This course provides students with knowledge and understanding of dental procedures in the specialties of Endodontics, Oral Surgery, Prosthodontics, Pediatric Dentistry, Orthodontics and Periodontics. Students are introduced to assisting responsibilities, instrumentation, and procedures of each of these specialties. Dental Public Health and Oral Pathology, as dental specialties, will also be included.

**Lecture Hours:** 32

### **DEA702 Dental Office Procedures**

**2 credits**—This course is a study of basic responsibilities of dental office receptionists. Procedures included in the course are: management of patient records, filing, completion of insurance claim forms, basic bookkeeping, banking, appointment control, recall management, inventory control, credit and collection, and employer records management. Instruction is provided in computer applications relating to these office management procedures. Also included in this course is a study of office design and office management concepts.

**Lecture Hours:** 32

### **DEA702 Dental Office Procedures**

**2 credits**—This course is a study of basic responsibilities of dental office receptionists. Procedures included in the course are: management of patient records, filing, completion of insurance claim forms, basic bookkeeping, banking, appointment control, recall management, inventory control, credit and collection, and employer records management. Instruction is provided in computer applications relating to these office management procedures. Also included in this course is a study of office design and office management concepts.

**Lecture Hours:** 32

### **DHY115 Head and Neck Anatomy for Dental Hygiene**

**2 credits**—This course familiarizes the student with the anatomy of the head and neck, oral structures. Knowledge of the anatomy of the head and neck and oral structures is an essential prerequisite of such courses as clinical dental hygiene.

**Lecture Hours:** 32

**Prerequisite(s):** Admission to Dental Hygiene program.

### **DHY115 Head and Neck Anatomy for Dental Hygiene**

**2 credits**—This course familiarizes the student with the anatomy of the head and neck, oral structures. Knowledge of the anatomy of the head and neck and oral structures is an essential prerequisite of such courses as clinical dental hygiene.

**Lecture Hours:** 32

**Prerequisite(s):** Admission to Dental Hygiene program.

### **DHY116 Tooth Morphology**

**1 credits**—This course will teach the anatomy and structure of each individual tooth crown and root. Permanent and primary dentitions will be studied with emphasis on identification, numbering systems, function, and application of instrumentation skills to each tooth surface.

**Lecture Hours:** 16

**Prerequisite(s):** Must be in program major.

### **DHY116 Tooth Morphology**

**1 credits**—This course will teach the anatomy and structure of each individual tooth crown and root. Permanent and primary dentitions will be studied with emphasis on identification, numbering systems, function, and application of instrumentation skills to each tooth surface.

**Lecture Hours:** 16

**Prerequisite(s):** Must be in program major.

### **DHY121 Oral Histology and Embryology**

**2 credits**—This course presents the anatomy of the tooth and its surrounding tissues on a microscopic level. The formation of the face before birth is studied and is followed by an examination of each part of the tooth and its surrounding structures during formation, eruption and function of both the primary and permanent dentitions.

**Lecture Hours:** 32

**Prerequisite(s):** Admission to Dental Hygiene program.

### **DHY121 Oral Histology and Embryology**

**2 credits**—This course presents the anatomy of the tooth and its surrounding tissues on a microscopic level. The formation of the face before birth is studied and is followed by an examination of each part of the tooth and its surrounding structures during formation, eruption and function of both the primary and permanent dentitions.

**Lecture Hours:** 32

**Prerequisite(s):** Admission to Dental Hygiene program.

### **DHY131 Pharmacology**

**2 credits**—This course will provide the student with an academic background in the area of pharmacology with relation to the drugs used in the dental practice. The metric system, terminology, drugs and their specific reactions will be presented.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO173 and CHM132.

### **DHY131 Pharmacology**

**2 credits**—This course will provide the student with an academic background in the area of pharmacology with relation to the drugs used in the dental practice. The metric system, terminology, drugs and their specific reactions will be presented.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in BIO173 and CHM132.

### **DHY141 General and Oral Pathology**

**3 credits**—This lecture course addresses concepts of both General and Oral Pathology. General Pathology content provides information regarding human disease and reviews major diseases of the human body, discussed by system. Oral Pathology content emphasizes pathological conditions of the head, neck and oral structures and relates this information to the Dental Hygiene Model

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in DHY121.

**Pre/Co-requisite(s):** A minimum grade of C in BIO173.

### **DHY141 General and Oral Pathology**

**3 credits**—This lecture course addresses concepts of both General and Oral Pathology. General Pathology content provides information regarding human disease and reviews major diseases of the human body, discussed by system. Oral Pathology content emphasizes pathological conditions of the head, neck and oral structures and relates this information to the Dental Hygiene Model

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in DHY121.

**Pre/Co-requisite(s):** A minimum grade of C in BIO173.

### **DHY162 Oral Radiology**

**2 credits**—Oral Radiology teaches the basic techniques of exposure of common types of dental radiographs, film processing procedures, setup and care of the darkroom, science of the x-ray beam, and operation of standard and panoramic x-ray equipment. Lifelike manikins for student practice are utilized, and emphasis is placed on radiation safety procedures for both patient and operator.

**Lecture Hours:** 16

**Prerequisite(s):** Admission to the Dental Hygiene program.

### **DHY162 Oral Radiology**

**2 credits**—Oral Radiology teaches the basic techniques of exposure of common types of dental radiographs, film processing procedures, setup and care of the darkroom, science of the x-ray beam, and operation of standard and panoramic x-ray equipment. Lifelike manikins for student practice are utilized, and emphasis is placed on radiation safety procedures for both patient and operator.

**Lecture Hours:** 16

**Prerequisite(s):** Admission to the Dental Hygiene program.

### **DHY175 Fundamentals of Clinical Dental Hygiene**

**6 credits**—This course serves as a foundation to Clinical Dental Hygiene II, III, and IV. The student will learn the skills of dental hygiene practice and client management through simulated clinical situations as well as in lecture/discussion sessions.

**Lecture Hours:** 48

**Prerequisite(s):** Admission to the Dental Hygiene program.

### **DHY175 Fundamentals of Clinical Dental Hygiene**

**6 credits**—This course serves as a foundation to Clinical Dental Hygiene II, III, and IV. The student will learn the skills of dental hygiene practice and client management through simulated clinical situations as well as in lecture/discussion sessions.

**Lecture Hours:** 48

**Prerequisite(s):** Admission to the Dental Hygiene program.

### **DHY187 Clinical Dental Hygiene II**

**3 credits**—This course is the first of three in a sequence that provides clinical experience. The student applies the Dental Hygiene Process of Care while working with actual clinic clients. The emphasis of this course is to achieve competency in basic assessment and preventative dental hygiene treatment skills.

**Clinic Hours:** 144

**Prerequisite(s):** A minimum grade of C in DHY175 and DHY162.

**Pre/Co-requisite(s):** DHY188

### **DHY187 Clinical Dental Hygiene II**

**3 credits**—This course is the first of three in a sequence that provides clinical experience. The student applies the Dental Hygiene Process of Care while working with actual clinic clients. The emphasis of this course is to achieve competency in basic assessment and preventative dental hygiene treatment skills.

**Clinic Hours:** 144

**Prerequisite(s):** A minimum grade of C in DHY175 and DHY162.

**Pre/Co-requisite(s):** DHY188

### **DHY188 Clinical Dental Hygiene II Seminar**

**1 credits**—Dental Hygiene Practicum II complements Clinical Dental Hygiene II by supplying the theory behind the Dental Hygiene Process of Care. This course also introduces the theory behind basic procedures needed to provide comprehensive dental hygiene care.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175 and DHY162.

**Pre/Co-requisite(s):** DHY187

### **DHY188 Clinical Dental Hygiene II Seminar**

**1 credits**—Dental Hygiene Practicum II complements Clinical Dental Hygiene II by supplying the theory behind the Dental Hygiene Process of Care. This course also introduces the theory behind basic procedures needed to provide comprehensive dental hygiene care.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175 and DHY162.

**Pre/Co-requisite(s):** DHY187

### **DHY210 Introduction To Periodontology**

**1 credits**—This course will provide first year students the basic concepts and fundamentals of periodontal health and disease. The student will be able to relate this knowledge to the clinical setting.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY121.

**Pre/Co-requisite(s):** DHY141

### **DHY210 Introduction To Periodontology**

**1 credits**—This course will provide first year students the basic concepts and fundamentals of periodontal health and disease. The student will be able to relate this knowledge to the clinical setting.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY121.

**Pre/Co-requisite(s):** DHY141

### **DHY211 Periodontology**

**2 credits**—An in-depth study of the healthy and diseased periodontium is covered in this course. The student will be able to relate this knowledge to the clinical setting.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY141 and DHY210.

### **DHY211 Periodontology**

**2 credits**—An in-depth study of the healthy and diseased periodontium is covered in this course. The student will be able to relate this knowledge to the clinical setting.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY141 and DHY210.

### **DHY222 Biomaterials for the Dental Hygienist**

**3 credits**—This course introduces the dental hygiene student to the materials commonly employed in the practice of dentistry and, in particular, to those materials utilized by the dental hygienist. Through lecture sessions, the makeup and properties of the various materials such as plaster and stone, impression material, amalgam and cements are presented, as well as their relationship to one another. Through laboratory experience, the student learns techniques in preparation, mixing, handling and storage of these materials.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in CHM122.

**Co-requisite(s):** A minimum grade of C in CHM132.

### **DHY222 Biomaterials for the Dental Hygienist**

**3 credits**—This course introduces the dental hygiene student to the materials commonly employed in the practice of dentistry and, in particular, to those materials utilized by the dental hygienist. Through lecture sessions, the makeup and properties of the various materials such as plaster and stone, impression material, amalgam and cements are presented, as well as their relationship to one another. Through laboratory experience, the student learns techniques in preparation, mixing, handling and storage of these materials.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in CHM122.

**Co-requisite(s):** A minimum grade of C in CHM132.

### **DHY240 Ethics and Jurisprudence**

**1 credits**—This course presents background on the theory, philosophy and ethics for dental hygiene and the profession. Legal aspects of practice are presented as well as aspects of entry into practice and job seeking skills.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175.

### **DHY240 Ethics and Jurisprudence**

**1 credits**—This course presents background on the theory, philosophy and ethics for dental hygiene and the profession. Legal aspects of practice are presented as well as aspects of entry into practice and job seeking skills.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175.

### **DHY254 Community Oral Health I**

**2 credits**—The purpose of this course is to provide the student with a background in the development and functions of federal, state and local health systems, and to prepare the student to participate in community health activities.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY188 and SOC110.

### **DHY254 Community Oral Health I**

**2 credits**—The purpose of this course is to provide the student with a background in the development and functions of federal, state and local health systems, and to prepare the student to participate in community health activities.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY188 and SOC110.

### **DHY259 Community Oral Health Service Learning Experience**

**1 credits**—This course is designed to provide the students with experience developing and evaluating community oral health programs.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY254.

### **DHY259 Community Oral Health Service Learning Experience**

**1 credits**—This course is designed to provide the students with experience developing and evaluating community oral health programs.

**Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY254.

### **DHY262 Special Needs Patient Education**

**1 credits**—This course provides basic concepts of learning for behavioral change and the care of patients with special needs.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175.

### **DHY262 Special Needs Patient Education**

**1 credits**—This course provides basic concepts of learning for behavioral change and the care of patients with special needs.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY175.

### **DHY271 Pain Control**

**2 credits**—This course provides the knowledge and skills necessary for the student to perform pain control techniques competently. The course will discuss both the content needed to perform local anesthesia and to perform nitrous oxide/oxygen administration and monitoring.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY113 and DHY185.

**Co-requisite(s):** A minimum grade of C in DHY131.

### **DHY271 Pain Control**

**2 credits**—This course provides the knowledge and skills necessary for the student to perform pain control techniques competently. The course will discuss both the content needed to perform local anesthesia and to perform nitrous oxide/oxygen administration and monitoring.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY113 and DHY185.

**Co-requisite(s):** A minimum grade of C in DHY131.

### **DHY272 Interdisciplinary Health Care**



**2 credits**—This course will use specialists in the varied health fields to make the student aware of the interrelationships between these specialties and dental hygiene. Additionally, the course promotes an understanding of the potential dental hygiene practice settings through observations made in rotation in the community.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY254 and DHY297.

### **DHY272 Interdisciplinary Health Care**

**2 credits**—This course will use specialists in the varied health fields to make the student aware of the interrelationships between these specialties and dental hygiene. Additionally, the course promotes an understanding of the potential dental hygiene practice settings through observations made in rotation in the community.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY254 and DHY297.

### **DHY297 Clinical Dental Hygiene III**

**4 credits**—This course enables the students to provide comprehensive dental hygiene care to meet the total oral health needs of each client, including referrals for treatment. Students will progressively increase their clinical abilities toward levels of proficiency required for entry level as measured by fulfillment of the clinic competencies for the semester.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in DHY187 and DHY188.

**Co-requisite(s):** DHY211 and DHY298

### **DHY297 Clinical Dental Hygiene III**

**4 credits**—This course enables the students to provide comprehensive dental hygiene care to meet the total oral health needs of each client, including referrals for treatment. Students will progressively increase their clinical abilities toward levels of proficiency required for entry level as measured by fulfillment of the clinic competencies for the semester.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in DHY187 and DHY188.

**Co-requisite(s):** DHY211 and DHY298

### **DHY298 Clinical Dental Hygiene III Seminar**

**2 credits**—This course will: Introduce adjunctive dental hygiene procedures/techniques and disease control theory along with research methodology. The course also expands on instrumentation techniques, case-based problem solving and radiographic interpretation.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY187 and DHY188.

**Co-requisite(s):** DHY271 and DHY297

### **DHY298 Clinical Dental Hygiene III Seminar**

**2 credits**—This course will: Introduce adjunctive dental hygiene procedures/techniques and disease control theory along with research methodology. The course also expands on instrumentation techniques, case-based problem solving and radiographic interpretation.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in DHY187 and DHY188.

**Co-requisite(s):** DHY271 and DHY297

### **DHY307 Clinical Dental Hygiene IV**

**4 credits**—This course is the final preparation for the students in clinical practice. When the course is completed, the student will have the proficiency and skill to maintain the ideals of the dental hygiene profession.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in DHY271, and DHY197, and DHY298.

### **DHY307 Clinical Dental Hygiene IV**

**4 credits**—This course is the final preparation for the students in clinical practice. When the course is completed, the student will have the proficiency and skill to maintain the ideals of the dental hygiene profession.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in DHY271, and DHY197, and DHY298.

### **DHY308 Clinical Dental Hygiene Seminar IV**

**1 credits**—This course will incorporate dental hygiene care with critical thinking and case studies for the students as they prepare for dental hygiene licensure.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY271, and DHY197, and DHY298.

**Co-requisite(s):** DHY307

### **DHY308 Clinical Dental Hygiene Seminar IV**

**1 credits**—This course will incorporate dental hygiene care with critical thinking and case studies for the students as they prepare for dental hygiene licensure.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in DHY271, and DHY197, and DHY298.

**Co-requisite(s):** DHY307

### **DHY901 Independent Study Clinical Dental Hygiene**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics

pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 3 credits.

**Lab Hours:** 32

### **DHY901 Independent Study Clinical Dental Hygiene**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 3 credits.

**Lab Hours:** 32

### **DHY924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **DHY924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **DHY928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **DHY928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **DRA107 Theatrical Arts and Society**

**3 credits**—This course introduces students to a literary appreciation of drama throughout history. Emphasis will be on reading, discussing, and evaluating various plays representative of their era and genre along with discussion of live theatre, film and television performances and how these kinds of dramatic narratives interrelate with societies of the past and present.

**Lecture Hours:** 48

### **DRA107 Theatrical Arts and Society**

**3 credits**—This course introduces students to a literary appreciation of drama throughout history. Emphasis will be on reading, discussing, and evaluating various plays representative of their era and genre along with discussion of live theatre, film and television performances and how these kinds of dramatic narratives interrelate with societies of the past and present.

**Lecture Hours:** 48

### **DRA110 Introduction to Film**

**3 credits**—This course introduces students to the various language systems of film, including film-making techniques, creators, genres, narratives, ideology, and film theory/criticism. Students will explore the cultural importance of cinema as art by analyzing selected movies and clips which demonstrate artistic excellence.

**Lecture Hours:** 48

### **DRA110 Introduction to Film**

**3 credits**—This course introduces students to the various language systems of film, including film-making techniques, creators, genres, narratives, ideology, and film theory/criticism. Students will explore the cultural importance of cinema as art by analyzing selected movies and clips which demonstrate artistic excellence.

**Lecture Hours:** 48

### **DRA130 Acting I**

**3 credits**—This course introduces the basic acting techniques with emphasis on concentration, movement, voice, and play analysis. Through monologue and scene work, as well as exercises, students will experience the acting process.

**Lecture Hours:** 48

### **DRA130 Acting I**

**3 credits**—This course introduces the basic acting techniques with emphasis on concentration, movement, voice, and play analysis. Through monologue and scene work, as well as exercises, students will experience the acting process.

**Lecture Hours:** 48

### **DRF110 Introduction to Technical Drafting**

**2 credits**—This course introduces the student to the drafting environment and includes basic knowledge and fundamental skills of manual drafting. Special emphasis is placed on reproducible line quality, lettering, geometric constructions and layout techniques.

**Lecture Hours:** 16    **Lab Hours:** 32

### **DRF110 Introduction to Technical Drafting**

**2 credits**—This course introduces the student to the drafting environment and includes basic knowledge and fundamental skills of manual drafting. Special emphasis is placed on reproducible line quality, lettering, geometric constructions and layout techniques.

**Lecture Hours:** 16    **Lab Hours:** 32

### **DSL312 Fundamentals of Diesel Engines, Transmissions, and Differentials**

**12 credits**—Students are introduced to diesel engine application, design, construction, theory and operating principles of diesel engines, transmissions and differentials. This course also covers diagnosis, disassembly, and assembly of diesel engines, transmission and differentials.

**Lecture Hours:** 80

### **DSL312 Fundamentals of Diesel Engines, Transmissions, and Differentials**

**12 credits**—Students are introduced to diesel engine application, design, construction, theory and operating principles of diesel engines, transmissions and differentials. This course also covers diagnosis, disassembly, and assembly of diesel engines, transmission and differentials.

**Lecture Hours:** 80

### **DSL377 Diesel Engine Rebuild**

**7 credits**—Students are introduced to diesel engine application, design, construction, theory, and operating principles. This course also covers diagnosis, disassembly, and assembly of diesel engines.

**Lecture Hours:** 80

### **DSL377 Diesel Engine Rebuild**

**7 credits**—Students are introduced to diesel engine application, design, construction, theory, and operating principles. This course also covers diagnosis, disassembly, and assembly of diesel engines.

**Lecture Hours:** 80

### **DSL447 Diesel Fuel Systems**

**7 credits**—This course focuses on diagnosis, theory and repair of mechanical and electronic fuel systems used in transportation, agriculture, and construction equipment.

**Lecture Hours:** 80

### **DSL447 Diesel Fuel Systems**

**7 credits**—This course focuses on diagnosis, theory and repair of mechanical and electronic fuel systems used in transportation, agriculture, and construction equipment.

**Lecture Hours:** 80

### **DSL807 Diesel Truck Equipment Repair**

**7 credits**—This course is designed to give students the opportunity to apply competencies previously achieved to repair and service projects. Also included is theory and operation, diagnosis, and repair of heating and air conditioning systems. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.

### **DSL807 Diesel Truck Equipment Repair**

**7 credits**—This course is designed to give students the opportunity to apply competencies previously achieved to repair and service projects. Also included is theory and operation, diagnosis, and repair of heating and air conditioning systems. Instruction will also cover use of computers for maintenance scheduling.

**Lecture Hours:** 80

**Prerequisite(s):** AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.

### **ECE103 Introduction to Early Childhood Education**

**3 credits**—Gives students a historical and philosophical foundation of the field of early childhood education. Includes an overview of assessment and trends that influence best practices. Explores careers in the field. Addresses influences of families and diversity.

**Lecture Hours:** 48

### **ECE103 Introduction to Early Childhood Education**

**3 credits**—Gives students a historical and philosophical foundation of the field of early childhood education. Includes an overview of assessment and trends that influence best practices. Explores careers in the field. Addresses influences of families and diversity.

**Lecture Hours:** 48

### **ECE120 Communication with Families**

**2 credits**—This course is designed to give students a basic understanding of good working relationships with educators, families and community resources. The value of this relationship to all parties involved is examined.

**Lecture Hours:** 32

### **ECE120 Communication with Families**

**2 credits**—This course is designed to give students a basic understanding of good working relationships with educators, families and community resources. The value of this relationship to all parties involved is examined.

**Lecture Hours:** 32

### **ECE122 Parenting Relationships**

**2 credits**—An introduction to the general subject matter of family relations. Students will study family systems and parenting in a changing society.

**Lecture Hours:** 32

### **ECE122 Parenting Relationships**

**2 credits**—An introduction to the general subject matter of family relations. Students will study family systems and parenting in a changing society.

**Lecture Hours:** 32

### **ECE125 School Age Care**

**2 credits**—This course focuses on the unique care necessary for school-age children. Criteria for organizing a positive physical environment coupled with state licensing regulations, center policies, and interactions with families are examined. Students will look at the needs of school-age children and explore methods of addressing these needs in a group care setting.

**Lecture Hours:** 32

### **ECE125 School Age Care**

**2 credits**—This course focuses on the unique care necessary for school-age children. Criteria for organizing a positive physical environment coupled with state licensing regulations, center policies, and interactions with families are examined. Students will look at the needs of school-age children and explore methods of addressing these needs in a group care setting.

**Lecture Hours:** 32

### **ECE133 Child Health, Safety, and Nutrition**

**3 credits**—Focuses on current concepts in the fields of health, safety and nutrition and their relationship to the growth and development of the young child ages birth to eight. Blends current theory with practical applications and assessments. Includes the influences of families and diversity on health, safety, and nutrition in early childhood settings.

**Lecture Hours:** 48

### **ECE133 Child Health, Safety, and Nutrition**

**3 credits**—Focuses on current concepts in the fields of health, safety and nutrition and their relationship to the growth and development of the young child ages birth to eight. Blends current theory with practical applications and assessments. Includes the influences of families and diversity on health, safety, and nutrition in early childhood settings.

**Lecture Hours:** 48

### **ECE158 Early Childhood Curriculum I**

**3 credits**—Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's development stages and developing appropriate learning opportunities, interactions and environments in the following areas: dramatic play, art, music, fine and gross motor play.

**Lecture Hours:** 48

### **ECE158 Early Childhood Curriculum I**

**3 credits**—Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's development stages and developing appropriate learning opportunities, interactions and environments in the following areas: dramatic play, art, music, fine and gross motor play.

**Lecture Hours:** 48

### **ECE159 Early Childhood Curriculum II**

**3 credits**—Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's development stages and developing appropriate learning opportunities, interactions and environments in the following areas: emergent literacy, math, science, technology and social studies.

**Lecture Hours:** 48

### **ECE159 Early Childhood Curriculum II**

**3 credits**—Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's development stages and developing appropriate learning opportunities, interactions and environments in the following areas: emergent literacy, math, science, technology and social studies.

**Lecture Hours:** 48

### **ECE170 Child Growth and Development**

**3 credits**—Reviews typical and atypical development of children from conception to adolescence in all developmental domains. Presents interactions between child, family and society within a variety of community and cultural contexts. Examines theories associated with our understanding of children.

**Lecture Hours:** 48

### **ECE170 Child Growth and Development**

**3 credits**—Reviews typical and atypical development of children from conception to adolescence in all developmental domains. Presents interactions between child, family and



society within a variety of community and cultural contexts. Examines theories associated with our understanding of children.

**Lecture Hours:** 48

### **ECE221 Infant/Toddler Care and Education**

**3 credits**—Focuses on care, education, and assessment of children from birth to thirty-six months. Prepares students to utilize developmentally appropriate practices including responsive caregiving, routines as curriculum, importance of relationships with diverse families, and a focus on the whole child in inclusive settings.

**Lecture Hours:** 48

### **ECE221 Infant/Toddler Care and Education**

**3 credits**—Focuses on care, education, and assessment of children from birth to thirty-six months. Prepares students to utilize developmentally appropriate practices including responsive caregiving, routines as curriculum, importance of relationships with diverse families, and a focus on the whole child in inclusive settings.

**Lecture Hours:** 48

### **ECE243 Early Childhood Guidance**

**3 credits**—Focuses on effective approaches and positive guidance strategies for supporting the development of all children. Emphasizes supportive interactions and developmentally appropriate environments. Uses assessment to analyze and guide behaviors. Studies impact of families and diversity on child guidance.

**Lecture Hours:** 48

### **ECE243 Early Childhood Guidance**

**3 credits**—Focuses on effective approaches and positive guidance strategies for supporting the development of all children. Emphasizes supportive interactions and developmentally appropriate environments. Uses assessment to analyze and guide behaviors. Studies impact of families and diversity on child guidance.

**Lecture Hours:** 48

### **ECE250 Advanced Curriculum Planning**

**3 credits**—This course acquaints students with center environment planning and evaluation. It addresses the role of the teacher as well as program evaluation for early childhood centers. Students also look at community resources for expanding the center environment.

**Lecture Hours:** 48

**Prerequisite(s):** EDE158 and ECE159

### **ECE250 Advanced Curriculum Planning**

**3 credits**—This course acquaints students with center environment planning and evaluation. It addresses the role of the teacher as well as program evaluation for early childhood centers. Students also look at community resources for expanding the center environment.

**Lecture Hours:** 48

**Prerequisite(s):** EDE158 and ECE159

### **ECE260 Current Topics and Issues in Child Care**

**2 credits**—National, state and local topics and issues impacting childcare are examined.

**Lecture Hours:** 32

### **ECE260 Current Topics and Issues in Child Care**

**2 credits**—National, state and local topics and issues impacting childcare are examined.

**Lecture Hours:** 32

### **ECE274 Field Experience I**

**2 credits**—Supervised experience in selected early childhood settings serving children ages birth through eight. Includes integration of theory, research, and reflective practice. Provides an understanding of developmentally appropriate practices and the developmental stages of diverse populations of young children and families. Emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning, and program routines.

**Lecture Hours:** 0    **Co-op Hours:** 128

**Prerequisite(s):** ECE221

**Co-requisite(s):** ECE994

**Pre/Co-requisite(s):** ECE158, ECE159, ECE170, and ECE243

### **ECE274 Field Experience I**

**2 credits**—Supervised experience in selected early childhood settings serving children ages birth through eight. Includes integration of theory, research, and reflective practice. Provides an understanding of developmentally appropriate practices and the developmental stages of diverse populations of young children and families. Emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning, and program routines.

**Lecture Hours:** 0    **Co-op Hours:** 128

**Prerequisite(s):** ECE221

**Co-requisite(s):** ECE994

**Pre/Co-requisite(s):** ECE158, ECE159, ECE170, and ECE243

### **ECE284 Field Experience II**

**2 credits**—The field experience provides on-the-job training, practical application of knowledge gained in the classroom, documenting observations of children, and an opportunity to participate with a child care team involved with children ages 3 through 5.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of D in ECE274 and ECE944.

**Co-requisite(s):** ECE945

### **ECE284 Field Experience II**

**2 credits**—The field experience provides on-the-job training, practical application of knowledge gained in the classroom, documenting observations of children, and an opportunity to participate with a child care team involved with children ages 3 through 5.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of D in ECE274 and ECE944.

**Co-requisite(s):** ECE945

### **ECE290 Early Childhood Program Administration**

**3 credits**—Skills in planning, implementing, and evaluating programming are introduced. Staff supervision and evaluation, in-service training and orientation, and harmonious working relationships, are other topics included in this course.

**Lecture Hours:** 48

**Prerequisite(s):** ECE158 and ECE159

### **ECE290 Early Childhood Program Administration**

**3 credits**—Skills in planning, implementing, and evaluating programming are introduced. Staff supervision and evaluation, in-service training and orientation, and harmonious working relationships, are other topics included in this course.

**Lecture Hours:** 48

**Prerequisite(s):** ECE158 and ECE159

### **ECE298 Child Development Career Strategies**

**2 credits**—Child Development Career Strategies prepares students for becoming an employee and employer in child care settings. It includes the strategies involved in seeking and securing a position in child care, along with recruiting and employing a child care worker. Included for the job seeker will be an introduction to the job search process, including resume writing, developing cover letters and the interview process. Included for the employer will be recruitment procedures, laws governing the hiring of child care employees, screening of applicants and conducting and evaluating interviews.

Enrollment limited to Early Childhood Education students.

**Lecture Hours:** 32

### **ECE298 Child Development Career Strategies**

**2 credits**—Child Development Career Strategies prepares students for becoming an employee and employer in child care settings. It includes the strategies involved in seeking and securing a position in child care, along with recruiting and employing a child care worker. Included for the job seeker will be an introduction to the job search process, including resume writing, developing cover letters and the interview process. Included for the employer will be recruitment procedures, laws governing the hiring of child care employees, screening of applicants and conducting and evaluating interviews.

Enrollment limited to Early Childhood Education students.

**Lecture Hours:** 32

### **ECE924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **ECE924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **ECE944 Field Experience Seminar I**

**1 credits**—Field Experience Seminar 1 provides support for the systemic refinement of skills necessary for a successful experience in the field. Professional relationships and behaviors, appropriate adult/child interactions, curriculum planning, and experiences in the field will be emphasized.

**Lecture Hours:** 16

**Co-requisite(s):** ECE274

### **ECE944 Field Experience Seminar I**

**1 credits**—Field Experience Seminar 1 provides support for the systemic refinement of skills necessary for a successful experience in the field. Professional relationships and behaviors, appropriate adult/child interactions, curriculum planning, and experiences in the field will be emphasized.

**Lecture Hours:** 16

**Co-requisite(s):** ECE274

### **ECE945 Field Experience Seminar II**

**1 credits**—Field Experience II Seminar provides support for the systematic refinement of the skills necessary for a successful Field Experience II experience through receiving feedback on assignments and engaging in discussions of relevant topics with instructors and peers.

**Lecture Hours:** 16

**Co-requisite(s):** ECE284

### **ECE945 Field Experience Seminar II**

**1 credits**—Field Experience II Seminar provides support for the systematic refinement of the skills necessary for a successful Field Experience II experience through receiving feedback on assignments and engaging in discussions of relevant topics with instructors and peers.

**Lecture Hours:** 16

**Co-requisite(s):** ECE284

### **ECN110 Introduction to Economics**

**3 credits**—This is a one-semester survey course covering basic economic issues and applications. The course includes such topics as supply, demand, pricing and production decisions by firms, consumer decision making, national income and output determination, unemployment and inflation, Classical and Keynesian theories, money and banking, and fiscal and monetary policies. International issues will also be discussed. (No credit given if credit earned in EC101T or EC102T.)

**Lecture Hours:** 48

### **ECN110 Introduction to Economics**

**3 credits**—This is a one-semester survey course covering basic economic issues and applications. The course includes such topics as supply, demand, pricing and production decisions by firms, consumer decision making, national income and output determination, unemployment and inflation, Classical and Keynesian theories, money and banking, and fiscal and monetary policies. International issues will also be discussed. (No credit given if credit earned in EC101T or EC102T.)

**Lecture Hours:** 48

### **ECN120 Principles of Macroeconomics**

**3 credits**—Principles of supply and demand and the price mechanism will be presented. Descriptions and interactions of the consumer, business, government, and international sectors will be studied as well as their effects on output, employment, and growth in the economy. The course includes a study of the banking system and monetary policy, fiscal policy, economic growth, differing macroeconomic viewpoints, and international issues.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **ECN120 Principles of Macroeconomics**

**3 credits**—Principles of supply and demand and the price mechanism will be presented. Descriptions and interactions of the consumer, business, government, and international sectors will be studied as well as their effects on output, employment, and growth in the economy. The course includes a study of the banking system and monetary policy, fiscal policy, economic growth, differing macroeconomic viewpoints, and international issues.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **ECN130 Principles of Microeconomics**

**3 credits**—Principles of supply and demand, elasticity, and pricing will be studied. The course includes such topics as resource allocation of firms, pricing and output decisions in different market structures, and consumer choice theory. International issues and the world economy will be integrated into the course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **ECN130 Principles of Microeconomics**

**3 credits**—Principles of supply and demand, elasticity, and pricing will be studied. The course includes such topics as resource allocation of firms, pricing and output decisions in different market structures, and consumer choice theory. International issues and the world economy will be integrated into the course.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or appropriate math placement score.

### **EDU214 Exploring PK-12 Education**

**2 credits**—This course is designed to give students the opportunity to gain insight into the teaching profession and examine what it means to be a PK-12 teacher. Students will critically evaluate teaching as their chosen or possible profession. An overview of the skills and knowledge they will need to be successful professionals will be investigated. Current and future trends in public education will be examined.

**Lecture Hours:** 32

### **EDU214 Exploring PK-12 Education**

**2 credits**—This course is designed to give students the opportunity to gain insight into the teaching profession and examine what it means to be a PK-12 teacher. Students will critically evaluate teaching as their chosen or possible profession. An overview of the skills and knowledge they will need to be successful professionals will be investigated. Current and future trends in public education will be examined.

**Lecture Hours:** 32

### **EDU216 Introduction to Teaching**

**3 credits**—The course Introduction to Teaching: The Teaching Profession is designed to help students become aware of the foundations of teaching, understand the realities of teaching, and gain insight into the process of teaching. It is provided for students who may be undecided about teaching. The course will investigate the tools and information necessary to make a rational and thoughtful choice about pursuing the teaching profession.

**Lecture Hours:** 48

### **EDU216 Introduction to Teaching**

**3 credits**—The course Introduction to Teaching: The Teaching Profession is designed to help students become aware of the foundations of teaching, understand the realities of teaching, and gain insight into the process of teaching. It is provided for students who may

be undecided about teaching. The course will investigate the tools and information necessary to make a rational and thoughtful choice about pursuing the teaching profession.

**Lecture Hours:** 48

### **EDU223 Multicultural Education**

**3 credits**—This course introduces conceptual, theoretical, and philosophical issues in Multicultural Education (MCE). Students learn instructional strategies for making their future multicultural classrooms into effective learning communities that are collaborative, inclusive, developmentally appropriate, and globally oriented.

**Lecture Hours:** 48

### **EDU223 Multicultural Education**

**3 credits**—This course introduces conceptual, theoretical, and philosophical issues in Multicultural Education (MCE). Students learn instructional strategies for making their future multicultural classrooms into effective learning communities that are collaborative, inclusive, developmentally appropriate, and globally oriented.

**Lecture Hours:** 48

### **EDU235 Children's Literature**

**3 credits**—The course is designed to present the dynamics of children's literature. It promotes the selection and evaluation of literature for children as well as how to engage young readers in a variety of literary genres. The course will emphasize literature as a key element of the reading curriculum, grades Preschool-8 and beyond. The course will be relevant to those interested in education and literacy.

**Lecture Hours:** 48

### **EDU235 Children's Literature**

**3 credits**—The course is designed to present the dynamics of children's literature. It promotes the selection and evaluation of literature for children as well as how to engage young readers in a variety of literary genres. The course will emphasize literature as a key element of the reading curriculum, grades Preschool-8 and beyond. The course will be relevant to those interested in education and literacy.

**Lecture Hours:** 48

### **EDU240 Educational Psychology**

**3 credits**—The study of learning as it relates to cognitive, affective, and psychomotor processes; personal, social and moral development; abilities and exceptionality and motivation, measurement and classroom management.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111 and PSY121

**Co-requisite(s):** EDU920

### **EDU240 Educational Psychology**

**3 credits**—The study of learning as it relates to cognitive, affective, and psychomotor processes; personal, social and moral development; abilities and exceptionality and motivation, measurement and classroom management.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111 and PSY121

**Co-requisite(s):** EDU920

### **EDU246 Including Diverse Learners**

**3 credits**—Students are introduced to the issues and practices regarding the inclusion of diverse student populations in general education settings. The needs of all students including general education, special education, and gifted will be emphasized. Strategies for adapting curriculum and the classroom will be examined. Support services that are available to teachers and students will be explored.

**Lecture Hours:** 48

### **EDU246 Including Diverse Learners**

**3 credits**—Students are introduced to the issues and practices regarding the inclusion of diverse student populations in general education settings. The needs of all students including general education, special education, and gifted will be emphasized. Strategies for adapting curriculum and the classroom will be examined. Support services that are available to teachers and students will be explored.

**Lecture Hours:** 48

### **EDU255 Technology in the Classroom**

**3 credits**—This is a basic course in the planning and practical use of technology resources to enhance and extend the learning process in the face to face classroom, hybrid and online learning. Students will be exposed to various ways of thinking about educational media and its applications in the classroom. The course is designed to provide the student with experiences that will enable them to select, arrange, utilize, and produce a variety of resources to enhance student learning through their creation of a Thematic Unit.

**Lecture Hours:** 48

**Prerequisite(s):** EDU240 or EDU235

### **EDU255 Technology in the Classroom**

**3 credits**—This is a basic course in the planning and practical use of technology resources to enhance and extend the learning process in the face to face classroom, hybrid and online learning. Students will be exposed to various ways of thinking about educational media and its applications in the classroom. The course is designed to provide the student with experiences that will enable them to select, arrange, utilize, and produce a variety of resources to enhance student learning through their creation of a Thematic Unit.

**Lecture Hours:** 48

**Prerequisite(s):** EDU240 or EDU235



### **EDU800 Exploring Math and Science Teaching**

**1 credits**—Exploring Math and Science Teaching gives the student a chance to hear from effective, successful teachers of math and science on a weekly basis. With assistance from a cooperating K-12 teacher, the student will experience an opportunity to conduct a lesson in an authentic math or science classroom in elementary settings. This class provides an opportunity to sample the world of teaching math or science. Tuition for this one credit course is refunded upon successful completion of the class through the Iowa Math And Science Education Partnership.

**Lab Hours:** 32

### **EDU800 Exploring Math and Science Teaching**

**1 credits**—Exploring Math and Science Teaching gives the student a chance to hear from effective, successful teachers of math and science on a weekly basis. With assistance from a cooperating K-12 teacher, the student will experience an opportunity to conduct a lesson in an authentic math or science classroom in elementary settings. This class provides an opportunity to sample the world of teaching math or science. Tuition for this one credit course is refunded upon successful completion of the class through the Iowa Math And Science Education Partnership.

**Lab Hours:** 32

### **EDU901 Academic Service Learning Experience**

**1 credits**—Students in this course develop and/or implement service learning projects to help the college's community including the surrounding local community under the supervision of college faculty and in cooperation with the staff of community organizations and agencies.

**Lab Hours:** 32

**Co-requisite(s):** EDU240

### **EDU901 Academic Service Learning Experience**

**1 credits**—Students in this course develop and/or implement service learning projects to help the college's community including the surrounding local community under the supervision of college faculty and in cooperation with the staff of community organizations and agencies.

**Lab Hours:** 32

**Co-requisite(s):** EDU240

### **EDU920 Field Experience**

**1 credits**—This course provides an observation and participation experience to explore duties, roles and responsibilities of teachers to the school community. This takes place in area schools under the direction and guidance of classroom teachers.

**Lab Hours:** 32

### **EDU920 Field Experience**

**1 credits**—This course provides an observation and participation experience to explore duties, roles and responsibilities of teachers to the school community. This takes place in area schools under the direction and guidance of classroom teachers.

**Lab Hours:** 32

### **EDU924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **EDU924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **EGR410 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGR410 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGR450 Computer Integrated Manufacturing**

**3 credits**—This course enhances computer modeling skills by applying principles of robotics and manufacturing automation to the creation of models of three-dimensional designs.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** EGR400

### **EGR450 Computer Integrated Manufacturing**

**3 credits**—This course enhances computer modeling skills by applying principles of robotics and manufacturing automation to the creation of models of three-dimensional designs.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** EGR400

### **EGT108 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT108 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT140 Fluid Power**

**2 credits**—This is a course of study in the basic fluid power principles and components of fluid power systems.

**Lecture Hours:** 16    **Lab Hours:** 32

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**2 credits**—This is a course of study in the basic fluid power principles and components of fluid power systems.

**Lecture Hours:** 16    **Lab Hours:** 32

### **EGT144 Fluid Power Applications**

**2 credits**—This course is a continuation study of fluid power systems and applications with particular emphasis on troubleshooting and performance evaluations.

**Lecture Hours:** 16    **Lab Hours:** 32

### **EGT144 Fluid Power Applications**

**2 credits**—This course is a continuation study of fluid power systems and applications with particular emphasis on troubleshooting and performance evaluations.

**Lecture Hours:** 16    **Lab Hours:** 32

### **EGT149 Fluid Power Systems II**

**3 credits**—This is a continued study of fluid power components, their operations, and functions in circuit application, as well as graphic circuit print reading.

**Lecture Hours:** 16    **Lab Hours:** 64

**Pre/Co-requisite(s):** EGT140

### **EGT149 Fluid Power Systems II**

**3 credits**—This is a continued study of fluid power components, their operations, and functions in circuit application, as well as graphic circuit print reading.

**Lecture Hours: 16    Lab Hours: 64**

**Pre/Co-requisite(s):** EGT140

### **EGT152 Advanced Fluid Power and Servo Systems**

**2 credits**—This course will teach the principles of electrohydraulic servo systems and how these systems are applied, installed, operated, and maintained in the field. Servo systems, transducers, valve characteristics, control and performance will be covered.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** EGT149 and EGT144

### **EGT152 Advanced Fluid Power and Servo Systems**

**2 credits**—This course will teach the principles of electrohydraulic servo systems and how these systems are applied, installed, operated, and maintained in the field. Servo systems, transducers, valve characteristics, control and performance will be covered.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** EGT149 and EGT144

### **EGT243 Statics and Strength of Materials**

**3 credits**—Statics deals with forces on structural members at rest. Topics include vector and scalar quantities, resultants of coplanar force systems, free-body diagrams, equations of equilibrium, equilibrium in force systems. Strength of materials deals with centroids and moments of inertia, the relationship between stress and strain; shear, moments and deflections in beams; columns; and welded and bolted connections.

**Lecture Hours: 16    Lab Hours: 64**

**Pre/Co-requisite(s):** A minimum grade of D- in PHY162 or PHY183.

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**3 credits**—Statics deals with forces on structural members at rest. Topics include vector and scalar quantities, resultants of coplanar force systems, free-body diagrams, equations of equilibrium, equilibrium in force systems. Strength of materials deals with centroids and moments of inertia, the relationship between stress and strain; shear, moments and deflections in beams; columns; and welded and bolted connections.

**Lecture Hours: 16    Lab Hours: 64**

**Pre/Co-requisite(s):** A minimum grade of D- in PHY162 or PHY183.

### **EGT400 Introduction to Engineering Design**

**3 credits**—This course uses a design development process while enriching technical and engineering problem-solving skills; students create and analyze models using specialized computer software (AutoCAD Inventor)

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT400 Introduction to Engineering Design**

**3 credits**—This course uses a design development process while enriching technical and engineering problem-solving skills; students create and analyze models using specialized computer software (AutoCAD Inventor)

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT410 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT410 Principles of Engineering**

**3 credits**—This course explores technology systems and manufacturing processes using the methodology of project-based engineering problem solving. Learning activities explore a variety of engineering disciplines and address the social and political consequences of technological change.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT420 Digital Electronics**

**3 credits**—This course teaches applied logic through work with electronic circuitry, which students also construct and test for functionality.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT420 Digital Electronics**

**3 credits**—This course teaches applied logic through work with electronic circuitry, which students also construct and test for functionality.

**Lecture Hours:** 16    **Lab Hours:** 64

### **EGT450 Computer Integrated Manufacturing**

**3 credits**—This course enhances computer modeling skills by applying principles of robotics and manufacturing automation to the creation of models of three-dimensional designs.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** EGT400

### **EGT450 Computer Integrated Manufacturing**

**3 credits**—This course enhances computer modeling skills by applying principles of robotics and manufacturing automation to the creation of models of three-dimensional designs.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** EGT400

### **EGT460 Civil Engineering and Architecture**

**3 credits**—This course introduces students to the interdependent fields of civil engineering and architecture; students learn project planning, site planning, and building design using specialized computer software (AutoDesk Revit).

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** EGT460

### **EGT460 Civil Engineering and Architecture**

**3 credits**—This course introduces students to the interdependent fields of civil engineering and architecture; students learn project planning, site planning, and building design using specialized computer software (AutoDesk Revit).

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** EGT460

### **EGT470 Engineering Design and Dev.**

**5 credits**—This course is a research course that requires students to formulate the solution to an open-ended engineering question. With a community mentor and skills gained in their previous courses, students create written reports on their applications, defend the reports, and submit them to a panel of outside reviewers.

**Lecture Hours: 48    Lab Hours: 80    Clinic Hours: 48**

**Prerequisite(s):** EGT410, EGT420, EGT450, or EGT460

**Pre/Co-requisite(s):** EGT400

### **EGT470 Engineering Design and Dev.**

**5 credits**—This course is a research course that requires students to formulate the solution to an open-ended engineering question. With a community mentor and skills gained in their previous courses, students create written reports on their applications, defend the reports, and submit them to a panel of outside reviewers.

**Lecture Hours: 48    Lab Hours: 80    Clinic Hours: 48**

**Prerequisite(s):** EGT410, EGT420, EGT450, or EGT460

**Pre/Co-requisite(s):** EGT400

### **ELE194 Power Generators and Transformers**

**2 credits**—The Power Generators and Transformers course will provide students with a working knowledge of how generators and transformers function. Training will cover the safety aspects of high voltage/power generators and transformers as they connect to the utility grids.

**Lecture Hours: 16    Lab Hours: 32**

### **ELE194 Power Generators and Transformers**

**2 credits**—The Power Generators and Transformers course will provide students with a working knowledge of how generators and transformers function. Training will cover the

safety aspects of high voltage/power generators and transformers as they connect to the utility grids.

**Lecture Hours:** 16    **Lab Hours:** 32

### **ELE218 Motion Control**

**2 credits**—This course is an introduction to electronic motion control system components and programming of a motion control system through a PLC.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELE218 Motion Control**

**2 credits**—This course is an introduction to electronic motion control system components and programming of a motion control system through a PLC.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT104 Electronics Drafting**

**3 credits**—An introduction to drafting fundamentals including: two-dimensional, orthographic, and sectional. Auxiliary and pictorial; electronic symbols, devices, circuitry and systems, using CAD.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in EGT108 or EGT140.

### **ELT104 Electronics Drafting**

**3 credits**—An introduction to drafting fundamentals including: two-dimensional, orthographic, and sectional. Auxiliary and pictorial; electronic symbols, devices, circuitry and systems, using CAD.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of D- in EGT108 or EGT140.

### **ELT120 Schematics for Electromechanical Techs**

**3 credits**—This course is to train factory electricians and mechanics to read most under-roof factory schematics in the food, manufacturing, warehousing, and energy production industries.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in ELT139, EGT140, ELT215, and ELT234, or instructor approval.

### **ELT120 Schematics for Electromechanical Techs**

**3 credits**—This course is to train factory electricians and mechanics to read most under-roof factory schematics in the food, manufacturing, warehousing, and energy production industries.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in ELT139, EGT140, ELT215, and ELT234, or instructor approval.

### **ELT133 Electric Motor Drives**

**2 credits**—This course is an introduction to the fundamental principles of electronic motor drive technologies. Topics to be presented will include servo-motor theory, encoders, tachometers, electronic and mechanical brakes/clutches, and closed-loop systems. Specific drives to be studied will include DC servo, AC variable-frequency, and AC servo.

**Lecture Hours:** 16    **Lab Hours:** 32

### **ELT133 Electric Motor Drives**

**2 credits**—This course is an introduction to the fundamental principles of electronic motor drive technologies. Topics to be presented will include servo-motor theory, encoders, tachometers, electronic and mechanical brakes/clutches, and closed-loop systems. Specific drives to be studied will include DC servo, AC variable-frequency, and AC servo.

**Lecture Hours:** 16    **Lab Hours:** 32

### **ELT139 Electrical Systems**

**3 credits**—Students will gain knowledge and hands-on experience in DC and AC circuits and principles, electrical measurement instruments, electrical safety, conductor sizes and types, wiring applications, wiring techniques, and troubleshooting.

**Lecture Hours:** 16    **Lab Hours:** 64

**Pre/Co-requisite(s):** MAT772

### **ELT139 Electrical Systems**

**3 credits**—Students will gain knowledge and hands-on experience in DC and AC circuits and principles, electrical measurement instruments, electrical safety, conductor sizes and types, wiring applications, wiring techniques, and troubleshooting.

**Lecture Hours:** 16    **Lab Hours:** 64

**Pre/Co-requisite(s):** MAT772

### **ELT156 Industrial Electronics**

**5 credits**—This course covers the theory and application of devices and circuits used in industrial and commercial electronics.

**Lecture Hours:** 48

### **ELT156 Industrial Electronics**

**5 credits**—This course covers the theory and application of devices and circuits used in industrial and commercial electronics.

**Lecture Hours:** 48

### **ELT192 Introduction to Computer Science**



**3 credits**—This course will introduce the student to the basic use of the personal computer. The course will include a study of DOS, Word Processing, Spreadsheet, and BASIC programming language.

**Lecture Hours: 32    Lab Hours: 32**

### **ELT192 Introduction to Computer Science**

**3 credits**—This course will introduce the student to the basic use of the personal computer. The course will include a study of DOS, Word Processing, Spreadsheet, and BASIC programming language.

**Lecture Hours: 32    Lab Hours: 32**

### **ELT215 Motors and Controls**

**2 credits**—This class stresses motor control systems, devices, circuit design and construction, and troubleshooting techniques. Specific topics will include electrical safety, lockout/tagout procedures, relays, timers, pilot devices, and solid state control technologies. Extensive laboratory exercises using industrial-grade components will enhance classroom studies.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** ELT139

### **ELT215 Motors and Controls**

**2 credits**—This class stresses motor control systems, devices, circuit design and construction, and troubleshooting techniques. Specific topics will include electrical safety, lockout/tagout procedures, relays, timers, pilot devices, and solid state control technologies. Extensive laboratory exercises using industrial-grade components will enhance classroom studies.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** ELT139

### **ELT216 DC Controls Circuits**

**2 credits**—The course is an introduction DC control components and DC control systems used in industrial applications. Both stand-alone circuits and PLC circuits are covered.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT216 DC Controls Circuits**

**2 credits**—The course is an introduction DC control components and DC control systems used in industrial applications. Both stand-alone circuits and PLC circuits are covered.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT234 PLC Programming**

**2 credits**—An introduction to the fundamental principles of programmable controller operation. Topics to be presented will include basic system configurations and hardware, relay-equivalent instructions, timers and counters, data manipulation commands, and searching/program documentation.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT139.

**Pre/Co-requisite(s):** ELT215

### **ELT234 PLC Programming**

**2 credits**—An introduction to the fundamental principles of programmable controller operation. Topics to be presented will include basic system configurations and hardware, relay-equivalent instructions, timers and counters, data manipulation commands, and searching/program documentation.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT139.

**Pre/Co-requisite(s):** ELT215

### **ELT239 Advanced Electrical Systems**

**3 credits**—This class stresses electrical distribution systems, electrical transformers, AC and DC motor theory, operation and repair, motor testing and sizing procedures, manual and magnetic starters, and motor overload protection. Specific topics will include types of electrical distribution systems, transformer theory and operation, electrical safety related to motor systems, lockout/ tagout techniques, use of motor testing devices, and construction, sizing, and installation of motor overload devices. Extensive laboratory exercises will enhance classroom studies.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT239 Advanced Electrical Systems**

**3 credits**—This class stresses electrical distribution systems, electrical transformers, AC and DC motor theory, operation and repair, motor testing and sizing procedures, manual and magnetic starters, and motor overload protection. Specific topics will include types of electrical distribution systems, transformer theory and operation, electrical safety related to motor systems, lockout/ tagout techniques, use of motor testing devices, and construction, sizing, and installation of motor overload devices. Extensive laboratory exercises will enhance classroom studies.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT240 PLCs II**

**2 credits**—As modern manufacturing becomes more computer-control oriented the industrial programmable controller plays an increasingly important role. In this course the learner will study advanced programming commands, sequencers, file moves, arithmetic

functions, and data communications; advanced PLC architectures; as well as interfacing, troubleshooting, and applications.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT234.

### **ELT240 PLCs II**

**2 credits**—As modern manufacturing becomes more computer-control oriented the industrial programmable controller plays an increasingly important role. In this course the learner will study advanced programming commands, sequencers, file moves, arithmetic functions, and data communications; advanced PLC architectures; as well as interfacing, troubleshooting, and applications.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in ELT234.

### **ELT245 PLCs III**

**2 credits**—An introduction to the programmable controller operation using Siemens PLC systems. Topics to be presented will include system configurations and hardware, relay-equivalent instructions and timers and counters for ladder logic programming, and function block diagram programming concepts.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT245 PLCs III**

**2 credits**—An introduction to the programmable controller operation using Siemens PLC systems. Topics to be presented will include system configurations and hardware, relay-equivalent instructions and timers and counters for ladder logic programming, and function block diagram programming concepts.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT290 DC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to direct current circuits. This course assumes no previous knowledge of electricity or electronics. An understanding of algebra is required.

**Lecture Hours:** 32    **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D- in MAT504.

### **ELT290 DC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to direct current circuits. This course assumes no previous knowledge of electricity or electronics. An understanding of algebra is required.

**Lecture Hours:** 32    **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D- in MAT504.

### **ELT291 AC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to alternating current circuits. This course is a continuation of the DC Electricity course. An understanding of algebra is required.

**Lecture Hours:** 32    **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D- in ELT290 or MAT504.

### **ELT291 AC Electricity**

**4 credits**—This course presents basic concepts of electricity and electronics and the application of these concepts to alternating current circuits. This course is a continuation of the DC Electricity course. An understanding of algebra is required.

**Lecture Hours:** 32    **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D- in ELT290 or MAT504.

### **ELT311 Digital Circuits and Systems**

**4 credits**—This course provides students with knowledge and understanding of digital logic circuit design and operation using integrated circuits. Studies include combinatorial logic circuits, flip-flops, arithmetic circuits, counters and registers, and logic families, with introduction of hardware and software of microcontrollers.

**Lecture Hours:** 32

**Prerequisite(s):** MAT514

**Pre/Co-requisite(s):** ELT526

### **ELT311 Digital Circuits and Systems**

**4 credits**—This course provides students with knowledge and understanding of digital logic circuit design and operation using integrated circuits. Studies include combinatorial logic circuits, flip-flops, arithmetic circuits, counters and registers, and logic families, with introduction of hardware and software of microcontrollers.

**Lecture Hours:** 32

**Prerequisite(s):** MAT514

**Pre/Co-requisite(s):** ELT526

### **ELT315 Digital Logic for Industrial Applications**

**2 credits**—This course provides students with knowledge and understanding of digital logic functions in industrial applications. Topics of study include combinatorial logic circuits, flip-flops, counters, registers and semiconductor memory devices.

**Lecture Hours:** 16

**Co-requisite(s):** A minimum grade of C- in ELT139.

### **ELT315 Digital Logic for Industrial Applications**

**2 credits**—This course provides students with knowledge and understanding of digital logic functions in industrial applications. Topics of study include combinational logic circuits, flip-flops, counters, registers and semiconductor memory devices.

**Lecture Hours:** 16

**Co-requisite(s):** A minimum grade of C- in ELT139.

### **ELT320 Electronic Devices**

**5 credits**—This course is an introduction to electronic devices and their uses. This course provides the foundation for advanced courses in electronics circuit and systems by teaching the operating characteristics of electronic devices and circuit design using those devices.

**Lecture Hours:** 48    **Lab Hours:** 80    **Clinic Hours:** 48

**Prerequisite(s):** ELT291

**Pre/Co-requisite(s):** MAT514

### **ELT320 Electronic Devices**

**5 credits**—This course is an introduction to electronic devices and their uses. This course provides the foundation for advanced courses in electronics circuit and systems by teaching the operating characteristics of electronic devices and circuit design using those devices.

**Lecture Hours:** 48    **Lab Hours:** 80    **Clinic Hours:** 48

**Prerequisite(s):** ELT291

**Pre/Co-requisite(s):** MAT514

### **ELT321 Operational Amplifiers**

**3 credits**—This course is an introduction to operational amplifiers and their uses. This course provides the foundation for advanced courses in electronics circuit and systems by teaching the operating characteristics of operational amplifiers and circuit design using those devices.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** ELT291

**Pre/Co-requisite(s):** MAT514

### **ELT321 Operational Amplifiers**

**3 credits**—This course is an introduction to operational amplifiers and their uses. This course provides the foundation for advanced courses in electronics circuit and systems by teaching the operating characteristics of operational amplifiers and circuit design using those devices.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** ELT291

**Pre/Co-requisite(s):** MAT514

### **ELT403 Visual Basic**

**3 credits**—This course introduces students to Visual Basic programming languages. The objective of this course is to provide students with the understanding of high level programming languages and programming techniques used in problem solving.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in ELT600.

### **ELT403 Visual Basic**

**3 credits**—This course introduces students to Visual Basic programming languages. The objective of this course is to provide students with the understanding of high level programming languages and programming techniques used in problem solving.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in ELT600.

### **ELT415 Communication Circuits I**

**5 credits**—This course is an introduction to communication circuits, with an in depth study of A.M. and F.M. transceiver theory.

**Lecture Hours: 16    Lab Hours: 128**

**Prerequisite(s):** A minimum grade of D- in ELT320.

### **ELT415 Communication Circuits I**

**5 credits**—This course is an introduction to communication circuits, with an in depth study of A.M. and F.M. transceiver theory.

**Lecture Hours: 16    Lab Hours: 128**

**Prerequisite(s):** A minimum grade of D- in ELT320.

### **ELT416 Communication Circuits II**

**5 credits**—This course is continuation of Communication Circuits I. This course includes the study of frequency synthesis, transmission line theory, digital communication techniques, antennas and microwave devices.

**Lecture Hours: 48**

**Prerequisite(s):** ELT415

### **ELT416 Communication Circuits II**

**5 credits**—This course is continuation of Communication Circuits I. This course includes the study of frequency synthesis, transmission line theory, digital communication techniques, antennas and microwave devices.

**Lecture Hours: 48**

**Prerequisite(s):** ELT415

### **ELT417 Computer Systems**

**3 credits**—This course provides the students with the understanding of personal computer hardware systems and administration of various computer operating systems. Also microcomputer troubleshooting and maintenance is covered.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in EGT108, EGT410, ELT469, or EGT420.

### **ELT417 Computer Systems**

**3 credits**—This course provides the students with the understanding of personal computer hardware systems and administration of various computer operating systems. Also microcomputer troubleshooting and maintenance is covered.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in EGT108, EGT410, ELT469, or EGT420.

### **ELT444 Industrial Networking**

**2 credits**—This course introduces the student to networking industrial equipment such as PLC's, Variable Frequency Drives, control components and computers. Industry-standard connectivity is covered and actual networks are set up.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C- in ELT234.

### **ELT444 Industrial Networking**

**2 credits**—This course introduces the student to networking industrial equipment such as PLC's, Variable Frequency Drives, control components and computers. Industry-standard connectivity is covered and actual networks are set up.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C- in ELT234.

### **ELT469 Digital Circuits and Systems**

**5 credits**—This course provides students with knowledge and understanding of digital logic circuit design and operation using integrated circuits. Some topics included are combinatorial logic circuits, flip-flops, arithmetic circuits, counters, registers, and logic families, with an introduction to hardware and applied C programming of Microcontrollers.

**Lecture Hours: 32    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D- in ELT320 and ELT600.

### **ELT469 Digital Circuits and Systems**

**5 credits**—This course provides students with knowledge and understanding of digital logic circuit design and operation using integrated circuits. Some topics included are combinatorial logic circuits, flip-flops, arithmetic circuits, counters, registers, and logic families, with an introduction to hardware and applied C programming of Microcontrollers.

**Lecture Hours: 32    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D- in ELT320 and ELT600.

### **ELT494 Data Acquisition Systems**

**5 credits**—This course includes signal conditioning, transducer characteristics, microcontroller input/output and interfacing using C programming language and applications.

**Lecture Hours: 32    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D- in ELT600.

### **ELT494 Data Acquisition Systems**

**5 credits**—This course includes signal conditioning, transducer characteristics, microcontroller input/output and interfacing using C programming language and applications.

**Lecture Hours: 32    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D- in ELT600.

### **ELT497 Communication Circuits II**

**6 credits**—This course is continuation of Communication Circuits I. The course also includes the study of microwave communications.

**Lecture Hours: 48    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D- in ELT415.

### **ELT497 Communication Circuits II**

**6 credits**—This course is continuation of Communication Circuits I. The course also includes the study of microwave communications.

**Lecture Hours: 48    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D- in ELT415.

### **ELT532 Semiconductors for Industrial Applications**

**2 credits**—This course provides an introduction to electronic devices and their uses. Applications of semiconductors in power electronics circuits for control are covered. This course provides the foundation for advanced courses in electronics systems.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT532 Semiconductors for Industrial Applications**

**2 credits**—This course provides an introduction to electronic devices and their uses. Applications of semiconductors in power electronics circuits for control are covered. This course provides the foundation for advanced courses in electronics systems.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT600 Applied Computer Programming**



**3 credits**—This course introduces students to Visual C and LabView programming languages. The objective of this course is to provide students with the understanding of high level programming languages and programming techniques used in problem solving.

**Lecture Hours:** 32

**Prerequisite(s):** EGT108 or EGT410

### **ELT600 Applied Computer Programming**

**3 credits**—This course introduces students to Visual C and LabView programming languages. The objective of this course is to provide students with the understanding of high level programming languages and programming techniques used in problem solving.

**Lecture Hours:** 32

**Prerequisite(s):** EGT108 or EGT410

### **ELT701 Embedded Processors**

**3 credits**—This course is an introduction to microcontroller theory and applications. The objective of this course is to provide students with the basic microcontroller theory necessary to understand the operation and interfacing characteristics. This includes typical microcontroller architecture with C programming, Input/output and interfacing concepts, hardware/software interaction and applications.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** ELT409

### **ELT701 Embedded Processors**

**3 credits**—This course is an introduction to microcontroller theory and applications. The objective of this course is to provide students with the basic microcontroller theory necessary to understand the operation and interfacing characteristics. This includes typical microcontroller architecture with C programming, Input/output and interfacing concepts, hardware/software interaction and applications.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** ELT409

### **ELT703 Introduction to Networking**

**2 credits**—This course introduces the student to the fundamental building blocks that form a modern computer network, such as protocols, topologies, hardware, and network operating systems. The course then provides in-depth coverage of the most important concepts in contemporary networking, such as client/server architecture, TCP/IP, Ethernet, wireless transmission and security.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in ELT409.

### **ELT703 Introduction to Networking**

**2 credits**—This course introduces the student to the fundamental building blocks that form a modern computer network, such as protocols, topologies, hardware, and network operating systems. The course then provides in-depth coverage of the most important concepts in contemporary networking, such as client/server architecture, TCP/IP, Ethernet, wireless transmission and security.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in ELT409.

### **ELT704 Embedded Processors**

**2 credits**—This course is an introduction to microcontroller theory and applications. The objective of this course is to provide students with the basic microcontroller theory necessary to understand the operation and interfacing. This includes typical microcontroller architecture with C programming, input/output and interfacing concepts, hardware/software interaction and applications.

**Lecture Hours: 0    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in ELT494.

### **ELT704 Embedded Processors**

**2 credits**—This course is an introduction to microcontroller theory and applications. The objective of this course is to provide students with the basic microcontroller theory necessary to understand the operation and interfacing. This includes typical microcontroller architecture with C programming, input/output and interfacing concepts, hardware/software interaction and applications.

**Lecture Hours: 0    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in ELT494.

### **ELT736 Instrumentation and Control**

**2 credits**—With the increase in computer-controlled systems in modern business and industry the study of instrumentation and transducers is vital to a maintenance technicians education. This course will concentrate on the types of instrumentation currently available, interfacing and cabling techniques, signal conditioning, noise control, and applications and troubleshooting of complete systems.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT736 Instrumentation and Control**

**2 credits**—With the increase in computer-controlled systems in modern business and industry the study of instrumentation and transducers is vital to a maintenance technicians education. This course will concentrate on the types of instrumentation currently available, interfacing and cabling techniques, signal conditioning, noise control, and applications and troubleshooting of complete systems.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C- in ELT139.

### **ELT802 Electronics Design Project I**

**1 credits**—This course is the first of a series of two design courses. This course will introduce the student to design concepts and procedures as related to the design of electronics equipment. This course will require the student to identify an electronics design project as an individual or as a member of a team that will be completed during this course and the Electronics Design Project II course. All design projects will be subject to instructor approval.

**Lab Hours:** 32

### **ELT802 Electronics Design Project I**

**1 credits**—This course is the first of a series of two design courses. This course will introduce the student to design concepts and procedures as related to the design of electronics equipment. This course will require the student to identify an electronics design project as an individual or as a member of a team that will be completed during this course and the Electronics Design Project II course. All design projects will be subject to instructor approval.

**Lab Hours:** 32

### **ELT803 Electronics Design Project II**

**1 credits**—This course is a continuation of ELT802 Electronic Design Project I. The student will complete the design project that was identified and started in Electronic Design Project I. This course will require the student to design, prototype, troubleshoot, and debug an electronics related project based on technology presented throughout the EET program.

**Lab Hours:** 32

**Prerequisite(s):** ELT802

**Pre/Co-requisite(s):** ELT156

### **ELT803 Electronics Design Project II**

**1 credits**—This course is a continuation of ELT802 Electronic Design Project I. The student will complete the design project that was identified and started in Electronic Design Project I. This course will require the student to design, prototype, troubleshoot, and debug an electronics related project based on technology presented throughout the EET program.

**Lab Hours:** 32

**Prerequisite(s):** ELT802

**Pre/Co-requisite(s):** ELT156

### **EMS114 Emergency Medical Responder**

**2 credits**—This course provides the student with the necessary skills and knowledge to identify and treat life-threatening emergencies, wounds and fractures, medical and environmental emergencies and patient access and handling. This course utilizes a combination of classroom lecture and skills practice.

**Lecture Hours:** 16    **Lab Hours:** 32

### **EMS114 Emergency Medical Responder**

**2 credits**—This course provides the student with the necessary skills and knowledge to identify and treat life-threatening emergencies, wounds and fractures, medical and environmental emergencies and patient access and handling. This course utilizes a combination of classroom lecture and skills practice.

**Lecture Hours:** 16    **Lab Hours:** 32

### **EMS201 Emergency Medical Technician**

**7 credits**—This course is for individuals who anticipate working with an ambulance service, hospital emergency department, fire department or other occupational field where emergencies are common. Course includes topics related to assessment and treatment of illness and injury. This course also includes a clinical and field component.

**Lecture Hours:** 64    **Lab Hours:** 64    **Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in ENG060, ENG061, COM781, ENG105, or ENG106 or meet requirement with equivalent assessment score. A minimum grade of C in RDG039 or RDG040 or meet requirement with equivalent assessment score.

### **EMS201 Emergency Medical Technician**

**7 credits**—This course is for individuals who anticipate working with an ambulance service, hospital emergency department, fire department or other occupational field where emergencies are common. Course includes topics related to assessment and treatment of illness and injury. This course also includes a clinical and field component.

**Lecture Hours:** 64    **Lab Hours:** 64    **Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in ENG060, ENG061, COM781, ENG105, or ENG106 or meet requirement with equivalent assessment score. A minimum grade of C in RDG039 or RDG040 or meet requirement with equivalent assessment score.

### **EMS541 Clinical I**

**3 credits**—This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in HSC113.

**Co-requisite(s):** A minimum grade of C in EMS610, EMS619, EMS641, and EMS678.

### **EMS541 Clinical I**

**3 credits**—This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will

participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in HSC113.

**Co-requisite(s):** A minimum grade of C in EMS610, EMS619, EMS641, and EMS678.

### **EMS546 Clinical II**

**3 credits**—This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in EMS541, EMS610, EMS619, EMS641, and EMS678.

### **EMS546 Clinical II**

**3 credits**—This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in EMS541, EMS610, EMS619, EMS641, and EMS678.

### **EMS610 Paramedic Pharmacology and Medication Administration**

**4 credits**—This is a required course in Hawkeye's National Paramedic Education Program. This course prepares the paramedic to administer medications per the paramedic scope of practice.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS610 Paramedic Pharmacology and Medication Administration**

**4 credits**—This is a required course in Hawkeye's National Paramedic Education Program. This course prepares the paramedic to administer medications per the paramedic scope of practice.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS619 Airway and Patient Assessment**

**4 credits**—The course includes Module 2 (Airway Management and Ventilation) and Module 3 (Patient Assessment) of the DOT National Standard Curriculum for EMT Paramedics. Content will include advanced airway management physical assessment, field assessment, clinical decision making, documentation and the assessment and management of respiratory emergencies. The lab component of this course includes skills in airway management and ventilation, history taking, techniques of physical examination, patient assessment, clinical decision making, communication and AHA ACLS. All will be practiced and demonstrated.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS619 Airway and Patient Assessment**

**4 credits**—The course includes Module 2 (Airway Management and Ventilation) and Module 3 (Patient Assessment) of the DOT National Standard Curriculum for EMT Paramedics. Content will include advanced airway management physical assessment, field assessment, clinical decision making, documentation and the assessment and management of respiratory emergencies. The lab component of this course includes skills in airway management and ventilation, history taking, techniques of physical examination, patient assessment, clinical decision making, communication and AHA ACLS. All will be practiced and demonstrated.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS641 Introduction to Paramedicine**

**3 credits**—Provides an overview of paramedic roles and responsibilities and the emergency medical service system. Includes discussion of medicolegal and ethical issues in EMS, agents of trauma and disease, and career opportunities for paramedics. Provides discussion and demonstration of proper documentation in EMS, emergency vehicle operations, and non-patient care aspects of EMS.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS641 Introduction to Paramedicine**

**3 credits**—Provides an overview of paramedic roles and responsibilities and the emergency medical service system. Includes discussion of medicolegal and ethical issues in EMS, agents of trauma and disease, and career opportunities for paramedics. Provides discussion and demonstration of proper documentation in EMS, emergency vehicle operations, and non-patient care aspects of EMS.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS650 Medical and Psychological Emergencies**

**4 credits**—Lecture and case-based teaching in the pathophysiology, recognition and advanced life support assessment and management of emergencies involving the nervous, endocrine, renal, and gastrointestinal systems. Assessment and intervention in psychological emergencies.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in EMS541, EMS610, EMS619, EMS641, and EMS678.

### **EMS650 Medical and Psychological Emergencies**

**4 credits**—Lecture and case-based teaching in the pathophysiology, recognition and advanced life support assessment and management of emergencies involving the nervous, endocrine, renal, and gastrointestinal systems. Assessment and intervention in psychological emergencies.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in EMS541, EMS610, EMS619, EMS641, and EMS678.

### **EMS654 EMS Operations**

**2 credits**—This course will prepare the learner to function in EMS operations in the out-of-hospital environment and includes emergency vehicle operator and HAZMAT operations certifications.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in EMS546.

### **EMS654 EMS Operations**

**2 credits**—This course will prepare the learner to function in EMS operations in the out-of-hospital environment and includes emergency vehicle operator and HAZMAT operations certifications.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in EMS546.

### **EMS655 Transition to Paramedic Practice**

**4 credits**—This course will provide a platform for the student to apply cognitive, psychomotor, and affective skills to actual practice during a field internship. This course will also include comprehensive psychomotor exercises in a lab setting to prepare the paramedic student for national certification.

**Lecture Hours: 0    Lab Hours: 32    Co-op Hours: 192**

**Prerequisite(s):** A minimum grade of C in EMS546.

### **EMS655 Transition to Paramedic Practice**

**4 credits**—This course will provide a platform for the student to apply cognitive, psychomotor, and affective skills to actual practice during a field internship. This course will

also include comprehensive psychomotor exercises in a lab setting to prepare the paramedic student for national certification.

**Lecture Hours:** 0    **Lab Hours:** 32    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in EMS546.

### **EMS674 Cardiology for the Paramedic**

**4 credits**—Cardiology for the Paramedic will focus on assessing the prehospital cardiac patient, interpreting electrocardiograms, and formulating treatment regimens for these patients.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in EMS641, EMS678, EMS541, EMS610, and EMS619.

**Co-requisite(s):** EMS650

### **EMS674 Cardiology for the Paramedic**

**4 credits**—Cardiology for the Paramedic will focus on assessing the prehospital cardiac patient, interpreting electrocardiograms, and formulating treatment regimens for these patients.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in EMS641, EMS678, EMS541, EMS610, and EMS619.

**Co-requisite(s):** EMS650

### **EMS677 Special Populations for the Paramedic**

**4 credits**—Special Patient Populations for the Paramedic explores illness and injury in the obstetric/gynecologic, neonatal, pediatric, geriatric, and chronically ill patient populations.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in EMS619, EMS641, EMS610, EMS541, and EMS678.

### **EMS677 Special Populations for the Paramedic**

**4 credits**—Special Patient Populations for the Paramedic explores illness and injury in the obstetric/gynecologic, neonatal, pediatric, geriatric, and chronically ill patient populations.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in EMS619, EMS641, EMS610, EMS541, and EMS678.

### **EMS678 Traumatic Emergencies for the Paramedic**

**3 credits**—Traumatic Emergencies for the Paramedic explores the science of traumatic injuries, their detection and treatment. Major topics include: soft tissue, shock, hard tissue, nervous system, and internal injuries.



**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS678 Traumatic Emergencies for the Paramedic**

**3 credits**—Traumatic Emergencies for the Paramedic explores the science of traumatic injuries, their detection and treatment. Major topics include: soft tissue, shock, hard tissue, nervous system, and internal injuries.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in BIO168, BIO173, and HSC113.

### **EMS856 Management of Emergency Medical Services**

**3 credits**—This course is for students interested in the practice and principles of Emergency Medical Services (EMS) systems management and the processes that contribute to the effectiveness of day-to-day operations within an EMS organization. This course introduces the EMS professional to topics that include government structure, strategic planning, injury prevention, risk management and safety, customer service, human resources management, financial management, fleet management, career development, quality management, data collection and research, labor relations, and special operations.

**Lecture Hours:** 48

### **EMS856 Management of Emergency Medical Services**

**3 credits**—This course is for students interested in the practice and principles of Emergency Medical Services (EMS) systems management and the processes that contribute to the effectiveness of day-to-day operations within an EMS organization. This course introduces the EMS professional to topics that include government structure, strategic planning, injury prevention, risk management and safety, customer service, human resources management, financial management, fleet management, career development, quality management, data collection and research, labor relations, and special operations.

**Lecture Hours:** 48

### **EMS900 Education in EMS**

**3 credits**—This course is for students interested in Emergency Medical Services (EMS) education. This course introduces the EMS professional to the education system as it relates to EMS education. Students explore issues in curriculum development, teaching, program direction, and development. Successful completion of this course is required for EMS instructor endorsement in Iowa.

**Lecture Hours:** 48

### **EMS900 Education in EMS**

**3 credits**—This course is for students interested in Emergency Medical Services (EMS) education. This course introduces the EMS professional to the education system as it relates to EMS education. Students explore issues in curriculum development, teaching, program direction, and development. Successful completion of this course is required for EMS instructor endorsement in Iowa.

**Lecture Hours:** 48

### **ENG060 College Preparatory Writing I**

**3 credits**—This course is the first in the college writing sequence. It provides students with opportunities to read and comprehend increasingly difficult texts in a variety of genres; to think more deeply and critically about the issues and ideas presented in these texts; and to respond to those texts in writing with increasing fluency, confidence, and clarity. Students should connect personally with assigned reading material and communicate their thoughts clearly in writing using Standard English. This course emphasizes responses grounded in the writer's personal interaction with the assigned text. It prepares students for the next level in their writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ENG060 College Preparatory Writing I**

**3 credits**—This course is the first in the college writing sequence. It provides students with opportunities to read and comprehend increasingly difficult texts in a variety of genres; to think more deeply and critically about the issues and ideas presented in these texts; and to respond to those texts in writing with increasing fluency, confidence, and clarity. Students should connect personally with assigned reading material and communicate their thoughts clearly in writing using Standard English. This course emphasizes responses grounded in the writer's personal interaction with the assigned text. It prepares students for the next level in their writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ENG061 College Preparatory Writing II**

**3 credits**—This course encourages students to improve their critical thinking skills, reading comprehension, and writing proficiency for inquiry, learning, thinking, and communication. Students will read, discuss, and respond to a variety of texts of different genres so as to analyze texts and write for different purposes. Students will work individually and collaboratively to produce, revise, and edit written work. Central to the objective of this course is developing a personal writing process: generating ideas, producing multiple drafts, revising, and editing. This course prepares students to advance into their appropriate program writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** ENG060 or appropriate COMPASS scores or equivalent.

### **ENG061 College Preparatory Writing II**

**3 credits**—This course encourages students to improve their critical thinking skills, reading comprehension, and writing proficiency for inquiry, learning, thinking, and communication. Students will read, discuss, and respond to a variety of texts of different genres so as to analyze texts and write for different purposes. Students will work individually and collaboratively to produce, revise, and edit written work. Central to the objective of this course is developing a personal writing process: generating ideas, producing multiple drafts,

revising, and editing. This course prepares students to advance into their appropriate program writing sequence.

**Lecture Hours:** 48

**Prerequisite(s):** ENG060 or appropriate COMPASS scores or equivalent.

### **ENG105 Composition I**

**3 credits**—Composition I emphasizes fluency, thesis-driven organization, the use of supporting details, and research techniques. Writing is approached as a recursive process that includes prewriting strategies, drafting, revising, and editing. The course helps students shape writing to serve readers' needs and define a sense of purpose in their writing. It also gives students strategies for reading college-level material.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate COMPASS scores or equivalent.

### **ENG105 Composition I**

**3 credits**—Composition I emphasizes fluency, thesis-driven organization, the use of supporting details, and research techniques. Writing is approached as a recursive process that includes prewriting strategies, drafting, revising, and editing. The course helps students shape writing to serve readers' needs and define a sense of purpose in their writing. It also gives students strategies for reading college-level material.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate COMPASS scores or equivalent.

### **ENG106 Composition II**

**3 credits**—Composition II aims to review and extend writing principles learned in Composition I to analytical, argumentative, and research-based writing. This course emphasizes critical reading, evaluation, and precise and responsible source citation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ENG105.

### **ENG106 Composition II**

**3 credits**—Composition II aims to review and extend writing principles learned in Composition I to analytical, argumentative, and research-based writing. This course emphasizes critical reading, evaluation, and precise and responsible source citation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in ENG105.

### **ENG221 Creative Writing**

**3 credits**—Creative Writing is a beginning course for students interested in writing poetry, short stories, and creative non-fiction. The course will focus on introducing and developing some of the technical skills of the craft, with an emphasis on methods for generating topics and content.

**Lecture Hours:** 48

### **ENG221 Creative Writing**

**3 credits**—Creative Writing is a beginning course for students interested in writing poetry, short stories, and creative non-fiction. The course will focus on introducing and developing some of the technical skills of the craft, with an emphasis on methods for generating topics and content.

**Lecture Hours:** 48

### **ENG235 Playwriting and Screenwriting**

**3 credits**—Playwriting and Screenwriting is a writing workshop that offers students practical experience in the creative process of producing stage-worthy plays and marketable screen plays. Through the study and discussion of published and produced plays, students will learn appropriate techniques for the dramatic form and will use the writing process to apply the techniques to develop and present their own work.

**Lecture Hours:** 48

### **ENG235 Playwriting and Screenwriting**

**3 credits**—Playwriting and Screenwriting is a writing workshop that offers students practical experience in the creative process of producing stage-worthy plays and marketable screen plays. Through the study and discussion of published and produced plays, students will learn appropriate techniques for the dramatic form and will use the writing process to apply the techniques to develop and present their own work.

**Lecture Hours:** 48

### **ENV115 Environmental Science**

**3 credits**—This natural science course addresses the manner in which we approach our environment today and how it will affect the world we live in tomorrow. This course examines the challenges of: developing sustainable energy sources, maintaining the quality of our air, water, and soil, and preserving the remaining biodiversity and habitat, and human population pressures as they relate to the environment. As these challenges are examined, possible solutions will be evaluated.

**Lecture Hours:** 48

### **ENV115 Environmental Science**

**3 credits**—This natural science course addresses the manner in which we approach our environment today and how it will affect the world we live in tomorrow. This course examines the challenges of: developing sustainable energy sources, maintaining the quality of our air, water, and soil, and preserving the remaining biodiversity and habitat, and human population pressures as they relate to the environment. As these challenges are examined, possible solutions will be evaluated.

**Lecture Hours:** 48

### **ENV116 Environmental Science Lab**

**1 credits**—This laboratory course provides a hands-on approach to understanding challenges to our environmental health. The course examines population growth, a

framework for understanding the extent of habitat loss and degradation and its impact on biodiversity; water quality and treatment; soil quality and management practices; examination of energy consumption and alternatives; and an evaluation of ecosystem interactions.

**Lab Hours:** 32

**Pre/Co-requisite(s):** ENV115

### **ENV116 Environmental Science Lab**

**1 credits**—This laboratory course provides a hands-on approach to understanding challenges to our environmental health. The course examines population growth, a framework for understanding the extent of habitat loss and degradation and its impact on biodiversity; water quality and treatment; soil quality and management practices; examination of energy consumption and alternatives; and an evaluation of ecosystem interactions.

**Lab Hours:** 32

**Pre/Co-requisite(s):** ENV115

### **ENV155 Residential Energy Auditing**

**4 credits**—The Residential Energy Auditing course covers residential energy auditing and associated heating and air-conditioning equipment. The concepts of heat flow, energy audit software, building science, building envelope diagnostics, construction practices, material costs, moisture concerns, proper insulation and airsealing techniques, energy pricing, energy modeling, and residential HVAC systems. Equipment selection, layout, piping techniques, troubleshooting, codes, preventive maintenance, diagnostics, multiple systems, and accessories are also covered.

**Lecture Hours:** 32     **Lab Hours:** 64

### **ENV155 Residential Energy Auditing**

**4 credits**—The Residential Energy Auditing course covers residential energy auditing and associated heating and air-conditioning equipment. The concepts of heat flow, energy audit software, building science, building envelope diagnostics, construction practices, material costs, moisture concerns, proper insulation and airsealing techniques, energy pricing, energy modeling, and residential HVAC systems. Equipment selection, layout, piping techniques, troubleshooting, codes, preventive maintenance, diagnostics, multiple systems, and accessories are also covered.

**Lecture Hours:** 32     **Lab Hours:** 64

### **ENV170 Photovoltaic and Hybrid Electrical Systems**

**2 credits**—The Photo-voltaic and Hybrid Electrical systems course will provide students with an opportunity to size, construct, maintain, and analyze residential sized hybrid systems. Students will gain first hand experience working with electrical energy systems consisting of wind generators, photo-voltaic arrays, battery storage systems, inverters and system controllers.

**Lecture Hours:** 16     **Lab Hours:** 32

### **ENV170 Photovoltaic and Hybrid Electrical Systems**

**2 credits**—The Photo-voltaic and Hybrid Electrical systems course will provide students with an opportunity to size, construct, maintain, and analyze residential sized hybrid systems. Students will gain first hand experience working with electrical energy systems consisting of wind generators, photo-voltaic arrays, battery storage systems, inverters and system controllers.

**Lecture Hours: 16      Lab Hours: 32**

### **ENV185 Solar Photovoltaic Design and Installation**

**2 credits**—Introduces solar photovoltaic system requirements, design and configurations, installation techniques and their application in residential and commercial construction.

**Lecture Hours: 16      Lab Hours: 32**

### **ENV185 Solar Photovoltaic Design and Installation**

**2 credits**—Introduces solar photovoltaic system requirements, design and configurations, installation techniques and their application in residential and commercial construction.

**Lecture Hours: 16      Lab Hours: 32**

### **ESL005 ESL Reading for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English to acquire basic reading skills. The course introduces students to effective reading strategies, approaches to reading in a variety of genres, strategies to expand vocabulary, and basic library research. Students are also encouraged to improve their reading fluency through extensive reading.

**Lecture Hours: 64**

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL005 ESL Reading for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English to acquire basic reading skills. The course introduces students to effective reading strategies, approaches to reading in a variety of genres, strategies to expand vocabulary, and basic library research. Students are also encouraged to improve their reading fluency through extensive reading.

**Lecture Hours: 64**

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL011 ESL Writing for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English in the acquisition of basic grammatical structures of English and writing skills. The primary focus of the course is to develop students' competence and confidence in writing for academic purposes. Students will review basic grammatical rules and structures, understand the elements of paragraph through process writing, practice writing for different purposes, expand vocabulary, and develop fluency in writing.

**Lecture Hours: 64**

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL011 ESL Writing for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English in the acquisition of basic grammatical structures of English and writing skills. The primary focus of the course is to develop students' competence and confidence in writing for academic purposes. Students will review basic grammatical rules and structures, understand the elements of paragraph through process writing, practice writing for different purposes, expand vocabulary, and develop fluency in writing.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL014 ESL Listening and Speaking for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English to acquire basic aural and oral skills. The primary focus of the course is to prepare students for academic content. Students will be involved in a variety of communicative activities to increase their confidence in understanding and communicating with others, to improve fluency as well as accuracy, to expand vocabulary, to practice note-taking skills, and to learn about American culture.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL014 ESL Listening and Speaking for Academic Purpose I**

**4 credits**—This is the first of two courses designed for non-native speakers of English to acquire basic aural and oral skills. The primary focus of the course is to prepare students for academic content. Students will be involved in a variety of communicative activities to increase their confidence in understanding and communicating with others, to improve fluency as well as accuracy, to expand vocabulary, to practice note-taking skills, and to learn about American culture.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** Appropriate placement scores or equivalent.

### **ESL020 English as a Second Language Lab**

**2 credits**—The purpose of the course is to provide the non-native speaker of English with a variety of realistic laboratory tasks that will improve and expand their English fluency. The primary focus of the course is to expand vocabulary, improve pronunciation, and to provide the students with experiences that will enhance their confidence in their English ability. This course can be used to prepare the ESL student for either the ESL I or ESL II course in the fall. It is designed to accommodate students at both the intermediate and advanced levels.

**Lab Hours:** 64

**Prerequisite(s):** Instructor approval.

### **ESL020 English as a Second Language Lab**

**2 credits**—The purpose of the course is to provide the non- native speaker of English with a variety of realistic laboratory tasks that will improve and expand their English fluency. The primary focus of the course is to expand vocabulary, improve pronunciation, and to provide the students with experiences that will enhance their confidence in their English ability. This course can be used to prepare the ESL student for wither the ESL I or ESL II course in the fall. It is designed to accommodate students at both the intermediate and advanced levels.

**Lab Hours:** 64

**Prerequisite(s):** Instructor approval.

### **ESL083 ESL Writing for Academic Purpose II**

**4 credits**—This is a course for non-native speakers of English in the acquisition of advanced grammatical structures and writing skills (necessary for academic English). The course is especially designed to develop advanced writing skills that will be needed in order to successfully complete transferable academic classes. Students will review problems in English grammar, analyze academic writing, practice writing for different purposes, and be introduced to different documentation styles.

**Lecture Hours:** 64

**Prerequisite(s):** ESL011 or appropriate placement scores or equivalent.

### **ESL083 ESL Writing for Academic Purpose II**

**4 credits**—This is a course for non-native speakers of English in the acquisition of advanced grammatical structures and writing skills (necessary for academic English). The course is especially designed to develop advanced writing skills that will be needed in order to successfully complete transferable academic classes. Students will review problems in English grammar, analyze academic writing, practice writing for different purposes, and be introduced to different documentation styles.

**Lecture Hours:** 64

**Prerequisite(s):** ESL011 or appropriate placement scores or equivalent.

### **ESL084 ESL Reading for Academic Purpose II**

**4 credits**—This is a course in continuing the acquisition of reading skills in English for non-native speakers. The primary goal of the course is to prepare students to become independent readers and to manage academic texts. Students are given opportunities to apply reading strategies effectively, to improve comprehension skills, to expand vocabulary, and to develop library research skills needed for academic study.

**Lecture Hours:** 64

**Prerequisite(s):** ESL005 or appropriate placement scores or equivalent.

### **ESL084 ESL Reading for Academic Purpose II**

**4 credits**—This is a course in continuing the acquisition of reading skills in English for non-native speakers. The primary goal of the course is to prepare students to become independent readers and to manage academic texts. Students are given opportunities to apply reading strategies effectively, to improve comprehension skills, to expand vocabulary, and to develop library research skills needed for academic study.



**Lecture Hours:** 64

**Prerequisite(s):** ESL005 or appropriate placement scores or equivalent.

### **ESL089 ESL Listening and Speaking for Academic Purpose II**

**4 credits**—This is a course in continuing the acquisition of aural and oral skills in English for non-native speakers. The course is designed to help students develop listening and speaking skills that will be needed to be successful in fully transferable college courses. Skills taught include listening strategies, note taking, oral presentations, and vocabulary development. Students will also develop a deeper understanding of American culture through various activities.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** ESL014 or appropriate placement scores or equivalent.

### **ESL089 ESL Listening and Speaking for Academic Purpose II**

**4 credits**—This is a course in continuing the acquisition of aural and oral skills in English for non-native speakers. The course is designed to help students develop listening and speaking skills that will be needed to be successful in fully transferable college courses. Skills taught include listening strategies, note taking, oral presentations, and vocabulary development. Students will also develop a deeper understanding of American culture through various activities.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** ESL014 or appropriate placement scores or equivalent.

### **FIN121 Personal Finance**

**3 credits**—This course enables students to achieve high standards and competencies in economic principles in contexts of high relevancy and applicability to their individual, family, professional, and community lives. A project-based approach that utilizes higher order thinking, communication, leadership, and management processes will integrate course topics. Upon completion, students should be able to better understand scarcity, supply and demand, market structures, the role of government, money and the role of financial institutions, economic stabilization and cycles, investing and financial markets, and consumer credit.

**Lecture Hours:** 48

### **FIN121 Personal Finance**

**3 credits**—This course enables students to achieve high standards and competencies in economic principles in contexts of high relevancy and applicability to their individual, family, professional, and community lives. A project-based approach that utilizes higher order thinking, communication, leadership, and management processes will integrate course topics. Upon completion, students should be able to better understand scarcity, supply and demand, market structures, the role of government, money and the role of financial institutions, economic stabilization and cycles, investing and financial markets, and consumer credit.

**Lecture Hours:** 48

### **FIR124 Building Construction**

**3 credits**—This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

**Lecture Hours:** 48

### **FIR124 Building Construction**

**3 credits**—This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

**Lecture Hours:** 48

### **FIR127 Fire Behavior and Combustion**

**3 credits**—This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

**Lecture Hours:** 48

### **FIR127 Fire Behavior and Combustion**

**3 credits**—This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

**Lecture Hours:** 48

### **FIR130 Fire Prevention**

**3 credits**—This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**Lecture Hours:** 48

### **FIR130 Fire Prevention**

**3 credits**—This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**Lecture Hours:** 48

### **FIR139 Fire Fighter I**

**4 credits**—After completing the course the student will have met the sections required for a Firefighter I in the NFPA® 1001, Standard for Fire Fighter Professional Qualifications, and the requirements for National Fire Protection Association's (NFPA) 472, Standard for

Professional Competence of Responders to Hazardous Materials Incidents for the for the Awareness and Operational Levels.

**Lecture Hours:** 48    **Lab Hours:** 32

### **FIR139 Fire Fighter I**

**4 credits**—After completing the course the student will have met the sections required for a Firefighter I in the NFPA® 1001, Standard for Fire Fighter Professional Qualifications, and the requirements for National Fire Protection Association's (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents for the for the Awareness and Operational Levels.

**Lecture Hours:** 48    **Lab Hours:** 32

### **FIR145 Fire Strategies and Tactics**

**3 credits**—This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

**Lecture Hours:** 48

### **FIR145 Fire Strategies and Tactics**

**3 credits**—This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

**Lecture Hours:** 48

### **FIR149 Fire Protection Hydraulics and Water Supply**

**3 credits**—This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

**Lecture Hours:** 48

### **FIR149 Fire Protection Hydraulics and Water Supply**

**3 credits**—This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

**Lecture Hours:** 48

### **FIR200 Occupational Safety/Health in Emergency Services**

**3 credits**—This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

**Lecture Hours:** 48

### **FIR200 Occupational Safety/Health in Emergency Services**

**3 credits**—This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

**Lecture Hours:** 48

### **FIR213 Principles of Emergency Services**

**3 credits**—This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

**Lecture Hours:** 48

### **FIR213 Principles of Emergency Services**

**3 credits**—This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

**Lecture Hours:** 48

### **FIR214 Legal Aspects of Emergency Services**

**3 credits**—This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases.

**Lecture Hours:** 48

### **FIR214 Legal Aspects of Emergency Services**

**3 credits**—This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases.

**Lecture Hours:** 48

### **FIR235 Fire Investigation I**

**3 credits**—This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire-setter, and types of fire causes.

**Lecture Hours:** 48

### **FIR235 Fire Investigation I**

**3 credits**—This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire-setter, and types of fire causes.

**Lecture Hours:** 48

### **FIR236 Fire Investigation II**

**3 credits**—This course is intended to provide the student with advance technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in FIR235.

### **FIR236 Fire Investigation II**

**3 credits**—This course is intended to provide the student with advance technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in FIR235.

### **FIR291 Fire Fighter II Certification**

**3 credits**—After completing the course the student will have met the sections required for a Firefighter II in the NFPA® 1001, 2013 edition, Standard for Fire Fighter Professional Qualifications. Students who successfully complete the certification process will be certified as a Firefighter II.

**Lecture Hours:** 32      **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in FIR139.

### **FIR291 Fire Fighter II Certification**

**3 credits**—After completing the course the student will have met the sections required for a Firefighter II in the NFPA® 1001, 2013 edition, Standard for Fire Fighter Professional Qualifications. Students who successfully complete the certification process will be certified as a Firefighter II.

**Lecture Hours:** 32      **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in FIR139.

### **FIR300 Principles of Fire and EMS Administration**

**3 credits**—This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in FIR213.

### **FIR300 Principles of Fire and EMS Administration**

**3 credits**—This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in FIR213.

### **FIR400 Emergency Safety and Survival**

**3 credits**—This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

**Lecture Hours:** 48

### **FIR400 Emergency Safety and Survival**

**3 credits**—This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

**Lecture Hours:** 48

### **FLF145 French I**

**5 credits**—This course is an introduction to the basic vocabulary and key structures of the French language. The course will help students develop the four basic skills of listening, speaking, reading, and writing and will provide the beginning steps toward the acquisition of the French language. The course also focuses on making the student more culturally aware.

**Lecture Hours:** 80

### **FLF145 French I**

**5 credits**—This course is an introduction to the basic vocabulary and key structures of the French language. The course will help students develop the four basic skills of listening, speaking, reading, and writing and will provide the beginning steps toward the acquisition of the French language. The course also focuses on making the student more culturally aware.

**Lecture Hours:** 80

### **FLF245 French II**

**5 credits**—This course continues to introduce basic vocabulary and key structures of the French language. The course will help students to continue to develop the four basic skills of listening, speaking, reading, and writing and will provide additional steps toward the acquisition of the French language. The course continues to focus also on making the student more culturally aware.

**Lecture Hours:** 80

**Prerequisite(s):** FLF145

### **FLF245 French II**

**5 credits**—This course continues to introduce basic vocabulary and key structures of the French language. The course will help students to continue to develop the four basic skills of listening, speaking, reading, and writing and will provide additional steps toward the acquisition of the French language. The course continues to focus also on making the student more culturally aware.

**Lecture Hours:** 80

**Prerequisite(s):** FLF145

### **FLS128 Conversational Spanish**

**3 credits**—Elementary speaking skills used in everyday conversations. Progresses toward the ability to converse in more varied and complex settings. Not for students who plan to major in foreign language.

**Lecture Hours:** 48

### **FLS128 Conversational Spanish**

**3 credits**—Elementary speaking skills used in everyday conversations. Progresses toward the ability to converse in more varied and complex settings. Not for students who plan to major in foreign language.

**Lecture Hours:** 48

### **FLS151 Elementary Spanish I**

**5 credits**—This course is student-centered introductory instruction in the basic components of the Spanish language. The course will help students develop the skills necessary for the acquisition and perfection of the primary concepts of reading, writing, listening, and speaking in the Spanish language.

This course is not recommended for students who have completed one year or more of high school Spanish or the equivalent.

**Lecture Hours:** 80

### **FLS151 Elementary Spanish I**

**5 credits**—This course is student-centered introductory instruction in the basic components of the Spanish language. The course will help students develop the skills necessary for the acquisition and perfection of the primary concepts of reading, writing, listening, and speaking in the Spanish language.

This course is not recommended for students who have completed one year or more of high school Spanish or the equivalent.

**Lecture Hours:** 80

### **FLS152 Elementary Spanish II**

**5 credits**—Provides continued instruction in the basic and necessary linguistic elements of Spanish to enable the learner to communicate verbally and in writing within the limits of the language presented.

**Lecture Hours:** 80

**Prerequisite(s):** FLS151 or equivalent course or instructor approval.

### **FLS152 Elementary Spanish II**

**5 credits**—Provides continued instruction in the basic and necessary linguistic elements of Spanish to enable the learner to communicate verbally and in writing within the limits of the language presented.

**Lecture Hours:** 80

**Prerequisite(s):** FLS151 or equivalent course or instructor approval.

### **FLS241 Intermediate Spanish I**

**4 credits**—This course is student-centered instruction that reviews essential grammatical elements in the language and introduces new topics as a continuation of the first year of Spanish. Instruction will enable learners to further develop proficiency in speaking, listening, writing, reading, and cultural understanding of Spanish speaking countries.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in FLS152.

### **FLS241 Intermediate Spanish I**

**4 credits**—This course is student-centered instruction that reviews essential grammatical elements in the language and introduces new topics as a continuation of the first year of Spanish. Instruction will enable learners to further develop proficiency in speaking, listening, writing, reading, and cultural understanding of Spanish speaking countries.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in FLS152.

### **FLS242 Intermediate Spanish II**

**4 credits**—This course is student-centered instruction that promotes further linguistic development as a continuation of Intermediate Spanish I. Instruction will enable learners to expand their understanding of Spanish culture while increasing grammatical knowledge and spontaneous vocabulary usage.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in FLS241.

### **FLS242 Intermediate Spanish II**

**4 credits**—This course is student-centered instruction that promotes further linguistic development as a continuation of Intermediate Spanish I. Instruction will enable learners to expand their understanding of Spanish culture while increasing grammatical knowledge and spontaneous vocabulary usage.



**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in FLS241.

### **GEO115 Human Geography**

**3 credits**—The course introduces basic fields of study, concepts, and research strategies of human geography. As a social science course it examines the interaction of humans and geographical space while exploring topics such as cultural diversity, urban centers, political boundaries, migration, land/water modification, erosion, and pollution.

**Lecture Hours:** 48

### **GEO115 Human Geography**

**3 credits**—The course introduces basic fields of study, concepts, and research strategies of human geography. As a social science course it examines the interaction of humans and geographical space while exploring topics such as cultural diversity, urban centers, political boundaries, migration, land/water modification, erosion, and pollution.

**Lecture Hours:** 48

### **GEO121 World Regional Geography**

**3 credits**—This introductory course builds an understanding of the physical and social aspects of geography by examining the major regions of the world and their connections. This will be accomplished by a geographic regional "tour" of the world examining the basic relationship between the physical environment and the cultural aspects within these regions.

**Lecture Hours:** 48

### **GEO121 World Regional Geography**

**3 credits**—This introductory course builds an understanding of the physical and social aspects of geography by examining the major regions of the world and their connections. This will be accomplished by a geographic regional "tour" of the world examining the basic relationship between the physical environment and the cultural aspects within these regions.

**Lecture Hours:** 48

### **GEO131 Physical Geography**

**3 credits**—An introduction to one of the major sub-fields of geography. Physical geography is the study of how and why physical phenomena vary spatially at and near the earth's surface. This course will emphasize describing the spatial distribution of the earth's natural features, patterns of solar energy receipt, atmospheric pressure, winds and precipitation around the earth. Introductory laboratory exercises complement the lecture.

**Lecture Hours:** 48

### **GEO131 Physical Geography**

**3 credits**—An introduction to one of the major sub-fields of geography. Physical geography is the study of how and why physical phenomena vary spatially at and near the earth's surface. This course will emphasize describing the spatial distribution of the earth's natural features, patterns of solar energy receipt, atmospheric pressure, winds and precipitation around the earth. Introductory laboratory exercises complement the lecture.

**Lecture Hours:** 48

### **GEO132 Physical Geography Lab**

**1 credits**—An introductory laboratory course to complement GY110T Physical Geography. The course explores the concepts, resources, and specialized methods necessary to understand the major elements of Physical Geography.

**Lab Hours:** 32

**Pre/Co-requisite(s):** GEO131

### **GEO132 Physical Geography Lab**

**1 credits**—An introductory laboratory course to complement GY110T Physical Geography. The course explores the concepts, resources, and specialized methods necessary to understand the major elements of Physical Geography.

**Lab Hours:** 32

**Pre/Co-requisite(s):** GEO131

### **GRA105 Drawing and Composition**

**4 credits**—This course introduces the student to a variety of art-making materials and media, provides a broad range of drawing experiences designed to expand the student's artistic perception, and enhances the student's ability to develop appropriate art-based solutions to common graphic design problems.

**Lecture Hours:** 32    **Lab Hours:** 64

### **GRA105 Drawing and Composition**

**4 credits**—This course introduces the student to a variety of art-making materials and media, provides a broad range of drawing experiences designed to expand the student's artistic perception, and enhances the student's ability to develop appropriate art-based solutions to common graphic design problems.

**Lecture Hours:** 32    **Lab Hours:** 64

### **GRA124 Electronic Illustration**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to create vector artwork. Students will utilize the leading vector drawing software to develop essential vector art rendering techniques.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** GRA133

### **GRA124 Electronic Illustration**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to create vector artwork. Students will utilize the leading vector drawing software to develop essential vector art rendering techniques.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** GRA133

### **GRA133 Desktop Publishing**

**4 credits**—This course introduces the student to computer generated layout and design production skills using electronic publishing software. Emphasis is a "hands-on" introduction to the leading page-layout application program utilized in the graphic communications industry.

**Lecture Hours: 32    Lab Hours: 64**

### **GRA133 Desktop Publishing**

**4 credits**—This course introduces the student to computer generated layout and design production skills using electronic publishing software. Emphasis is a "hands-on" introduction to the leading page-layout application program utilized in the graphic communications industry.

**Lecture Hours: 32    Lab Hours: 64**

### **GRA142 Graphic Imaging**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to create raster graphics. Students will utilize the leading digital imaging software to develop essential image manipulation techniques.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** GRA133

### **GRA142 Graphic Imaging**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to create raster graphics. Students will utilize the leading digital imaging software to develop essential image manipulation techniques.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** GRA133

### **GRA150 Introduction to Web Design**

**3 credits**—This course introduces students to the fundamentals of Website design and development. Emphasis is placed on designing cross-browser compatible interfaces and standards compliant Websites. Domain registration, Website hosting, search engine optimization, accessibility, usability, and interoperability will be discussed.

**Lecture Hours: 32    Lab Hours: 32**

### **GRA150 Introduction to Web Design**

**3 credits**—This course introduces students to the fundamentals of Website design and development. Emphasis is placed on designing cross-browser compatible interfaces and standards compliant Websites. Domain registration, Website hosting, search engine optimization, accessibility, usability, and interoperability will be discussed.

**Lecture Hours: 32    Lab Hours: 32**

### **GRA162 Web Page Graphics**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to create Website graphics. Students will utilize digital imaging software and emerging Web technologies to develop skills in constructing and implementing Web page graphics.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in GRA150.

### **GRA162 Web Page Graphics**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to create Website graphics. Students will utilize digital imaging software and emerging Web technologies to develop skills in constructing and implementing Web page graphics.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in GRA150.

### **GRA196 Design and Layout I**

**4 credits**—This course emphasizes the fundamentals of design and layout in visual communications. The course provides experience in the type selection process for design application.

**Lecture Hours: 32    Lab Hours: 64**

**Pre/Co-requisite(s):** A minimum grade of D- in GRA133.

### **GRA196 Design and Layout I**

**4 credits**—This course emphasizes the fundamentals of design and layout in visual communications. The course provides experience in the type selection process for design application.

**Lecture Hours: 32    Lab Hours: 64**

**Pre/Co-requisite(s):** A minimum grade of D- in GRA133.

### **GRA197 Design and Layout II**

**4 credits**—This course applies the principles and methods of design and layout to creating solutions for design problems. The process involved with communicating a client's product, service or image to a specific or general audience is explored in project application.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in GRA196 and GRA133.

### **GRA197 Design and Layout II**

**4 credits**—This course applies the principles and methods of design and layout to creating solutions for design problems. The process involved with communicating a client's product, service or image to a specific or general audience is explored in project application.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in GRA196 and GRA133.

### **GRA200 Applications of Color**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to color manage digital art and make logical decisions with regard to choosing color during the design process.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** GRA133

### **GRA200 Applications of Color**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to color manage digital art and make logical decisions with regard to choosing color during the design process.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** GRA133

### **GRA205 Design and Layout III**

**4 credits**—This course expands the dimension of the process of design to include specific information and experiences pertaining to advertising design and other advanced design formats.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA124 and GRA197.

### **GRA205 Design and Layout III**

**4 credits**—This course expands the dimension of the process of design to include specific information and experiences pertaining to advertising design and other advanced design formats.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA124 and GRA197.

### **GRA206 Advanced Design and Layout**

**4 credits**—This course expands the dimension of the process of design to include specific information and experiences pertaining to advertising design and other advanced design formats.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA142, GRA197, and GRA200.

### **GRA206 Advanced Design and Layout**

**4 credits**—This course expands the dimension of the process of design to include specific information and experiences pertaining to advertising design and other advanced design formats.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA142, GRA197, and GRA200.

### **GRA221 Principles of Illustration**

**3 credits**—This course develops an understanding of illustration within the context of graphic communications. Students will have the opportunity to produce original illustrations using a variety of media, tools and techniques.

**Lecture Hours: 32    Lab Hours: 32**

### **GRA221 Principles of Illustration**

**3 credits**—This course develops an understanding of illustration within the context of graphic communications. Students will have the opportunity to produce original illustrations using a variety of media, tools and techniques.

**Lecture Hours: 32    Lab Hours: 32**

### **GRA227 Interactive Multimedia**

**4 credits**—This course emphasizes designing interactive presentations using multimedia. Students will conceptualize, design and deliver interactive content.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** GRA150

### **GRA227 Interactive Multimedia**

**4 credits**—This course emphasizes designing interactive presentations using multimedia. Students will conceptualize, design and deliver interactive content.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** GRA150

### **GRA231 Photo Direction**

**2 credits**—This course presents an overview of the process involved with working with a commercial photographer. Working environment conditions, procedures and expectations for the designer will be covered. An introduction of the basics of digital photography will be provided.

**Lecture Hours: 32**

### **GRA231 Photo Direction**

**2 credits**—This course presents an overview of the process involved with working with a commercial photographer. Working environment conditions, procedures and expectations for the designer will be covered. An introduction of the basics of digital photography will be provided.

**Lecture Hours: 32**

### **GRA238 Web Design and Layout**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to design and layout a static Website. Students will utilize the leading Website

design software and Web design formatting languages to develop skills in designing, building, publishing, and maintaining a static Website.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA150.

### **GRA238 Web Design and Layout**

**4 credits**—This course provides students with the knowledge, skills, and experiences needed to design and layout a static Website. Students will utilize the leading Website design software and Web design formatting languages to develop skills in designing, building, publishing, and maintaining a static Website.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA150.

### **GRA239 CMS Web Design**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to develop a dynamic Website. Students will utilize an open source Web Content Management System and leading Website design software to develop skills in implementing, administering, and designing a CMS based Website.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA 150 Introduction to Web Design

### **GRA239 CMS Web Design**

**3 credits**—This course provides students with the knowledge, skills, and experiences needed to develop a dynamic Website. Students will utilize an open source Web Content Management System and leading Website design software to develop skills in implementing, administering, and designing a CMS based Website.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in GRA 150 Introduction to Web Design

### **GRA285 Production Processes**

**3 credits**—This course will utilize desktop pre-press production techniques used for preparing artwork for printing. One color to multi-color techniques will be covered.

**Lecture Hours:** 32    **Lab Hours:** 32

**Pre/Co-requisite(s):** GRA200

### **GRA285 Production Processes**

**3 credits**—This course will utilize desktop pre-press production techniques used for preparing artwork for printing. One color to multi-color techniques will be covered.

**Lecture Hours:** 32    **Lab Hours:** 32

**Pre/Co-requisite(s):** GRA200

### **GRA290 Portfolio Preparation**

**3 credits**—The course is intended to advance student knowledge in portfolio and resume construction and job search strategies.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in GRA142, GRA200, and GRA197

### **GRA290 Portfolio Preparation**

**3 credits**—The course is intended to advance student knowledge in portfolio and resume construction and job search strategies.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D- in GRA142, GRA200, and GRA197

### **GRA924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **GRA924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **HCM138 Food Fundamentals**

**3 credits**—Studies the composition of foods and the scientific principles involved in food preparation. Emphasizes basic food handling competencies and cookery techniques. Students work with herbs, spices, dairy, eggs, fruits, vegetables, starches, stocks, sauces and soups, learning to produce quality products. Focuses on the development of proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods.

**Lecture Hours: 48**

### **HCM138 Food Fundamentals**

**3 credits**—Studies the composition of foods and the scientific principles involved in food preparation. Emphasizes basic food handling competencies and cookery techniques. Students work with herbs, spices, dairy, eggs, fruits, vegetables, starches, stocks, sauces and soups, learning to produce quality products. Focuses on the development of proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods.



**Lecture Hours:** 48

### **HCM200 Dining Room Service**

**2 credits**—Students will learn basic serving strategies, side work, service methods, styles of food service dining room etiquette, sanitation techniques POS systems dining room functions and the use of sound management techniques and quality customer service.

**Lecture Hours:** 16    **Lab Hours:** 32

### **HCM200 Dining Room Service**

**2 credits**—Students will learn basic serving strategies, side work, service methods, styles of food service dining room etiquette, sanitation techniques POS systems dining room functions and the use of sound management techniques and quality customer service.

**Lecture Hours:** 16    **Lab Hours:** 32

### **HCM240 Menu Planning and Design**

**2 credits**—This course applies the principles of menu planning and layout to the development of menus for a variety of types of facilities and service. The course will also examine the kitchen design, and facility layout.

**Lecture Hours:** 32

### **HCM240 Menu Planning and Design**

**2 credits**—This course applies the principles of menu planning and layout to the development of menus for a variety of types of facilities and service. The course will also examine the kitchen design, and facility layout.

**Lecture Hours:** 32

### **HCM242 Event Planning and Customer Service**

**2 credits**—This course will cover all aspects of event planning and customer service relating to the restaurant and hospitality fields. Student will engage in a hands on learning experience of dealing with real life customers and planning events such as company parties, graduations, and wedding receptions.

**Lecture Hours:** 32

### **HCM242 Event Planning and Customer Service**

**2 credits**—This course will cover all aspects of event planning and customer service relating to the restaurant and hospitality fields. Student will engage in a hands on learning experience of dealing with real life customers and planning events such as company parties, graduations, and wedding receptions.

**Lecture Hours:** 32

### **HCM251 Purchasing, Receiving, and Inventory**

**2 credits**—Studies principles in purchasing, receiving, issuing and inventory management. Emphasizes cost management techniques. Students practice skills in a clinical lab experience supervised by the purchasing manager.

**Lecture Hours:** 32

### **HCM251 Purchasing, Receiving, and Inventory**

**2 credits**—Studies principles in purchasing, receiving, issuing and inventory management. Emphasizes cost management techniques. Students practice skills in a clinical lab experience supervised by the purchasing manager.

**Lecture Hours:** 32

### **HCM309 Hospitality Safety and Sanitation**

**3 credits**—Studies basic principles of bacteriology, food borne illness, sanitation, workplace safety, personal hygiene, food security, health regulations and inspections. Emphasizes the importance of sanitary equipment and facilities, and pest control. This course includes instruction in preparation for ServSafe Certification and Certified Pool Operator (CPO). Students will complete certification examinations for both areas.

**Lecture Hours:** 48

### **HCM309 Hospitality Safety and Sanitation**

**3 credits**—Studies basic principles of bacteriology, food borne illness, sanitation, workplace safety, personal hygiene, food security, health regulations and inspections. Emphasizes the importance of sanitary equipment and facilities, and pest control. This course includes instruction in preparation for ServSafe Certification and Certified Pool Operator (CPO). Students will complete certification examinations for both areas.

**Lecture Hours:** 48

### **HCM589 Introduction to Restaurant Management**

**3 credits**—Students will develop fundamental skills necessary to begin a career in the restaurant field of hospitality. Topics include customer service, management and scheduling. General overviews of both front and back of the house will be covered.

**Lecture Hours:** 48

### **HCM589 Introduction to Restaurant Management**

**3 credits**—Students will develop fundamental skills necessary to begin a career in the restaurant field of hospitality. Topics include customer service, management and scheduling. General overviews of both front and back of the house will be covered.

**Lecture Hours:** 48

### **HCM602 Introduction to Food and Bar Operations**

**3 credits**—Focuses on the management of food and beverage operations in lodging establishments. Includes stewarding, banquets, restaurant, beverage and room service. Prepares students for internships in lodging operations.

**Lecture Hours:** 48

### **HCM602 Introduction to Food and Bar Operations**

**3 credits**—Focuses on the management of food and beverage operations in lodging establishments. Includes stewarding, banquets, restaurant, beverage and room service. Prepares students for internships in lodging operations.

**Lecture Hours:** 48

### **HCM605 Hotel Administration**

**2 credits**—A management course that introduces the student to advanced studies of property management, catering, sales, legal aspects, security and maintenance of all departments of the hotel.

**Lecture Hours:** 32

### **HCM605 Hotel Administration**

**2 credits**—A management course that introduces the student to advanced studies of property management, catering, sales, legal aspects, security and maintenance of all departments of the hotel.

**Lecture Hours:** 32

### **HCM608 Introduction to Hospitality**

**3 credits**—Introduction to the food service, lodging, and tourism components of the hospitality industry. Background information, current issues, resume writing, and future challenges in various segments of the industry.

**Lecture Hours:** 48

### **HCM608 Introduction to Hospitality**

**3 credits**—Introduction to the food service, lodging, and tourism components of the hospitality industry. Background information, current issues, resume writing, and future challenges in various segments of the industry.

**Lecture Hours:** 48

### **HCM905 Hospitality Internship**

**3 credits**—This course will provide students with an opportunity to gain hands on experience in the hospitality industry.

Can be taken for up to 5 credit hours.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in HCM608, HCM605, and HCM589.

### **HCM905 Hospitality Internship**

**3 credits**—This course will provide students with an opportunity to gain hands on experience in the hospitality industry.

Can be taken for up to 5 credit hours.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C- in HCM608, HCM605, and HCM589.

### **HCR111 Residential Forced Air Heating Systems**

**3 credits**—This course presents application of energy sources and equipment as they apply to heating, ventilation, air humidification and filtration systems.

**Lecture Hours:** 16    **Lab Hours:** 64

### **HCR111 Residential Forced Air Heating Systems**

**3 credits**—This course presents application of energy sources and equipment as they apply to heating, ventilation, air humidification and filtration systems.

**Lecture Hours:** 16    **Lab Hours:** 64

### **HCR113 Boiler Fundamentals**

**2 credits**—This class informs students of the concepts, terms, and the major components of steam systems. Topics include the basic steam heating cycle. Also covered in this course are the safety procedures necessary when working on low-pressure steam boilers and systems. Students will be able to install and maintain specific steam straps and recognize the common piping configurations used with steam heating systems.

**Lecture Hours:** 32

**Co-requisite(s):** HCR414, HCR275, and HCR516

### **HCR113 Boiler Fundamentals**

**2 credits**—This class informs students of the concepts, terms, and the major components of steam systems. Topics include the basic steam heating cycle. Also covered in this course are the safety procedures necessary when working on low-pressure steam boilers and systems. Students will be able to install and maintain specific steam straps and recognize the common piping configurations used with steam heating systems.

**Lecture Hours:** 32

**Co-requisite(s):** HCR414, HCR275, and HCR516

### **HCR114 Boiler Fundamentals**

**4 credits**—This class informs the students of the concepts, terms, and the major components of steam systems. Topics include the basic steam heating cycle. Also covered in this course are the safety procedures necessary when working on low-pressure steam boilers and systems. Students will be able to install and maintain specific steam straps and recognize the common piping configurations used with steam heating systems.

**Lecture Hours:** 16    **Lab Hours:** 96

**Co-requisite(s):** HCR282, HCR415, and HCR517

### **HCR114 Boiler Fundamentals**

**4 credits**—This class informs the students of the concepts, terms, and the major components of steam systems. Topics include the basic steam heating cycle. Also covered in this course are the safety procedures necessary when working on low-pressure steam boilers and systems. Students will be able to install and maintain specific steam straps and recognize the common piping configurations used with steam heating systems.

**Lecture Hours:** 16    **Lab Hours:** 96

**Co-requisite(s):** HCR282, HCR415, and HCR517

### **HCR126 Solar Thermal Installation**

**2 credits**—The Solar Thermal Installation course introduces solar thermal system requirements, design and configurations, installation techniques, operation and their application in residential and commercial construction.

**Lecture Hours:** 16    **Lab Hours:** 32

### **HCR126 Solar Thermal Installation**

**2 credits**—The Solar Thermal Installation course introduces solar thermal system requirements, design and configurations, installation techniques, operation and their application in residential and commercial construction.

**Lecture Hours:** 16    **Lab Hours:** 32

### **HCR127 Hydronic Heating Systems**

**2 credits**—To provide experiences in the operation, layout, and selection, and troubleshooting of residential and light commercial boilers.

**Lecture Hours:** 16

**Co-requisite(s):** HCR429, HCR602, HCR852, and HCR912

### **HCR127 Hydronic Heating Systems**

**2 credits**—To provide experiences in the operation, layout, and selection, and troubleshooting of residential and light commercial boilers.

**Lecture Hours:** 16

**Co-requisite(s):** HCR429, HCR602, HCR852, and HCR912

### **HCR137 Hydronic Heating Systems**

**3 credits**—To provide experiences in the operation, layout, selection, and troubleshooting of residential and light commercial boilers.

**Lecture Hours:** 16    **Lab Hours:** 64

**Co-requisite(s):** HCR429, HCR602, and HCR283

### **HCR137 Hydronic Heating Systems**

**3 credits**—To provide experiences in the operation, layout, selection, and troubleshooting of residential and light commercial boilers.

**Lecture Hours:** 16    **Lab Hours:** 64

**Co-requisite(s):** HCR429, HCR602, and HCR283

### **HCR181 Introduction to HVACR**

**3 credits**—The HVACR course will introduce students to the environmental function control of temperature, moisture content, air quality and air circulation in a conditioned space. Our labs allow the learner to view and examine various types of HVACR systems with respect to installation, components, and characteristics.

**Lecture Hours: 16    Lab Hours: 64**

### **HCR181 Introduction to HVACR**

**3 credits**—The HVACR course will introduce students to the environmental function control of temperature, moisture content, air quality and air circulation in a conditioned space. Our labs allow the learner to view and examine various types of HVACR systems with respect to installation, components, and characteristics.

**Lecture Hours: 16    Lab Hours: 64**

### **HCR200 Manual J and D HVAC Design**

**1 credits**—The Manual J and Manual D Residential HVAC Design course will provide students with the necessary skills to analyze a building's heating and cooling loads and design appropriate ductwork systems. Students will begin the process using manual worksheets and then finish by using Manual J and Manual D software programs.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C in CON102.

### **HCR200 Manual J and D HVAC Design**

**1 credits**—The Manual J and Manual D Residential HVAC Design course will provide students with the necessary skills to analyze a building's heating and cooling loads and design appropriate ductwork systems. Students will begin the process using manual worksheets and then finish by using Manual J and Manual D software programs.

**Lecture Hours: 16**

**Prerequisite(s):** A minimum grade of C in CON102.

### **HCR201 Manual J and D HVAC Design**

**3 credits**—The Manual J and Manual D Residential HVAC Design course will provide students with the necessary skills to analyze a residential building's heating and cooling loads, and design appropriate ductwork systems . Students will begin the process using pencil and paper worksheets and Excel spreadsheets; then finish using Manual J and Manual D dedicated software programs.

**Lecture Hours: 32    Lab Hours: 32**

### **HCR201 Manual J and D HVAC Design**

**3 credits**—The Manual J and Manual D Residential HVAC Design course will provide students with the necessary skills to analyze a residential building's heating and cooling loads, and design appropriate ductwork systems . Students will begin the process using pencil and paper worksheets and Excel spreadsheets; then finish using Manual J and Manual D dedicated software programs.

**Lecture Hours: 32    Lab Hours: 32**

### **HCR281 Applied Practices I**

**5 credits**—This course provides students with practice in servicing and repair of the equipment in the HVACR lab to develop basic proficiency.

**Lecture Hours:** 0    **Lab Hours:** 160

### **HCR281 Applied Practices I**

**5 credits**—This course provides students with practice in servicing and repair of the equipment in the HVACR lab to develop basic proficiency.

**Lecture Hours:** 0    **Lab Hours:** 160

### **HCR282 Applied Practices II**

**3 credits**—This course provides students with opportunities to apply the theory to practice to become proficient in the service and repair of the equipment in the HVACR lab area.

**Lecture Hours:** 0    **Lab Hours:** 96

**Co-requisite(s):** HCR114, HCR415, and HCR517

### **HCR282 Applied Practices II**

**3 credits**—This course provides students with opportunities to apply the theory to practice to become proficient in the service and repair of the equipment in the HVACR lab area.

**Lecture Hours:** 0    **Lab Hours:** 96

**Co-requisite(s):** HCR114, HCR415, and HCR517

### **HCR283 Applied Practices III**

**3 credits**—This course provides the students a capstone opportunity to apply the theory to practice on the equipment in the HVACR lab to gain entry level proficiency in service and repair.

**Lecture Hours:** 0    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in HCR282.

**Co-requisite(s):** HCR137, HCR429, and HCR602

### **HCR283 Applied Practices III**

**3 credits**—This course provides the students a capstone opportunity to apply the theory to practice on the equipment in the HVACR lab to gain entry level proficiency in service and repair.

**Lecture Hours:** 0    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in HCR282.

**Co-requisite(s):** HCR137, HCR429, and HCR602

### **HCR414 Controls for HVACR**

**4 credits**—This course presents a more advanced study of electrical controls and their applications, an introduction electronics and the controls used in the H.V.A.C.R. systems.

**Lecture Hours:** 64

**Prerequisite(s):** ELT139 and ELT149

### **HCR414 Controls for HVACR**

**4 credits**—This course presents a more advanced study of electrical controls and their applications, an introduction electronics and the controls used in the H.V.A.C.R. systems.

**Lecture Hours:** 64

**Prerequisite(s):** ELT139 and ELT149

### **HCR415 Controls for HVACR**

**3 credits**—This course presents a more advanced study of electrical controls and their applications in the HVACR industry.

**Lecture Hours:** 16     **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D- in HCR455.

### **HCR415 Controls for HVACR**

**3 credits**—This course presents a more advanced study of electrical controls and their applications in the HVACR industry.

**Lecture Hours:** 16     **Lab Hours:** 64

**Pre/Co-requisite(s):** A minimum grade of D- in HCR455.

### **HCR429 HVAC App Controls w/Automated Systems**

**2 credits**—This course is a study of electronic controls and circuitry systems for H.V.A.C.R.

**Lecture Hours:** 32

**Co-requisite(s):** HCR127, HCR602, HCR852, and HCR912

### **HCR429 HVAC App Controls w/Automated Systems**

**2 credits**—This course is a study of electronic controls and circuitry systems for H.V.A.C.R.

**Lecture Hours:** 32

**Co-requisite(s):** HCR127, HCR602, HCR852, and HCR912

### **HCR455 Applied Electricity for HVACR**

**4 credits**—This course presents the basic electrical characteristics, reading and developing circuit graphics, test equipment, controls and circuit application.

**Lecture Hours:** 16     **Lab Hours:** 96

### **HCR455 Applied Electricity for HVACR**

**4 credits**—This course presents the basic electrical characteristics, reading and developing circuit graphics, test equipment, controls and circuit application.

**Lecture Hours:** 16     **Lab Hours:** 96



### **HCR516 HVACR Systems II**

**6 credits**—This course presents a continuing and advanced study of systems used in heating, ventilation, air cooling and refrigeration.

**Lecture Hours:** 96

**Co-requisite(s):** HCR275 and HCR414

### **HCR516 HVACR Systems II**

**6 credits**—This course presents a continuing and advanced study of systems used in heating, ventilation, air cooling and refrigeration.

**Lecture Hours:** 96

**Co-requisite(s):** HCR275 and HCR414

### **HCR517 HVACR Systems II**

**5 credits**—This course presents a continuing and advanced study of systems in heating, ventilation, air conditioning, and refrigeration.

**Lecture Hours:** 16     **Lab Hours:** 128

**Co-requisite(s):** HCR282 and HCR415

### **HCR517 HVACR Systems II**

**5 credits**—This course presents a continuing and advanced study of systems in heating, ventilation, air conditioning, and refrigeration.

**Lecture Hours:** 16     **Lab Hours:** 128

**Co-requisite(s):** HCR282 and HCR415

### **HCR602 HVACR Systems III**

**2 credits**—This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air-cooling and refrigeration systems.

**Lecture Hours:** 32

**Prerequisite(s):** HCR516

**Co-requisite(s):** HCR429 and HCR912

### **HCR602 HVACR Systems III**

**2 credits**—This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air-cooling and refrigeration systems.

**Lecture Hours:** 32

**Prerequisite(s):** HCR516

**Co-requisite(s):** HCR429 and HCR912

### **HCR852 Operation Strategies**

**2 credits**—This course presents customer relations and principles of successful business techniques. The job search and interview process will also be covered.

**Lecture Hours:** 32

**Prerequisite(s):** IND181 and HCR110

### **HCR852 Operation Strategies**

**2 credits**—This course presents customer relations and principles of successful business techniques. The job search and interview process will also be covered.

**Lecture Hours:** 32

**Prerequisite(s):** IND181 and HCR110

### **HCR911 HVACR Field Experience I**

**1 credits**—This course places students in professional settings in the HVACR industry. Emphasis is on observation and participation in the business practices of the HVACR industry.

**Lecture Hours:** 0    **Co-op Hours:** 64

**Co-requisite(s):** HCR283, HCR429, HCR602, and HCR137

### **HCR911 HVACR Field Experience I**

**1 credits**—This course places students in professional settings in the HVACR industry. Emphasis is on observation and participation in the business practices of the HVACR industry.

**Lecture Hours:** 0    **Co-op Hours:** 64

**Co-requisite(s):** HCR283, HCR429, HCR602, and HCR137

### **HCR912 HVACR Field Experience II**

**2 credits**—This course places students in professional settings for experiences in the Heating, Cooling and Air-Conditioning trades. Emphasis is given to observation of and participation in: troubleshooting, installation document preparation, and business practices.

**Lecture Hours:** 0    **Co-op Hours:** 128

**Prerequisite(s):** All first and second semester program courses and a current program 2.00 cumulative GPA.

**Co-requisite(s):** HCR429 and HCR602

### **HCR912 HVACR Field Experience II**

**2 credits**—This course places students in professional settings for experiences in the Heating, Cooling and Air-Conditioning trades. Emphasis is given to observation of and participation in: troubleshooting, installation document preparation, and business practices.

**Lecture Hours:** 0    **Co-op Hours:** 128

**Prerequisite(s):** All first and second semester program courses and a current program 2.00 cumulative GPA.

**Co-requisite(s):** HCR429 and HCR602

### **HEQ100 Introduction to Construction Equipment Operation**

**1 credits**—The Introduction to Construction Equipment Operation Course will provide students with the knowledge of basic requirements and skillsets necessary to become entry level equipment operators in the construction industry. Students will explore the various types of equipment and unique operating characteristics of each. Jobsite safety and preparation will be discussed as well as PPE and communications with employers, fellow workers, and the public.

**Lecture Hours:** 16

### **HEQ100 Introduction to Construction Equipment Operation**

**1 credits**—The Introduction to Construction Equipment Operation Course will provide students with the knowledge of basic requirements and skillsets necessary to become entry level equipment operators in the construction industry. Students will explore the various types of equipment and unique operating characteristics of each. Jobsite safety and preparation will be discussed as well as PPE and communications with employers, fellow workers, and the public.

**Lecture Hours:** 16

### **HEQ102 Preoperational Inspection**

**2 credits**—This Preoperational Inspection Course will give students practice in completing, documenting, and maintaining, inspections and records for the machines they will operate. This course is an introduction in to the proper methods and routines needed to insure that a particular machine is safe to operate as well as properly lubricated and in good working order according to manufacturers? specifications. Students will practice completing daily inspections reports and the steps necessary to report defects. Maintaining records of inspections and repairs will also be covered.

**Lecture Hours:** 16     **Lab Hours:** 48

### **HEQ102 Preoperational Inspection**

**2 credits**—This Preoperational Inspection Course will give students practice in completing, documenting, and maintaining, inspections and records for the machines they will operate. This course is an introduction in to the proper methods and routines needed to insure that a particular machine is safe to operate as well as properly lubricated and in good working order according to manufacturers? specifications. Students will practice completing daily inspections reports and the steps necessary to report defects. Maintaining records of inspections and repairs will also be covered.

**Lecture Hours:** 16     **Lab Hours:** 48

### **HEQ104 Equipment Maintenance I**

**2 credits**—This course will assist students in the basic knowledge and skills necessary to perform routine maintenance and repairs on different types of construction equipment. Individual component and systems service intervals will be discussed and analyzed.

Students will receive practice in fluid and filter replacing as well as recognizing, troubleshooting, replacing and repairing defective and worn components and parts. The need for ongoing operator input and involvement in the maintenance process will be explored.

**Lecture Hours: 16    Lab Hours: 48**

### **HEQ104 Equipment Maintenance I**

**2 credits**—This course will assist students in the basic knowledge and skills necessary to perform routine maintenance and repairs on different types of construction equipment. Individual component and systems service intervals will be discussed and analyzed. Students will receive practice in fluid and filter replacing as well as recognizing, troubleshooting, replacing and repairing defective and worn components and parts. The need for ongoing operator input and involvement in the maintenance process will be explored.

**Lecture Hours: 16    Lab Hours: 48**

### **HEQ105 Skid Steer Operation**

**3 credits**—The Skid Steer Equipment Operation Course will give students access to the hands-on operation of Skid Steer equipment used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16    Lab Hours: 96**

### **HEQ105 Skid Steer Operation**

**3 credits**—The Skid Steer Equipment Operation Course will give students access to the hands-on operation of Skid Steer equipment used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16    Lab Hours: 96**

### **HEQ106 Compact Excavator Operation**

**3 credits**—The Compact Excavator Operation Course will give students access to the hands-on operation of compact excavators used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours:** 16    **Lab Hours:** 96

### **HEQ106 Compact Excavator Operation**

**3 credits**—The Compact Excavator Operation Course will give students access to the hands-on operation of compact excavators used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours:** 16    **Lab Hours:** 96

### **HEQ107 Wheel Loader Operation**

**2 credits**—The Wheel Loader Operation Course will give students access to the hands-on operation of Wheel Loaders used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate loaders in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lab Hours:** 96

### **HEQ107 Wheel Loader Operation**

**2 credits**—The Wheel Loader Operation Course will give students access to the hands-on operation of Wheel Loaders used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate loaders in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lab Hours:** 96

### **HEQ108 Backhoe Operation**

**3 credits**—The Backhoe Operation Course will give students access to the hands-on operation of equipment used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours:** 16    **Lab Hours:** 96

### **HEQ108 Backhoe Operation**

**3 credits**—The Backhoe Operation Course will give students access to the hands-on operation of equipment used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours: 16      Lab Hours: 96**

### **HEQ109 All Terrain Lifts Operation**

**2 credits**—The All-Terrain Lifts Operation Course will give students access to the hands-on operation of all-terrain lifts and platforms used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, loading and unloading materials from trucks, and operating the work platform safely in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. Students will obtain an OSHA Certificate in Fork Lift Operation as part of this program.

**Lecture Hours: 16      Lab Hours: 48**

### **HEQ109 All Terrain Lifts Operation**

**2 credits**—The All-Terrain Lifts Operation Course will give students access to the hands-on operation of all-terrain lifts and platforms used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate equipment in all sorts of workplace settings and environments. Students will gain practice in operating by completing exercises in moving materials, loading and unloading materials from trucks, and operating the work platform safely in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. Students will obtain an OSHA Certificate in Fork Lift Operation as part of this program.

**Lecture Hours: 16      Lab Hours: 48**

### **HEQ110 Support Equipment Operation**

**2 credits**—The Support Equipment Operation Course will introduce students to various types of mechanized machines and devices used on jobsites. Types of equipment include plate compactors, tampers, portable air compressors, jack hammers, concrete buggies, power trowels, concrete saws, and others. Students will gain practice in the safe operation and care of these types of machines.

**Lecture Hours: 16      Lab Hours: 48**

### **HEQ110 Support Equipment Operation**

**2 credits**—The Support Equipment Operation Course will introduce students to various types of mechanized machines and devices used on jobsites. Types of equipment include plate compactors, tampers, portable air compressors, jack hammers, concrete buggies, power trowels, concrete saws, and others. Students will gain practice in the safe operation and care of these types of machines.

**Lecture Hours:** 16    **Lab Hours:** 48

### **HEQ111 Jobsite Certifications**

**4 credits**—The Jobsite Certifications Course will introduce students to the various training and certifications required by state and federal agencies for persons actively working on different types of jobsites. They will become familiar with the federal and state agencies that have regulatory authority over the construction industry.

**Lecture Hours:** 64

### **HEQ111 Jobsite Certifications**

**4 credits**—The Jobsite Certifications Course will introduce students to the various training and certifications required by state and federal agencies for persons actively working on different types of jobsites. They will become familiar with the federal and state agencies that have regulatory authority over the construction industry.

**Lecture Hours:** 64

### **HEQ113 Equipment Maintenance II**

**3 credits**—This course will assist students in the basic knowledge and skills necessary to perform routine maintenance and basic repairs on different types of construction equipment. Individual component and systems repair will be discussed and practiced. Students will gain hands-on practice in testing and repairing basic machine components. Arc welding and flame cutting will be introduced.

**Lecture Hours:** 16    **Lab Hours:** 96

### **HEQ113 Equipment Maintenance II**

**3 credits**—This course will assist students in the basic knowledge and skills necessary to perform routine maintenance and basic repairs on different types of construction equipment. Individual component and systems repair will be discussed and practiced. Students will gain hands-on practice in testing and repairing basic machine components. Arc welding and flame cutting will be introduced.

**Lecture Hours:** 16    **Lab Hours:** 96

### **HEQ114 Track Equipment Operation**

**3 credits**—The Track Equipment Operation Course will give students access to the hands-on operation of track equipped machines used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate track equipped machines in all sorts of workplace settings and environments. Students will be exposed to the unique operating characteristics of track machines by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours:** 16    **Lab Hours:** 96

### **HEQ114 Track Equipment Operation**

**3 credits**—The Track Equipment Operation Course will give students access to the hands-on operation of track equipped machines used in the construction industry. Students will be able to develop the motor skills and competencies necessary to safely operate track equipped machines in all sorts of workplace settings and environments. Students will be exposed to the unique operating characteristics of track machines by completing exercises in moving materials, leveling, grading, digging, trenching, and loading trucks, in all types of terrain and jobsite conditions. Students will demonstrate proper inspection, start up, operating and shut down procedures on a daily basis. The ability to set up and complete projects according to a written site plan will be practiced.

**Lecture Hours:** 16    **Lab Hours:** 96

### **HEQ201 Utility Equipment Operation**

**3 credits**—The Utility Equipment Operation Course will introduce students to the operation of machines used in the construction industry when working in close proximity to buildings, underground utilities, and jobsites with limited operational spaces. Students will operate various machines such as Skid Steer Loaders, Mini Excavators, Loader Backhoes, All-Terrain Forklifts, Aerial Lifts, and related attachments. Students will gain experience digging over, under, and around underground utilities, excavating next to foundations and walls, and undercutting slabs for utility installations. The installation and operation of attachments, trenchers, breakers, soil conditioners, posthole digger, materials forks, and others will be introduced and practiced. Students will gain knowledge of pre-operational inspections, loading and securing equipment for transport and required licensure for various truck-trailer combinations and weight ratings.

**Lecture Hours:** 16    **Lab Hours:** 64

### **HEQ201 Utility Equipment Operation**

**3 credits**—The Utility Equipment Operation Course will introduce students to the operation of machines used in the construction industry when working in close proximity to buildings, underground utilities, and jobsites with limited operational spaces. Students will operate various machines such as Skid Steer Loaders, Mini Excavators, Loader Backhoes, All-Terrain Forklifts, Aerial Lifts, and related attachments. Students will gain experience digging over, under, and around underground utilities, excavating next to foundations and walls, and undercutting slabs for utility installations. The installation and operation of attachments, trenchers, breakers, soil conditioners, posthole digger, materials forks, and others will be introduced and practiced. Students will gain knowledge of pre-operational inspections, loading and securing equipment for transport and required licensure for various truck-trailer combinations and weight ratings.

**Lecture Hours:** 16    **Lab Hours:** 64

### **HEQ905 Workplace Experience**

**3 credits**—This course provides students with opportunities to gain on-the-job experience in the construction industry. Students will gain an understanding of qualities and skills needed for success in the equipment operating field. Coordination and guidance will be provided by department instructors.

**Co-op Hours:** 192

### **HEQ905 Workplace Experience**



**3 credits**—This course provides students with opportunities to gain on-the-job experience in the construction industry. Students will gain an understanding of qualities and skills needed for success in the equipment operating field. Coordination and guidance will be provided by department instructors.

**Co-op Hours:** 192

### **HIS117 Western Civilization I: Ancient and Medieval**

**3 credits**—Western Civilization I traces the development of Western Civilization from prehistory to 1300 C.E., the end of the High Middle Ages. The role of the Humanities is emphasized. The course explores major political, social, economic, scientific, intellectual, cultural, and religious developments contributing to Western societies. These include the significant events and contributions of early Middle Eastern civilizations, classical and Hellenistic Greece, the Roman Empire, its successors, the rise of the Western Christian church, and Medieval Europe.

**Lecture Hours:** 48

### **HIS117 Western Civilization I: Ancient and Medieval**

**3 credits**—Western Civilization I traces the development of Western Civilization from prehistory to 1300 C.E., the end of the High Middle Ages. The role of the Humanities is emphasized. The course explores major political, social, economic, scientific, intellectual, cultural, and religious developments contributing to Western societies. These include the significant events and contributions of early Middle Eastern civilizations, classical and Hellenistic Greece, the Roman Empire, its successors, the rise of the Western Christian church, and Medieval Europe.

**Lecture Hours:** 48

### **HIS118 Western Civilization II: Early Modern**

**3 credits**—Western Civilization II surveys the development of Western Civilization, covering the end of the High Middle Ages of Europe to the French Revolution. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing to the emergence of modern Western European Society. This includes the significant events and contributions of the Renaissance, the Reformation, the Columbian exchange, the Scientific Revolution, and the Enlightenment.

**Lecture Hours:** 48

### **HIS118 Western Civilization II: Early Modern**

**3 credits**—Western Civilization II surveys the development of Western Civilization, covering the end of the High Middle Ages of Europe to the French Revolution. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing to the emergence of modern Western European Society. This includes the significant events and contributions of the Renaissance, the Reformation, the Columbian exchange, the Scientific Revolution, and the Enlightenment.

**Lecture Hours:** 48

### **HIS119 Western Civilization III: The Modern Period**

**3 credits**—Western Civilization III will continue exploring the development of Western Civilization, covering the period from the French Revolution until the present. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing toward Western Society. Included are such major developments as the industrial revolution, the French revolution, Romanticism, European colonialism, World War I, World War II, the Cold War, the new European order, and the world of the Twenty-first Century.

**Lecture Hours:** 48

### **HIS119 Western Civilization III: The Modern Period**

**3 credits**—Western Civilization III will continue exploring the development of Western Civilization, covering the period from the French Revolution until the present. The role of the Humanities is emphasized. The course will examine the major political, social, economic, intellectual, cultural, and religious developments contributing toward Western Society. Included are such major developments as the industrial revolution, the French revolution, Romanticism, European colonialism, World War I, World War II, the Cold War, the new European order, and the world of the Twenty-first Century.

**Lecture Hours:** 48

### **HIS151 U.S. History to 1877**

**3 credits**—This United States history course examines the country's Colonial experience, Revolutionary period, and 19th Century history through Reconstruction. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours:** 48

### **HIS151 U.S. History to 1877**

**3 credits**—This United States history course examines the country's Colonial experience, Revolutionary period, and 19th Century history through Reconstruction. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours:** 48

### **HIS152 U.S. History Since 1877**

**3 credits**—This United States history course examines the period from the end of reconstruction to the present. Emphasis is placed upon industrialization and its impact, the development of a strong federal government, an aggressive foreign policy, and a growing involvement in an international economy. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours:** 48

### **HIS152 U.S. History Since 1877**

**3 credits**—This United States history course examines the period from the end of reconstruction to the present. Emphasis is placed upon industrialization and its impact, the development of a strong federal government, an aggressive foreign policy, and a growing

involvement in an international economy. The course includes political, economic, and social history of this period, as well as the development of American thought.

**Lecture Hours:** 48

### **HIS201 Iowa History**

**3 credits**—This history course is a survey of social, political, economic and cultural developments in Iowa from pre-historic times to the present.

**Lecture Hours:** 48

### **HIS201 Iowa History**

**3 credits**—This history course is a survey of social, political, economic and cultural developments in Iowa from pre-historic times to the present.

**Lecture Hours:** 48

### **HIS251 U.S. History 1945 to Present**

**3 credits**—This United States history course examines the American experience from the end of World War II to the present. This course will include the political, diplomatic, intellectual, economic, and social history of the period.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS152.

### **HIS251 U.S. History 1945 to Present**

**3 credits**—This United States history course examines the American experience from the end of World War II to the present. This course will include the political, diplomatic, intellectual, economic, and social history of the period.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS152.

### **HIS257 African American History**

**3 credits**—This course examines the experiences of African-American society in the United States from origins in Africa to the present.

**Lecture Hours:** 48

### **HIS257 African American History**

**3 credits**—This course examines the experiences of African-American society in the United States from origins in Africa to the present.

**Lecture Hours:** 48

### **HIS277 History of Women in the U.S.**

**3 credits**—United States history from the perspective of women starting in the colonial period through the present day. The course examines the historical development of women's role in the family, concepts of sexuality, economic and political roles, and intellectual

tradition. A comparative analysis of women's roles in other areas of the world is also provided.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS151, HIS152, or WST101.

### **HIS277 History of Women in the U.S.**

**3 credits**—United States history from the perspective of women starting in the colonial period through the present day. The course examines the historical development of women's role in the family, concepts of sexuality, economic and political roles, and intellectual tradition. A comparative analysis of women's roles in other areas of the world is also provided.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS151, HIS152, or WST101.

### **HIS924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **HIS924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **HIT125 Essentials of Health Records**

**2 credits**—This course familiarizes students with the origin, uses, content and format of health records, including both paper and electronic health records. It covers required standards for health records, organization of records, and analysis of health record data.

**Lecture Hours:** 32

### **HIT125 Essentials of Health Records**

**2 credits**—This course familiarizes students with the origin, uses, content and format of health records, including both paper and electronic health records. It covers required standards for health records, organization of records, and analysis of health record data.

**Lecture Hours:** 32

### **HIT215 Introduction to CPT**

**2 credits**—Introduces the use of the CPT classification system with emphasis on coding in the physician's office for reimbursement purposes.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of C- in HSC116.

### **HIT215 Introduction to CPT**

**2 credits**—Introduces the use of the CPT classification system with emphasis on coding in the physician's office for reimbursement purposes.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of C- in HSC116.

### **HIT240 Advanced Coding and Classification**

**3 credits**—Enables students to accurately apply more advanced ICD-CM codes to diseases and procedures in compliance with reimbursement and prospective payment system guidelines with use of coding resources.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT250.

### **HIT240 Advanced Coding and Classification**

**3 credits**—Enables students to accurately apply more advanced ICD-CM codes to diseases and procedures in compliance with reimbursement and prospective payment system guidelines with use of coding resources.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT250.

### **HIT250 Coding I (ICD)**

**3 credits**—This course introduces the concepts necessary for entry-level coding of diseases, injuries, and hospital procedures

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of D- in HSC116.

### **HIT250 Coding I (ICD)**

**3 credits**—This course introduces the concepts necessary for entry-level coding of diseases, injuries, and hospital procedures

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of D- in HSC116.

### **HIT280 CPT-4 Coding**

**3 credits**—Continues more complex concepts of procedural coding utilizing the Current Procedural Terminology, 4th Edition (CPT-4) classification system. Includes practical application of coding outpatient/ambulatory records.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT215.

### **HIT280 CPT-4 Coding**

**3 credits**—Continues more complex concepts of procedural coding utilizing the Current Procedural Terminology, 4th Edition (CPT-4) classification system. Includes practical application of coding outpatient/ambulatory records.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT215.

### **HIT510 Coding Certification Review**

**2 credits**—This course reviews and summarizes the information received in the medical billing/coding program to prepare students for a national coding certification exam.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of D- in HIT240 and HIT280.

### **HIT510 Coding Certification Review**

**2 credits**—This course reviews and summarizes the information received in the medical billing/coding program to prepare students for a national coding certification exam.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of D- in HIT240 and HIT280.

### **HSC108 Introduction to Health Professions**

**2 credits**—This course introduces the student to the healthcare system and provides an opportunity to explore a wide variety of health careers/professions. Students will explore ethical and legal responsibilities within the healthcare system including expectations for professional behavior. This course will allow for certification in common healthcare requirements.

**Lecture Hours:** 32

### **HSC108 Introduction to Health Professions**

**2 credits**—This course introduces the student to the healthcare system and provides an opportunity to explore a wide variety of health careers/professions. Students will explore ethical and legal responsibilities within the healthcare system including expectations for professional behavior. This course will allow for certification in common healthcare requirements.

**Lecture Hours:** 32

### **HSC113 Medical Terminology**

**2 credits**—This course presents the foundation necessary to develop a basic medical terminology vocabulary. Emphasis on the components of terms as related to each body system will be provided. The course further provides the student with the opportunity to properly spell, pronounce and utilize medical terms in relation to pathological conditions,

tests, and procedures. Common medical abbreviations will also be discussed for each system.

**Lecture Hours:** 32

### **HSC113 Medical Terminology**

**2 credits**—This course presents the foundation necessary to develop a basic medical terminology vocabulary. Emphasis on the components of terms as related to each body system will be provided. The course further provides the student with the opportunity to properly spell, pronounce and utilize medical terms in relation to pathological conditions, tests, and procedures. Common medical abbreviations will also be discussed for each system.

**Lecture Hours:** 32

### **HSC116 Beginning Medical Terminology**

**4 credits**—This course introduces the concepts necessary for building a basic medical vocabulary.

**Lecture Hours:** 32    **Lab Hours:** 64

### **HSC116 Beginning Medical Terminology**

**4 credits**—This course introduces the concepts necessary for building a basic medical vocabulary.

**Lecture Hours:** 32    **Lab Hours:** 64

### **HSC124 Advanced Medical Terminology**

**4 credits**—The course continues to build a medical vocabulary through the study of anatomy and physiology, common diseases and surgeries of the body systems.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C- in HSC116.

### **HSC124 Advanced Medical Terminology**

**4 credits**—The course continues to build a medical vocabulary through the study of anatomy and physiology, common diseases and surgeries of the body systems.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C- in HSC116.

### **HSC217 Introduction to Pathology**

**3 credits**—Introduces the study of pathology. Includes description, etiology, signs and symptoms, diagnostic procedures, current medical treatment, progress and prevention of disease in each body system, with emphasis on basic concepts and terminology.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of C- in HSC116.

### **HSC217 Introduction to Pathology**

**3 credits**—Introduces the study of pathology. Includes description, etiology, signs and symptoms, diagnostic procedures, current medical treatment, progress and prevention of disease in each body system, with emphasis on basic concepts and terminology.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of C- in HSC116.

### **HUM130 Holocaust Perspectives: Confronting the Future**

**3 credits**—The Holocaust, or Shoah, will be studied from a combination of historical, sociological, scientific, literary, and artistic approaches. The course will examine how this Twentieth Century genocide was used as a technique of political control and racial persecution. It will also look at the causes and functions of the Holocaust to draw parallels to the current resurgence of similar events and ideologies based on race, religion, and other prejudices.

**Lecture Hours:** 48

### **HUM130 Holocaust Perspectives: Confronting the Future**

**3 credits**—The Holocaust, or Shoah, will be studied from a combination of historical, sociological, scientific, literary, and artistic approaches. The course will examine how this Twentieth Century genocide was used as a technique of political control and racial persecution. It will also look at the causes and functions of the Holocaust to draw parallels to the current resurgence of similar events and ideologies based on race, religion, and other prejudices.

**Lecture Hours:** 48

### **HUM140 Shakespeare: Dramatist, Psychologist, Historian**

**3 credits**—This course will include a study of several plays by William Shakespeare, including two tragedies, two histories, and two comedies. Study of these plays will start with an examination of the historical period, which provides both the context in which the plays were written and the settings within the plays. Focus will then shift to a dramatic analysis of recurring themes, ideas, characterizations, and psychological profiles. It will end with a discussion of the contributions of Shakespeare to Western civilization and humanity as a whole. Also taught as LIT 145.

**Lecture Hours:** 48

### **HUM140 Shakespeare: Dramatist, Psychologist, Historian**

**3 credits**—This course will include a study of several plays by William Shakespeare, including two tragedies, two histories, and two comedies. Study of these plays will start with an examination of the historical period, which provides both the context in which the plays were written and the settings within the plays. Focus will then shift to a dramatic analysis of recurring themes, ideas, characterizations, and psychological profiles. It will end with a discussion of the contributions of Shakespeare to Western civilization and humanity as a whole. Also taught as LIT 145.

**Lecture Hours:** 48



### **HUM924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **HUM924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **IND100 Basic Mechanical Systems**

**2 credits**—This course provides the student with introductory knowledge, skills in use of tools, and components by mechanics.

**Lecture Hours:** 16    **Lab Hours:** 32

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**2 credits**—This course provides the student with introductory knowledge, skills in use of tools, and components by mechanics.

**Lecture Hours:** 16    **Lab Hours:** 32

### **IND111 Industrial Safety Mechanical Systems**

**1 credits**—This course provides students with information required to understand industrial safety issues and procedures. Studies include job hazard awareness, lock-out/tag-out, egress, fire extinguishers, OSHA 10, material handling, and Globally Harmonized System of Classification and Labeling of Chemicals (SDS Sheets).

**Lecture Hours:** 16

### **IND111 Industrial Safety Mechanical Systems**

**1 credits**—This course provides students with information required to understand industrial safety issues and procedures. Studies include job hazard awareness, lock-out/tag-out, egress, fire extinguishers, OSHA 10, material handling, and Globally Harmonized System of Classification and Labeling of Chemicals (SDS Sheets).

**Lecture Hours:** 16

### **IND145 Mechanical Power Transfer**

**2 credits**—This course provides the student with the knowledge and skills necessary to troubleshoot maintain and repair mechanical power systems. Such as bearings, gears, clutches, belts and seals.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in IND100.

### **IND145 Mechanical Power Transfer**

**2 credits**—This course provides the student with the knowledge and skills necessary to troubleshoot maintain and repair mechanical power systems. Such as bearings, gears, clutches, belts and seals.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in IND100.

### **IND157 Introduction to Computers**

**2 credits**—This is an introductory course in the use of a personal computer. Students will gain a general understanding of computer hardware and software. Students will be given hands-on experiences with operating system navigation, word processing and spreadsheet software, and industrial applications.

**Lecture Hours:** 16

### **IND157 Introduction to Computers**

**2 credits**—This is an introductory course in the use of a personal computer. Students will gain a general understanding of computer hardware and software. Students will be given hands-on experiences with operating system navigation, word processing and spreadsheet software, and industrial applications.

**Lecture Hours:** 16

### **IND181 Heating, Ventilating, and Air Conditioning**

**2 credits**—The Heating, Ventilating, and Air Conditioning Systems (HVAC) course will introduce students to the environmental function control of temperature, moisture content, air quality and air circulation in a conditioned space. Our labs allow the learner to view and examine various types of HVAC systems with respect to installation, components, and characteristics.

**Lecture Hours:** 16    **Lab Hours:** 32

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**2 credits**—The Heating, Ventilating, and Air Conditioning Systems (HVAC) course will introduce students to the environmental function control of temperature, moisture content, air quality and air circulation in a conditioned space. Our labs allow the learner to view and examine various types of HVAC systems with respect to installation, components, and characteristics.

**Lecture Hours:** 16    **Lab Hours:** 32

### **IND949 Special Topics in Industrial**

**1 credits**—This course is designed for secondary industrial technology educators to develop and enhance knowledge and skills in specific emerging practices, issues, and technical content areas in the manufacturing industry.

May be taken for up to 6 credits.

**Lab Hours:** 32

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**1 credits**—This course is designed for secondary industrial technology educators to develop and enhance knowledge and skills in specific emerging practices, issues, and technical content areas in the manufacturing industry.

May be taken for up to 6 credits.

**Lab Hours:** 32

### **LIT101 Introduction to Literature**

**3 credits**—This course studies multiple literary forms and genres. Students will be introduced to literary terminology, analysis and interpretation of literature, and a variety of authors and literary styles. Instruction will emphasize the process of reading to develop and interpret meaning and classroom discussions encouraging students to share interpretations. Students will also respond to literature through informal and formal written assignments that foster skill in analysis and interpretation.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in RDG040 and ENG061 or appropriate placement scores.

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**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in RDG040 and ENG061 or appropriate placement scores.

### **LIT133 Minority Voices in U.S. Literature**

**3 credits**—This course will explore the issues and themes developed in the literature written by minority authors, often underrepresented in the traditional literary canon. We will focus on works by various dispossessed groups, including African-Americans, Latinos, Native Americans, Asian-Americans, women, and gays/transgender/lesbians. Genre to be read will include short stories, poetry, and novels with emphasis on the ideas and issues shared in common by the various silenced groups and the unique perspective of each. Class activities will build on students' skills in reading, discussing and writing about literature acquired in Introduction to Literature.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in LIT101.

### **LIT133 Minority Voices in U.S. Literature**

**3 credits**—This course will explore the issues and themes developed in the literature written by minority authors, often underrepresented in the traditional literary canon. We will focus on works by various dispossessed groups, including African-Americans, Latinos, Native Americans, Asian-Americans, women, and gays/transgender/lesbians. Genre to be read will include short stories, poetry, and novels with emphasis on the ideas and issues shared in common by the various silenced groups and the unique perspective of each. Class activities will build on students' skills in reading, discussing and writing about literature acquired in Introduction to Literature.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in LIT101.

### **LIT142 Major British Writers**

**3 credits**—This course is designed to give the freshman and/or sophomore level student a survey of the major author/trends in British Literature from Anglo-Saxon times to contemporary. Prose, poetry, and drama will be the featured genres. The course is designed to trace the development, achievements, and traditions of the British literary art. Major authors include Chaucer, Shakespeare, Donne, Johnson, Wordsworth, Shelley, Dickens, George Eliot, Lawrence, Shaw, and Conrad.

**Lecture Hours:** 48

### **LIT142 Major British Writers**

**3 credits**—This course is designed to give the freshman and/or sophomore level student a survey of the major author/trends in British Literature from Anglo-Saxon times to contemporary. Prose, poetry, and drama will be the featured genres. The course is designed to trace the development, achievements, and traditions of the British literary art. Major authors include Chaucer, Shakespeare, Donne, Johnson, Wordsworth, Shelley, Dickens, George Eliot, Lawrence, Shaw, and Conrad.

**Lecture Hours:** 48

### **LIT189 Women and Literature**

**3 credits**—Women and Literature examines the predominant ways in which women have been portrayed by both male and female writers. It will also focus on the effects these recurring images may have on expectations for real women.

**Lecture Hours:** 48

### **LIT189 Women and Literature**

**3 credits**—Women and Literature examines the predominant ways in which women have been portrayed by both male and female writers. It will also focus on the effects these recurring images may have on expectations for real women.

**Lecture Hours:** 48

### **LIT949 Special Topics in Literature**

**1 credits**—This course will explore literature focused on a specific theme, genre, or author; introducing the specified topic and seeking to develop appreciation of the selected literature.

Selected topics may include but are not limited to: detective fiction, science fiction, short stories, regional writers, or the work of a specific author.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **LIT949 Special Topics in Literature**

**1 credits**—This course will explore literature focused on a specific theme, genre, or author; introducing the specified topic and seeking to develop appreciation of the selected literature. Selected topics may include but are not limited to: detective fiction, science fiction, short stories, regional writers, or the work of a specific author.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MAP132 Medical Transcription**

**2 credits**—This course continues to build and strengthen skills involving grammar, punctuation, spelling, and use of reference materials by transcribing a variety of medical reports.

**Lecture Hours:** 16     **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in HSC116, ADM148, and ADM159.

### **MAP132 Medical Transcription**

**2 credits**—This course continues to build and strengthen skills involving grammar, punctuation, spelling, and use of reference materials by transcribing a variety of medical reports.

**Lecture Hours:** 16     **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in HSC116, ADM148, and ADM159.

### **MAP141 Medical Insurance**

**3 credits**—This course is an introduction to various details and forms relative to medical insurance programs and CPT coding.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT250.

### **MAP141 Medical Insurance**

**3 credits**—This course is an introduction to various details and forms relative to medical insurance programs and CPT coding.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in HIT250.

### **MAP152 Computer Patient Billing**

**2 credits**—An introduction to an automated patient billing software will be covered in this course.

**Lecture Hours:** 16    **Lab Hours:** 32

**Pre/Co-requisite(s):** A minimum grade of D- in MAP141.

### **MAP152 Computer Patient Billing**

**2 credits**—An introduction to an automated patient billing software will be covered in this course.

**Lecture Hours:** 16    **Lab Hours:** 32

**Pre/Co-requisite(s):** A minimum grade of D- in MAP141.

### **MAP511 Pharmacology for the Medical Secretary**

**1 credits**—The basic knowledge, understanding, and skills necessary to use common pharmaceutical references and spell commonly used drugs.

**Lecture Hours:** 16

**Prerequisite(s):** HSC116

### **MAP511 Pharmacology for the Medical Secretary**

**1 credits**—The basic knowledge, understanding, and skills necessary to use common pharmaceutical references and spell commonly used drugs.

**Lecture Hours:** 16

**Prerequisite(s):** HSC116

### **MAT045 Fundamentals of Math**

**4 credits**—This course is designed to help students meet minimum competencies for their basic skills in mathematics in the areas of whole numbers, fractions, decimals, percent, and ratio/proportion. Critical thinking, problem solving, and conceptual development are emphasized. Students will be prepared for learning higher order mathematical concepts

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores or equivalent

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**4 credits**—This course is designed to help students meet minimum competencies for their basic skills in mathematics in the areas of whole numbers, fractions, decimals, percent, and ratio/proportion. Critical thinking, problem solving, and conceptual development are emphasized. Students will be prepared for learning higher order mathematical concepts

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores or equivalent

### **MAT048 Preparatory Math for Elementary Algebra**

**4 credits**—This course is designed to prepare students for Elementary Algebra. The course will provide instruction in arithmetic and introduce algebra. Students successfully completing the course will meet competencies in basic arithmetic with whole numbers, integers, fractions, and decimals. Successful completion will assure skills needed for basic algebraic problems and a variety of application problems.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores

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**4 credits**—This course is designed to prepare students for Elementary Algebra. The course will provide instruction in arithmetic and introduce algebra. Students successfully completing the course will meet competencies in basic arithmetic with whole numbers, integers, fractions, and decimals. Successful completion will assure skills needed for basic algebraic problems and a variety of application problems.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores

### **MAT052 Pre-Algebra**

**3 credits**—This course is designed to combine both classroom instruction and individualized instruction to prepare students for Elementary Algebra. Teacher-student interaction as well as student interaction with one another will be provided for and encouraged.

**Lecture Hours:** 48

**Prerequisite(s):** MAT045

### **MAT052 Pre-Algebra**

**3 credits**—This course is designed to combine both classroom instruction and individualized instruction to prepare students for Elementary Algebra. Teacher-student interaction as well as student interaction with one another will be provided for and encouraged.

**Lecture Hours:** 48

**Prerequisite(s):** MAT045

### **MAT063 Elementary Algebra**

**4 credits**—This course is designed to combine both classroom instruction and individualized instruction to provide students with the critical thinking skills necessary for their subsequent courses and programs. Teacher-student interaction, as well as student interaction with one another, will be provided for and encouraged.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D in MAT048 or MAT052.

### **MAT063 Elementary Algebra**

**4 credits**—This course is designed to combine both classroom instruction and individualized instruction to provide students with the critical thinking skills necessary for their subsequent

courses and programs. Teacher-student interaction, as well as student interaction with one another, will be provided for and encouraged.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D in MAT048 or MAT052.

### **MAT102 Intermediate Algebra**

**4 credits**—This course will prepare the student for College Algebra and Trigonometry or other equivalent course work. Topics include properties of real numbers, linear and quadratic equations, graphs of polynomial functions, systems of equations, polynomial and rational expressions, inequalities, integral and rational exponents, radicals, and complex numbers.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT063 or appropriate placement scores.

### **MAT102 Intermediate Algebra**

**4 credits**—This course will prepare the student for College Algebra and Trigonometry or other equivalent course work. Topics include properties of real numbers, linear and quadratic equations, graphs of polynomial functions, systems of equations, polynomial and rational expressions, inequalities, integral and rational exponents, radicals, and complex numbers.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT063 or appropriate placement scores.

### **MAT110 Math for Liberal Arts**

**3 credits**—This is a one semester, liberal arts mathematics course that satisfies the minimum general education requirement for math. The course is designed to impart math skills which are helpful in everyday life as well as to expose students to areas of mathematics they may not have seen before. Topics include problem-solving skills, set theory, algebra, consumer mathematics, probability, and statistics. Other topics may be included.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or equivalent COMPASS score.

### **MAT110 Math for Liberal Arts**

**3 credits**—This is a one semester, liberal arts mathematics course that satisfies the minimum general education requirement for math. The course is designed to impart math skills which are helpful in everyday life as well as to expose students to areas of mathematics they may not have seen before. Topics include problem-solving skills, set theory, algebra, consumer mathematics, probability, and statistics. Other topics may be included.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D- in MAT063 or equivalent COMPASS score.



### **MAT122 College Algebra**

**5 credits**—Begins a two semester sequence to prepare students for the calculus sequence. The central theme is the concept of functions, their properties, graphs and applications. Functions studied include polynomial, rational, exponential, and logarithmic functions.

**Lecture Hours:** 80

**Prerequisite(s):** MAT102 or equivalent COMPASS score.

### **MAT122 College Algebra**

**5 credits**—Begins a two semester sequence to prepare students for the calculus sequence. The central theme is the concept of functions, their properties, graphs and applications. Functions studied include polynomial, rational, exponential, and logarithmic functions.

**Lecture Hours:** 80

**Prerequisite(s):** MAT102 or equivalent COMPASS score.

### **MAT128 Precalculus**

**4 credits**—This one-semester pre-calculus course is intended for the student with a solid algebra background who intends to take calculus. It is also beneficial (but not required) for the student to have a background in trigonometry. The course will emphasize functions using an analytical, numerical, and graphical approach. The student will study linear, polynomial, rational, exponential, logarithmic and trigonometric functions along with their applications.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores

### **MAT128 Precalculus**

**4 credits**—This one-semester pre-calculus course is intended for the student with a solid algebra background who intends to take calculus. It is also beneficial (but not required) for the student to have a background in trigonometry. The course will emphasize functions using an analytical, numerical, and graphical approach. The student will study linear, polynomial, rational, exponential, logarithmic and trigonometric functions along with their applications.

**Lecture Hours:** 64

**Prerequisite(s):** Appropriate placement scores

### **MAT134 Trigonometry and Analytic Geometry**

**3 credits**—The second course of a two-semester pre-calculus sequence. Topics include trigonometry and applications, vectors, analytic geometry, and polar and parametric equations.

**Lecture Hours:** 48

**Prerequisite(s):** MAT122 or equivalent COMPASS score.

### **MAT134 Trigonometry and Analytic Geometry**

**3 credits**—The second course of a two-semester pre-calculus sequence. Topics include trigonometry and applications, vectors, analytic geometry, and polar and parametric equations.

**Lecture Hours:** 48

**Prerequisite(s):** MAT122 or equivalent COMPASS score.

### **MAT151 Math Reasoning for Teachers I**

**3 credits**—This course explores mathematics as problem solving, communication, connections, and reasoning with regard to tasks involving numeration, relationships, estimation, and number sense of whole and rational numbers, probability and statistics. Activities and models appropriate to elementary school mathematics are used to represent these topics. This course does not count toward the mathematics requirement for the AA or AS degree.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in MAT063 or equivalent COMPASS score.

### **MAT151 Math Reasoning for Teachers I**

**3 credits**—This course explores mathematics as problem solving, communication, connections, and reasoning with regard to tasks involving numeration, relationships, estimation, and number sense of whole and rational numbers, probability and statistics. Activities and models appropriate to elementary school mathematics are used to represent these topics. This course does not count toward the mathematics requirement for the AA or AS degree.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in MAT063 or equivalent COMPASS score.

### **MAT156 Statistics**

**3 credits**—This course is a study of descriptive statistics including graphical representation, central tendency, correlation and regression, intuitive treatment of probability and inferential statistics including hypothesis testing.

**Lecture Hours:** 48

**Prerequisite(s):** MAT063

### **MAT156 Statistics**

**3 credits**—This course is a study of descriptive statistics including graphical representation, central tendency, correlation and regression, intuitive treatment of probability and inferential statistics including hypothesis testing.

**Lecture Hours:** 48

**Prerequisite(s):** MAT063

### **MAT210 Calculus I**

**4 credits**—The first in a calculus sequence, this course covers topics including functions and their graphs, limits, derivatives, applications of the derivative, and integrals.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT134 or MAT128 or appropriate placement scores.

### **MAT210 Calculus I**

**4 credits**—The first in a calculus sequence, this course covers topics including functions and their graphs, limits, derivatives, applications of the derivative, and integrals.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT134 or MAT128 or appropriate placement scores.

### **MAT216 Calculus II**

**4 credits**—A continuation of MAT-210, this course covers topics including integration techniques, applications of integration, infinite series, conic sections, parametric and polar equations.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT210.

### **MAT216 Calculus II**

**4 credits**—A continuation of MAT-210, this course covers topics including integration techniques, applications of integration, infinite series, conic sections, parametric and polar equations.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT210.

### **MAT219 Calculus III**

**4 credits**—This course covers topics including integration and differentiation techniques related to vectors, vector-valued functions, functions of several variables, multiple integration, and vector analysis.

**Lecture Hours:** 64

**Prerequisite(s):** MAT216

### **MAT219 Calculus III**

**4 credits**—This course covers topics including integration and differentiation techniques related to vectors, vector-valued functions, functions of several variables, multiple integration, and vector analysis.

**Lecture Hours:** 64

**Prerequisite(s):** MAT216

### **MAT504 Electronics Math I**

**4 credits**—This course presents algebraic concepts, trigonometric concepts and problem solving as applied to electronics. Specific topics included are: algebraic mathematical operations, equations manipulation and solving, quadratic equations, systems of equations, determinants and matrixes, special products and factoring, graphing, trigonometric functions, solutions of triangles, exponents and radicals, complex number systems and elements of plane vectors.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in MAT063 or equivalent COMPASS score.

**Co-requisite(s):** ELT291

### **MAT504 Electronics Math I**

**4 credits**—This course presents algebraic concepts, trigonometric concepts and problem solving as applied to electronics. Specific topics included are: algebraic mathematical operations, equations manipulation and solving, quadratic equations, systems of equations, determinants and matrixes, special products and factoring, graphing, trigonometric functions, solutions of triangles, exponents and radicals, complex number systems and elements of plane vectors.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in MAT063 or equivalent COMPASS score.

**Co-requisite(s):** ELT291

### **MAT514 Electronics Math II**

**4 credits**—This course presents logarithms as applied to electronics; number systems for computers, Boolean algebra, mapping and statistics as used in the electronic industry.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** MAT504

### **MAT514 Electronics Math II**

**4 credits**—This course presents logarithms as applied to electronics; number systems for computers, Boolean algebra, mapping and statistics as used in the electronic industry.

**Lecture Hours: 48    Lab Hours: 32**

**Prerequisite(s):** MAT504

### **MAT744 Technical Math**

**4 credits**—In this course students are exposed to the real number system, solution of linear equations, formula rearrangement, solution of word problems, functions and graphs, polynomials, factors and factorization, exponent functions and exponential equations. Emphasis is placed on critical thinking and problem solving skills.

**Lecture Hours: 64**

**Prerequisite(s):** MAT063 or equivalent COMPASS score

### **MAT744 Technical Math**

**4 credits**—In this course students are exposed to the real number system, solution of linear equations, formula rearrangement, solution of word problems, functions and graphs, polynomials, factors and factorization, exponent functions and exponential equations. Emphasis is placed on critical thinking and problem solving skills.

**Lecture Hours:** 64

**Prerequisite(s):** MAT063 or equivalent COMPASS score

### **MAT747 Technical Math II**

**4 credits**—In this course students continue the study of mathematics in various technical applications including trigonometry, geometry, polynomials, vectors, and complex numbers.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT744.

### **MAT747 Technical Math II**

**4 credits**—In this course students continue the study of mathematics in various technical applications including trigonometry, geometry, polynomials, vectors, and complex numbers.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of C- in MAT744.

### **MAT764 Math for Welders**

**2 credits**—This course introduces the basic mathematics principles that are using in the welding and metal fabrication field. Topics include: whole numbers, common fraction, decimal fractions, measurement, percentages and the metric system. This course includes hands on measuring activities.

**Lecture Hours:** 32

### **MAT764 Math for Welders**

**2 credits**—This course introduces the basic mathematics principles that are using in the welding and metal fabrication field. Topics include: whole numbers, common fraction, decimal fractions, measurement, percentages and the metric system. This course includes hands on measuring activities.

**Lecture Hours:** 32

### **MAT772 Applied Math**

**3 credits**—This course is designed to present basic facts of arithmetic including whole numbers, fractions, decimals, powers, roots, English and metric measurement, ratio-proportion, percents, introduction to algebra, and introduction to geometry. Instruction includes use of scientific hand-held calculators and emphasis placed on critical thinking, problem solving skills.

**Lecture Hours:** 48

### **MAT772 Applied Math**

**3 credits**—This course is designed to present basic facts of arithmetic including whole numbers, fractions, decimals, powers, roots, English and metric measurement, ratio-proportion, percents, introduction to algebra, and introduction to geometry. Instruction includes use of scientific hand-held calculators and emphasis placed on critical thinking, problem solving skills.

**Lecture Hours:** 48

### **MAT778 Applied Geometry/Trigonometry**

**3 credits**—This course emphasizes practical applications of algebra, geometry, and trigonometry. An understanding of mathematical concepts is stressed in all topics ranging from general arithmetic processes to trigonometry and compound angles. The use of a scientific calculator is introduced and developed throughout the course.

**Lecture Hours:** 48

**Prerequisite(s):** MAT772 or equivalent COMPASS score

### **MAT778 Applied Geometry/Trigonometry**

**3 credits**—This course emphasizes practical applications of algebra, geometry, and trigonometry. An understanding of mathematical concepts is stressed in all topics ranging from general arithmetic processes to trigonometry and compound angles. The use of a scientific calculator is introduced and developed throughout the course.

**Lecture Hours:** 48

**Prerequisite(s):** MAT772 or equivalent COMPASS score

### **MAT924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MAT924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MFG107 Introduction to 3D Modeling**

**3 credits**—This course will introduce students to designing parts using AutoCAD Inventor software in addition to digitizer and 3-D printer technology. The course includes a basic overview of 3-D software capabilities applied to tooling design and precise machined parts.

**Lecture Hours:** 16     **Lab Hours:** 64

### **MFG107 Introduction to 3D Modeling**

**3 credits**—This course will introduce students to designing parts using AutoCAD Inventor software in addition to digitizer and 3-D printer technology. The course includes a basic overview of 3-D software capabilities applied to tooling design and precise machined parts.

**Lecture Hours:** 16     **Lab Hours:** 64

### **MFG122 Machine Trade Printreading I**

**3 credits**—This course provides the student with the necessary knowledge to read and interpret basic prints used in the machining industry. It covers terminology, line-types, and drawing interpretation. First and third angle orthographic projection, dimensioning methods, and tolerancing are the major topics covered.

**Lecture Hours:** 48

### **MFG122 Machine Trade Printreading I**

**3 credits**—This course provides the student with the necessary knowledge to read and interpret basic prints used in the machining industry. It covers terminology, line-types, and drawing interpretation. First and third angle orthographic projection, dimensioning methods, and tolerancing are the major topics covered.

**Lecture Hours:** 48

### **MFG142 Geometric Dimensioning Tolerancing**

**3 credits**—This course introduces the student to the use of Geometric Dimensioning and Tolerancing. It consists primarily learning the names, meanings and application of the symbols used on engineering drawings that include GD&T.

**Lecture Hours:** 48

**Prerequisite(s):** MFG122

### **MFG142 Geometric Dimensioning Tolerancing**

**3 credits**—This course introduces the student to the use of Geometric Dimensioning and Tolerancing. It consists primarily learning the names, meanings and application of the symbols used on engineering drawings that include GD&T.

**Lecture Hours:** 48

**Prerequisite(s):** MFG122

### **MFG157 Introduction to CNC Programming I**

**2 credits**—In this course students will create basic programs for CNC mills. Student will use a plain ASCII text editor (like Notepad) to input basic industry standard G and M code programs. Programs are run on verification software to ensure accuracy. Speed and feed calculations, operator notes and start-up lines, mill tooling types and procedures, rectangular coordinates, canned (drill) cycles, and file management are other areas of study.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of D in MFG302.

### **MFG157 Introduction to CNC Programming I**

**2 credits**—In this course students will create basic programs for CNC mills. Student will use a plain ASCII text editor (like Notepad) to input basic industry standard G and M code programs. Programs are run on verification software to ensure accuracy. Speed and feed calculations, operator notes and start-up lines, mill tooling types and procedures, rectangular coordinates, canned (drill) cycles, and file management are other areas of study.

**Lecture Hours:** 32

**Co-requisite(s):** A minimum grade of D in MFG302.

### **MFG158 Introduction to CNC Programming II**

**2 credits**—In this course students will create programs for CNC mills using cutter diameter compensation, sub-routines, and sub-programs. Students will also write start-up lines and basic level programs on CNC lathes. Students will use a plain ASCII text editor (like Notepad) to input basic industry standard G and M code programs. Programs are run on verification software to ensure accuracy. Lathe tooling, typical turning procedures, cutter nose radius compensation, and tip orientation are other areas of study.

**Lecture Hours:** 32

**Pre/Co-requisite(s):** A minimum grade of D in MFG157 and MFG302.

### **MFG158 Introduction to CNC Programming II**

**2 credits**—In this course students will create programs for CNC mills using cutter diameter compensation, sub-routines, and sub-programs. Students will also write start-up lines and basic level programs on CNC lathes. Students will use a plain ASCII text editor (like Notepad) to input basic industry standard G and M code programs. Programs are run on verification software to ensure accuracy. Lathe tooling, typical turning procedures, cutter nose radius compensation, and tip orientation are other areas of study.

**Lecture Hours:** 32

**Pre/Co-requisite(s):** A minimum grade of D in MFG157 and MFG302.

### **MFG193 Machine Shop Processes**

**3 credits**—This course is designed to develop basic skills in precision measurement and layout tools, machine operations for lathes, mills, drills and surface grinders.

**Lecture Hours:** 16      **Lab Hours:** 64

### **MFG193 Machine Shop Processes**

**3 credits**—This course is designed to develop basic skills in precision measurement and layout tools, machine operations for lathes, mills, drills and surface grinders.

**Lecture Hours:** 16      **Lab Hours:** 64

### **MFG211 Basic Machine Theory**

**2 credits**—This course presents basic machining processes and concepts necessary to set-up and operate machine shop equipment.

**Lecture Hours:** 32



### **MFG211 Basic Machine Theory**

**2 credits**—This course presents basic machining processes and concepts necessary to set-up and operate machine shop equipment.

**Lecture Hours:** 32

### **MFG214 Advanced Machine Theory**

**2 credits**—Learn advanced machining processes and concepts used while operating machine shop equipment.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211 and MFG222

### **MFG214 Advanced Machine Theory**

**2 credits**—Learn advanced machining processes and concepts used while operating machine shop equipment.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211 and MFG222

### **MFG222 Machine Operations I**

**4 credits**—An introductory machining course presenting basic machining operations. Student will perform basic operations on lathes, horizontal + vertical-milling machines, drilling machines, saws, various types of grinders, and precision measuring equipment.

**Lecture Hours:** 0    **Lab Hours:** 128

**Pre/Co-requisite(s):** A minimum grade of D in MFG211.

### **MFG222 Machine Operations I**

**4 credits**—An introductory machining course presenting basic machining operations. Student will perform basic operations on lathes, horizontal + vertical-milling machines, drilling machines, saws, various types of grinders, and precision measuring equipment.

**Lecture Hours:** 0    **Lab Hours:** 128

**Pre/Co-requisite(s):** A minimum grade of D in MFG211.

### **MFG228 Machine Operations II**

**4 credits**—This is an advanced hands-on machining course.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211 and MFG222

**Co-requisite(s):** MFG214

### **MFG228 Machine Operations II**

**4 credits**—This is an advanced hands-on machining course.

**Lecture Hours:** 32

**Prerequisite(s):** MFG211 and MFG222

**Co-requisite(s):** MFG214

### **MFG302 CNC Fundamentals**

**3 credits**—Covers computer numerical control (CNC) as it relates to milling machines, lathes, and related software. Emphasis on machine set-up and operation, inspection of parts, and communication of peripherals.

**Lecture Hours:** 0    **Lab Hours:** 96

### **MFG302 CNC Fundamentals**

**3 credits**—Covers computer numerical control (CNC) as it relates to milling machines, lathes, and related software. Emphasis on machine set-up and operation, inspection of parts, and communication of peripherals.

**Lecture Hours:** 0    **Lab Hours:** 96

### **MFG306 CNC Operations II**

**2 credits**—This program is similar to CNC Operations I except Students will run Hawkeye's CNC Lathes and Machining Centers individually rather than in groups to prove individual understanding of CNC machine operation. Manual equipment will be utilized to perform secondary operations. Manual and CMM inspection equipment will also be experienced. Students will back-plot, set-up, and run unproven programs to ensure the student can find and correct CNC program errors.

**Lab Hours:** 96

**Prerequisite(s):** MFG305 and MFG308

### **MFG306 CNC Operations II**

**2 credits**—This program is similar to CNC Operations I except Students will run Hawkeye's CNC Lathes and Machining Centers individually rather than in groups to prove individual understanding of CNC machine operation. Manual equipment will be utilized to perform secondary operations. Manual and CMM inspection equipment will also be experienced. Students will back-plot, set-up, and run unproven programs to ensure the student can find and correct CNC program errors.

**Lab Hours:** 96

**Prerequisite(s):** MFG305 and MFG308

### **MFG309 CNC Programming Theory II**

**4 credits**—This course teaches mid-level CNC programming including controller specific canned/auto cycles, cutter compensation, and using subroutine + sub-programs. Machine capabilities such as mirror imaging, axis rotation, and part size scaling will be discussed. Optimizing speeds and feeds by using insert manufacturer's test data.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D- in MFG157 and MFG158.

**Co-requisite(s):** MFG335

### **MFG309 CNC Programming Theory II**

**4 credits**—This course teaches mid-level CNC programming including controller specific canned/auto cycles, cutter compensation, and using subroutine + sub-programs. Machine capabilities such as mirror imaging, axis rotation, and part size scaling will be discussed. Optimizing speeds and feeds by using insert manufacturer's test data.

**Lecture Hours:** 64

**Prerequisite(s):** A minimum grade of D- in MFG157 and MFG158.

**Co-requisite(s):** MFG335

### **MFG320 Computer Aided Machining**

**3 credits**—Computer-Aided Machining provides an opportunity to study all steps in the computer-aided design and computer-aided manufacturing processes. This includes drawing, dimensioning, creating solids, creating tool-paths, back-plotting, and program correction. Students utilize CAD/CAM software in creating and running functional CNC programs.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MFG309.

### **MFG320 Computer Aided Machining**

**3 credits**—Computer-Aided Machining provides an opportunity to study all steps in the computer-aided design and computer-aided manufacturing processes. This includes drawing, dimensioning, creating solids, creating tool-paths, back-plotting, and program correction. Students utilize CAD/CAM software in creating and running functional CNC programs.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MFG309.

### **MFG335 CNC Operations**

**3 credits**—This course is similar to CNC Fundamentals except students will run Hawkeye's CNC lathes and machining centers individually, rather than in groups to prove individual understanding of CNC machine operation. Manual equipment will be utilized to perform secondary operations. Manual and CMM inspection equipment will also be experienced. Students will back-plot, set-up, and run unproven programs to ensure the student can find and correct CNC program errors.

**Lecture Hours:** 0     **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of D- in MFG302, MFG157, and MFG158.

### **MFG335 CNC Operations**

**3 credits**—This course is similar to CNC Fundamentals except students will run Hawkeye's CNC lathes and machining centers individually, rather than in groups to prove individual understanding of CNC machine operation. Manual equipment will be utilized to perform

secondary operations. Manual and CMM inspection equipment will also be experienced. Students will back-plot, set-up, and run unproven programs to ensure the student can find and correct CNC program errors.

**Lecture Hours: 0    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D- in MFG302, MFG157, and MFG158.

### **MFG364 Hydraulic Jigs and Fixtures**

**4 credits**—A course in building using blueprints, knowledge and skills developed in basic machine concepts and operations. Students are required to build and run jigs and fixtures working within the tolerance of the print.

**Lecture Hours: 16    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D in MFG214 and MFG228.

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**4 credits**—A course in building using blueprints, knowledge and skills developed in basic machine concepts and operations. Students are required to build and run jigs and fixtures working within the tolerance of the print.

**Lecture Hours: 16    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D in MFG214 and MFG228.

### **MFG365 General CNC Lathe Maintenance**

**2 credits**—This course is designed for the student who has little or no hands on training for CNC lathes. The course covers the separate subsystems and how they work together. Students will practice: preventive maintenance required to keep the machine running in top condition; diagnosis of problems using existing technical skills supplemented with the training manuals provided with this course. Students will become familiar with the machines' self-checking diagnostics, and how to proceed with troubleshooting and repair as recommended by the manuals or the equipment distributor's service staff.

**Lecture Hours: 16**

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**2 credits**—This course is designed for the student who has little or no hands on training for CNC lathes. The course covers the separate subsystems and how they work together. Students will practice: preventive maintenance required to keep the machine running in top condition; diagnosis of problems using existing technical skills supplemented with the training manuals provided with this course. Students will become familiar with the machines' self-checking diagnostics, and how to proceed with troubleshooting and repair as recommended by the manuals or the equipment distributor's service staff.

**Lecture Hours: 16**

### **MFG366 General CNC Mill Maintenance**

**2 credits**—This course is designed for the student who has little or no hands on training for CNC mills. The course covers the separate subsystems and how they work together. Students will practice: preventive maintenance required to keep the machine running in top

condition; diagnosis of problems using existing technical skills supplemented with the training manuals provided with this course. Students will become familiar with the machines' self-checking diagnostics, and how to proceed with troubleshooting and repair as recommended by the manuals or the equipment distributor's service staff.

**Lecture Hours:** 16

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**2 credits**—This course is designed for the student who has little or no hands on training for CNC mills. The course covers the separate subsystems and how they work together. Students will practice: preventive maintenance required to keep the machine running in top condition; diagnosis of problems using existing technical skills supplemented with the training manuals provided with this course. Students will become familiar with the machines' self-checking diagnostics, and how to proceed with troubleshooting and repair as recommended by the manuals or the equipment distributor's service staff.

**Lecture Hours:** 16

### **MFG380 EDM Fundamentals**

**2 credits**—This course covers the basics of wire and ram type EDMing. Classroom instruction includes the theory and fundamentals of EDMing, wire and electrode materials, the role of deionized water and dielectric fluids, power supplies, computer numerical control (CNC) EDM. Lab work consists of fabrication of electrodes and setup and operation of EDM machine tools.

**Lecture Hours:** 16      **Lab Hours:** 32

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**2 credits**—This course covers the basics of wire and ram type EDMing. Classroom instruction includes the theory and fundamentals of EDMing, wire and electrode materials, the role of deionized water and dielectric fluids, power supplies, computer numerical control (CNC) EDM. Lab work consists of fabrication of electrodes and setup and operation of EDM machine tools.

**Lecture Hours:** 16      **Lab Hours:** 32

### **MFG404 Basic Diemaking**

**6 credits**—This is a course in basic tool and die theory, building procedures and techniques. Units of instruction include principles of piercing, blanking and bending as well as die terminology and construction applications.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D in MFG211, MFG222, MFG214, and MFG228.

**Co-requisite(s):** MFG410

### **MFG404 Basic Diemaking**

**6 credits**—This is a course in basic tool and die theory, building procedures and techniques. Units of instruction include principles of piercing, blanking and bending as well as die terminology and construction applications.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of D in MFG211, MFG222, MFG214, and MFG228.

**Co-requisite(s):** MFG410

### **MFG408 Basic Diemaking**

**8 credits**—This is a course in basic tool and die theory, building procedures and techniques. Units of instruction include principles of piercing, blanking and bending as well as die terminology and construction applications.

**Lecture Hours:** 48    **Lab Hours:** 240

**Prerequisite(s):** MFG228

### **MFG408 Basic Diemaking**

**8 credits**—This is a course in basic tool and die theory, building procedures and techniques. Units of instruction include principles of piercing, blanking and bending as well as die terminology and construction applications.

**Lecture Hours:** 48    **Lab Hours:** 240

**Prerequisite(s):** MFG228

### **MFG410 CAD Die Design**

**3 credits**—This course is the study of die assembly prints correlated with work sequencing and procedures used to efficiently produce and assemble dies. Activities include the use of CAD software to derive design information needed to build components in the die for a variety of die designs. The course will develop student skill in using assembly print information to plan the build process for various types of stamping dies.

**Lecture Hours:** 16    **Lab Hours:** 64

### **MFG410 CAD Die Design**

**3 credits**—This course is the study of die assembly prints correlated with work sequencing and procedures used to efficiently produce and assemble dies. Activities include the use of CAD software to derive design information needed to build components in the die for a variety of die designs. The course will develop student skill in using assembly print information to plan the build process for various types of stamping dies.

**Lecture Hours:** 16    **Lab Hours:** 64

### **MFG431 Die Revision and Repair**

**5 credits**—This course will train students on common maintenance, repair and revision techniques performed on manufacturing tooling such as stamping dies, injection molds, fixtures and jigs. The student will also learn about the maintenance schedule for manufacturing tools, the function and installation of safety sensors, secondary operation components, and gage and inspection components in production tooling.

**Lecture Hours:** 16    **Lab Hours:** 128

**Prerequisite(s):** A minimum grade of D in MFG408.

### **MFG431 Die Revision and Repair**

**5 credits**—This course will train students on common maintenance, repair and revision techniques performed on manufacturing tooling such as stamping dies, injection molds, fixtures and jigs. The student will also learn about the maintenance schedule for manufacturing tools, the function and installation of safety sensors, secondary operation components, and gage and inspection components in production tooling.

**Lecture Hours: 16    Lab Hours: 128**

**Prerequisite(s):** A minimum grade of D in MFG408.

### **MFG452 Moldmaking**

**3 credits**—The student is presented with the basic fundamentals of plastic mold construction and molding processes. Experienced individuals may contact instructor to gain admittance to this course.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in MFG408.

### **MFG452 Moldmaking**

**3 credits**—The student is presented with the basic fundamentals of plastic mold construction and molding processes. Experienced individuals may contact instructor to gain admittance to this course.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D- in MFG408.

### **MFG525 CMM Inspection and SPC**

**3 credits**—This course instructs the student on the capabilities and basic operation of a Coordinate Measuring Machine used in manufacturing to inspect precision machined parts. Students will also be introduced to using inspection data in the Statistical Process Control method of insuring quality production. SPC fundamentals and software applications will be introduced in this course.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D in MFG142.

### **MFG525 CMM Inspection and SPC**

**3 credits**—This course instructs the student on the capabilities and basic operation of a Coordinate Measuring Machine used in manufacturing to inspect precision machined parts. Students will also be introduced to using inspection data in the Statistical Process Control method of insuring quality production. SPC fundamentals and software applications will be introduced in this course.

**Lecture Hours: 16    Lab Hours: 64**

**Prerequisite(s):** A minimum grade of D in MFG142.

### **MFG924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MFG924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MGT101 Principles of Management**

**3 credits**—A study of current theory and practice of leading a complex business organization toward the accomplishment of organizational objectives.

**Lecture Hours:** 48

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**3 credits**—A study of current theory and practice of leading a complex business organization toward the accomplishment of organizational objectives.

**Lecture Hours:** 48

### **MGT110 Small Business Management**

**3 credits**—A study of current theory and practices in creating and running a small business. The course includes the study of management functions as well as a discussion of business startup, including the creation of a business plan.

**Lecture Hours:** 48

### **MGT110 Small Business Management**

**3 credits**—A study of current theory and practices in creating and running a small business. The course includes the study of management functions as well as a discussion of business startup, including the creation of a business plan.

**Lecture Hours:** 48

### **MGT142 Problems and Issues in Supervision and Management**

**3 credits**—This course provides students in the Human Resource Management program with the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing exercises, cases, and simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

**Lecture Hours:** 48



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**3 credits**—This course provides students in the Human Resource Management program with the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing exercises, cases, and simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

**Lecture Hours:** 48

### **MGT170 Human Resource Management**

**3 credits**—A study of the theory, principles, concepts and practices of developing and utilizing personnel within business organizations.

**Lecture Hours:** 48

### **MGT170 Human Resource Management**

**3 credits**—A study of the theory, principles, concepts and practices of developing and utilizing personnel within business organizations.

**Lecture Hours:** 48

### **MGT174 Training and Employee Development**

**3 credits**—This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

**Lecture Hours:** 48

### **MGT174 Training and Employee Development**

**3 credits**—This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

**Lecture Hours:** 48

### **MGT177 Staffing**

**3 credits**—This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records, and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**Lecture Hours:** 48

### **MGT177 Staffing**

**3 credits**—This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and

screening techniques, maintaining employee records, and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**Lecture Hours:** 48

### **MGT178 Employment Law**

**3 credits**—This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, Equal Employment Opportunity (EEO), affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**Lecture Hours:** 48

### **MGT178 Employment Law**

**3 credits**—This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, Equal Employment Opportunity (EEO), affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**Lecture Hours:** 48

### **MGT180 Management and Labor Relations**

**3 credits**—This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor law and unfair labor practices, the role of the National Labor Relations Board (NLRB), organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

**Lecture Hours:** 48

### **MGT180 Management and Labor Relations**

**3 credits**—This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor law and unfair labor practices, the role of the National Labor Relations Board (NLRB), organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

**Lecture Hours:** 48

### **MGT190 Employee Compensation and Benefits Management**

**3 credits**—This course will develop knowledge in the area of compensation and benefit practices including job evaluation, salary surveys, individual and group performance based pay plans, health insurance, wellness programs, pensions, and the associated legal environment. Compensation and benefit management theories will be integrated with organizational goals and objectives severing as the overall foundation for development and implementation.

**Lecture Hours:** 48

### **MGT190 Employee Compensation and Benefits Management**

**3 credits**—This course will develop knowledge in the area of compensation and benefit practices including job evaluation, salary surveys, individual and group performance based pay plans, health insurance, wellness programs, pensions, and the associated legal environment. Compensation and benefit management theories will be integrated with organizational goals and objectives serving as the overall foundation for development and implementation.

**Lecture Hours:** 48

### **MGT210 Management Decision Making**

**3 credits**—A capstone course which uses case studies to review all aspects of the Marketing Management program. Emphasis is placed on decision making and is to be taken in the student's final semester.

**Lecture Hours:** 48

### **MGT210 Management Decision Making**

**3 credits**—A capstone course which uses case studies to review all aspects of the Marketing Management program. Emphasis is placed on decision making and is to be taken in the student's final semester.

**Lecture Hours:** 48

### **MGT222 Golf Club Operations**

**3 credits**—Students will study strategic, tactical and operational practices regarding golf courses. Key determinates as to why some golf courses are successful and others struggle.

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**3 credits**—Students will study strategic, tactical and operational practices regarding golf courses. Key determinates as to why some golf courses are successful and others struggle.

**Lecture Hours:** 48

### **MIL103 Military Survival Skills**

**2 credits**—Basic military survival principles are discussed in class and demonstrated during a Survival Weekend. Concepts taught are: shelter building, water and food gathering, land navigation, first aid, and rescue signaling. Discussion, 1 hr./wk.

**Lecture Hours:** 16     **Lab Hours:** 32

### **MIL103 Military Survival Skills**

**2 credits**—Basic military survival principles are discussed in class and demonstrated during a Survival Weekend. Concepts taught are: shelter building, water and food gathering, land navigation, first aid, and rescue signaling. Discussion, 1 hr./wk.

**Lecture Hours:** 16     **Lab Hours:** 32

### **MIL110 Leadership and Personal Development**

**1 credits**—Introduces students to the personal challenges and competencies that are critical for effective leadership in the military. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. Discussion, 1 hr./wk.

**Lab Hours:** 32

### **MIL110 Leadership and Personal Development**

**1 credits**—Introduces students to the personal challenges and competencies that are critical for effective leadership in the military. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. Discussion, 1 hr./wk.

**Lab Hours:** 32

### **MIL115 Foundations of Tactical Leadership**

**1 credits**—Examines the challenges of leading in complex contemporary military operational environments. Dimensions of the cross-cultural challenges of military leadership in a constantly changing world are highlighted and applied to practical leadership tasks and situations. Discussion 2 hrs./wk.

**Lecture Hours:** 16

### **MIL115 Foundations of Tactical Leadership**

**1 credits**—Examines the challenges of leading in complex contemporary military operational environments. Dimensions of the cross-cultural challenges of military leadership in a constantly changing world are highlighted and applied to practical leadership tasks and situations. Discussion 2 hrs./wk.

**Lecture Hours:** 16

### **MIL120 Innovative Team Leadership**

**2 credits**—Explores the dimensions of creative and innovative military leadership strategies and styles by studying historical case studies and engaging in interactive student exercises. Students practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises. Discussion, 2 hrs./wk.

**Lecture Hours:** 16      **Lab Hours:** 32

### **MIL120 Innovative Team Leadership**

**2 credits**—Explores the dimensions of creative and innovative military leadership strategies and styles by studying historical case studies and engaging in interactive student exercises. Students practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises. Discussion, 2 hrs./wk.

**Lecture Hours:** 16      **Lab Hours:** 32

### **MIL122 Leadership in Changing Environment**

**2 credits**—

**Lecture Hours:** 32

### **MIL122 Leadership in Changing Environment**

**2 credits—**

**Lecture Hours:** 32

### **MKT110 Principles of Marketing**

**3 credits—**An overview of the processes, problems and activities associated with the planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to create exchanges.

**Lecture Hours:** 48

### **MKT110 Principles of Marketing**

**3 credits—**An overview of the processes, problems and activities associated with the planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to create exchanges.

**Lecture Hours:** 48

### **MKT140 Principles of Selling**

**3 credits—**Planned learning activities and experiences emphasize the psychology of selling, the selling process, sales techniques, and selling as a professional career.

**Lecture Hours:** 48

### **MKT140 Principles of Selling**

**3 credits—**Planned learning activities and experiences emphasize the psychology of selling, the selling process, sales techniques, and selling as a professional career.

**Lecture Hours:** 48

### **MKT142 Consumer Behavior**

**3 credits—**Consumer behavior is the course within a marketing curriculum that most directly applies concepts, principles, and theories from the various social sciences to the study of the factors that influence the acquisition, consumption, and disposition of products, services, and ideas.

**Lecture Hours:** 48

### **MKT142 Consumer Behavior**

**3 credits—**Consumer behavior is the course within a marketing curriculum that most directly applies concepts, principles, and theories from the various social sciences to the study of the factors that influence the acquisition, consumption, and disposition of products, services, and ideas.

**Lecture Hours:** 48

### **MKT152 Advertising and Visual Merchandising**

**3 credits**—This course presents the fundamentals of advertising and visual merchandising as promotional tools. It incorporates the Integrated Marketing Communication (IMC) concept.

**Lecture Hours:** 48

### **MKT152 Advertising and Visual Merchandising**

**3 credits**—This course presents the fundamentals of advertising and visual merchandising as promotional tools. It incorporates the Integrated Marketing Communication (IMC) concept.

**Lecture Hours:** 48

### **MKT160 Principles of Retailing**

**3 credits**—Organized learning activities emphasize the status of retail environments, operations, locations, merchandising, pricing and promotions.

**Lecture Hours:** 48

### **MKT160 Principles of Retailing**

**3 credits**—Organized learning activities emphasize the status of retail environments, operations, locations, merchandising, pricing and promotions.

**Lecture Hours:** 48

### **MKT198 Sports Marketing**

**3 credits**—This course will explain the basics of sports marketing, research, and delivery.

**Lecture Hours:** 48

### **MKT198 Sports Marketing**

**3 credits**—This course will explain the basics of sports marketing, research, and delivery.

**Lecture Hours:** 48

### **MKT924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MKT924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **MLT101 Introduction to Lab Science**

**2 credits**—This course familiarizes the student with the MLT program and the field of laboratory medicine. The organization and role of the clinical laboratory are explored, as well as medical ethics and conduct, employment opportunities, and professional organizations.

**Lecture Hours: 32**

### **MLT101 Introduction to Lab Science**

**2 credits**—This course familiarizes the student with the MLT program and the field of laboratory medicine. The organization and role of the clinical laboratory are explored, as well as medical ethics and conduct, employment opportunities, and professional organizations.

**Lecture Hours: 32**

### **MLT103 Lab Mathematics**

**3 credits**—Mathematical calculations applicable to the clinical laboratory are studied in this course. Emphasis is on the Metric System and calculations involved in the preparation of laboratory solutions and dilutions.

**Lecture Hours: 32    Lab Hours: 32**

### **MLT103 Lab Mathematics**

**3 credits**—Mathematical calculations applicable to the clinical laboratory are studied in this course. Emphasis is on the Metric System and calculations involved in the preparation of laboratory solutions and dilutions.

**Lecture Hours: 32    Lab Hours: 32**

### **MLT110 Fundamental Lab Techniques**

**3 credits**—This course is directed toward developing the knowledge and technical skill necessary to perform basic laboratory tests. Emphasis is placed on use and maintenance of laboratory equipment, quality control, and safety techniques.

**Lecture Hours: 32    Lab Hours: 32**

### **MLT110 Fundamental Lab Techniques**

**3 credits**—This course is directed toward developing the knowledge and technical skill necessary to perform basic laboratory tests. Emphasis is placed on use and maintenance of laboratory equipment, quality control, and safety techniques.

**Lecture Hours: 32    Lab Hours: 32**

### **MLT120 Urinalysis**

**3 credits**—This course includes the study of urine formation and methodology determining the physical, chemical, and microscopic properties of urine in normal and abnormal states.

**Lecture Hours: 32    Lab Hours: 32**

### **MLT120 Urinalysis**

**3 credits**—This course includes the study of urine formation and methodology determining the physical, chemical, and microscopic properties of urine in normal and abnormal states.

**Lecture Hours: 32    Lab Hours: 32**

### **MLT130 Hematology**

**3 credits**—Hematology is the study of the formed elements of the blood—red blood cells, white blood cells, and platelets. Development and characteristics of these, methods of measurement, and abnormalities are covered.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT130 Hematology**

**3 credits**—Hematology is the study of the formed elements of the blood—red blood cells, white blood cells, and platelets. Development and characteristics of these, methods of measurement, and abnormalities are covered.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT230 Advanced Hematology**

**3 credits**—This advanced course is a sequel to Hematology I, and includes an in-depth study of various anemias, leukemias, and other hematologic disorders.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in MLT130.

### **MLT230 Advanced Hematology**

**3 credits**—This advanced course is a sequel to Hematology I, and includes an in-depth study of various anemias, leukemias, and other hematologic disorders.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in MLT130.

### **MLT233 Hemostasis and Thrombosis**

**2 credits**—This course emphasizes the mechanism by which the body prevents loss of blood from the vascular system. There is a focus on chemical responses of blood vessels, platelet activation and biochemical reactions that lead to clot formation and dissolution. Students learn to perform the tests used to detect coagulation deficiencies and abnormalities.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT233 Hemostasis and Thrombosis**

**2 credits**—This course emphasizes the mechanism by which the body prevents loss of blood from the vascular system. There is a focus on chemical responses of blood vessels, platelet activation and biochemical reactions that lead to clot formation and dissolution.



Students learn to perform the tests used to detect coagulation deficiencies and abnormalities.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT240 Clinical Chemistry I**

**7 credits**—The student will learn the analytical techniques for precise measurement of chemical constituents of the blood and other body fluids. Clinical correlation of test results with states of health and disease will also be covered.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of C in CHM122, MLT110, and MLT103.

### **MLT240 Clinical Chemistry I**

**7 credits**—The student will learn the analytical techniques for precise measurement of chemical constituents of the blood and other body fluids. Clinical correlation of test results with states of health and disease will also be covered.

**Lecture Hours:** 64    **Lab Hours:** 96

**Prerequisite(s):** A minimum grade of C in CHM122, MLT110, and MLT103.

### **MLT250 Clinical Microbiology**

**4 credits**—The emphasis in this course is on bacteria of medical importance, with respect to their cultivation, isolation, identification, and pathogenicity. The student learns techniques of specimen collection, media preparation, culture, staining, biochemical testing, and antibiotic susceptibility testing. Mycology and virology are introduced.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in BIO185.

**Co-requisite(s):** A minimum grade of C in MLT110.

### **MLT250 Clinical Microbiology**

**4 credits**—The emphasis in this course is on bacteria of medical importance, with respect to their cultivation, isolation, identification, and pathogenicity. The student learns techniques of specimen collection, media preparation, culture, staining, biochemical testing, and antibiotic susceptibility testing. Mycology and virology are introduced.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in BIO185.

**Co-requisite(s):** A minimum grade of C in MLT110.

### **MLT252 Parasitology**

**1 credits**—This course includes a study of medically important human parasites with respect to life cycle, pathogenicity, and laboratory identification.

**Lecture Hours:** 16

### **MLT252 Parasitology**

**1 credits**—This course includes a study of medically important human parasites with respect to life cycle, pathogenicity, and laboratory identification.

**Lecture Hours:** 16

### **MLT260 Immunohematology**

**4 credits**—Blood grouping, typing, antibody screening and identification, and compatibility testing are covered, along with an overview of hemolytic disease of the newborn, processing of donor blood, and blood component therapy.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT260 Immunohematology**

**4 credits**—Blood grouping, typing, antibody screening and identification, and compatibility testing are covered, along with an overview of hemolytic disease of the newborn, processing of donor blood, and blood component therapy.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT270 Immunology and Serology**

**2 credits**—In this course, the focus is on the reactions of the body's immune system to foreign substances. There is emphasis on reactions between antigens and antibodies and students will learn to detect diseases such as syphilis, infectious mononucleosis, rheumatic fever and others.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT270 Immunology and Serology**

**2 credits**—In this course, the focus is on the reactions of the body's immune system to foreign substances. There is emphasis on reactions between antigens and antibodies and students will learn to detect diseases such as syphilis, infectious mononucleosis, rheumatic fever and others.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in MLT110.

### **MLT283 Clinical Practicum: Urinalysis**

**1 credits**—This course is a continuation of Urinalysis I and is designed to provide the student with clinical experience in the performance of routine urinalysis. Comparison of methodology with that covered in Urinalysis I is stressed.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT120.

### **MLT283 Clinical Practicum: Urinalysis**

**1 credits**—This course is a continuation of Urinalysis I and is designed to provide the student with clinical experience in the performance of routine urinalysis. Comparison of methodology with that covered in Urinalysis I is stressed.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT120.

### **MLT284 Clinical Practicum: Immunohematology**

**2 credits**—This course is a continuation of Immunohematology I and is designed to provide the student with clinical experience in specimen collection and performance of immunohematologic tests. Comparison and contrast with methodology of Immunohematology I is stressed.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of C in MLT260.

### **MLT284 Clinical Practicum: Immunohematology**

**2 credits**—This course is a continuation of Immunohematology I and is designed to provide the student with clinical experience in specimen collection and performance of immunohematologic tests. Comparison and contrast with methodology of Immunohematology I is stressed.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of C in MLT260.

### **MLT285 Clinical Practicum: Chemistry**

**4 credits**—This course is a continuation of Clinical Chemistry I and is designed to provide the student with clinical experience in specimen collection and performance of clinical chemistry tests. Comparison and contrast with methodology of Clinical Chemistry I is stressed and there is emphasis on use of automatic equipment.

**Lecture Hours:** 16      **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in MLT240.

### **MLT285 Clinical Practicum: Chemistry**

**4 credits**—This course is a continuation of Clinical Chemistry I and is designed to provide the student with clinical experience in specimen collection and performance of clinical chemistry tests. Comparison and contrast with methodology of Clinical Chemistry I is stressed and there is emphasis on use of automatic equipment.

**Lecture Hours:** 16      **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in MLT240.

### **MLT286 Clinical Practicum: Immunology and Serology**

**1 credits**—This course is a continuation of Immunology and Serology I and is designed to provide the student with clinical experience in the performance of serologic testing. There is emphasis on the comparison and contrast of methodology with Immunology and Serology I.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT270.

### **MLT286 Clinical Practicum: Immunology and Serology**

**1 credits**—This course is a continuation of Immunology and Serology I and is designed to provide the student with clinical experience in the performance of serologic testing. There is emphasis on the comparison and contrast of methodology with Immunology and Serology I.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT270.

### **MLT287 Clinical Practicum: Hematology**

**4 credits**—This course is a continuation of Hematology I and Advanced Hematology. It is designed to provide the student with clinical experience in specimen collection and performance of routine hematology and coagulation tests. Comparison and contrast with methodologies of Hematology I and Advanced Hematology is stressed and experience with automation is provided.

**Lecture Hours:** 16     **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in MLT130 and MLT230

### **MLT287 Clinical Practicum: Hematology**

**4 credits**—This course is a continuation of Hematology I and Advanced Hematology. It is designed to provide the student with clinical experience in specimen collection and performance of routine hematology and coagulation tests. Comparison and contrast with methodologies of Hematology I and Advanced Hematology is stressed and experience with automation is provided.

**Lecture Hours:** 16     **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in MLT130 and MLT230

### **MLT288 Clinical Practicum: Microbiology**

**4 credits**—This course is a continuation of Clinical Microbiology I and Parasitology. It is designed to provide the student with experience in bacteriologic, mycotic and parasitologic studies in a clinical setting. Practices and procedure of Clinical Microbiology I are compared and contrasted with clinical practice.

**Lecture Hours:** 16     **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in BIO185, MLT250, and MLT252.

### **MLT288 Clinical Practicum: Microbiology**

**4 credits**—This course is a continuation of Clinical Microbiology I and Parasitology. It is designed to provide the student with experience in bacteriologic, mycotic and parasitologic

studies in a clinical setting. Practices and procedure of Clinical Microbiology I are compared and contrasted with clinical practice.

**Lecture Hours:** 16    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of C in BIO185, MLT250, and MLT252.

### **MLT291 Lab Survey and Review**

**1 credits**—This course is designed to give the student an opportunity, at the end of the clinical practicum, to review all departments of the laboratory. Class time is provided for review of didactic materials and preparation for the comprehensive examination. Clinic time is provided for review or additional experience in any or all departments of the laboratory.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT283, MLT284, MLT285, MLT286, MLT287, and MLT288.

### **MLT291 Lab Survey and Review**

**1 credits**—This course is designed to give the student an opportunity, at the end of the clinical practicum, to review all departments of the laboratory. Class time is provided for review of didactic materials and preparation for the comprehensive examination. Clinic time is provided for review or additional experience in any or all departments of the laboratory.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in MLT283, MLT284, MLT285, MLT286, MLT287, and MLT288.

### **MMS103 Basic Digital Photography**

**3 credits**—An introduction to DSLR camera operation, including exposure control and modes, focus techniques, and white balance. Artistic issues like framing, camera angle, use of color and composition will be addressed as well. Students will produce final images using industry standard software. Students must furnish an approved DSLR camera.

**Lecture Hours:** 32    **Lab Hours:** 32

### **MMS103 Basic Digital Photography**

**3 credits**—An introduction to DSLR camera operation, including exposure control and modes, focus techniques, and white balance. Artistic issues like framing, camera angle, use of color and composition will be addressed as well. Students will produce final images using industry standard software. Students must furnish an approved DSLR camera.

**Lecture Hours:** 32    **Lab Hours:** 32

### **MMS105 Audio Production**

**3 credits**—This course examines the principles of sound and acoustics and basic audio capture techniques. The equipment for recording as well as production and editing audio will be analyzed and employed. Sound quality and final output issues will be addressed.

**Lecture Hours:** 32    **Lab Hours:** 32

### **MMS105 Audio Production**

**3 credits**—This course examines the principles of sound and acoustics and basic audio capture techniques. The equipment for recording as well as production and editing audio will be analyzed and employed. Sound quality and final output issues will be addressed.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS111 Video Production I**

**3 credits**—This course will provide an introduction to the basics of video production, camera handling, digital exposure, and workflow. Emphasis is on how to handle image workflow to produce a professional video output.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS111 Video Production I**

**3 credits**—This course will provide an introduction to the basics of video production, camera handling, digital exposure, and workflow. Emphasis is on how to handle image workflow to produce a professional video output.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS117 Social Media for Business**

**3 credits**—This course examines using social media outlets for promoting and doing business. The course will investigate issues and strategies related to social media environments, customer relationships, marketing, managing your communication, sustainability and what social media may look like in the future.

**Lecture Hours: 48**

### **MMS117 Social Media for Business**

**3 credits**—This course examines using social media outlets for promoting and doing business. The course will investigate issues and strategies related to social media environments, customer relationships, marketing, managing your communication, sustainability and what social media may look like in the future.

**Lecture Hours: 48**

### **MMS124 Survey of Commercial Video**

**3 credits**—This course examines how to produce a variety of types of videos for commercial use including promotional videos, music videos, weddings, corporate videos and live events

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of D in MMS111.

### **MMS124 Survey of Commercial Video**

**3 credits**—This course examines how to produce a variety of types of videos for commercial use including promotional videos, music videos, weddings, corporate videos and live events

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of D in MMS111.

### **MMS128 Digital Print Production**

**3 credits**—This course will introduce students to the skills and software used for digital production of printed materials including still photos, brochures, flyers, poster, business cards and other materials printed from original digital creations.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS128 Digital Print Production**

**3 credits**—This course will introduce students to the skills and software used for digital production of printed materials including still photos, brochures, flyers, poster, business cards and other materials printed from original digital creations.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS134 Media Writing**

**3 credits**—This course will focus on writing for media outlets including newspaper, television, radio, internet and public relations. Emphasis will be on writing clearly for both general and targeted audiences in order to communicate the desired message efficiently.

**Lecture Hours: 48**

### **MMS134 Media Writing**

**3 credits**—This course will focus on writing for media outlets including newspaper, television, radio, internet and public relations. Emphasis will be on writing clearly for both general and targeted audiences in order to communicate the desired message efficiently.

**Lecture Hours: 48**

### **MMS138 Introduction to Website Dynamics**

**3 credits**—This course will introduce students to basic web design principles, content management, marketing theory and system management practices.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS138 Introduction to Website Dynamics**

**3 credits**—This course will introduce students to basic web design principles, content management, marketing theory and system management practices.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS208 Sound for Film and Video**

**3 credits**—This course will cover the fundamental elements of producing, designing and editing sound for film and video. Students learn the basics of audio recording, sound editing and multi-track sound design specifically for the moving image. Topics covered include microphone techniques, field and studio recording, ADR, Foley techniques and using digital audio multi-tracking software.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS105 and MMS111.

### **MMS208 Sound for Film and Video**

**3 credits**—This course will cover the fundamental elements of producing, designing and editing sound for film and video. Students learn the basics of audio recording, sound editing and multi-track sound design specifically for the moving image. Topics covered include microphone techniques, field and studio recording, ADR, Foley techniques and using digital audio multi-tracking software.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS105 and MMS111.

### **MMS213 Video Production II**

**3 credits**—This course will explain advanced video production techniques.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS111.

### **MMS213 Video Production II**

**3 credits**—This course will explain advanced video production techniques.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS111.

### **MMS214 Audio Production II**

**3 credits**—This course is designed to assist the student in learning advanced principles and processes of audio production. The course builds on skills learned in Audio Production I will familiarize and inform the student on proper techniques in audio production for a variety of media outputs

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS105.

### **MMS214 Audio Production II**

**3 credits**—This course is designed to assist the student in learning advanced principles and processes of audio production. The course builds on skills learned in Audio Production I will familiarize and inform the student on proper techniques in audio production for a variety of media outputs

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS105.

### **MMS233 Intermediate Digital Photography**

**3 credits**—This course expands on the theory and techniques taught in Basic Digital Photography and addresses a variety of commercial applications . The course will present further instruction in event photography, people and portrait photography and product and promotional photography. The course will include instruction on portable flash equipment, studio equipment, light modifiers and utilizing natural light to the photographer's benefit.

**Lecture Hours: 32    Lab Hours: 32**



**Prerequisite(s):** A minimum grade of C- in MMS103.

### **MMS233 Intermediate Digital Photography**

**3 credits**—This course expands on the theory and techniques taught in Basic Digital Photography and addresses a variety of commercial applications . The course will present further instruction in event photography, people and portrait photography and product and promotional photography. The course will include instruction on portable flash equipment, studio equipment, light modifiers and utilizing natural light to the photographer's benefit.

**Lecture Hours: 32      Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C- in MMS103.

### **MMS265 Mass Communications Law**

**3 credits**—This course examines media law, including First Amendment, copyright and fair use. It focuses on social, political, and economic influences. It examines legal constraints for students planning to become professional communicators.

**Lecture Hours: 48**

### **MMS265 Mass Communications Law**

**3 credits**—This course examines media law, including First Amendment, copyright and fair use. It focuses on social, political, and economic influences. It examines legal constraints for students planning to become professional communicators.

**Lecture Hours: 48**

### **MMS300 Cinematography**

**3 credits**—In this course students will gain hands-on experience in digital cinematography. Students will plan and practice camera techniques used for interior and exterior lighting, composition and framing, green screen techniques and other aspects of visual storytelling. Students will practice mechanical aspects of the lens: f-stops, depth of field and rack focus shots. Terminology and theory specific to cinematography will be explored as well as the strategies for common production and photography obstacles will be addressed and put into practice. Projects will be completed in groups as well as individual efforts.

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS300 Cinematography**

**3 credits**—In this course students will gain hands-on experience in digital cinematography. Students will plan and practice camera techniques used for interior and exterior lighting, composition and framing, green screen techniques and other aspects of visual storytelling. Students will practice mechanical aspects of the lens: f-stops, depth of field and rack focus shots. Terminology and theory specific to cinematography will be explored as well as the strategies for common production and photography obstacles will be addressed and put into practice. Projects will be completed in groups as well as individual efforts.

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS302 Solo Video Journalism**

**3 credits**—This course examines and explains the techniques for working in the field of video journalism as a sole practitioner.

**Lecture Hours: 32    Lab Hours: 32**

**Pre/Co-requisite(s):** A minimum grade of D in MMS111.

### **MMS302 Solo Video Journalism**

**3 credits**—This course examines and explains the techniques for working in the field of video journalism as a sole practitioner.

**Lecture Hours: 32    Lab Hours: 32**

**Pre/Co-requisite(s):** A minimum grade of D in MMS111.

### **MMS303 Scriptwriting**

**3 credits**—Introduces professional scriptwriting techniques, with focus on properly formatting scripts for film, television and radio, including narrative, commercial and broadcast copy. The student will be required to develop scripts using professional screenplay and scriptwriting software.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS303 Scriptwriting**

**3 credits**—Introduces professional scriptwriting techniques, with focus on properly formatting scripts for film, television and radio, including narrative, commercial and broadcast copy. The student will be required to develop scripts using professional screenplay and scriptwriting software.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS310 Independent Film Production**

**3 credits**—This course provides students with skills to write, produce, direct and edit fictional and non-fictional videos in a narrative format. Students will be instructed on methods and hands-on-skills to construct videos with emphasis on low-budget techniques to better understand the independent film/video market. This includes formulating a story with an angle, structure, content and style. Scriptwriting, budgeting, interviewing, and researching methods are demonstrated through hands-on exercises. Students will view/critique various contemporary documentaries and low budget films as they relate them to their own projects.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213.

### **MMS310 Independent Film Production**

**3 credit**—This course provides students with skills to write, produce, direct and edit fictional and non-fictional videos in a narrative format. Students will be instructed on methods and hands-on-skills to construct videos with emphasis on low-budget techniques to better understand the independent film/video market. This includes formulating a story with an angle, structure, content and style. Scriptwriting, budgeting, interviewing, and researching

methods are demonstrated through hands-on exercises. Students will view/critique various contemporary documentaries and low budget films as they relate them to their own projects.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213.

### **MMS320 Recording Studio I**

**3 credits**—Course will introduce students to the basic operations of a recording studio. The course will detail proper methods for wiring of a studio, discuss studio acoustics, analyze studio design and address proper monitoring. The course will also demonstrate proper microphone placements and advanced compression methods.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS105 and MMS214 .

### **MMS320 Recording Studio I**

**3 credits**—Course will introduce students to the basic operations of a recording studio. The course will detail proper methods for wiring of a studio, discuss studio acoustics, analyze studio design and address proper monitoring. The course will also demonstrate proper microphone placements and advanced compression methods.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS105 and MMS214 .

### **MMS330 Motion Graphics for Video**

**3 credits**—This course explains the theory and execution of motion graphics in a video production environment. Instruction in use of and methods for constructing a variety of motion graphics and animation techniques will be delivered. Media management and output formats will also be addressed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS330 Motion Graphics for Video**

**3 credits**—This course explains the theory and execution of motion graphics in a video production environment. Instruction in use of and methods for constructing a variety of motion graphics and animation techniques will be delivered. Media management and output formats will also be addressed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS400 Video Production for Web Streaming**

**3 credits**—This course will provide students technical application and training in producing, shooting and broadcasting via web streaming. It will offer students an advanced understanding of traditional television studio environments, as well as field production. Students will experience hands-on training and team-oriented tasks in studio floor positions,

studio lighting, 3-camera operating setup, microphone setups, floor management and set design. In addition, technical aspects of control room duties, live and archival streaming processes will be covered.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS400 Video Production for Web Streaming**

**3 credits**—This course will provide students technical application and training in producing, shooting and broadcasting via web streaming. It will offer students an advanced understanding of traditional television studio environments, as well as field production. Students will experience hands-on training and team-oriented tasks in studio floor positions, studio lighting, 3-camera operating setup, microphone setups, floor management and set design. In addition, technical aspects of control room duties, live and archival streaming processes will be covered.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS410 Film Editing**

**3 credits**—In this course, students are introduced to digital (computer) editing. A brief overview of the editing process is covered. Students learn the basics of capturing video and/or digital files, basic editing techniques, basic color effects, audio with video, and storing in a non-destructive style of editing. Students will produce their own edited versions of supplied footage.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS410 Film Editing**

**3 credits**—In this course, students are introduced to digital (computer) editing. A brief overview of the editing process is covered. Students learn the basics of capturing video and/or digital files, basic editing techniques, basic color effects, audio with video, and storing in a non-destructive style of editing. Students will produce their own edited versions of supplied footage.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS111 and MMS213 .

### **MMS420 Recording Studio II**

**3 credits**—Course will be an advanced study in producing within the studio environment. The course will provide hands-on use of the studio equipment including mics, mixing boards and digital audio software. Advanced recording techniques will be employed. Production of a variety of music styles and the proper steps involved in recording and mixing and outputting each will be addressed.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS105, MMS214, and MMS320.

### **MMS420 Recording Studio II**

**3 credits**—Course will be an advanced study in producing within the studio environment. The course will provide hands-on use of the studio equipment including mics, mixing boards and digital audio software. Advanced recording techniques will be employed. Production of a variety of music styles and the proper steps involved in recording and mixing and outputting each will be addressed.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in MMS105, MMS214, and MMS320.

### **MMS430 Documentary Film**

**3 credits**—This course will introduce students to the art of documentary filmmaking and to develop the professional skills used in the field. The class explores a variety of components of non-fiction filmmaking from the conceptualization of an idea through postproduction.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C- in MMS111 and MMS213.

### **MMS430 Documentary Film**

**3 credits**—This course will introduce students to the art of documentary filmmaking and to develop the professional skills used in the field. The class explores a variety of components of non-fiction filmmaking from the conceptualization of an idea through postproduction.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C- in MMS111 and MMS213.

### **MMS901 Portfolio Production**

**3 credits**—The course is intended to advance student knowledge in portfolio and resume construction and job search strategies.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS901 Portfolio Production**

**3 credits**—The course is intended to advance student knowledge in portfolio and resume construction and job search strategies.

**Lecture Hours: 32    Lab Hours: 32**

### **MMS905 Digital Mass Media Internship**

**1 credits**—Students will intern at media agencies and outlets in the region and state, focusing on internal operations and client relations. May take for up to three credits.

**Lecture Hours: 0    Co-op Hours: 64**

**Prerequisite(s):** A minimum grade of D in MMS111, MMS105, MMS103, and MMS138.

### **MMS905 Digital Mass Media Internship**

**1 credits**—Students will intern at media agencies and outlets in the region and state, focusing on internal operations and client relations. May take for up to three credits.

**Lecture Hours:** 0    **Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of D in MMS111, MMS105, MMS103, and MMS138.

### **MMS949 Special Topics**

**3 credits**—This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS103, MMS105, MMS111, and MMS138.

### **MMS949 Special Topics**

**3 credits**—This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in MMS103, MMS105, MMS111, and MMS138.

### **MUA106 Class Voice**

**1 credits**—This course provides instruction in fundamental vocal techniques. Breath support, diction, posture, vowel formation, tone production and stage presence will be explored through standard vocal repertoire chosen for each student's voice type.

**Lab Hours:** 32

### **MUA106 Class Voice**

**1 credits**—This course provides instruction in fundamental vocal techniques. Breath support, diction, posture, vowel formation, tone production and stage presence will be explored through standard vocal repertoire chosen for each student's voice type.

**Lab Hours:** 32

### **MUA119 Class Piano**

**1 credits**—This course is designed for the student with no background in piano. It is especially recommended for the music student without piano experience, as well as the student who wishes to learn something of the piano for enjoyment. The student will begin to learn to read musical notation, develop the rudiments of technique, and become familiar with the keyboard. A minimum of three (3) hours of practice per week is essential. This course can be repeated with different content for credit.

**Lab Hours:** 32

### **MUA119 Class Piano**

**1 credits**—This course is designed for the student with no background in piano. It is especially recommended for the music student without piano experience, as well as the student who wishes to learn something of the piano for enjoyment. The student will begin to

learn to read musical notation, develop the rudiments of technique, and become familiar with the keyboard. A minimum of three (3) hours of practice per week is essential. This course can be repeated with different content for credit.

**Lab Hours:** 32

### **MUA120 Applied Piano I**

**1 credits**—Individualized instruction in piano for the beginning, intermediate, or advanced student. Requires fourteen 25 minute lessons during the semester. Additional outside practice/preparation is required. This course can be repeated with different content for credit. No prior musical experience is necessary.

May be repeated once.

**Lecture Hours:** 16

### **MUA120 Applied Piano I**

**1 credits**—Individualized instruction in piano for the beginning, intermediate, or advanced student. Requires fourteen 25 minute lessons during the semester. Additional outside practice/preparation is required. This course can be repeated with different content for credit. No prior musical experience is necessary.

May be repeated once.

**Lecture Hours:** 16

### **MUA121 Applied Piano II**

**2 credits**—This course provides applied lessons and guided instruction in tone production, technique, and musicianship skills. Students advance their skills through weekly lessons and regular practice of fundamental techniques and appropriate repertoire. This course can be repeated with different content for credit.

**Lecture Hours:** 32

### **MUA121 Applied Piano II**

**2 credits**—This course provides applied lessons and guided instruction in tone production, technique, and musicianship skills. Students advance their skills through weekly lessons and regular practice of fundamental techniques and appropriate repertoire. This course can be repeated with different content for credit.

**Lecture Hours:** 32

### **MUA319 Applied Voice II**

**1 credits**—Provides applied lessons and guided instruction in tone production, technique, musicianship, and performance practice. Students advance their skills through weekly lessons and regular practice of fundamental techniques and solo repertoire. This course can be repeated with different content for credit.

May be repeated once.

**Lecture Hours:** 16

### **MUA319 Applied Voice II**

**1 credits**—Provides applied lessons and guided instruction in tone production, technique, musicianship, and performance practice. Students advance their skills through weekly lessons and regular practice of fundamental techniques and solo repertory. This course can be repeated with different content for credit.

May be repeated once.

**Lecture Hours:** 16

### **MUS100 Music Appreciation**

**3 credits**—An introduction to the musical arts through listening to and studying the music of various periods. Some sections of the course may be presented by live musicians. Allied arts, including dance, painting, and literature, may be used to demonstrate the relatedness of music to the larger scope of human experience.

**Lecture Hours:** 48

### **MUS100 Music Appreciation**

**3 credits**—An introduction to the musical arts through listening to and studying the music of various periods. Some sections of the course may be presented by live musicians. Allied arts, including dance, painting, and literature, may be used to demonstrate the relatedness of music to the larger scope of human experience.

**Lecture Hours:** 48

### **MUS102 Music Fundamentals**

**3 credits**—Introduction to Music Theory. Basic skills and vocabulary. For non majors with limited background in music fundamentals, or as preparation for music major theory courses. Emphasis on notation, key/time signatures, rhythm, and aural training. (Variable)

**Lecture Hours:** 48

### **MUS102 Music Fundamentals**

**3 credits**—Introduction to Music Theory. Basic skills and vocabulary. For non majors with limited background in music fundamentals, or as preparation for music major theory courses. Emphasis on notation, key/time signatures, rhythm, and aural training. (Variable)

**Lecture Hours:** 48

### **MUS154 Chorus**

**1 credits**—This course is designed for the student to participate in group performances. The performing group meets regularly and presents a wide variety of choral literature throughout the year. This course can be repeated with different content for credit.

May be repeated once.

**Lab Hours:** 32

### **MUS154 Chorus**



**1 credits**—This course is designed for the student to participate in group performances. The performing group meets regularly and presents a wide variety of choral literature throughout the year. This course can be repeated with different content for credit.

May be repeated once.

**Lab Hours:** 32

### **NET109 A+ Certification Prep Course**

**4 credits**—This course will teach basic knowledge of desktop and laptop operating systems. This course will teach the important knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot and repair personal computer compatible hardware including troubleshooting basic network and internet connectivity, dial-up, DSL, and cable. Additionally, this course will also cover the latest memory, bus, peripherals, and wireless technologies.

**Lecture Hours:** 32    **Lab Hours:** 64

### **NET109 A+ Certification Prep Course**

**4 credits**—This course will teach basic knowledge of desktop and laptop operating systems. This course will teach the important knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot and repair personal computer compatible hardware including troubleshooting basic network and internet connectivity, dial-up, DSL, and cable. Additionally, this course will also cover the latest memory, bus, peripherals, and wireless technologies.

**Lecture Hours:** 32    **Lab Hours:** 64

### **NET152 Advanced Network Technologies**

**3 credits**—This course will cover the advanced topics of networking topologies, management utilities, performance monitoring and management, construct network security, develop and maintain network documentation and determine appropriate action for common problems. Students will learn skills associated with network remote access, performance monitoring and extension of network services via wireless technologies. This course will build and expand upon Cisco 1-4 concepts and skills.

**Lecture Hours:** 48

### **NET152 Advanced Network Technologies**

**3 credits**—This course will cover the advanced topics of networking topologies, management utilities, performance monitoring and management, construct network security, develop and maintain network documentation and determine appropriate action for common problems. Students will learn skills associated with network remote access, performance monitoring and extension of network services via wireless technologies. This course will build and expand upon Cisco 1-4 concepts and skills.

**Lecture Hours:** 48

### **NET213 CISCO Networking**

**4 credits**—This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered

models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT063.

### **NET213 CISCO Networking**

**4 credits**—This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT063.

### **NET225 Routing and Switching Essentials**

**4 credits**—This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single area and multi-area OSPF, virtual LANS, and inter-VLAN routing in both IPv4 and IPv6 networks.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET213.

### **NET225 Routing and Switching Essentials**

**4 credits**—This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single area and multi-area OSPF, virtual LANS, and inter-VLAN routing in both IPv4 and IPv6 networks.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET213.

### **NET268 CCNA Routing and Switching: Scaling Networks**

**3 credits**—This is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in NET225.

### **NET268 CCNA Routing and Switching: Scaling Networks**

**3 credits**—This is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in NET225.

### **NET269 CCNA Routing and Switching: Connecting Networks**

**3 credits**—This is the fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in NET268.

### **NET269 CCNA Routing and Switching: Connecting Networks**

**3 credits**—This is the fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET268.

### **NET310 Virtual Machines**

**3 credits**—This course will cover the concepts of virtualization including hardware and software. Topics will include benefits vs. risks analysis, installation and configuration, operation and maintenance and disaster recovery.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET313.

### **NET310 Virtual Machines**

**3 credits**—This course will cover the concepts of virtualization including hardware and software. Topics will include benefits vs. risks analysis, installation and configuration, operation and maintenance and disaster recovery.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET313.

### **NET313 Windows Server**

**3 credits**—This course provides the core foundation for supporting network based servers. Students will learn the skills necessary to install, configure, customize, optimize, network, integrate and troubleshoot a server based operating system. Students will study the design, implementation, and support a Network Server network including specialized servers that are common to most networks.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET109 and NET213.

### **NET313 Windows Server**

**3 credits**—This course provides the core foundation for supporting network based servers. Students will learn the skills necessary to install, configure, customize, optimize, network, integrate and troubleshoot a server based operating system. Students will study the design, implementation, and support a Network Server network including specialized servers that are common to most networks.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET109 and NET213.

### **NET320 Advanced Server Configuration**

**3 credits**—This course provides advanced concepts for supporting network based servers. Students will learn the skills necessary to install, configure, and manage network server technologies typically implemented with a server based operating system. Students will study the design, implementation, and optimization of both advanced and emerging services that a network server commonly provides for business networks.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in NET313.

### **NET320 Advanced Server Configuration**

**3 credits**—This course provides advanced concepts for supporting network based servers. Students will learn the skills necessary to install, configure, and manage network server technologies typically implemented with a server based operating system. Students will study the design, implementation, and optimization of both advanced and emerging services that a network server commonly provides for business networks.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in NET313.

### **NET346 Windows Exchange Server**

**3 credits**—This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (100 to 5,000 seats) messaging environment. This course offers a significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server.

**Lecture Hours: 32    Lab Hours: 32**

**Pre/Co-requisite(s):** NET313

### **NET346 Windows Exchange Server**

**3 credits**—This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (100 to 5,000 seats) messaging environment. This course offers a significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support Exchange Server.

**Lecture Hours: 32    Lab Hours: 32**

**Pre/Co-requisite(s):** NET313

### **NET412 Linux System Administration**

**3 credits**—This course will introduce students to the Linux Operating System and is designed for students with little or no previous experience with Linux. Students will gain experience and understanding of basic setup and installation, configuration, navigation, permissions, command shells, and GUI environments available on Linux systems.

**Lecture Hours: 32    Lab Hours: 32**

### **NET412 Linux System Administration**

**3 credits**—This course will introduce students to the Linux Operating System and is designed for students with little or no previous experience with Linux. Students will gain

experience and understanding of basic setup and installation, configuration, navigation, permissions, command shells, and GUI environments available on Linux systems.

**Lecture Hours:** 32    **Lab Hours:** 32

### **NET474 Certification Preparation**

**1 credits**—Course is designed as a review and final preparation for students taking Information Technology certification tests.

**Lecture Hours:** 16

**Prerequisite(s):** Instructor approval required. Must have satisfactory grades in supporting classes and demonstrate motivation to attain certification.

### **NET474 Certification Preparation**

**1 credits**—Course is designed as a review and final preparation for students taking Information Technology certification tests.

**Lecture Hours:** 16

**Prerequisite(s):** Instructor approval required. Must have satisfactory grades in supporting classes and demonstrate motivation to attain certification.

### **NET475 Certification Preparation**

**2 credits**—Course is designed as a review and final preparation for students taking Information Technology industry certification exams.

**Lecture Hours:** 32

**Prerequisite(s):** Instructor approval required. Must have satisfactory grades in supporting classes and demonstrate motivation to attain certification.

### **NET475 Certification Preparation**

**2 credits**—Course is designed as a review and final preparation for students taking Information Technology industry certification exams.

**Lecture Hours:** 32

**Prerequisite(s):** Instructor approval required. Must have satisfactory grades in supporting classes and demonstrate motivation to attain certification.

### **NET612 Fundamentals of Network Security**

**3 credits**—This course is designed to provide student with a fundamental understanding of network security principles and implementation. Students examine the technologies used and principles involved in creating a secure computer networking environment.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** NET313

### **NET612 Fundamentals of Network Security**

**3 credits**—This course is designed to provide student with a fundamental understanding of network security principles and implementation. Students examine the technologies used and principles involved in creating a secure computer networking environment.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** NET313

### **NET710 SQL Database**

**2 credits**—This course is designed to give the student the basics of computer database administration. To teach the student what a database server is and how it is used in a modern computer network. The course will inform the student about the components of the database and the tools used to tune the database software for optimum performance.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** CIS303 and NET313

### **NET710 SQL Database**

**2 credits**—This course is designed to give the student the basics of computer database administration. To teach the student what a database server is and how it is used in a modern computer network. The course will inform the student about the components of the database and the tools used to tune the database software for optimum performance.

**Lecture Hours: 16    Lab Hours: 32**

**Prerequisite(s):** CIS303 and NET313

### **NET916 Experiential Learning**

**5 credits**—This course will allow students to put the skills obtained in the program to practical use in a simulated real world environment. In addition, students will refine teamwork skills and learn to conduct their actions in an appropriate manner for the business world.

**Lecture Hours: 16    Lab Hours: 128**

**Prerequisite(s):** Instructor consent is needed to verify that students are getting the correct section for their major and that only fourth semester graduating students take this course.

### **NET916 Experiential Learning**

**5 credits**—This course will allow students to put the skills obtained in the program to practical use in a simulated real world environment. In addition, students will refine teamwork skills and learn to conduct their actions in an appropriate manner for the business world.

**Lecture Hours: 16    Lab Hours: 128**

**Prerequisite(s):** Instructor consent is needed to verify that students are getting the correct section for their major and that only fourth semester graduating students take this course.

### **NET932 Internship**

**2 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of C in NET109. Must be in program major and completed 30 credits in one of the following programs: Network Administration and Engineering, Information Systems Management, and Web Design and Development.

### **NET932 Internship**

**2 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours:** 128

**Prerequisite(s):** A minimum grade of C in NET109. Must be in program major and completed 30 credits in one of the following programs: Network Administration and Engineering, Information Systems Management, and Web Design and Development.

### **NET949 Special Topics**

**1 credits**—This course, usually offered on a limited basis only, provides an in-depth study on a topic of general interest pertaining to this department.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **NET949 Special Topics**

**1 credits**—This course, usually offered on a limited basis only, provides an in-depth study on a topic of general interest pertaining to this department.

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **OTA102 Human Movement and Occupation**

**3 credits**—Study of the interrelationship between the central nervous system, peripheral nervous system, and musculoskeletal system and analysis of functional movement required for engagement in occupation. Formal and informal biomechanical assessment methodologies are presented. Students will gain skill in utilizing assessment data for the occupational therapy process in collaboration with the occupational therapist.

**Lecture Hours:** 16     **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA102 Human Movement and Occupation**

**3 credits**—Study of the interrelationship between the central nervous system, peripheral nervous system, and musculoskeletal system and analysis of functional movement required for engagement in occupation. Formal and informal biomechanical assessment



methodologies are presented. Students will gain skill in utilizing assessment data for the occupational therapy process in collaboration with the occupational therapist.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA103 Task Analysis**

**3 credits**—The development and emergence of human occupational performance throughout the lifespan is examined by exploring areas of occupation, occupational roles, habits and routines. Students will learn to analyze occupational tasks and functional activity demands, grade and adapt activities, and build the basic skills necessary for teaching therapeutic activities to meet the needs of occupational therapy consumers, either individually or in groups. Emphasis will be placed on the use of occupation-based media as a means of understanding a client's cognitive and functional performance. The significance of context and environment will also be explored in relationship to program planning and implementation of therapeutic interventions. Additional topics include an introduction to note writing and goal development.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA103 Task Analysis**

**3 credits**—The development and emergence of human occupational performance throughout the lifespan is examined by exploring areas of occupation, occupational roles, habits and routines. Students will learn to analyze occupational tasks and functional activity demands, grade and adapt activities, and build the basic skills necessary for teaching therapeutic activities to meet the needs of occupational therapy consumers, either individually or in groups. Emphasis will be placed on the use of occupation-based media as a means of understanding a client's cognitive and functional performance. The significance of context and environment will also be explored in relationship to program planning and implementation of therapeutic interventions. Additional topics include an introduction to note writing and goal development.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA104 Assistive Tech and EM**

**2 credits**—An introduction to the role of assistive technology and environmental modification used to facilitate occupational performance. Topics will include: determination of need, selection of and instruction in use of assistive technology and/or environmental modification, low vs. high tech equipment options, and assessment of client safety during occupational performance.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA104 Assistive Tech and EM**

**2 credits**—An introduction to the role of assistive technology and environmental modification used to facilitate occupational performance. Topics will include: determination of need, selection of and instruction in use of assistive technology and/or environmental modification, low vs. high tech equipment options, and assessment of client safety during occupational performance.

**Lecture Hours:** 16    **Lab Hours:** 32

**Prerequisite(s):** Admission to Phase II of the Occupational Therapy Assistant program.

### **OTA201 Pediatrics and Occupation**

**3 credits**—The first in a sequence of courses addressing conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA201 Pediatrics and Occupation**

**3 credits**—The first in a sequence of courses addressing conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA202 Pediatric OTA Skills**

**3 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with infants and children through the adolescent period and their families in a variety of settings.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA202 Pediatric OTA Skills**

**3 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with infants and children through the adolescent period and their families in a variety of settings.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA203 Level I Fieldwork Pediatrics**

**2 credits**—Students will be participant-observers in settings providing occupational therapy services to children and/or adolescents. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Lecture Hours:** 16    **Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA203 Level I Fieldwork Pediatrics**

**2 credits**—Students will be participant-observers in settings providing occupational therapy services to children and/or adolescents. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Lecture Hours:** 16    **Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA204 Pediatric Psychosocial Conditions and Occupations**

**1 credits**—The first in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of mental health disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA204 Pediatric Psychosocial Conditions and Occupations**

**1 credits**—The first in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents occupational and developmental frameworks for understanding the occupational nature of infants and children through the adolescent period, their families and caregivers. Means of applying the occupational therapy process by the occupational therapy assistant is studied within the contexts of a variety of mental health disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA102, OTA103, and OTA104.

### **OTA302 Physical OTA Skills**

**3 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional behaviors utilized in the occupational

therapy process for individuals experiencing disruption in motor and sensory-perceptual abilities needed for adaptive occupational performance.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA302 Physical OTA Skills**

**3 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional behaviors utilized in the occupational therapy process for individuals experiencing disruption in motor and sensory-perceptual abilities needed for adaptive occupational performance.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA310 Adult Physical Conditions and Occupations**

**3 credits**—The second in a sequence of courses addressing conditions causing disruption of occupational skills and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models of practice for understanding the occupational nature of early to middle adulthood at home, work and in the community. Approaches for applying the occupational process by the occupational therapy assistant is studied within the contexts of a variety of physical disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA310 Adult Physical Conditions and Occupations**

**3 credits**—The second in a sequence of courses addressing conditions causing disruption of occupational skills and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models of practice for understanding the occupational nature of early to middle adulthood at home, work and in the community. Approaches for applying the occupational process by the occupational therapy assistant is studied within the contexts of a variety of physical disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA311 Adult Psychosocial Conditions and Occupations**

**2 credits**—The second in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models for understanding the occupational nature of early to middle adulthood at home, at work, and in the community. Approaches to applying the occupational process by the occupational therapy assistant is studied within the contexts of a variety of psychosocial disorders and conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA311 Adult Psychosocial Conditions and Occupations**

**2 credits**—The second in a sequence of courses addressing psychosocial conditions causing disruption of occupational behaviors, skills, and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models for understanding the occupational nature of early to middle adulthood at home, at work, and in the community. Approaches to applying the occupational process by the occupational therapy assistant is studied within the contexts of a variety of psychosocial disorders and conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA312 Adult Psychosocial OTA Skills**

**2 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process for individuals experiencing disruption in social, emotional and interactional abilities needed for adaptive occupational performance. Both individual and group intervention strategies are explored.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA312 Adult Psychosocial OTA Skills**

**2 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process for individuals experiencing disruption in social, emotional and interactional abilities needed for adaptive occupational performance. Both individual and group intervention strategies are explored.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA313 Level I Fieldwork Psychosocial**

**1 credits**—Students will be participant-observers in settings providing occupational therapy services to adult consumers with psychosocial conditions. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA313 Level I Fieldwork Psychosocial**

**1 credits**—Students will be participant-observers in settings providing occupational therapy services to adult consumers with psychosocial conditions. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA401 Elders and Occupation**

**2 credits**—The third in a sequence of courses addressing conditions causing disruption of occupational behaviors, skills and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models for understanding the occupational nature of late adulthood at home, at work, and in the community. Approaches to applying the occupational therapy process by the occupational therapy assistant is studied within the context of a variety of disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA401 Elders and Occupation**

**2 credits**—The third in a sequence of courses addressing conditions causing disruption of occupational behaviors, skills and life roles in humans throughout the lifespan. This course presents theoretical frameworks and models for understanding the occupational nature of late adulthood at home, at work, and in the community. Approaches to applying the occupational therapy process by the occupational therapy assistant is studied within the context of a variety of disorders, conditions, and circumstances affecting this period of human development.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA402 OTA Skills for Elders**

**2 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with elder consumers in a variety of settings.

**Lecture Hours:** 16     **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA402 OTA Skills for Elders**

**2 credits**—Structured experiential learning will provide opportunities for the student to solidify knowledge, develop and practice professional skills and behaviors utilized in the occupational therapy process with elder consumers in a variety of settings.

**Lecture Hours:** 16     **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA403 Level I Fieldwork Physical Dysfunction**

**1 credits**—Students will be participant-observers in settings providing occupational therapy services to adult consumers with physical dysfunction. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA403 Level I Fieldwork Physical Dysfunction**

**1 credits**—Students will be participant-observers in settings providing occupational therapy services to adult consumers with physical dysfunction. Emphasis will be placed on development of professional work habits and supervisory collaboration.

**Co-op Hours:** 64

**Prerequisite(s):** A minimum grade of C in OTA311, OTA312, OTA313, and OTA501.

### **OTA501 Professional Practice for OTA**

**3 credits**—This course speaks to the management and service roles of the occupational therapy assistant, as well as ongoing responsibilities of a career as an occupational therapy healthcare professional. Active learning strategies requiring the student to transcend from a student to entry level practitioner.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA501 Professional Practice for OTA**

**3 credits**—This course speaks to the management and service roles of the occupational therapy assistant, as well as ongoing responsibilities of a career as an occupational therapy healthcare professional. Active learning strategies requiring the student to transcend from a student to entry level practitioner.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in OTA201, OTA202, OTA203, and OTA204.

### **OTA502 Level II Fieldwork A**

**5 credits**—The first of two courses consisting of 8 weeks of full-time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different point of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA310, OTA302, OTA401, OTA402, and OTA403.

### **OTA502 Level II Fieldwork A**

**5 credits**—The first of two courses consisting of 8 weeks of full-time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different point of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA310, OTA302, OTA401, OTA402, and OTA403.

### **OTA503 Level II Fieldwork B**

**5 credits**—The second of two courses consisting of 8 weeks of full time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different points of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA502.

### **OTA503 Level II Fieldwork B**

**5 credits**—The second of two courses consisting of 8 weeks of full time community-based clinical education. Students will participate in the delivery of occupational therapy services, in collaboration and with supervision from a currently licensed or credentialed occupational therapist or occupational therapy assistant. They will work with individuals at different points of the lifespan, experiencing disruption of occupational performance.

**Co-op Hours:** 320

**Prerequisite(s):** A minimum grade of C in OTA502.

### **PEA102 Aerobic Fitness I**

**1 credits**—This aerobic course, designed to improve physical fitness levels, starts at the beginner level with students progressing at their own pace. Participants will be given the opportunity to engage in various types of cardiovascular exercise, some being set to music. Abdominal and low-back exercises are also emphasized.

**Lab Hours:** 32

### **PEA102 Aerobic Fitness I**

**1 credits**—This aerobic course, designed to improve physical fitness levels, starts at the beginner level with students progressing at their own pace. Participants will be given the opportunity to engage in various types of cardiovascular exercise, some being set to music. Abdominal and low-back exercises are also emphasized.

**Lab Hours:** 32

### **PEA117 Bowling I**

**1 credits**—This skill course introduces students to the lifetime activity of bowling. The course will cover basic fundamentals of bowling such as rules and etiquette, approach, ball delivery, strikes, spares, and scoring. Individual, league, and tournament play will also be included.

**Lab Hours:** 32

### **PEA117 Bowling I**



**1 credits**—This skill course introduces students to the lifetime activity of bowling. The course will cover basic fundamentals of bowling such as rules and etiquette, approach, ball delivery, strikes, spares, and scoring. Individual, league, and tournament play will also be included.

**Lab Hours:** 32

### **PEA123 Circuit Training**

**1 credits**—This aerobic course incorporates cross-training techniques allowing for an increased caloric expenditure with simultaneous improvement in muscular strength and endurance and flexibility. Alternating between resistance training, cardiovascular, and flexibility exercises provides the benefits of all three types of activities in one exercise session.

**Lab Hours:** 32

### **PEA123 Circuit Training**

**1 credits**—This aerobic course incorporates cross-training techniques allowing for an increased caloric expenditure with simultaneous improvement in muscular strength and endurance and flexibility. Alternating between resistance training, cardiovascular, and flexibility exercises provides the benefits of all three types of activities in one exercise session.

**Lab Hours:** 32

### **PEA125 Indoor Cycling**

**1 credits**—This aerobic course introduces students to a low-impact, go at your own pace, cardiovascular workout with no complicated moves to learn. The class is set to music, conducted in a group format, and uses specially built stationary bicycles to improve current health and fitness levels.

**Lab Hours:** 32

### **PEA125 Indoor Cycling**

**1 credits**—This aerobic course introduces students to a low-impact, go at your own pace, cardiovascular workout with no complicated moves to learn. The class is set to music, conducted in a group format, and uses specially built stationary bicycles to improve current health and fitness levels.

**Lab Hours:** 32

### **PEA150 Powerwalking**

**1 credits**—Power Walking is one of the most convenient forms of exercise. It takes minimal equipment and can be done anywhere. This course is designed to provide students with the opportunity to learn a lifelong physical activity. Power Walking is also an excellent way to start a fitness program.

**Lab Hours:** 32

### **PEA150 Powerwalking**

**1 credits**—Power Walking is one of the most convenient forms of exercise. It takes minimal equipment and can be done anywhere. This course is designed to provide students with the opportunity to learn a lifelong physical activity. Power Walking is also an excellent way to start a fitness program.

**Lab Hours:** 32

### **PEA176 Volleyball I**

**1 credits**—This skill course introduces students to the lifetime activity of volleyball. This will be a fundamental course, teaching the basics of the game from scoring to the actual playing. This course will also cover volleyball etiquette. The class will play two on two, three on three, and standard volleyball.

**Lab Hours:** 32

### **PEA176 Volleyball I**

**1 credits**—This skill course introduces students to the lifetime activity of volleyball. This will be a fundamental course, teaching the basics of the game from scoring to the actual playing. This course will also cover volleyball etiquette. The class will play two on two, three on three, and standard volleyball.

**Lab Hours:** 32

### **PEA187 Weight Training I**

**1 credits**—This skill course introduces the student to basic principles of weight training and the effects of this type of exercise on the body. Personalized programs will be the focus while emphasizing proper lifting techniques and safety issues.

**Lab Hours:** 32

### **PEA187 Weight Training I**

**1 credits**—This skill course introduces the student to basic principles of weight training and the effects of this type of exercise on the body. Personalized programs will be the focus while emphasizing proper lifting techniques and safety issues.

**Lab Hours:** 32

### **PEA191 Pilates**

**1 credits**—This skill course is designed to provide students with the opportunity to learn Pilates principles and mat-based exercises from the beginner level, through the intermediate level, and finishing with the advanced level. Pilates is a form of exercise that focuses on core stability and strength while simultaneously lengthening and strengthening the muscles without adding "bulk".

**Lab Hours:** 32

### **PEA191 Pilates**

**1 credits**—This skill course is designed to provide students with the opportunity to learn Pilates principles and mat-based exercises from the beginner level, through the intermediate level, and finishing with the advanced level. Pilates is a form of exercise that focuses on core

stability and strength while simultaneously lengthening and strengthening the muscles without adding "bulk".

**Lab Hours:** 32

### **PEA194 Vinyasa Yoga**

**1 credits**—This skill course introduces the fundamentals of Vinyasa Yoga. Vinyasa Yoga focuses on balanced asana (posture) sequences, as well as the connection of the asanas and the breath. There are a host of associated benefits including, but not limited to, increased levels of body awareness, increased strength and flexibility, as well as the benefits shown to be associated with relaxation.

**Lab Hours:** 32

### **PEA194 Vinyasa Yoga**

**1 credits**—This skill course introduces the fundamentals of Vinyasa Yoga. Vinyasa Yoga focuses on balanced asana (posture) sequences, as well as the connection of the asanas and the breath. There are a host of associated benefits including, but not limited to, increased levels of body awareness, increased strength and flexibility, as well as the benefits shown to be associated with relaxation.

**Lab Hours:** 32

### **PEA196 Iron Yoga-Pilates Infusion**

**1 credits**—This skills course provides students with an opportunity to contrast and compare yoga and Pilates, and use a host of equipment to compliment both. Emphasis will be placed on muscular strength and endurance, flexibility, physical balance and mind control.

**Lab Hours:** 32

### **PEA196 Iron Yoga-Pilates Infusion**

**1 credits**—This skills course provides students with an opportunity to contrast and compare yoga and Pilates, and use a host of equipment to compliment both. Emphasis will be placed on muscular strength and endurance, flexibility, physical balance and mind control.

**Lab Hours:** 32

### **PEC110 Coaching Ethics, Techniques, and Theory**

**1 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. This course meets the required hours for ethics. By the end of this course, participants should be able to explain methodology and responsibilities of a successful coach, apply teaching techniques to sports skills, connect how communication and motivation affect performance, and distinguish appropriate ethical behavior of coaches and students. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful experience for the athlete that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC110 Coaching Ethics, Techniques, and Theory**

**1 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. This course meets the required hours for ethics. By the end of this course, participants should be able to explain methodology and responsibilities of a successful coach, apply teaching techniques to sports skills, connect how communication and motivation affect performance, and distinguish appropriate ethical behavior of coaches and students. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful experience for the athlete that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC115 Athletic Development and Human Growth**

**1 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. This course will connect the participants to the basic concepts of growth and development of students in the 5th through 12th grade who would participate in school sponsored athletics. By the end of this course, participants should be able to explain how and when physical, social, emotional, and intellectual development occurs and how this development affects learning, behavior and performance. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful athletic experience for the adolescent that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC115 Athletic Development and Human Growth**

**1 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. This course will connect the participants to the basic concepts of growth and development of students in the 5th through 12th grade who would participate in school sponsored athletics. By the end of this course, participants should be able to explain how and when physical, social, emotional, and intellectual development occurs and how this development affects learning, behavior and performance. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful athletic experience for the adolescent that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC123 Anatomy for Coaching**

**1 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. By the end of this course, participants should be able to apply basic physiological concepts to athletics, connect how they affect movement, conditioning, and performance. Taking responsibility for their own learning, participants should be able to plan for an effective and meaningful experience for the athlete that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC123 Anatomy for Coaching**

**1 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. By the end of this course, participants should be able to apply basic physiological concepts to athletics, connect how they affect movement, conditioning, and performance. Taking responsibility for their own learning, participants should be able to plan

for an effective and meaningful experience for the athlete that is supported by informed decision-making.

**Lecture Hours:** 16

### **PEC127 Care and Prevention of Athletic Injuries**

**2 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. This course will describe the duties and responsibilities in protecting the health of athletes. The course is aimed at recognizing injuries and providing basic care for those injuries as well as techniques to prevent injuries from occurring.

**Lecture Hours:** 32

### **PEC127 Care and Prevention of Athletic Injuries**

**2 credits**—This is one of the four courses required to receive a coaching authorization or endorsement. This course will describe the duties and responsibilities in protecting the health of athletes. The course is aimed at recognizing injuries and providing basic care for those injuries as well as techniques to prevent injuries from occurring.

**Lecture Hours:** 32

### **PEH111 Personal Wellness**

**3 credits**—This is an introductory level course designed to explore wellness in all dimensions. Students will assess their overall level of wellness, assess current lifestyle choices, and be enabled with strategies that will lead to an improved lifestyle and overall level of wellness.

**Lecture Hours:** 48

### **PEH111 Personal Wellness**

**3 credits**—This is an introductory level course designed to explore wellness in all dimensions. Students will assess their overall level of wellness, assess current lifestyle choices, and be enabled with strategies that will lead to an improved lifestyle and overall level of wellness.

**Lecture Hours:** 48

### **PEH141 First Aid**

**2 credits**—This course will use discussion and application to provide the layperson with the basic skills and knowledge necessary to provide First Aid, CPR, and AED to adult, child, and infant populations. Certification by the American Red Cross will be awarded to those who qualify.

**Lecture Hours:** 32

### **PEH141 First Aid**

**2 credits**—This course will use discussion and application to provide the layperson with the basic skills and knowledge necessary to provide First Aid, CPR, and AED to adult, child, and infant populations. Certification by the American Red Cross will be awarded to those who qualify.

**Lecture Hours:** 32

### **PEH266 Leadership Techniques for Fitness Programs**

**3 credits**—This course will prepare students to develop and implement an individualized and group approach to exercise leadership in healthy populations. The student will also become proficient in writing, leading, and demonstrating safe and effective methods of exercise by applying the fundamental principles of exercise science.

**Lecture Hours:** 32     **Lab Hours:** 32

### **PEH266 Leadership Techniques for Fitness Programs**

**3 credits**—This course will prepare students to develop and implement an individualized and group approach to exercise leadership in healthy populations. The student will also become proficient in writing, leading, and demonstrating safe and effective methods of exercise by applying the fundamental principles of exercise science.

**Lecture Hours:** 32     **Lab Hours:** 32

### **PHI101 Introduction to Philosophy**

**3 credits**—An investigation of some of the fundamental problems of human existence-- human nature, the nature of reality, how and what we know, the existence of God, ethical behavior, justice and freedom. This will be undertaken through readings and discussions of major philosophical schools of thought in Western and non-Western traditions.

**Lecture Hours:** 48

### **PHI101 Introduction to Philosophy**

**3 credits**—An investigation of some of the fundamental problems of human existence-- human nature, the nature of reality, how and what we know, the existence of God, ethical behavior, justice and freedom. This will be undertaken through readings and discussions of major philosophical schools of thought in Western and non-Western traditions.

**Lecture Hours:** 48

### **PHI105 Introduction to Ethics**

**3 credits**—Introduction to Ethics examines contemporary ethical conflicts and provides a grounding in the language, concepts, and traditions of ethics. This course provides students with the intellectual tools to analyze moral dilemmas in the fields they choose to pursue and participate in as members of society.

**Lecture Hours:** 48

### **PHI105 Introduction to Ethics**

**3 credits**—Introduction to Ethics examines contemporary ethical conflicts and provides a grounding in the language, concepts, and traditions of ethics. This course provides students with the intellectual tools to analyze moral dilemmas in the fields they choose to pursue and participate in as members of society.

**Lecture Hours:** 48

### **PHI121 Classical/Medieval Philosophy**

**3 credits**—This course will cover an intellectual history of Western civilization from the pre-Socratic philosophers through Scholasticism. The course will begin by looking at several philosophers preceding Socrates, as well as study Socrates, Plato, Aristotle, and the impact of Greek philosophy. It will then look at the development of early Christianity through Augustine, the early Medieval period through Thomas Aquinas, and the late medieval period through William of Occam.

**Lecture Hours:** 48

### **PHI121 Classical/Medieval Philosophy**

**3 credits**—This course will cover an intellectual history of Western civilization from the pre-Socratic philosophers through Scholasticism. The course will begin by looking at several philosophers preceding Socrates, as well as study Socrates, Plato, Aristotle, and the impact of Greek philosophy. It will then look at the development of early Christianity through Augustine, the early Medieval period through Thomas Aquinas, and the late medieval period through William of Occam.

**Lecture Hours:** 48

### **PHS120 Exploring Physical Science**

**4 credits**—This course introduces the student to the concepts and processes of physics, chemistry, astronomy, and earth science. Students are presented with a general overview of theories that have an impact on their everyday lives.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in MAT063.

### **PHS120 Exploring Physical Science**

**4 credits**—This course introduces the student to the concepts and processes of physics, chemistry, astronomy, and earth science. Students are presented with a general overview of theories that have an impact on their everyday lives.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in MAT063.

### **PHS142 Principles of Astronomy**

**3 credits**—This physical science course explores the mysteries of the universe. Through scientific reason, the course will examine the following: the history of astronomy, the planets, stars, nebulae, galaxies, the creation and fate of the universe and our place in it. This course includes amateur observation techniques.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in MAT063 or appropriate placement score.

### **PHS142 Principles of Astronomy**

**3 credits**—This physical science course explores the mysteries of the universe. Through scientific reason, the course will examine the following: the history of astronomy, the planets, stars, nebulae, galaxies, the creation and fate of the universe and our place in it. This course includes amateur observation techniques.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in MAT063 or appropriate placement score.

### **PHS152 Astronomy**

**4 credits**—A basic course in descriptive astronomy dealing with the development of modern astronomy and with its present-day theories and observations. Topics covered include motions of solar system and deep sky objects, telescopes and other instruments, members of the solar system, nature of the sun, other stars, origin and development of stars and planets, our galaxy, other galaxies, and the organization of the universe.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT063 or appropriate placement score.

### **PHS152 Astronomy**

**4 credits**—A basic course in descriptive astronomy dealing with the development of modern astronomy and with its present-day theories and observations. Topics covered include motions of solar system and deep sky objects, telescopes and other instruments, members of the solar system, nature of the sun, other stars, origin and development of stars and planets, our galaxy, other galaxies, and the organization of the universe.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT063 or appropriate placement score.

### **PHS928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

**Lecture Hours:** 16

### **PHS928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

**Lecture Hours:** 16

### **PHT102 Photo Design I**

**3 credits**—This course identifies the fundamental design and compositional elements contained in quality images used for professional photography. The course provides exposure to several photographic styles which can be drawn upon for each individual's photographic journeys.

**Lecture Hours:** 48

### **PHT102 Photo Design I**



**3 credits**—This course identifies the fundamental design and compositional elements contained in quality images used for professional photography. The course provides exposure to several photographic styles which can be drawn upon for each individual's photographic journeys.

**Lecture Hours:** 48

### **PHT106 Introduction to Image Editing**

**3 credits**—This course will provide a basic introduction to raster based still digital image manipulation using industry standard software. This course is designed to provide students with a workable understanding of the digital software interface and tools used in imaging workflows.

**Lecture Hours:** 32    **Lab Hours:** 32

### **PHT106 Introduction to Image Editing**

**3 credits**—This course will provide a basic introduction to raster based still digital image manipulation using industry standard software. This course is designed to provide students with a workable understanding of the digital software interface and tools used in imaging workflows.

**Lecture Hours:** 32    **Lab Hours:** 32

### **PHT108 Camera I**

**3 credits**—This course is an introduction to the basics of camera handling, exposure and meter usage.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT108.

### **PHT108 Camera I**

**3 credits**—This course is an introduction to the basics of camera handling, exposure and meter usage.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT108.

### **PHT109 Print I**

**3 credits**—This course is an introduction to the basics of processing camera outputs and applying techniques used to produce a professional print. This course also emphasizes the fundamental print finishing methods used in the professional photography industry to enhance a photograph's overall presentation.

**Lecture Hours:** 32    **Lab Hours:** 32

**Pre/Co-requisite(s):** PHT108

### **PHT109 Print I**

**3 credits**—This course is an introduction to the basics of processing camera outputs and applying techniques used to produce a professional print. This course also emphasizes the

fundamental print finishing methods used in the professional photography industry to enhance a photograph's overall presentation.

**Lecture Hours:** 32    **Lab Hours:** 32

**Pre/Co-requisite(s):** PHT108

### **PHT110 Camera II**

**3 credits**—This course is an extension of Camera I and expands on camera captures, introducing editing workflows and image conversions. Additional camera accessories and optical image management are explained along with common problems with optics and what can be done to correct for them.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT108

### **PHT110 Camera II**

**3 credits**—This course is an extension of Camera I and expands on camera captures, introducing editing workflows and image conversions. Additional camera accessories and optical image management are explained along with common problems with optics and what can be done to correct for them.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT108

### **PHT111 Print II**

**3 credits**—This course emphasizes color output and the need for a properly managed original image, and properly managed output devices that result in either physical prints or virtual presentations.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT109 and PHT106

**Pre/Co-requisite(s):** PHT202 or PHT204

### **PHT111 Print II**

**3 credits**—This course emphasizes color output and the need for a properly managed original image, and properly managed output devices that result in either physical prints or virtual presentations.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT109 and PHT106

**Pre/Co-requisite(s):** PHT202 or PHT204

### **PHT132 Photo Design II**

**3 credits**—This course presents the physical, physiological, and psychological dimensions of color and light as perceived by people. The interaction of colors is explored as it relates to studying the forms of color, color harmonies, and color contrasts.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D in PHT102.

### **PHT132 Photo Design II**

**3 credits**—This course presents the physical, physiological, and psychological dimensions of color and light as perceived by people. The interaction of colors is explored as it relates to studying the forms of color, color harmonies, and color contrasts.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D in PHT102.

### **PHT202 Basic Portraiture**

**3 credits**—This course presents an introduction and an overview of the professional portrait field. The course will introduce management techniques used in portrait studios. The course will include instruction on studio equipment and utilizing natural light and studio lighting to produce acceptable portraits.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT106, PHT108, and PHT109.

### **PHT202 Basic Portraiture**

**3 credits**—This course presents an introduction and an overview of the professional portrait field. The course will introduce management techniques used in portrait studios. The course will include instruction on studio equipment and utilizing natural light and studio lighting to produce acceptable portraits.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT106, PHT108, and PHT109.

### **PHT204 Basic Commercial Photography**

**3 credits**—This course presents an overview of a profession in commercial still photography. Techniques, assignment types, expectations, working conditions, types of photography products used, studio procedures and equipment requirements will be discussed. Simple commercial techniques will be applied in practical assignments.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT106, PHT108, and PHT109.

### **PHT204 Basic Commercial Photography**

**3 credits**—This course presents an overview of a profession in commercial still photography. Techniques, assignment types, expectations, working conditions, types of photography products used, studio procedures and equipment requirements will be discussed. Simple commercial techniques will be applied in practical assignments.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT106, PHT108, and PHT109.

### **PHT208 Basic Photojournalism**

**3 credits**—This survey of photojournalism as a profession leads to publishable photographs through practical assignments. The techniques and working style of outstanding photojournalists are presented in multi-image programs.

**Lecture Hours:** 48

### **PHT208 Basic Photojournalism**

**3 credits**—This survey of photojournalism as a profession leads to publishable photographs through practical assignments. The techniques and working style of outstanding photojournalists are presented in multi-image programs.

**Lecture Hours:** 48

### **PHT210 Visual Communication**

**3 credits**—This course is a survey of the tools, materials and processes used for the production of visual messages in society. Course work includes practical application in the selection, utilization and implementation of materials in the preparation and design of messages.

**Lecture Hours:** 48

### **PHT210 Visual Communication**

**3 credits**—This course is a survey of the tools, materials and processes used for the production of visual messages in society. Course work includes practical application in the selection, utilization and implementation of materials in the preparation and design of messages.

**Lecture Hours:** 48

### **PHT215 Portrait Image Editing**

**3 credits**—This course will deal with adjusting and enhancing images after capture and before final output using computer imaging software. Emphasis will be on images used in the portrait photography industry.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** PHT106

### **PHT215 Portrait Image Editing**

**3 credits**—This course will deal with adjusting and enhancing images after capture and before final output using computer imaging software. Emphasis will be on images used in the portrait photography industry.

**Lecture Hours:** 32     **Lab Hours:** 32

**Prerequisite(s):** PHT106

### **PHT216 Commercial Image Editing**

**3 credits**—This course will deal with adjusting and enhancing images after capture and before final output using computer imaging software. Emphasis will be on images used in the commercial photography industry.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT106 and PHT111

### **PHT216 Commercial Image Editing**

**3 credits**—This course will deal with adjusting and enhancing images after capture and before final output using computer imaging software. Emphasis will be on images used in the commercial photography industry.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT106 and PHT111

### **PHT217 Advanced Portrait Image Editing**

**3 credits**—This course will deal with multiple images in portrait production giving a series of images that will be used together in an album or multi-image presentation a consistent look, or insuring a series of images that will be combined into a composite image will have appropriate balance.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT215

### **PHT217 Advanced Portrait Image Editing**

**3 credits**—This course will deal with multiple images in portrait production giving a series of images that will be used together in an album or multi-image presentation a consistent look, or insuring a series of images that will be combined into a composite image will have appropriate balance.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT215

### **PHT218 Advanced Commercial Image Editing**

**3 credits**—This course will deal with multiple images in commercial production; giving a series of images that will be used together in a catalog or brochure a consistent look, or insuring a series of images that will be combined into a composite image will have appropriate balance.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT216

### **PHT218 Advanced Commercial Image Editing**

**3 credits**—This course will deal with multiple images in commercial production; giving a series of images that will be used together in a catalog or brochure a consistent look, or insuring a series of images that will be combined into a composite image will have appropriate balance.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT216

### **PHT220 Intermediate Portraiture**

**3 credits**—This course is designed to assist the student in learning advanced portrait techniques and the business tools needed to start and maintain a portrait studio. The course creates an awareness of the work environment the student will enter. This course builds on the skills learned in Basic Portraiture and will include portrait assignments incorporating the criteria for acceptable portraits while utilizing studio lighting and natural lighting.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in PHT202.

### **PHT220 Intermediate Portraiture**

**3 credits**—This course is designed to assist the student in learning advanced portrait techniques and the business tools needed to start and maintain a portrait studio. The course creates an awareness of the work environment the student will enter. This course builds on the skills learned in Basic Portraiture and will include portrait assignments incorporating the criteria for acceptable portraits while utilizing studio lighting and natural lighting.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in PHT202.

### **PHT227 Intermediate Commercial**

**3 credits**—This course builds on the theory and techniques learned in Basic Commercial Photography. Lighting and image control will be presented in a variety of situations both in the studio and on location.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in PHT204.

### **PHT227 Intermediate Commercial**

**3 credits**—This course builds on the theory and techniques learned in Basic Commercial Photography. Lighting and image control will be presented in a variety of situations both in the studio and on location.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of D in PHT204.

### **PHT229 Intermediate Photojournalism**

**3 credits**—This course prepares students to find employment with various publications and media outlets including newspapers, magazines, public relations departments and internet outlets. Portfolio presentation is required upon completion

**Lecture Hours: 48**

**Prerequisite(s):** A minimum grade of C in PHT208.

### **PHT229 Intermediate Photojournalism**

**3 credits**—This course prepares students to find employment with various publications and media outlets including newspapers, magazines, public relations departments and internet outlets. Portfolio presentation is required upon completion

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PHT208.

### **PHT235 Tech. for Studio Promotion**

**3 credits**—This course emphasizes fundamental promotional methods used in professional portrait photography studios and provides exposure to the various advertising and marketing strategies to promote the studio and raise public awareness.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT202 or PHT204.

### **PHT235 Tech. for Studio Promotion**

**3 credits**—This course emphasizes fundamental promotional methods used in professional portrait photography studios and provides exposure to the various advertising and marketing strategies to promote the studio and raise public awareness.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT202 or PHT204.

### **PHT240 Portrait Production and Portfolio**

**3 credits**—This course is designed to assist the student in learning production portrait techniques and the customer services needed to start and maintain a portrait studio. The course creates an awareness of the work environment. This course builds on the skills learned in Intermediate Portraiture and will include various portrait assignments in the studio, outdoors and on location. A portfolio presentation is required upon completion.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT220.

### **PHT240 Portrait Production and Portfolio**

**3 credits**—This course is designed to assist the student in learning production portrait techniques and the customer services needed to start and maintain a portrait studio. The course creates an awareness of the work environment. This course builds on the skills learned in Intermediate Portraiture and will include various portrait assignments in the studio, outdoors and on location. A portfolio presentation is required upon completion.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT220.

### **PHT241 Portrait Business**

**3 credits**—This course overviews the day to day operations specific to a portrait photography business, including business structure, cost of doing business, invoicing, staffing and business taxes.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT202.

### **PHT241 Portrait Business**

**3 credits**—This course overviews the day to day operations specific to a portrait photography business, including business structure, cost of doing business, invoicing, staffing and business taxes.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT202.

### **PHT242 Audio Visual Presentations**

**3 credits**—This course introduces the student to the aspects of planning, producing, distributing and presenting computer based multimedia. Macintosh and PC computer platforms will be utilized to complete assignments. Students will integrate digital photography and digital audio to produce assignments.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT110 or MMS103.

### **PHT242 Audio Visual Presentations**

**3 credits**—This course introduces the student to the aspects of planning, producing, distributing and presenting computer based multimedia. Macintosh and PC computer platforms will be utilized to complete assignments. Students will integrate digital photography and digital audio to produce assignments.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT110 or MMS103.

### **PHT244 Wedding Photography**

**4 credits**—This course presents an overview of the professional wedding field. The course will include instruction on equipment, lighting and posing utilized for photographing a wedding. The course will also cover marketing, sales techniques and the day-to-day business procedures needed to operate a wedding business.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** PHT220

### **PHT244 Wedding Photography**

**4 credits**—This course presents an overview of the professional wedding field. The course will include instruction on equipment, lighting and posing utilized for photographing a wedding. The course will also cover marketing, sales techniques and the day-to-day business procedures needed to operate a wedding business.

**Lecture Hours:** 32    **Lab Hours:** 64

**Prerequisite(s):** PHT220



### **PHT245 History of Photography**

**3 credits**—This course introduces the student to the history of the photographic profession and its ascent to the modern art form we know today. The people, processes, and their contribution to society throughout photography's short history will be discussed and studied. In addition, the medium's future will be examined.

**Lecture Hours:** 48

### **PHT245 History of Photography**

**3 credits**—This course introduces the student to the history of the photographic profession and its ascent to the modern art form we know today. The people, processes, and their contribution to society throughout photography's short history will be discussed and studied. In addition, the medium's future will be examined.

**Lecture Hours:** 48

### **PHT247 Commercial Production and Portfolio**

**3 credits**—This course will look at a number of challenging situations likely to be encountered by commercial photographers, including ones that require advanced lighting solutions, large teams of people, or extensive planning and preparation. This course analyzes a variety of photographic styles and considers the importance of developing a personal photographic style. Students will be required to produce and present a portfolio of their commercial images.

**Lecture Hours:** 32

**Prerequisite(s):** PHT227

### **PHT247 Commercial Production and Portfolio**

**3 credits**—This course will look at a number of challenging situations likely to be encountered by commercial photographers, including ones that require advanced lighting solutions, large teams of people, or extensive planning and preparation. This course analyzes a variety of photographic styles and considers the importance of developing a personal photographic style. Students will be required to produce and present a portfolio of their commercial images.

**Lecture Hours:** 32

**Prerequisite(s):** PHT227

### **PHT248 Commercial Business**

**3 credits**—This course overviews the day to day operations specific to a commercial photography business, including business structure, cost of doing business, invoicing, staffing and business taxes.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D in PHT204.

### **PHT248 Commercial Business**

**3 credits**—This course overviews the day to day operations specific to a commercial photography business, including business structure, cost of doing business, invoicing, staffing and business taxes.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of D in PHT204.

### **PHT249 Advanced Commercial Lighting**

**3 credits**—The course will cover advanced lighting theory and techniques, working with a number of both common and challenging lighting situations likely to be encountered by commercial photographers, on location and in studio.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT204.

### **PHT249 Advanced Commercial Lighting**

**3 credits**—The course will cover advanced lighting theory and techniques, working with a number of both common and challenging lighting situations likely to be encountered by commercial photographers, on location and in studio.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT204.

### **PHT251 Fine Art Photography**

**3 credits**—This course will present an overview of the Fine Art Photography field. Outlets will be identified for selling personal fine art photography. The course will also include instruction on how to apply to shows and give direction on how to present, display, and sell fine art photography.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT111.

### **PHT251 Fine Art Photography**

**3 credits**—This course will present an overview of the Fine Art Photography field. Outlets will be identified for selling personal fine art photography. The course will also include instruction on how to apply to shows and give direction on how to present, display, and sell fine art photography.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D in PHT111.

### **PHT252 Film and Print Scanning**

**3 credits**—This course will study the conversion from analog film and prints into a digital format that can be used within electronic image editing and output.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT215 or PHT216

### **PHT252 Film and Print Scanning**

**3 credits**—This course will study the conversion from analog film and prints into a digital format that can be used within electronic image editing and output.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** PHT215 or PHT216

### **PHT253 Art Direction**

**3 credits**—This course will provide an overview of the working relationship between the photographer and the art director, as well as explore skills needed for good communication and collaboration.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of D in PHT204.

### **PHT253 Art Direction**

**3 credits**—This course will provide an overview of the working relationship between the photographer and the art director, as well as explore skills needed for good communication and collaboration.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of D in PHT204.

### **PHT928 Photography Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 5 credits.

**Lab Hours:** 32

### **PHT928 Photography Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 5 credits.

**Lab Hours:** 32

### **PHY100 Physics in Everyday Life**

**3 credits**—Basic laws and concepts of physics introduced and demonstrated through operation of everyday devices and systems. Emphasis on understanding physical principles behind working of modern technologies and interplay between science and technology.

**Lecture Hours:** 48

### **PHY100 Physics in Everyday Life**

**3 credits**—Basic laws and concepts of physics introduced and demonstrated through operation of everyday devices and systems. Emphasis on understanding physical principles behind working of modern technologies and interplay between science and technology.

**Lecture Hours:** 48

### **PHY162 College Physics I**

**4 credits**—This course covers the fundamental concepts, principles and laws of physics and their applications. It covers kinematics, dynamics, force, linear and rotational motion, fluids, sound, temperature, and heat.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT747, MAT128, MAT134, or appropriate placement score to enroll in MAT210.

### **PHY162 College Physics I**

**4 credits**—This course covers the fundamental concepts, principles and laws of physics and their applications. It covers kinematics, dynamics, force, linear and rotational motion, fluids, sound, temperature, and heat.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT747, MAT128, MAT134, or appropriate placement score to enroll in MAT210.

### **PHY172 College Physics II**

**4 credits**—This course is the second semester continuation of General Physics I. The course studies the fundamental concepts, principles and laws of physics and their application. It covers electricity and magnetism, light and geometric optics, quantum and nuclear physics.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in PHY162.

### **PHY172 College Physics II**

**4 credits**—This course is the second semester continuation of General Physics I. The course studies the fundamental concepts, principles and laws of physics and their application. It covers electricity and magnetism, light and geometric optics, quantum and nuclear physics.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in PHY162.

### **PHY183 Applied Physics**

**3 credits**—This course is an introduction to topics of classical physics such as motion, friction, gravitation, vibrational motion, thermodynamics, sound, light and optics.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in MAT514 or MAT747.

### **PHY183 Applied Physics**

**3 credits**—This course is an introduction to topics of classical physics such as motion, friction, gravitation, vibrational motion, thermodynamics, sound, light and optics.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of D- in MAT514 or MAT747.

### **PHY212 Classical Physics I**

**5 credits**—This course introduces physics using calculus-level mathematics. Designed for students in Engineering, Mathematics, and Physics. The first semester of this sequence covers the topics of vectors, linear and rotational kinematics, statics, dynamics, oscillatory and wave motion, temperature, and heat.

**Lecture Hours:** 64    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT210.

### **PHY212 Classical Physics I**

**5 credits**—This course introduces physics using calculus-level mathematics. Designed for students in Engineering, Mathematics, and Physics. The first semester of this sequence covers the topics of vectors, linear and rotational kinematics, statics, dynamics, oscillatory and wave motion, temperature, and heat.

**Lecture Hours:** 64    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in MAT210.

### **PHY222 Classical Physics II**

**5 credits**—This course is the second semester continuation of Classical Physics I. This is a calculus-based course that studies the fundamental concepts, principles and laws of physics, and their applications. Topics include: electricity and magnetism, light and geometric optics, quantum and nuclear physics.

**Lecture Hours:** 64    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in PHY212 and MAT216.

### **PHY222 Classical Physics II**

**5 credits**—This course is the second semester continuation of Classical Physics I. This is a calculus-based course that studies the fundamental concepts, principles and laws of physics, and their applications. Topics include: electricity and magnetism, light and geometric optics, quantum and nuclear physics.

**Lecture Hours:** 64    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C- in PHY212 and MAT216.

### **PNN100 Nursing Assistant**

**3 credits**—This course is designed to meet the training requirements of the Omnibus Reconciliation Act of 1987 (OBRA) for aides working in nursing facilities (NF) and skilled nursing facilities (SNF). Emphasis in the course is on students achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident/client care. This course parallels PNN-132 Nursing Fundamentals I.

**Lecture Hours: 32    Lab Hours: 16    Clinic Hours: 32**

### **PNN100 Nursing Assistant**

**3 credits**—This course is designed to meet the training requirements of the Omnibus Reconciliation Act of 1987 (OBRA) for aides working in nursing facilities (NF) and skilled nursing facilities (SNF). Emphasis in the course is on students achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident/client care. This course parallels PNN-132 Nursing Fundamentals I.

**Lecture Hours: 32    Lab Hours: 16    Clinic Hours: 32**

### **PNN115 Introduction to Nursing**

**4 credits**—Introduction to nursing is the initial course for the student entering the profession of nursing and begins with an introduction to the history of nursing and nursing as a profession. Components of the nursing process are described and utilized with implementation of nursing technologies. The student will learn aspects of infection control, hygiene, safety, body alterations, therapeutic communication and healthcare prevention.

**Lecture Hours: 64**

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN116, PNN117, PNN207, BIO173, and MAT122.

### **PNN115 Introduction to Nursing**

**4 credits**—Introduction to nursing is the initial course for the student entering the profession of nursing and begins with an introduction to the history of nursing and nursing as a profession. Components of the nursing process are described and utilized with implementation of nursing technologies. The student will learn aspects of infection control, hygiene, safety, body alterations, therapeutic communication and healthcare prevention.

**Lecture Hours: 64**

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN116, PNN117, PNN207, BIO173, and MAT122.

### **PNN116 Introduction to Nursing Skills Lab**

**2 credits**—This course provides the student with knowledge and practical application of basic nursing skills while incorporating concepts learned in Introduction to Nursing. Students learn and practice basic nursing skills in personal care, infection control, safety, vital signs, sterile technique, patient safety, documentation, and medication administration. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN117, PNN207, BIO173, and MAT122.

### **PNN116 Introduction to Nursing Skills Lab**

**2 credits**—This course provides the student with knowledge and practical application of basic nursing skills while incorporating concepts learned in Introduction to Nursing. Students learn and practice basic nursing skills in personal care, Infection control, safety, vital signs, sterile technique, patient safety, documentation, and medication administration. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN117, PNN207, BIO173, and MAT122.

### **PNN117 Nursing Clinical I**

**1 credits**—This course provides students with an introduction to clinical nursing. Emphasis is placed on utilization of the nursing process as a basis for clinical decision making and development of critical thinking. Nursing professionalism and basic nursing skills such as infection control, hygiene, asepsis, vital signs, and physical assessment are introduced.

**Clinic Hours:** 48

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN116, PNN207, BIO173, and MAT122.

### **PNN117 Nursing Clinical I**

**1 credits**—This course provides students with an introduction to clinical nursing. Emphasis is placed on utilization of the nursing process as a basis for clinical decision making and development of critical thinking. Nursing professionalism and basic nursing skills such as infection control, hygiene, asepsis, vital signs, and physical assessment are introduced.

**Clinic Hours:** 48

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN116, PNN207, BIO173, and MAT122.

### **PNN207 Introduction to Pharmacology**

**3 credits**—This course introduces students to the basic principles of pharmacology and medication administration. The student will focus on the safe use, pharmacological principles, indications, and nursing implications related to drug therapy when caring for individuals and families across the life-span. General characteristics of selected medications

including pharmacokinetics, pharmacogenomics, side effects, adverse effects, contraindications, and administration will be discussed.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, BIO173, and MAT122.

### **PNN207 Introduction to Pharmacology**

**3 credits**—This course introduces students to the basic principles of pharmacology and medication administration. The student will focus on the safe use, pharmacological principles, indications, and nursing implications related to drug therapy when caring for individuals and families across the life-span. General characteristics of selected medications including pharmacokinetics, pharmacogenomics, side effects, adverse effects, contraindications, and administration will be discussed.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in HSC108, BIO168, and ENG105.

**Co-requisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, BIO173, and MAT122.

### **PNN214 Basic Health Alterations A**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: Musculoskeletal; Integumentary; GI/GU; Renal; Endocrine and Sensory.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, BIO173, and MAT122. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN215, PNN216, PNN217, PNN311, and BIO151.

### **PNN214 Basic Health Alterations A**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: Musculoskeletal; Integumentary; GI/GU; Renal; Endocrine and Sensory.

**Lecture Hours:** 48



**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, BIO173, and MAT122. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN215, PNN216, PNN217, PNN311, and BIO151.

### **PNN215 Basic Health Alterations B**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: hematologic, cardiovascular, respiratory, neurological, integumentary and immune.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN216, PNN217, BIO151, and PNN311.

### **PNN215 Basic Health Alterations B**

**3 credits**—This course builds on the knowledge attained in previous course work. Emphasis is placed on applying the nursing process to clients and families across the lifespan, in a variety of settings. The content is organized according to body systems, focusing on nursing implications for clients with predictable health problems, as well as related health promotion and disease prevention strategies. Systems included in this course are: hematologic, cardiovascular, respiratory, neurological, integumentary and immune.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN216, PNN217, BIO151, and PNN311.

### **PNN216 Health Promotion and Maintenance Across the Lifespan**

**2 credits**—This course builds on the knowledge attained in previous courses, emphasizing health promotion and maintenance across the lifespan. Exemplars from maternal-child nursing and mental health nursing will be used in demonstrating the integration of principles of the nursing process and health care agencies. Cultural, ethical and legal challenges will be discussed.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN217, BIO151, and PNN311.

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**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN217, BIO151, and PNN311.

### **PNN217 Nursing Clinical II**

**4 credits**—This course is a study of nursing care of clients. The course stresses clinical and theoretical application as applied to clients throughout their life span. Emphasis is on the nursing process to develop critical thinking skills to implement a plan of care with a holistic, individualized approach in a structured clinical setting. The clinical experience will provide application of critical thinking skills, prioritizing, theoretical and legal issues, documentation and collaboration with other members of the healthcare team.

**Lecture Hours:** 0    **Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, BIO151, and PNN311

### **PNN217 Nursing Clinical II**

**4 credits**—This course is a study of nursing care of clients. The course stresses clinical and theoretical application as applied to clients throughout their life span. Emphasis is on the nursing process to develop critical thinking skills to implement a plan of care with a holistic, individualized approach in a structured clinical setting. The clinical experience will provide application of critical thinking skills, prioritizing, theoretical and legal issues, documentation and collaboration with other members of the healthcare team.

**Lecture Hours:** 0    **Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219.

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, BIO151, and PNN311

### **PNN311 PN Issues and Trends**

**1 credits**—This course is an overview of the role of the licensed practical nurse. This course introduces students to the history, educational preparation, legal and ethical requirements, cultural and spiritual sensitivity. Scopes of practice, career opportunities, and beginning the job search are addressed.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, PNN217, and BIO151.

### **PNN311 PN Issues and Trends**

**1 credits**—This course is an overview of the role of the licensed practical nurse. This course introduces students to the history, educational preparation, legal and ethical requirements, cultural and spiritual sensitivity. Scopes of practice, career opportunities, and beginning the job search are addressed.

**Lecture Hours:** 16

**Prerequisite(s):** A minimum grade of C in PNN115, PNN116, PNN117, PNN207, and BIO173. A minimum grade of C in MAT122, MAT 110, MAT102, MAT128, MAT134, MAT156, MAT210, MAT216, or MAT219

**Pre/Co-requisite(s):** A minimum grade of C in PNN214, PNN215, PNN216, PNN217, and BIO151.

### **POL111 American National Government**

**3 credits**—The study of the United States national government, specifically its institutions, the process of governing, the means by which individual citizens and groups influence that process, and the output of that governing process.

**Lecture Hours:** 48

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**3 credits**—The study of the United States national government, specifically its institutions, the process of governing, the means by which individual citizens and groups influence that process, and the output of that governing process.

**Lecture Hours:** 48

### **POL121 International Relations**

**3 credits**—This course is an introduction to international politics. The course will examine the underlying forces that shape and constrain how countries behave in the international system, historical patterns of state behavior and the prospect of state cooperation and conflict in the future. Analysis of international relations will be done through the examination of historical events, current events, policy evaluation and scholarly theory.

**Lecture Hours:** 48

### **POL121 International Relations**

**3 credits**—This course is an introduction to international politics. The course will examine the underlying forces that shape and constrain how countries behave in the international system, historical patterns of state behavior and the prospect of state cooperation and conflict in the future. Analysis of international relations will be done through the examination of historical events, current events, policy evaluation and scholarly theory.

**Lecture Hours:** 48

### **POL125 Comparative Government and Politics**

**3 credits**—This course introduces the study of politics using a comparative structure. It examines the principles and operation of modern political systems. Emphasis is on the processes in a variety of political systems in the world including democratic, socialist, and totalitarian systems.

**Lecture Hours:** 48

### **POL125 Comparative Government and Politics**

**3 credits**—This course introduces the study of politics using a comparative structure. It examines the principles and operation of modern political systems. Emphasis is on the processes in a variety of political systems in the world including democratic, socialist, and totalitarian systems.

**Lecture Hours:** 48

### **PSY102 Human and Work Relations**

**3 credits**—Human Relations is the study of self and social behavior. Emphasis is placed on the understanding and application of social science theories and research for the development of effective interpersonal and organizational relationships.

**Lecture Hours:** 48

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**3 credits**—Human Relations is the study of self and social behavior. Emphasis is placed on the understanding and application of social science theories and research for the development of effective interpersonal and organizational relationships.

**Lecture Hours:** 48

### **PSY111 Introduction to Psychology**

**3 credits**—This course provides an introduction to the study of behavior with emphasis in the areas of learning, cognition, motivation, personality, behavioral disorder, therapy, and social influence. An understanding of the impact of both theoretical perspectives and experimental evidence on the formulation of the science of human behavior is also stressed. Psychological theories and principles are utilized to explain and predict behavior.

**Lecture Hours:** 48

### **PSY111 Introduction to Psychology**

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social influence. An understanding of the impact of both theoretical perspectives and experimental evidence on the formulation of the science of human behavior is also stressed. Psychological theories and principles are utilized to explain and predict behavior.

**Lecture Hours:** 48

### **PSY121 Developmental Psychology**

**3 credits**—This course presents a life span, developmental approach to the study of the developing person that identifies the behavioral dynamics of the physical, cognitive, social and affective domains of development with a view to the impact of family, school and community.

**Lecture Hours:** 48

### **PSY121 Developmental Psychology**

**3 credits**—This course presents a life span, developmental approach to the study of the developing person that identifies the behavioral dynamics of the physical, cognitive, social and affective domains of development with a view to the impact of family, school and community.

**Lecture Hours:** 48

### **PSY241 Abnormal Psychology**

**3 credits**—Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

### **PSY241 Abnormal Psychology**

**3 credits**—Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

### **PSY251 Social Psychology**

**3 credits**—Provides an introduction to the study of the interrelationship between the individual and social behavior with emphasis in the areas of social cognition, attribution, attitudes, group behavior, prejudice and discrimination, and interpersonal relationships. Basic psychological and sociological perspectives and research findings will be reviewed to better understand individual and social behavior.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111 and SOC110 or instructor approval.

### **PSY251 Social Psychology**

**3 credits**—Provides an introduction to the study of the interrelationship between the individual and social behavior with emphasis in the areas of social cognition, attribution,

attitudes, group behavior, prejudice and discrimination, and interpersonal relationships. Basic psychological and sociological perspectives and research findings will be reviewed to better understand individual and social behavior.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111 and SOC110 or instructor approval.

### **PSY261 Human Sexuality**

**3 credits**—This course explores the biological, psychological, social, cultural and historical forces that influence human relationships and sexuality. Research and theory are utilized to examine the diversity of human sexual expression.

**Lecture Hours:** 48

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**3 credits**—This course explores the biological, psychological, social, cultural and historical forces that influence human relationships and sexuality. Research and theory are utilized to examine the diversity of human sexual expression.

**Lecture Hours:** 48

### **PSY262 Psychology of Gender**

**3 credits**—This course explores the meaning of gender. Research and theory in the areas of gender development, gender similarities and differences, and the nature and effects of gender roles and stereotypes is emphasized.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

### **PSY262 Psychology of Gender**

**3 credits**—This course explores the meaning of gender. Research and theory in the areas of gender development, gender similarities and differences, and the nature and effects of gender roles and stereotypes is emphasized.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111

### **PSY924 Honors Project**

**1 credits**—"This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty."

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **PSY924 Honors Project**

**1 credits**—"This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty."

May be taken for up to 3 credits.

**Lecture Hours: 16**

### **PTA111 PTA Fundamentals**

**4 credits**—This course presents a current and historical perspective on the role of the PTA within the health care team. Activities will introduce posture, body mechanics, and gait analysis, along with positioning and transfer techniques. Concepts of documentation, manual muscle testing, and range of motion assessment are taught.

**Lecture Hours: 32    Lab Hours: 64**

### **PTA111 PTA Fundamentals**

**4 credits**—This course presents a current and historical perspective on the role of the PTA within the health care team. Activities will introduce posture, body mechanics, and gait analysis, along with positioning and transfer techniques. Concepts of documentation, manual muscle testing, and range of motion assessment are taught.

**Lecture Hours: 32    Lab Hours: 64**

### **PTA113 Fundamentals for PTA II**

**3 credits**—Introduction to physical disabilities and community barriers, independent activities of daily living, prosthetics, orthotics, static/dynamic splints, casts, braces, relaxation training, pulmonary function, airway clearance techniques, breathing exercises, functional assessment, functional exercise, balance assessment, and balance training.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in PTA111.

### **PTA113 Fundamentals for PTA II**

**3 credits**—Introduction to physical disabilities and community barriers, independent activities of daily living, prosthetics, orthotics, static/dynamic splints, casts, braces, relaxation training, pulmonary function, airway clearance techniques, breathing exercises, functional assessment, functional exercise, balance assessment, and balance training.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in PTA111.

### **PTA120 Kinesiology**

**3 credits**—This course will present advanced anatomy of the musculoskeletal system with emphasis on joint mechanics, human movement, and palpation of anatomical landmarks. The student will learn the principles of normal and abnormal gait.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA120 Kinesiology**

**3 credits**—This course will present advanced anatomy of the musculoskeletal system with emphasis on joint mechanics, human movement, and palpation of anatomical landmarks. The student will learn the principles of normal and abnormal gait.

**Lecture Hours: 32      Lab Hours: 32**

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA150 Pathophysiology**

**3 credits**—Describes the etiology, signs, symptoms, and treatment of diseases and disorders commonly encountered in physical therapy.

**Lecture Hours: 48**

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA150 Pathophysiology**

**3 credits**—Describes the etiology, signs, symptoms, and treatment of diseases and disorders commonly encountered in physical therapy.

**Lecture Hours: 48**

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA194 Therapeutic Agents I**

**3 credits**—Introduction to the use of physical modalities for patient treatment. The principles of inflammation, cell repair, pain, and pain management will be introduced. The student will learn the physics, physiology, indications, contraindications, application, and patient preparation for the use of heat, cold, ultrasound, massage, vasocompression, wound care, hydrotherapy, and phonophoresis.

**Lecture Hours: 32      Lab Hours: 32**

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA194 Therapeutic Agents I**

**3 credits**—Introduction to the use of physical modalities for patient treatment. The principles of inflammation, cell repair, pain, and pain management will be introduced. The student will learn the physics, physiology, indications, contraindications, application, and patient preparation for the use of heat, cold, ultrasound, massage, vasocompression, wound care, hydrotherapy, and phonophoresis.

**Lecture Hours: 32      Lab Hours: 32**

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA195 Therapeutic Agents II**

**3 credits**—This course continues with the study of the physics, physiology, indications, contraindications, and patient preparation for the use of modalities. Focus will be on electrical modalities including iontophoresis, biofeedback, transcutaneous electrical stimulation (TENS), neuromuscular electrical stimulation, high volt, interferential, and



microcurrent. The course will also include mechanical traction, continuous passive motion, and laser.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA194.

### **PTA195 Therapeutic Agents II**

**3 credits**—This course continues with the study of the physics, physiology, indications, contraindications, and patient preparation for the use of modalities. Focus will be on electrical modalities including iontophoresis, biofeedback, transcutaneous electrical stimulation (TENS), neuromuscular electrical stimulation, high volt, interferential, and microcurrent. The course will also include mechanical traction, continuous passive motion, and laser.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA194.

### **PTA211 Musculoskeletal I**

**3 credits**—This course will present the principles of tissue development, healing and response to physical therapy treatments. Common cervical spine and upper extremity orthopedic diagnosis, physical therapy interventions, and post-operative and injury care protocols will be discussed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA211 Musculoskeletal I**

**3 credits**—This course will present the principles of tissue development, healing and response to physical therapy treatments. Common cervical spine and upper extremity orthopedic diagnosis, physical therapy interventions, and post-operative and injury care protocols will be discussed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA212 Musculoskeletal II**

**3 credits**—This course will present common lower extremity and thoracolumbar spine orthopedic diagnosis and physical therapy interventions. Post-operative and injury care protocols will be discussed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA211.

### **PTA212 Musculoskeletal II**

**3 credits**—This course will present common lower extremity and thoracolumbar spine orthopedic diagnosis and physical therapy interventions. Post-operative and injury care protocols will be discussed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA211.

### **PTA231 Therapeutic Exercise for PTA**

**3 credits**—This course covers the principles of exercise physiology, the application of exercise to treatment plans and injury prevention, equipment, and exercise interventions to improve flexibility, strength, motor control, special topics in women's health, and cardiovascular function.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA211 and PTA120.

**Co-requisite(s):** PTA212

### **PTA231 Therapeutic Exercise for PTA**

**3 credits**—This course covers the principles of exercise physiology, the application of exercise to treatment plans and injury prevention, equipment, and exercise interventions to improve flexibility, strength, motor control, special topics in women's health, and cardiovascular function.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA211 and PTA120.

**Co-requisite(s):** PTA212

### **PTA248 PTA Neurology**

**4 credits**—This course presents information on nervous system anatomy, function and normal/abnormal development; therapeutic approaches to central nervous system dysfunction throughout the life cycle; and assessment of the neurologically impaired patient.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA111 and PTA120.

### **PTA248 PTA Neurology**

**4 credits**—This course presents information on nervous system anatomy, function and normal/abnormal development; therapeutic approaches to central nervous system dysfunction throughout the life cycle; and assessment of the neurologically impaired patient.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in PTA111 and PTA120.

### **PTA284 PTA Professional Issues**

**2 credits**—This course covers topics relevant to the professional development and communication. Topics include history of the physical therapy profession, cultural competence, learning and communications styles, ethical and legal aspects of care, structure and function of institutions, wellness, reimbursement systems and special topics in healthcare. Employment topics including resume writing, interviewing, performance

appraisal and work/life issues will be covered. The course also introduces research literacy as it relates to evidence based practice.

**Lecture Hours:** 32

### **PTA284 PTA Professional Issues**

**2 credits**—This course covers topics relevant to the professional development and communication. Topics include history of the physical therapy profession, cultural competence, learning and communications styles, ethical and legal aspects of care, structure and function of institutions, wellness, reimbursement systems and special topics in healthcare. Employment topics including resume writing, interviewing, performance appraisal and work/life issues will be covered. The course also introduces research literacy as it relates to evidence based practice.

**Lecture Hours:** 32

### **PTA310 PTA Clinical I**

**1 credits**—This course consists of Health Care Provider level CPR and First Aid certification; HIPAA, OSHA Hazard Communication (includes blood borne pathogens), and Mandatory Reporter Training for Child and Dependent Adult Abuse; and introduction to the clinic during the first two weeks of the semester, followed by weekly on-site clinical experience in local settings. The course will allow for observation and application of physical therapy interventions and application of elemental principles of patient care to uncomplicated patients under direct supervision and at the discretion of the Clinical Instructor.

**Co-op Hours:** 64

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA310 PTA Clinical I**

**1 credits**—This course consists of Health Care Provider level CPR and First Aid certification; HIPAA, OSHA Hazard Communication (includes blood borne pathogens), and Mandatory Reporter Training for Child and Dependent Adult Abuse; and introduction to the clinic during the first two weeks of the semester, followed by weekly on-site clinical experience in local settings. The course will allow for observation and application of physical therapy interventions and application of elemental principles of patient care to uncomplicated patients under direct supervision and at the discretion of the Clinical Instructor.

**Co-op Hours:** 64

**Prerequisite(s):** Acceptance into Phase II of the Physical Therapist Assistant program.

### **PTA311 PTA Clinical II**

**1 credits**—This course consists of clinical experiences throughout the semester. The students will have the opportunity to apply skills and knowledge developed in previous course work per the discretion of the Clinical Instructor.

**Co-op Hours:** 64

**Prerequisite(s):** PTA310

### **PTA311 PTA Clinical II**

**1 credits**—This course consists of clinical experiences throughout the semester. The students will have the opportunity to apply skills and knowledge developed in previous course work per the discretion of the Clinical Instructor.

**Co-op Hours:** 64

**Prerequisite(s):** PTA310

### **PTA412 PTA Clinical III**

**4 credits**—This course consists of a full-time clinical rotation at one clinical site. The student will apply skills and knowledge from all previous coursework to patient care with the purpose of developing entry-level clinical competency. Clinical competencies will be continued. An oral presentation will be presented to the staff. The clinical site may require travel away from the local region, including out-of-state.

**Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in PTA113, PTA195, PTA212, PTA231, PTA248, and PTA285. Successfully pass PTA311.

### **PTA412 PTA Clinical III**

**4 credits**—This course consists of a full-time clinical rotation at one clinical site. The student will apply skills and knowledge from all previous coursework to patient care with the purpose of developing entry-level clinical competency. Clinical competencies will be continued. An oral presentation will be presented to the staff. The clinical site may require travel away from the local region, including out-of-state.

**Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in PTA113, PTA195, PTA212, PTA231, PTA248, and PTA285. Successfully pass PTA311.

### **PTA413 PTA Clinical IV**

**4 credits**—This course consists of a full-time clinical rotation at one clinical site. The student will continue to apply skills and knowledge obtained from all previous coursework and clinical experiences. Clinical competencies must be completed by the end of this rotation. An oral presentation will be presented to the staff that differs from Clinical III. A one day review of clinical questions and licensure examination details will follow the end of the clinical. Location of clinical sites may require travel away from the local region, including out-of-state.

**Co-op Hours:** 256

**Prerequisite(s):** PTA412

### **PTA413 PTA Clinical IV**

**4 credits**—This course consists of a full-time clinical rotation at one clinical site. The student will continue to apply skills and knowledge obtained from all previous coursework and clinical experiences. Clinical competencies must be completed by the end of this rotation. An oral presentation will be presented to the staff that differs from Clinical III. A one day review of clinical questions and licensure examination details will follow the end of the clinical. Location of clinical sites may require travel away from the local region, including out-of-state.

**Co-op Hours:** 256

**Prerequisite(s):** PTA412

### **RCP100 Introduction to Respiratory Care**

**3 credits**—This course introduces the student to the fundamentals of Respiratory Care. The field of Respiratory Care will be examined to determine opportunities and policies in the profession. It will establish a strong foundation in bedside assessment including vital signs, chest assessment, evaluating work of breathing, and patient history. Also covered will be the therapeutic uses of medical gases, infection control procedures, and proper maintenance of records. Humidity and aerosol therapy will be studied in detail.

Must complete all Pre-Respiratory courses with a cumulative GPA of 2.75.

**Lecture Hours:** 32    **Lab Hours:** 32

### **RCP100 Introduction to Respiratory Care**

**3 credits**—This course introduces the student to the fundamentals of Respiratory Care. The field of Respiratory Care will be examined to determine opportunities and policies in the profession. It will establish a strong foundation in bedside assessment including vital signs, chest assessment, evaluating work of breathing, and patient history. Also covered will be the therapeutic uses of medical gases, infection control procedures, and proper maintenance of records. Humidity and aerosol therapy will be studied in detail.

Must complete all Pre-Respiratory courses with a cumulative GPA of 2.75.

**Lecture Hours:** 32    **Lab Hours:** 32

### **RCP260 Airway Maintenance Procedures**

**4 credits**—This course will develop the skills required to assess, diagnose, and manage a patient's airway. It specifically describes the Respiratory Therapist's role in maintaining a patent airway by using lung expansion therapy, bronchial hygiene techniques, and suctioning. The insertion, maintenance, and removal of artificial airways, which include endotracheal tubes and tracheostomy tubes, will be discussed in detail.

**Lecture Hours:** 48    **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in RCP100.

### **RCP260 Airway Maintenance Procedures**

**4 credits**—This course will develop the skills required to assess, diagnose, and manage a patient's airway. It specifically describes the Respiratory Therapist's role in maintaining a patent airway by using lung expansion therapy, bronchial hygiene techniques, and suctioning. The insertion, maintenance, and removal of artificial airways, which include endotracheal tubes and tracheostomy tubes, will be discussed in detail.

**Lecture Hours:** 48    **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in RCP100.

### **RCP315 Cardiopulmonary Therapeutics**

**4 credits**—This course is a general review of the respiratory, circulatory, and renal systems as they apply to respiratory care. The procedure and analysis of arterial blood gas sampling will be discussed in detail along with the pharmacologic interventions used to ease the work of breathing. This course provides a foundation for the study of respiratory and cardiovascular disorders and the interventions made to alleviate them.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Co-requisite(s):** A minimum grade of C in RCP680.

### **RCP315 Cardiopulmonary Therapeutics**

**4 credits**—This course is a general review of the respiratory, circulatory, and renal systems as they apply to respiratory care. The procedure and analysis of arterial blood gas sampling will be discussed in detail along with the pharmacologic interventions used to ease the work of breathing. This course provides a foundation for the study of respiratory and cardiovascular disorders and the interventions made to alleviate them.

**Lecture Hours:** 48    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Co-requisite(s):** A minimum grade of C in RCP680.

### **RCP350 Pulmonary Pathology**

**3 credits**—This course examines common medical disorders and the effect on the cardiopulmonary system. It includes disorder etiology, anatomic changes, and clinical presentation. Evaluation of signs and symptoms will allow the student to generate a diagnosis and design a multidisciplinary treatment plan. Patient case studies and clinical simulations will be a major focus.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of C in RCP315.

### **RCP350 Pulmonary Pathology**

**3 credits**—This course examines common medical disorders and the effect on the cardiopulmonary system. It includes disorder etiology, anatomic changes, and clinical presentation. Evaluation of signs and symptoms will allow the student to generate a diagnosis and design a multidisciplinary treatment plan. Patient case studies and clinical simulations will be a major focus.

**Lecture Hours:** 48

**Pre/Co-requisite(s):** A minimum grade of C in RCP315.

### **RCP410 Cardiopulmonary Diagnostics**

**3 credits**—This course covers advanced cardiopulmonary diagnostic tests. It includes pulmonary function tests, stress tests, imaging studies, noninvasive monitors, bronchoscopies, cardioversions, polysomnography, indwelling lines, and pulmonary rehabilitation. Ethical issues for Respiratory Therapists will also be discussed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in RCP565 or RCP690.

### **RCP410 Cardiopulmonary Diagnostics**

**3 credits**—This course covers advanced cardiopulmonary diagnostic tests. It includes pulmonary function tests, stress tests, imaging studies, noninvasive monitors, bronchoscopies, cardioversions, polysomnography, indwelling lines, and pulmonary rehabilitation. Ethical issues for Respiratory Therapists will also be discussed.

**Lecture Hours:** 32    **Lab Hours:** 32

**Co-requisite(s):** A minimum grade of C in RCP565 or RCP690.

### **RCP561 Introduction to Ventilator Support**

**3 credits**—This course prepares the student to initiate and manage invasive and noninvasive mechanical ventilation. Discussion topics will include modes of ventilation, ventilator settings, and ventilator alarm limits. Principles of mechanical ventilation and the effects of positive pressure will also be studied.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Pre/Co-requisite(s):** A minimum grade of C in RCP315 or RCP680.

### **RCP561 Introduction to Ventilator Support**

**3 credits**—This course prepares the student to initiate and manage invasive and noninvasive mechanical ventilation. Discussion topics will include modes of ventilation, ventilator settings, and ventilator alarm limits. Principles of mechanical ventilation and the effects of positive pressure will also be studied.

**Lecture Hours:** 16    **Lab Hours:** 64

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Pre/Co-requisite(s):** A minimum grade of C in RCP315 or RCP680.

### **RCP565 Intensive Respiratory Care**

**3 credits**—This course expands the student's ability to oxygenate and ventilate a patient while managing a mechanical ventilator. The student will utilize ventilator graphics to change settings and troubleshoot problems as the patient improves or deteriorates. Special monitoring systems will be discussed, including indwelling arterial lines, cardiac monitors, hemodynamic monitors, transcutaneous monitors, and capnographs. Performance and interpretation of electrocardiograms are highlighted. Medications commonly given to critical patients in the Intensive Care Unit will also be discussed.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP315 and RCP561.

**Co-requisite(s):** A minimum grade of C in RCP690.

### **RCP565 Intensive Respiratory Care**

**3 credits**—This course expands the student's ability to oxygenate and ventilate a patient while managing a mechanical ventilator. The student will utilize ventilator graphics to change settings and troubleshoot problems as the patient improves or deteriorates. Special monitoring systems will be discussed, including indwelling arterial lines, cardiac monitors, hemodynamic monitors, transcutaneous monitors, and capnographs. Performance and interpretation of electrocardiograms are highlighted. Medications commonly given to critical patients in the Intensive Care Unit will also be discussed.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP315 and RCP561.

**Co-requisite(s):** A minimum grade of C in RCP690.

### **RCP600 Neonatal/Pediatric Respiratory**

**3 credits**—This course provides in-depth knowledge into the complex problems associated with the neonatal and pediatric population. Neonatal and pediatric assessment, monitoring, and respiratory intervention will be a major focus. Abnormal conditions that occur during the transition from fetal development, to the perinatal period, to the pediatric stages of life will also be discussed. Simulation will be used to demonstrate the ability to identify and treat common abnormalities found in this population.

**Lecture Hours:** 32      **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Pre/Co-requisite(s):** A minimum grade of C in RCP680.

### **RCP600 Neonatal/Pediatric Respiratory**

**3 credits**—This course provides in-depth knowledge into the complex problems associated with the neonatal and pediatric population. Neonatal and pediatric assessment, monitoring, and respiratory intervention will be a major focus. Abnormal conditions that occur during the transition from fetal development, to the perinatal period, to the pediatric stages of life will also be discussed. Simulation will be used to demonstrate the ability to identify and treat common abnormalities found in this population.

**Lecture Hours:** 32      **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

**Pre/Co-requisite(s):** A minimum grade of C in RCP680.

### **RCP680 Clinical Respiratory Care**

**4 credits**—This course introduces the student to the hospital setting to develop important skills in communicating with patients and other health care personnel. The student will perform valuable patient assessments as well as basic respiratory care modalities. The modalities included are: oxygen therapy, lung expansion therapy, medication delivery, bronchial hygiene, intubation, extubation, suctioning, tracheostomy care, and ABG sampling.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.



### **RCP680 Clinical Respiratory Care**

**4 credits**—This course introduces the student to the hospital setting to develop important skills in communicating with patients and other health care personnel. The student will perform valuable patient assessments as well as basic respiratory care modalities. The modalities included are: oxygen therapy, lung expansion therapy, medication delivery, bronchial hygiene, intubation, extubation, suctioning, tracheostomy care, and ABG sampling.

**Clinic Hours:** 192

**Prerequisite(s):** A minimum grade of C in RCP100 and RCP260.

### **RCP690 Clinical Intensive Care**

**8 credits**—This course expands clinical situations into the intensive care units, which includes invasive and noninvasive ventilators and hemodynamically unstable patients. There will be a specialty rotation to develop awareness of different aspects of neonatal, pediatric, and adult ICUs, and other special procedures.

**Clinic Hours:** 384

**Prerequisite(s):** A minimum grade of C in RCP350, RCP561, and RCP680.

**Pre/Co-requisite(s):** A minimum grade of C in RCP565.

### **RCP690 Clinical Intensive Care**

**8 credits**—This course expands clinical situations into the intensive care units, which includes invasive and noninvasive ventilators and hemodynamically unstable patients. There will be a specialty rotation to develop awareness of different aspects of neonatal, pediatric, and adult ICUs, and other special procedures.

**Clinic Hours:** 384

**Prerequisite(s):** A minimum grade of C in RCP350, RCP561, and RCP680.

**Pre/Co-requisite(s):** A minimum grade of C in RCP565.

### **RCP875 Respiratory Care Applications**

**2 credits**—This course is a summary course to combine textbook knowledge with application skills. It will test the student's ability in turning recalled information into better decision-making processes.

**Lecture Hours:** 16      **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP350, RCP561, and RCP315.

**Pre/Co-requisite(s):** A minimum grade of C in RCP410, RCP565, and RCP690.

### **RCP875 Respiratory Care Applications**

**2 credits**—This course is a summary course to combine textbook knowledge with application skills. It will test the student's ability in turning recalled information into better decision-making processes.

**Lecture Hours:** 16      **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP350, RCP561, and RCP315.

**Pre/Co-requisite(s):** A minimum grade of C in RCP410, RCP565, and RCP690.

### **RCP900 Clinical Preceptor**

**4 credits**—This course prepares the student for real-life hospital situations. The student will be expected to complete a full work day doing the full workload of an assigned Staff Therapist (preceptor). The student is expected to handle all aspects of respiratory care including interruptions and new situations. The preceptor will monitor the student at all times and will offer support if needed.

**Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in RCP680 and RCP690.

### **RCP900 Clinical Preceptor**

**4 credits**—This course prepares the student for real-life hospital situations. The student will be expected to complete a full work day doing the full workload of an assigned Staff Therapist (preceptor). The student is expected to handle all aspects of respiratory care including interruptions and new situations. The preceptor will monitor the student at all times and will offer support if needed.

**Co-op Hours:** 256

**Prerequisite(s):** A minimum grade of C in RCP680 and RCP690.

### **RCP910 Respiratory Care RRT Review**

**2 credits**—This course is designed to test the student's ability to successfully earn passing scores on advanced-level examinations. Although advanced-level examinations will be the focus of this course, review of entry-level examination concepts will also be provided. Mock Board examinations will be administered after completion of a comprehensive review seminar.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP875.

### **RCP910 Respiratory Care RRT Review**

**2 credits**—This course is designed to test the student's ability to successfully earn passing scores on advanced-level examinations. Although advanced-level examinations will be the focus of this course, review of entry-level examination concepts will also be provided. Mock Board examinations will be administered after completion of a comprehensive review seminar.

**Lecture Hours:** 32

**Prerequisite(s):** A minimum grade of C in RCP875.

### **RDG038 College Preparatory Reading I**

**3 credits**—This course is designed to help students improve their reading proficiency in order to manage college textbooks successfully.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate placement scores or equivalent

### **RDG038 College Preparatory Reading I**

**3 credits**—This course is designed to help students improve their reading proficiency in order to manage college textbooks successfully.

**Lecture Hours:** 48

**Prerequisite(s):** Appropriate placement scores or equivalent

### **RDG039 College Preparatory Reading II**

**3 credits**—This course is designed to help students expand their academic vocabulary and improve comprehension skills. Students will learn and utilize a variety of reading strategies to be used in the reading of varying materials and to further their learning in their program of choice.

**Lecture Hours:** 48

**Prerequisite(s):** RDG038

### **RDG039 College Preparatory Reading II**

**3 credits**—This course is designed to help students expand their academic vocabulary and improve comprehension skills. Students will learn and utilize a variety of reading strategies to be used in the reading of varying materials and to further their learning in their program of choice.

**Lecture Hours:** 48

**Prerequisite(s):** RDG038

### **RDG040 College Preparatory Reading III**

**3 credits**—This course provides students with instruction of the reading skills necessary for success in college. Through the use of college-level materials, students are afforded opportunity for demonstration and application of critical reading skills.

**Lecture Hours:** 48

**Prerequisite(s):** RDG039

### **RDG040 College Preparatory Reading III**

**3 credits**—This course provides students with instruction of the reading skills necessary for success in college. Through the use of college-level materials, students are afforded opportunity for demonstration and application of critical reading skills.

**Lecture Hours:** 48

**Prerequisite(s):** RDG039

### **REL101 Survey of World Religions**

**3 credits**—An introductory survey of world religions that have had major impact on world culture and civilization: Hinduism, Taoism, Buddhism, Confucianism, Judaism, Christianity,

Islam, and others. It will examine their cultural settings, sacred writings, key doctrines, central rituals, ethical values, and perspectives on gender roles.

**Lecture Hours:** 48

### **REL101 Survey of World Religions**

**3 credits**—An introductory survey of world religions that have had major impact on world culture and civilization: Hinduism, Taoism, Buddhism, Confucianism, Judaism, Christianity, Islam, and others. It will examine their cultural settings, sacred writings, key doctrines, central rituals, ethical values, and perspectives on gender roles.

**Lecture Hours:** 48

### **REL130 Intro to Religions of the East**

**3 credits**—This course is an interdisciplinary course that will explore the emergence, development, and diversification of the three cultural regions' religious traditions. Student participants in the course will explore not only the basic beliefs and practices of these religions but also the ways in which they shape and are shaped by the cultures in which they are embedded. Emphasis will be placed upon understanding these religions as systems of meaning-creation.

**Lecture Hours:** 48

### **REL130 Intro to Religions of the East**

**3 credits**—This course is an interdisciplinary course that will explore the emergence, development, and diversification of the three cultural regions' religious traditions. Student participants in the course will explore not only the basic beliefs and practices of these religions but also the ways in which they shape and are shaped by the cultures in which they are embedded. Emphasis will be placed upon understanding these religions as systems of meaning-creation.

**Lecture Hours:** 48

### **SDV108 The College Experience**

**1 credits**—This course is designed to orient students to the college campus, resources, services, and expectations. This course also provides a brief overview and practice of study skills and academic strategies.

**Lecture Hours:** 16

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**Lecture Hours:** 16

### **SDV109 College 101**

**3 credits**—This course provides students a thorough orientation to the college campus and resources. The course is designed to introduce students to the college culture while they

examine what a "successful" student is. Students will be introduced to a variety of skills for academic success, academic planning, personal development, and study strategies.

**Lecture Hours:** 48

### **SDV109 College 101**

**3 credits**—This course provides students a thorough orientation to the college campus and resources. The course is designed to introduce students to the college culture while they examine what a "successful" student is. Students will be introduced to a variety of skills for academic success, academic planning, personal development, and study strategies.

**Lecture Hours:** 48

### **SDV116 Strategies for Online Academic Success**

**1 credits**—This course prepares students to be successful in the online environment by introducing them to campus resources and academic strategies while equipping them with basic technology skills, such as file management, posting to discussion boards, and navigating a course website. It also gives them practical experience as an online or hybrid learner by using a Course Management System.

**Lecture Hours:** 16

### **SDV116 Strategies for Online Academic Success**

**1 credits**—This course prepares students to be successful in the online environment by introducing them to campus resources and academic strategies while equipping them with basic technology skills, such as file management, posting to discussion boards, and navigating a course website. It also gives them practical experience as an online or hybrid learner by using a Course Management System.

**Lecture Hours:** 16

### **SDV127 Study Strategies**

**1 credits**—This course provides a focused examination of the strategies and skills needed for students to be successful at the college level. Students will be introduced to and given opportunity for practice of a variety of skills for academic success and study strategies.

**Lecture Hours:** 16

### **SDV127 Study Strategies**

**1 credits**—This course provides a focused examination of the strategies and skills needed for students to be successful at the college level. Students will be introduced to and given opportunity for practice of a variety of skills for academic success and study strategies.

**Lecture Hours:** 16

### **SDV131 Career Exploration**

**2 credits**—This course is designed to increase students' knowledge of themselves, of theories about careers, and of various resources available to them which will assist them in the career decision making process. Students, at the completion of this course, will be better able to choose academic majors and careers. This course is specifically designed to follow the National Career Development Guidelines.

**Lecture Hours:** 32

### **SDV131 Career Exploration**

**2 credits**—This course is designed to increase students' knowledge of themselves, of theories about careers, and of various resources available to them which will assist them in the career decision making process. Students, at the completion of this course, will be better able to choose academic majors and careers. This course is specifically designed to follow the National Career Development Guidelines.

**Lecture Hours:** 32

### **SDV161 Portfolio Development**

**2 credits**—This course provides students with the writing and research skill necessary to compile a personal portfolio documenting their prior education, occupational training and work experiences. Students will examine personal, educational, and occupational goals and develop a plan of study which supports their goals and fulfills the requirements of the General Technology program.

**Lecture Hours:** 32

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**2 credits**—This course provides students with the writing and research skill necessary to compile a personal portfolio documenting their prior education, occupational training and work experiences. Students will examine personal, educational, and occupational goals and develop a plan of study which supports their goals and fulfills the requirements of the General Technology program.

**Lecture Hours:** 32

### **SOC110 Introduction to Sociology**

**3 credits**—This course surveys the basic principles, concepts, and research findings of social life from small groups to societies. The course examines a range of sociological explanations for the various forms of social behaviors and establishes a basis for reflection and further study in the field.

**Lecture Hours:** 48

### **SOC110 Introduction to Sociology**

**3 credits**—This course surveys the basic principles, concepts, and research findings of social life from small groups to societies. The course examines a range of sociological explanations for the various forms of social behaviors and establishes a basis for reflection and further study in the field.

**Lecture Hours:** 48

### **SOC115 Social Problems**

**3 credits**—This course introduces students to the sociological perspective and related critical thinking skills as a way of examining the cause and effect nature of contemporary social problems. Within this examination, emphasized are (a) the interdependence of social problems, (b) how social inequality is an inherent characteristic of all social problems, and (c) the relationship between definitions of social problems and social policies.

**Lecture Hours:** 48

### **SOC115 Social Problems**

**3 credits**—This course introduces students to the sociological perspective and related critical thinking skills as a way of examining the cause and effect nature of contemporary social problems. Within this examination, emphasized are (a) the interdependence of social problems, (b) how social inequality is an inherent characteristic of all social problems, and (c) the relationship between definitions of social problems and social policies.

**Lecture Hours:** 48

### **SOC120 Marriage and Family**

**3 credits**—Marriage and family is studied from a sociological viewpoint. Content areas focus on the history of family, gender roles, power in relationships, and functions of the family and dysfunctions. Statuses such as being single to marriage to parenthood are emphasized, as are alternative lifestyles with respect to sexuality and family.

**Lecture Hours:** 48

### **SOC120 Marriage and Family**

**3 credits**—Marriage and family is studied from a sociological viewpoint. Content areas focus on the history of family, gender roles, power in relationships, and functions of the family and dysfunctions. Statuses such as being single to marriage to parenthood are emphasized, as are alternative lifestyles with respect to sexuality and family.

**Lecture Hours:** 48

### **SOC135 Death and Dying**

**3 credits**—This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also placed on the special situation of the terminally ill and bereaved.

**Lecture Hours:** 48

### **SOC135 Death and Dying**

**3 credits**—This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also placed on the special situation of the terminally ill and bereaved.

**Lecture Hours:** 48

### **SOC160 Introduction to Social Work**

**3 credits**—This course provides basic understanding of how American system of social services and the social work profession combine in order to meet the personal and social needs of persons who have been classified as ?at risk? and in need of public assistance. Concepts relevant to social welfare, social change, social support, and structure are examined, including but not limited to legal aspects, systemic and professional goals and values, and various statuses and roles. In addition, various models and theories related to

social work and social services will be examined. Lastly, this course includes a volunteer work experience within an agency setting.

**Lecture Hours:** 48

### **SOC160 Introduction to Social Work**

**3 credits**—This course provides basic understanding of how American system of social services and the social work profession combine in order to meet the personal and social needs of persons who have been classified as ?at risk? and in need of public assistance. Concepts relevant to social welfare, social change, social support, and structure are examined, including but not limited to legal aspects, systemic and professional goals and values, and various statuses and roles. In addition, various models and theories related to social work and social services will be examined. Lastly, this course includes a volunteer work experience within an agency setting.

**Lecture Hours:** 48

### **SOC195 Urban Studies**

**3 credits**—This course is an interdisciplinary introduction to the study of urban issues and culture with an emphasis on the growth and development of urban areas. It utilizes a wide range of approaches: historical, political, social, spatial, economic and cultural to examine the unique qualities and problems of urban life.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS152, SOC110, SOC115, GEO115, or POL111.

### **SOC195 Urban Studies**

**3 credits**—This course is an interdisciplinary introduction to the study of urban issues and culture with an emphasis on the growth and development of urban areas. It utilizes a wide range of approaches: historical, political, social, spatial, economic and cultural to examine the unique qualities and problems of urban life.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in HIS152, SOC110, SOC115, GEO115, or POL111.

### **SOC200 Minority Group Relations**

**3 credits**—This course examines racial and ethnic relations in the United States. Basic sociological concepts will be applied to historical and contemporary experiences of racial and ethnic groups, with particular attention paid to minority groups.

**Lecture Hours:** 48

### **SOC200 Minority Group Relations**

**3 credits**—This course examines racial and ethnic relations in the United States. Basic sociological concepts will be applied to historical and contemporary experiences of racial and ethnic groups, with particular attention paid to minority groups.

**Lecture Hours:** 48



### **SOC205 Diversity in America**

**3 credits**—Introduction to the sociological study of group relations in the United States. Basic concepts such as culture, groups, inequality, prejudice and discrimination will be explored. Focus will be on class, race, and gender, however other statuses (such as sexual orientation, religion, age, and abilities) will also be discussed. Students will gain a better understanding of the relationship between individuals and society, as well as the experiences of minority groups.

**Lecture Hours:** 48

### **SOC205 Diversity in America**

**3 credits**—Introduction to the sociological study of group relations in the United States. Basic concepts such as culture, groups, inequality, prejudice and discrimination will be explored. Focus will be on class, race, and gender, however other statuses (such as sexual orientation, religion, age, and abilities) will also be discussed. Students will gain a better understanding of the relationship between individuals and society, as well as the experiences of minority groups.

**Lecture Hours:** 48

### **SOC208 Cultural Anthropology**

**3 credits**—This course introduces the student to a comparative study of societies around the world. In this course cultural similarities and differences are explored to illustrate how human beings construct and conduct their existence. It emphasizes the origin and maintenance of the human species by studying its evolution, cultural development, ecology, kinship, organizations, and symbolic expressions. (Same as ANT-105)

**Lecture Hours:** 48

### **SOC208 Cultural Anthropology**

**3 credits**—This course introduces the student to a comparative study of societies around the world. In this course cultural similarities and differences are explored to illustrate how human beings construct and conduct their existence. It emphasizes the origin and maintenance of the human species by studying its evolution, cultural development, ecology, kinship, organizations, and symbolic expressions. (Same as ANT-105)

**Lecture Hours:** 48

### **SOC220 Sociology of Aging**

**3 credits**—This introductory gerontology course examines the influence of an aging society, explores the process of aging, old age as a stage of life and the impact of aging both personally and on society as a whole.

**Lecture Hours:** 48

### **SOC220 Sociology of Aging**

**3 credits**—This introductory gerontology course examines the influence of an aging society, explores the process of aging, old age as a stage of life and the impact of aging both personally and on society as a whole.

**Lecture Hours:** 48

### **SOC230 Juvenile Delinquency**

**3 credits**—This course is an investigation of the social and legal definitions of juvenile delinquency and its causes. It also focuses on the administration of juvenile court, probation and parole, and assessment of present and potential prevention programs.

**Lecture Hours:** 48

### **SOC230 Juvenile Delinquency**

**3 credits**—This course is an investigation of the social and legal definitions of juvenile delinquency and its causes. It also focuses on the administration of juvenile court, probation and parole, and assessment of present and potential prevention programs.

**Lecture Hours:** 48

### **SOC240 Introduction to Criminology**

**3 credits**—This course explores the extent and causes of criminal behavior; analysis of crime in relationship to other social problems; and the nature of society's response to crime.

**Lecture Hours:** 48

### **SOC240 Introduction to Criminology**

**3 credits**—This course explores the extent and causes of criminal behavior; analysis of crime in relationship to other social problems; and the nature of society's response to crime.

**Lecture Hours:** 48

### **SOC251 Introduction to Social Psychology**

**3 credits**—Provides an introduction to the study of the interrelationship between the individual and social behavior with emphasis in the areas of social cognition, attribution, attitudes, group behavior, prejudice and discrimination, and interpersonal relationships. Basic psychological and sociological perspectives and research findings will be reviewed to better understand individual and social behavior.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111, SOC110, or instructor approval

### **SOC251 Introduction to Social Psychology**

**3 credits**—Provides an introduction to the study of the interrelationship between the individual and social behavior with emphasis in the areas of social cognition, attribution, attitudes, group behavior, prejudice and discrimination, and interpersonal relationships. Basic psychological and sociological perspectives and research findings will be reviewed to better understand individual and social behavior.

**Lecture Hours:** 48

**Prerequisite(s):** PSY111, SOC110, or instructor approval

### **SOC261 Human Sexuality**

**3 credits**—This course explores the biological, psychological, social, cultural and historical forces that influence human relationships and sexuality. Research and theory are utilized to examine the diversity of human sexual expression.

**Lecture Hours:** 48

### **SOC261 Human Sexuality**

**3 credits**—This course explores the biological, psychological, social, cultural and historical forces that influence human relationships and sexuality. Research and theory are utilized to examine the diversity of human sexual expression.

**Lecture Hours:** 48

### **SOC820 Genography**

**3 credits**—This course explores themes of identity, difference, and migration that are raised by the analysis of DNA samples. As a central aspect of this course, students will submit a DNA sample to the National Geographic Society's Genographic Project. That sample will be analyzed and the students provided with a mapping of the migration of their genetic lineage. The course will examine the underlying biology of this analysis; sociological notions of sameness and difference; historical processes that have formed and changed our understandings of where we come from, who we are, and what we might become.

**Lecture Hours:** 48

### **SOC820 Genography**

**3 credits**—This course explores themes of identity, difference, and migration that are raised by the analysis of DNA samples. As a central aspect of this course, students will submit a DNA sample to the National Geographic Society's Genographic Project. That sample will be analyzed and the students provided with a mapping of the migration of their genetic lineage. The course will examine the underlying biology of this analysis; sociological notions of sameness and difference; historical processes that have formed and changed our understandings of where we come from, who we are, and what we might become.

**Lecture Hours:** 48

### **SOC850 Cultural Immersion Field Experience**

**1 credits**—This course combines classroom and community-based learning to expand student understanding of the global society. Living within a diverse community and working with diverse groups of people, students will engage in an authentic and practical cultural immersion experience off-campus.

May be taken for up to 3 credits.

**Lab Hours:** 32

### **SOC850 Cultural Immersion Field Experience**

**1 credits**—This course combines classroom and community-based learning to expand student understanding of the global society. Living within a diverse community and working with diverse groups of people, students will engage in an authentic and practical cultural immersion experience off-campus.

May be taken for up to 3 credits.

**Lab Hours:** 32

### **SOC924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **SOC924 Honors Project**

**1 credits**—This course involves in-depth independent research on an approved topic under supervision of a faculty member. Upon project's completion, results will be shared with community of peers and faculty.

May be taken for up to 5 credits.

**Lecture Hours:** 16

### **SOC928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **SOC928 Independent Study**

**1 credits**—This course provides opportunity for a student to focus previous course work and knowledge on a special issue as well as provide for individualized exploration of topics pertinent to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course

May be taken for up to 3 credits.

**Lecture Hours:** 16

### **SPC101 Fundamentals of Oral Communication**

**3 credits**—This course presents elements of the oral communications process with emphasis on developing interpersonal, small group, and public speaking skills. Students will be involved in activities that provide opportunity for the understanding and improvement of their oral communication skills.

**Lecture Hours:** 48

### **SPC101 Fundamentals of Oral Communication**

**3 credits**—This course presents elements of the oral communications process with emphasis on developing interpersonal, small group, and public speaking skills. Students will be involved in activities that provide opportunity for the understanding and improvement of their oral communication skills.

**Lecture Hours:** 48

### **SPC120 Intercultural Communications**

**3 credits**—Intercultural Communication explores basic principles and theories of intercultural communication with opportunities to gain communication competence through immersion experiences and cross-cultural interactions.

**Lecture Hours:** 48

### **SPC120 Intercultural Communications**

**3 credits**—Intercultural Communication explores basic principles and theories of intercultural communication with opportunities to gain communication competence through immersion experiences and cross-cultural interactions.

**Lecture Hours:** 48

### **SPC122 Interpersonal Communication**

**3 credits**—Interpersonal Communication explores concepts, contexts, and processes of person-to-person communication in relationships. Emphasis is placed on understanding how social worlds are created through conversation.

**Lecture Hours:** 48

### **SPC122 Interpersonal Communication**

**3 credits**—Interpersonal Communication explores concepts, contexts, and processes of person-to-person communication in relationships. Emphasis is placed on understanding how social worlds are created through conversation.

**Lecture Hours:** 48

### **SPC132 Group Communication**

**3 credits**—Group Process examines the principles of small group communication processes with opportunities for students to apply theory in various structured discussion situations.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in SPC101.

### **SPC132 Group Communication**

**3 credits**—Group Process examines the principles of small group communication processes with opportunities for students to apply theory in various structured discussion situations.

**Lecture Hours:** 48

**Prerequisite(s):** A minimum grade of C- in SPC101.

### **SPC140 Oral Interpretation**

**3 credits**—This course will explore literature through performance using creative individual and group explorations. Students will learn to select, analyze, rehearse and perform literature of various types using vocal and physical techniques.

**Lecture Hours:** 48

### **SPC140 Oral Interpretation**

**3 credits**—This course will explore literature through performance using creative individual and group explorations. Students will learn to select, analyze, rehearse and perform literature of various types using vocal and physical techniques.

**Lecture Hours:** 48

### **TDT100 Interpersonal Relations**

**2 credits**—This course covers personal health and safety, public and employer relations and stress management on the job in a new career. Also included in the course are written communication and oral communication skills. Instruction is provided in employment seeking skills, resumes, cover letters, thank you letters, letters of application, personal record keeping, and desirable work attitude.

**Lecture Hours:** 32

### **TDT100 Interpersonal Relations**

**2 credits**—This course covers personal health and safety, public and employer relations and stress management on the job in a new career. Also included in the course are written communication and oral communication skills. Instruction is provided in employment seeking skills, resumes, cover letters, thank you letters, letters of application, personal record keeping, and desirable work attitude.

**Lecture Hours:** 32

### **TDT101 Interpersonal Relations**

**3 credits**—This course covers personal and work safety and health, also included in the course are written and oral communication skills. Instruction is provided in employment seeking skills, cover letters, resumes, thank you letters, letters of application, personal record keeping and desirable work attitude.

**Lecture Hours:** 48

### **TDT101 Interpersonal Relations**

**3 credits**—This course covers personal and work safety and health, also included in the course are written and oral communication skills. Instruction is provided in employment seeking skills, cover letters, resumes, thank you letters, letters of application, personal record keeping and desirable work attitude.

**Lecture Hours:** 48

### **TDT115 Transportation Industry and Driver Regulations**

**4 credits**—This course is an introduction to the surface transportation network and the trucking industry. Employment opportunities, company and driver regulations by the Department of Transportation and other Federal and State agencies will be covered.

**Lecture Hours:** 32    **Lab Hours:** 64

### **TDT115 Transportation Industry and Driver Regulations**

**4 credits**—This course is an introduction to the surface transportation network and the trucking industry. Employment opportunities, company and driver regulations by the Department of Transportation and other Federal and State agencies will be covered.

**Lecture Hours: 32    Lab Hours: 64**

### **TDT118 Driving Range I**

**6 credits**—This course provides students with opportunities for hands-on experience in basic maneuvers using simulators, trucks and trailers. Proper techniques are taught in engine starting and shut down, clutching, shifting, cornering, and backing. Emphasis is given to proper safety and technical practices.

**Lecture Hours: 16    Lab Hours: 160**

**Co-requisite(s):** TDT115

### **TDT118 Driving Range I**

**6 credits**—This course provides students with opportunities for hands-on experience in basic maneuvers using simulators, trucks and trailers. Proper techniques are taught in engine starting and shut down, clutching, shifting, cornering, and backing. Emphasis is given to proper safety and technical practices.

**Lecture Hours: 16    Lab Hours: 160**

**Co-requisite(s):** TDT115

### **TDT125 Driving Range II**

**3 credits**—This course prepares students with more opportunity for additional behind the wheel training in operating trucks in a rural and city setting, including nighttime driving skills and knowledge in managing emergencies, accidents, first aid, CPR and Department of Transportation regulations on transporting hazardous materials. Students will prepare for a Class A Commercial Driver's License with all endorsements.

**Lecture Hours: 0    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D in TDT115.

### **TDT125 Driving Range II**

**3 credits**—This course prepares students with more opportunity for additional behind the wheel training in operating trucks in a rural and city setting, including nighttime driving skills and knowledge in managing emergencies, accidents, first aid, CPR and Department of Transportation regulations on transporting hazardous materials. Students will prepare for a Class A Commercial Driver's License with all endorsements.

**Lecture Hours: 0    Lab Hours: 96**

**Prerequisite(s):** A minimum grade of D in TDT115.

### **TDT126 Commercial License Preparation**

**3 credits**—This course is an introduction to The Federal Motor Carrier Safety Administrations' rules and regulations pertaining to drivers of commercial motor vehicles.

This course prepares students to pass the knowledge tests required to obtain a Class A CDL.

**Lecture Hours:** 48

### **TDT126 Commercial License Preparation**

**3 credits**—This course is an introduction to The Federal Motor Carrier Safety Administrations' rules and regulations pertaining to drivers of commercial motor vehicles. This course prepares students to pass the knowledge tests required to obtain a Class A CDL.

**Lecture Hours:** 48

### **TDT128 Driving Skills Development**

**3 credits**—This course provides students with hands-on experience in basic maneuvers with trucks and trailers. Proper techniques are taught in engine starting and shut down, clutching, shifting, cornering and backing. Behind the wheel training will include pulling both loaded and empty trailers in rural, city and interstate highway settings. Emphasis is placed on defensive driving and proper technical practices. Students will prepare for a Class A Commercial Drivers License with all endorsements.

**Lecture Hours:** 16

**Co-requisite(s):** TDT126

### **TDT128 Driving Skills Development**

**3 credits**—This course provides students with hands-on experience in basic maneuvers with trucks and trailers. Proper techniques are taught in engine starting and shut down, clutching, shifting, cornering and backing. Behind the wheel training will include pulling both loaded and empty trailers in rural, city and interstate highway settings. Emphasis is placed on defensive driving and proper technical practices. Students will prepare for a Class A Commercial Drivers License with all endorsements.

**Lecture Hours:** 16

**Co-requisite(s):** TDT126

### **TDT938 Truck Transportation On-the-Job Training**

**3 credits**—Students enrolled in this course will have the opportunity to gain on-the-job experience in the Motor Carrier industry. Students will learn the responsibilities of driving, cargo handling, vehicle maintenance, safety department, and dispatch of equipment to customers. Students will have an opportunity to learn the skills necessary to succeed in the transportation field. Coordination and guidance will be provided by instructors.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of D in TDT100, TDT115, and TDT118.

### **TDT938 Truck Transportation On-the-Job Training**

**3 credits**—Students enrolled in this course will have the opportunity to gain on-the-job experience in the Motor Carrier industry. Students will learn the responsibilities of driving, cargo handling, vehicle maintenance, safety department, and dispatch of equipment to



customers. Students will have an opportunity to learn the skills necessary to succeed in the transportation field. Coordination and guidance will be provided by instructors.

**Lecture Hours:** 0    **Co-op Hours:** 192

**Prerequisite(s):** A minimum grade of D in TDT100, TDT115, and TDT118.

### **WDV102 Introduction to Web Development**

**3 credits**—This course introduces the current standard of HTML and discusses upcoming versions. Students will learn the basics of CSS for design and layout using both text and multimedia. Website maintenance cycles and roles used in the cycles will be introduced. By using FTP, students will create and maintain small web page on a live web server. By using a text based editor, student will learn to code in an HTML editor rather than just the visual aspect to gain greater control of the code. Best design practices will be introduced.

**Lecture Hours:** 32    **Lab Hours:** 32

### **WDV102 Introduction to Web Development**

**3 credits**—This course introduces the current standard of HTML and discusses upcoming versions. Students will learn the basics of CSS for design and layout using both text and multimedia. Website maintenance cycles and roles used in the cycles will be introduced. By using FTP, students will create and maintain small web page on a live web server. By using a text based editor, student will learn to code in an HTML editor rather than just the visual aspect to gain greater control of the code. Best design practices will be introduced.

**Lecture Hours:** 32    **Lab Hours:** 32

### **WDV105 Web Layouts**

**3 credits**—This course is designed to give the student the knowledge of layouts and design of web sites. Students will use a graphic editor, such as Adobe Photoshop, to convert a visual image layout to a working HTML and CSS layout. This course goes over aspects of design to content in making a great web site.

**Lecture Hours:** 32    **Lab Hours:** 32

### **WDV105 Web Layouts**

**3 credits**—This course is designed to give the student the knowledge of layouts and design of web sites. Students will use a graphic editor, such as Adobe Photoshop, to convert a visual image layout to a working HTML and CSS layout. This course goes over aspects of design to content in making a great web site.

**Lecture Hours:** 32    **Lab Hours:** 32

### **WDV300 Advanced Topics in Web Development**

**3 credits**—This course is designed to give students a more in depth study of web sites. Topics will include security, troubleshooting/debugging, testing, and analytics. The course will help student develop a toolbox of techniques to improve their programming skills for web application development.

**Lecture Hours:** 32    **Lab Hours:** 32

**Prerequisite(s):** A minimum grade of C in CIS217 and CIS225.

### **WDV300 Advanced Topics in Web Development**

**3 credits**—This course is designed to give students a more in depth study of web sites. Topics will include security, troubleshooting/debugging, testing, and analytics. The course will help student develop a toolbox of techniques to improve their programming skills for web application development.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** A minimum grade of C in CIS217 and CIS225.

### **WDV800 Portfolio**

**3 credits**—This course will help students present the best possible portfolio. This course will guide students in picking the right pieces to exemplify their skills. Students will create a portfolio to take job hunting. Students will learn about a number of aspects in job hunting. Students will also do a team based project for their portfolio.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** Must be a 4th semester graduating student to take this class.

### **WDV800 Portfolio**

**3 credits**—This course will help students present the best possible portfolio. This course will guide students in picking the right pieces to exemplify their skills. Students will create a portfolio to take job hunting. Students will learn about a number of aspects in job hunting. Students will also do a team based project for their portfolio.

**Lecture Hours: 32    Lab Hours: 32**

**Prerequisite(s):** Must be a 4th semester graduating student to take this class.

### **WDV931 Internship**

**2 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours: 128**

**Prerequisite(s):** A minimum grade of C in CIS231, CIS215, and instructor approval.

### **WDV931 Internship**

**2 credits**—This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor.

**Co-op Hours: 128**

**Prerequisite(s):** A minimum grade of C in CIS231, CIS215, and instructor approval.

### **WEL104 Introduction to MIG Welding**

**2 credits**—This course is an introduction to the Gas Metal Arc Welding process, also known as MIG Welding and Flux Cored Arc Welding. Topics include safety, theory of operation, advantages of both processes, types of power sources, types of wire electrodes and

shielding gases, types of metal transfer, types of joints, minor equipment maintenance and basic welding terminology. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lecture Hours:** 16    **Lab Hours:** 32

### **WEL104 Introduction to MIG Welding**

**2 credits**—This course is an introduction to the Gas Metal Arc Welding process, also known as MIG Welding and Flux Cored Arc Welding. Topics include safety, theory of operation, advantages of both processes, types of power sources, types of wire electrodes and shielding gases, types of metal transfer, types of joints, minor equipment maintenance and basic welding terminology. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lecture Hours:** 16    **Lab Hours:** 32

### **WEL111 Welding Blueprint Reading**

**3 credits**—This course is an introduction to basic welding blueprint reading. Topics include: the importance of blueprints as a form of communications, basic lines and views, dimensioning methods, tolerances, bill of material, identifying structural shapes and basic sketching principles. The application and interpretation of AWS welding symbols and abbreviations is emphasized. Students will fabricate parts from the blueprint book.

**Lecture Hours:** 48

### **WEL111 Welding Blueprint Reading**

**3 credits**—This course is an introduction to basic welding blueprint reading. Topics include: the importance of blueprints as a form of communications, basic lines and views, dimensioning methods, tolerances, bill of material, identifying structural shapes and basic sketching principles. The application and interpretation of AWS welding symbols and abbreviations is emphasized. Students will fabricate parts from the blueprint book.

**Lecture Hours:** 48

### **WEL112 Welding Blueprint Reading Advanced**

**2 credits**—This course is a continuation of Blueprint Reading I. The application and interpretation of AWS welding symbols and abbreviations is emphasized in this unit. Students will also fabricate parts from the blueprint book.

**Lecture Hours:** 32

**Prerequisite(s):** WEL111

### **WEL112 Welding Blueprint Reading Advanced**

**2 credits**—This course is a continuation of Blueprint Reading I. The application and interpretation of AWS welding symbols and abbreviations is emphasized in this unit. Students will also fabricate parts from the blueprint book.

**Lecture Hours:** 32

**Prerequisite(s):** WEL111

### **WEL125 Fusion and Braze Welding**

**2 credits**—This course is an introduction to Oxy-acetylene fusion welding and braze welding of steel and cast iron. Topics include: process theory, safety, fusion welding/braze welding techniques for mild steel, fusion welding/braze welding techniques for cast iron and weld quality.

**Lab Hours:** 96

**Prerequisite(s):** WEL134 and WEL155

### **WEL125 Fusion and Braze Welding**

**2 credits**—This course is an introduction to Oxy-acetylene fusion welding and braze welding of steel and cast iron. Topics include: process theory, safety, fusion welding/braze welding techniques for mild steel, fusion welding/braze welding techniques for cast iron and weld quality.

**Lab Hours:** 96

**Prerequisite(s):** WEL134 and WEL155

### **WEL134 Cutting Processes**

**2 credits**—This course is an introduction to principles and practices of oxy-fuel cutting, plasma cutting, and arc air gouging. Topics include: safety, theory of operation, equipment, proper set-up procedures and basic terminology. Shop practice includes plasma cutting and arc air gouging principles and practices and flame cutting of mild steel.

**Lecture Hours:** 16

### **WEL134 Cutting Processes**

**2 credits**—This course is an introduction to principles and practices of oxy-fuel cutting, plasma cutting, and arc air gouging. Topics include: safety, theory of operation, equipment, proper set-up procedures and basic terminology. Shop practice includes plasma cutting and arc air gouging principles and practices and flame cutting of mild steel.

**Lecture Hours:** 16

### **WEL155 Arc Welding I (SMAW)**

**4 credits**—This course is an introduction to the Shielded Metal Arc Welding process, also known as stick welding. Topics of study include: safety, theory of operation, types of welding power sources, advantages of the process, types of mild steel electrodes, types of joints, basic welding terms, and AC and DC current. Shop practice on the five basic joints will be performed in the flat and horizontal positions with various mild steel electrodes.

**Lecture Hours:** 16

### **WEL155 Arc Welding I (SMAW)**

**4 credits**—This course is an introduction to the Shielded Metal Arc Welding process, also known as stick welding. Topics of study include: safety, theory of operation, types of welding power sources, advantages of the process, types of mild steel electrodes, types of joints, basic welding terms, and AC and DC current. Shop practice on the five basic joints will be performed in the flat and horizontal positions with various mild steel electrodes.

**Lecture Hours:** 16

### **WEL164 Arc Welding II (SMAW)**

**4 credits**—This course is a continuation of Arc Welding I. Vertical down, vertical up, and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. In addition, the student is introduced to the theory and practices of Hardsurfacing with the Shielded Metal Arc Welding process. Safety procedures are reviewed.

**Lab Hours:** 192

**Prerequisite(s):** WEL155

### **WEL164 Arc Welding II (SMAW)**

**4 credits**—This course is a continuation of Arc Welding I. Vertical down, vertical up, and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. In addition, the student is introduced to the theory and practices of Hardsurfacing with the Shielded Metal Arc Welding process. Safety procedures are reviewed.

**Lab Hours:** 192

**Prerequisite(s):** WEL155

### **WEL186 GMAW**

**4 credits**—This course is an introduction to the Gas Metal Arc Welding process, also known as MIG Welding and Flux Cored Arc Welding. Topics include safety, theory of operation, advantages of both processes, types of power sources, types of wire electrodes and shielding gases, types of metal transfer, types of joints, minor equipment maintenance and basic welding terminology. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lecture Hours:** 16

### **WEL186 GMAW**

**4 credits**—This course is an introduction to the Gas Metal Arc Welding process, also known as MIG Welding and Flux Cored Arc Welding. Topics include safety, theory of operation, advantages of both processes, types of power sources, types of wire electrodes and shielding gases, types of metal transfer, types of joints, minor equipment maintenance and basic welding terminology. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lecture Hours:** 16

### **WEL187 Advanced GMAW**

**4 credits**—This course is a continuation of GMAW-FCAW I. Vertical down, vertical up and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. Safety procedures are reviewed.

**Lab Hours:** 192

**Prerequisite(s):** WEL186

### **WEL187 Advanced GMAW**

**4 credits**—This course is a continuation of GMAW-FCAW I. Vertical down, vertical up and overhead welding procedures and techniques are introduced. Successful completion of the AWS Structural Steel Welding performance test is stressed. Safety procedures are reviewed.

**Lab Hours:** 192

**Prerequisite(s):** WEL186

### **WEL191 Gas Tungsten Arc Welding**

**3 credits**—This course is an introduction to Gas Tungsten Arc Welding process, also known as T.I.G. Topics of study include: safety, theory of the process, advantages, types of power sources, pulsed power sources, types of electrodes and shielding gases, basic joints, basic welding terminology, and AC and DC current. Shop practice on the five basic joints in all positions will be emphasized. The learner will weld on mild steel, aluminum and stainless steel sheet.

**Lab Hours:** 144

**Prerequisite(s):** WEL155

### **WEL191 Gas Tungsten Arc Welding**

**3 credits**—This course is an introduction to Gas Tungsten Arc Welding process, also known as T.I.G. Topics of study include: safety, theory of the process, advantages, types of power sources, pulsed power sources, types of electrodes and shielding gases, basic joints, basic welding terminology, and AC and DC current. Shop practice on the five basic joints in all positions will be emphasized. The learner will weld on mild steel, aluminum and stainless steel sheet.

**Lab Hours:** 144

**Prerequisite(s):** WEL155

### **WEL234 Introduction to GMAW II**

**2 credits**—The introduction to Gas Metal Arc Welding II course will allow students to enhance their basic welding hands-on skills to improve their proficiency using Metal Inert Gas (MIG) welding processes. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lab Hours:** 96

**Prerequisite(s):** A minimum grade of C in WEL104.

### **WEL234 Introduction to GMAW II**

**2 credits**—The introduction to Gas Metal Arc Welding II course will allow students to enhance their basic welding hands-on skills to improve their proficiency using Metal Inert Gas (MIG) welding processes. Shop practice will include welding the five basic joints, with both welding processes, on mild steel in the flat and horizontal positions.

**Lab Hours:** 96

**Prerequisite(s):** A minimum grade of C in WEL104.

### **WEL303 Pipe Welding/SMAW**

**3 credits**—This course is an introduction to vertical down and vertical up pipe welding procedures and techniques. Topics include: safety, elements of the American Petroleum Institute Pipe Welding Code and the American Society of Mechanical Engineers Pipe Welding Code and the American Welding Society Structural Steel Pipe Welding Code.

**Lab Hours:** 144

**Prerequisite(s):** WEL155 and WEL164

### **WEL303 Pipe Welding/SMAW**

**3 credits**—This course is an introduction to vertical down and vertical up pipe welding procedures and techniques. Topics include: safety, elements of the American Petroleum Institute Pipe Welding Code and the American Society of Mechanical Engineers Pipe Welding Code and the American Welding Society Structural Steel Pipe Welding Code.

**Lab Hours:** 144

**Prerequisite(s):** WEL155 and WEL164

### **WEL320 Welding Fabrication**

**3 credits**—This course is an introduction to fundamental metal fabrication methods. The application and use of basic measuring tools and layout techniques are covered in detail.

**Lecture Hours:** 16

**Prerequisite(s):** WEL111, WEL112, WEL155, WEL164, WEL186, WEL187, and WEL303

### **WEL320 Welding Fabrication**

**3 credits**—This course is an introduction to fundamental metal fabrication methods. The application and use of basic measuring tools and layout techniques are covered in detail.

**Lecture Hours:** 16

**Prerequisite(s):** WEL111, WEL112, WEL155, WEL164, WEL186, WEL187, and WEL303

### **WEL339 Electromechanical Maintenance**

**3 credits**—This course is a basic introduction to welding and cutting processes. Topics include: shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding. Cutting processes include oxy-fuel cutting and plasma arc cutting. Electric arc and oxy-fuel safety rules will be discussed.

**Lecture Hours:** 16      **Lab Hours:** 64

### **WEL339 Electromechanical Maintenance**

**3 credits**—This course is a basic introduction to welding and cutting processes. Topics include: shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding.

Cutting processes include oxy-fuel cutting and plasma arc cutting. Electric arc and oxy-fuel safety rules will be discussed.

**Lecture Hours:** 16    **Lab Hours:** 64

### **WEL402 Tool Steel Welding and Heat Treatment**

**2 credits**—This course is an introduction to the fundamental operations of selecting, welding and heat treating tool steels. Classroom and shop instruction is given in welding safety, welding equipment, selection and manipulation of electrodes and the procedures in welding alloy and tool steels It will cover steel selection and basic heat treatment. Lab and class emphasis is on the changes that happen when steel is heated and cooled by welding as well as heat treating.

**Lecture Hours:** 16    **Lab Hours:** 32

### **WEL402 Tool Steel Welding and Heat Treatment**

**2 credits**—This course is an introduction to the fundamental operations of selecting, welding and heat treating tool steels. Classroom and shop instruction is given in welding safety, welding equipment, selection and manipulation of electrodes and the procedures in welding alloy and tool steels It will cover steel selection and basic heat treatment. Lab and class emphasis is on the changes that happen when steel is heated and cooled by welding as well as heat treating.

**Lecture Hours:** 16    **Lab Hours:** 32

### **WEL710 Robotic Welding**

**6 credits**—This course is an introduction to robotic welding. Students will learn the advantages and limitations of welding robots and their current application in modern manufacturing. Robot components and basic robot programming are covered in detail. The variables for Gas Metal Arc Welding, arc welding safety, robot safety and weld quality and weld defects are included.

**Lecture Hours:** 48

**Prerequisite(s):** WEL11, WEL155, WEL186, WEL187, and MAT772

### **WEL710 Robotic Welding**

**6 credits**—This course is an introduction to robotic welding. Students will learn the advantages and limitations of welding robots and their current application in modern manufacturing. Robot components and basic robot programming are covered in detail. The variables for Gas Metal Arc Welding, arc welding safety, robot safety and weld quality and weld defects are included.

**Lecture Hours:** 48

**Prerequisite(s):** WEL11, WEL155, WEL186, WEL187, and MAT772

### **WST101 Women's Studies**

**3 credits**—This course serves as an introduction to the interdisciplinary field of women's studies and to current women's issues in our society. It explores ways in which women get marginalized and silenced primarily by the social definitions and the patriarchal male power



structure. The course seeks to help students develop critical thinking relative to contemporary gender issues; to explore their assumptions about gender; to illuminate social constructions of femininity and women's roles; and to uncover the ways in which social teachings shape and limit women's lives.

**Lecture Hours:** 48

### **WST101 Women's Studies**

**3 credits**—This course serves as an introduction to the interdisciplinary field of women's studies and to current women's issues in our society. It explores ways in which women get marginalized and silenced primarily by the social definitions and the patriarchal male power structure. The course seeks to help students develop critical thinking relative to contemporary gender issues; to explore their assumptions about gender; to illuminate social constructions of femininity and women's roles; and to uncover the ways in which social teachings shape and limit women's lives.

**Lecture Hours:** 48

### **WTT103 Wind Turbine Fundamentals**

**2 credits**—The Wind Turbine Fundamentals course will provide students with the knowledge of the different types of Wind Turbines. their development and their current status will be presented. The evolution of small(watts) to large(mega-watt) systems will be reviewed. The characteristics of wind capture and conversion will be analyzed from a regional, national and global perspective. Jobs, training and safety related to the wind industry will be studied. Students will be expected to carry out research and present reports on selected turbines or wind turbine manufactures.

**Lecture Hours:** 16    **Lab Hours:** 32

### **WTT103 Wind Turbine Fundamentals**

**2 credits**—The Wind Turbine Fundamentals course will provide students with the knowledge of the different types of Wind Turbines. their development and their current status will be presented. The evolution of small(watts) to large(mega-watt) systems will be reviewed. The characteristics of wind capture and conversion will be analyzed from a regional, national and global perspective. Jobs, training and safety related to the wind industry will be studied. Students will be expected to carry out research and present reports on selected turbines or wind turbine manufactures.

**Lecture Hours:** 16    **Lab Hours:** 32

### **WTT144 Wind Turbine System Controls**

**3 credits**—The Wind Turbine System Controls course will cover the control functions necessary to maximize a wind turbines output, to enable safe operation and useful life.

**Lecture Hours:** 32    **Lab Hours:** 32

### **WTT144 Wind Turbine System Controls**

**3 credits**—The Wind Turbine System Controls course will cover the control functions necessary to maximize a wind turbines output, to enable safe operation and useful life.

**Lecture Hours:** 32    **Lab Hours:** 32

# APPENDIX – R: Student Handbook

*This link is provided in addition to the Appendix that follows for the Student Handbook.*

- **Student Handbook (hyperlink version):**  
<http://www.hawkeyecollege.edu/students/handbook/default.aspx>



**2015-2016**  
**Student Handbook**

**The Hawkeye Community College Student Handbook is not a contract, but is intended solely to give students a description of student practices at Hawkeye Community College and may be withdrawn, revised, or amended at any time. In all cases, the version available at <http://www.hawkeyecollege.edu/students/handbook/default.aspx> will be the final authority regarding college policies and procedures. Questions regarding the Student Handbook should be directed to David Ball, Director of Admissions, Student Life, and Athletics or Stephanie Cherry, Associate Director of Student Life.**

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# Mission Statement

## Mission

The mission of Hawkeye Community College is a globally informed community of successful lifelong learners.

## Vision

Hawkeye Community College will be recognized for educational excellence, exceptional student services, and responsiveness to diverse communities.

## Institutional Goals

To effectively demonstrate our mission, we are committed to provide:

- Education opportunities that are student centered, comprehensive, and responsive to the individual and society.
- Leadership activities that support a dynamic framework for students, faculty, staff, and the community to reach their potential.
- Quality services to each qualified individual.
- Access sensitivity to diversity, support for equal opportunities for all qualified individuals.
- Cooperative community relationships which foster human, social, cultural, economic, and civic development.

## Our Pledge

As a college we will provide focus, meaning, and the skills necessary for qualified individuals to live competently in their communities.

## President's Office

Hawkeye Center  
Upper Level  
319-296-4201

# Accreditation

## Hawkeye Community College is accredited by:

**The Higher Learning Commission**  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440  
312-263-0456

**Iowa Department of Education**  
Grimes State Office Building  
400 E 14th and Grand  
Des Moines, IA 50319-0146

**National Alliance of Concurrent Enrollment Partnership (NACEP)**  
126 Mallette Street  
Chapel Hill, NC 27516  
919-593-5205  
877-572-8693 (Fax)

## Individual programs are recognized as follows:

**Practical Nursing and Associate Degree Nursing**  
Approved by the Iowa Board of Nursing  
State Capitol Complex  
1223 E Court Avenue  
Des Moines, IA 50319

**Dental Assisting and Dental Hygiene**  
Accredited by the Commission on Dental Accreditation  
American Dental Association  
211 E Chicago Avenue  
Chicago, IL 60611

**Medical Laboratory Technology**  
Accredited by the National Accrediting Agency for Clinical Laboratory Sciences  
8410 W Bryn Mawr Avenue  
Chicago, IL 60631

**Occupational Therapy Assistant**  
Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE)  
c/o Accreditation Department  
American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
301-652-AOTA

**Physical Therapist Assistant**  
Accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association  
1111 N Fairfax Street  
Alexandria, VA 22314  
703-706-3245  
[www.capteonline.org](http://www.capteonline.org)

**Respiratory Care**  
Accredited by the Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
817-283-2835

## Academic Affairs

Hawkeye Center  
Lower Level  
319-296-4015



## Emergency Medical Services

Committee on Accreditation of Education Programs for the Emergency Medical Services Professions  
(CoAEMSP)  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
www.coaemsp.org

Iowa Department of Public Health  
321 E 12<sup>th</sup> Street  
Des Moines, IA 50319-0075  
515-281-7689  
www.idph.state.ia.us

# Admission Policies

## Admission Requirements

Students wishing to enroll in a program of study must:

- Be a high school graduate or equivalent.
- Meet basic skill competencies in reading, writing, and math.
- Apply at Hawkeye.

**The program you are applying for may have additional admission requirements.** Please visit Programs of Study and review the Admission Requirements page of the program you are interested in for any additional program admission requirements.

### Basic Skill Competencies

Assessment provides information about your academic skills in reading, writing, and math. This information will be used to determine your acceptance, course selection, and registration.

We currently accepted the following assessments:

- ACT
- COMPASS
- ASSET
- SAT
- ACCUPLACER

### Previous College Experience

Assessment may be waived based on your previous college experience if applicable. Please send your college transcripts to the Admissions office. We will evaluate courses taken, credits earned, and grades received.

## Apply @ Hawkeye

### Guest Students

Students from another college or university wishing to register as a part-time student will need to complete the Guest Student registration process.

### Changing your Program of Study

Students wishing to change their major will need to complete the Change Your Program of Study Application.

### Application for Admission to a Program of Study

Please follow the steps below to ensure your application for admission to a program of study is completed properly.

1. Complete an admission application online at [www.hawkeyecollege.edu/go/apply](http://www.hawkeyecollege.edu/go/apply). There is no application fee.

## Admissions

Hawkeye Center  
Lower Level  
319-296-4000  
800-670-4769  
319-296-1651 (F)

2. Complete an assessment. The ACT, COMPASS, ASSET, SAT, and ACCUPLACER assessments are accepted for admission to Hawkeye Community College.
  - If you have completed an assessment, request your official scores be sent to the Admissions office. \*
  - If you need to take an assessment, call Student Services at 319-296-4014 to schedule a COMPASS assessment.
  - Assessment scores will be used to place you in coursework at Hawkeye Community College. To find out placement based on your assessment scores, visit [www.hawkeyecollege.edu/go/assessment-scores](http://www.hawkeyecollege.edu/go/assessment-scores)
  - Some programs require specific scores. Review admission requirements for your program at [www.hawkeyecollege.edu/academics/programs](http://www.hawkeyecollege.edu/academics/programs)
3. Have official transcripts sent to the Admissions office.
  - Official high school transcripts showing graduation and/or HiSET scores must be sent. \*
  - If you have taken college-level courses and would like to receive possible credit, you will need to have your previous college(s) send an official college transcript. \*

*\*Transcripts and test scores received directly from the student are not considered official.*

## Admission Confirmation

We will send you a letter of acceptance or non-acceptance in the mail notifying you of your acceptance status once you have completed the steps above. Please allow one week for processing.

## International Student Admission

1. Complete the International Student Application for Admission.
  - If your goal is to eventually complete a Bachelor's Degree in the United States, please list your major as Liberal Arts.
  - See programs of study for a complete list of programs of study offered at Hawkeye Community College.
2. Request ETS to send your official TOEFL results to Hawkeye Community College's Admissions office; our institutional code is 6288.
 

Minimum required TOEFL scores are 500 on the paper based, 173 on the computer based, or 61 on the iBT.

You may also choose to provide one of the Alternative English options.
3. Submit your financial statement with the required deposit shown. See costs of attendance.
4. Send a copy of your official high school and college (if applicable) transcripts to Hawkeye Community College's Admissions office.
5. Pay your deposit for mandatory health insurance. All international students at Hawkeye Community College are required to purchase health insurance. No other insurance plans will be accepted at this time.
6. If transferring from another U.S. institution, print a School Transfer Form.
  - Have your current institution's International Student Advisor (or appropriate position) fill out the form and return it to the address listed on the form.
  - All financial obligations must be satisfied (your bill must be paid in full) at your current school prior to being issued a I-20 by Hawkeye Community College.
7. If you are coming from home: after you have been admitted and received the Form I-20, **pay the SEVIS fee PRIOR to your visa appointment.**
  - After the payment is processed, you will receive a receipt which you need to print out, because it may be requested at the port of entry in the United States. The receipt is available only immediately after the payment is complete; you will not be able to reprint it again.

## International Student Services

Marina Durinova  
 Hawkeye Center  
 Upper Level  
 319-296-2329  
 ext. 1590  
 319-296-1028 (F)

## **Academic Admission Requirements**

International Students need to submit TOEFL or an Alternative English option for acceptance. You will be assessed in the area of math upon arrival. However, your TOEFL and COMPASS assessment requirements may be waived if you have successfully completed the following courses at an accredited United States Educational Institution:

- English Composition course.
- Transfer-level math course.
- College-level reading course.

These requirements will be waived only after Hawkeye Community College has received and evaluated an official transcript from the issuing institution.

## **Application Deadline**

Hawkeye Community College has a rolling deadline for Admissions Applications.

If you want a Form I-20 from Hawkeye Community College, you must be fully admitted with all required paperwork received a week before classes start.

The sooner you get accepted the easier it will be to get the course schedule you want.

If you are transferring to Hawkeye Community College from another college or university, please follow the admission process noted previously. Questions can be directed to the International Student Services Coordinator.

If you are applying from home, please start the process early. You will need to plan ahead for visa appointments and travel arrangements.

## **Admission Acceptance Notification**

After we have received and reviewed your application materials, we will send you a written notification once the admission decision has been made.

Hawkeye Community College will consider admission to International student applicants under the age of 18 on a case-by-case basis.

## **Certificate of Eligibility (Form I-20)**

Once you have been admitted you will be provided your Certificate of Eligibility (Form I-20).

To apply for an F-1 student visa you will need to take your Form I-20 and any other required materials for your visa appointment to a United States Embassy or Consulate in your home country. The F-1 student visa is required for you to enter the United States as a student.

Check the website of the Embassy or Consulate office you will visit for specific requirements needed to apply for an F-1 student visa.

International students are required to attend the educational institution designated on the Form I-20 and are expected to complete at least one semester at that institution prior to requesting transfer to any other educational institution.

If you choose to attend another institution after Hawkeye Community College has issued a Form I-20 you will need to contact us immediately so it may be corrected in SEVIS.

## **Readmission After Suspension or Expulsion**

### **Academic Suspension**

If you have been academically suspended from Hawkeye Community College, you must complete the Academic Suspension Appeal Process to be considered for readmission to Hawkeye Community College.

### **Dean of Students**

Nancy Henderson  
Student Services  
Hawkeye Center  
Upper Level  
319-296-4014

## Disciplinary Suspension/Expulsion

If you have been suspended or expelled from Hawkeye Community College for conduct or disciplinary reasons, you must schedule an appointment with the Dean of Students to be considered for readmission to Hawkeye Community College. Each case will be individually discussed with the Vice President of Academic Affairs.

## Suspended or Expelled from a School District or Another College

If you have been suspended or expelled from a school district or from another college or university for conduct or disciplinary reasons, your application for admission will not be considered until six months after your date of expulsion or suspension.

You must meet with the Dean of Students to be considered for admission to Hawkeye Community College. Each case will be discussed with the Vice President of Academic Affairs.

## High School Students - CollegeNow!

### Earn College Credit while in High School

Senior Year Plus (SYP) allows you to earn college credits at Hawkeye Community College while still in high school.

PSEO, Dual Enrollment, and Concurrent Courses are the types of college-level courses you can take. The courses may be offered at your high school or at Hawkeye Community College, and either you or your school district will pay for the courses.

## Admissions

Shelly Kuboushek  
Hawkeye Center  
Lower Level  
319-296-4233  
800-670-4769  
319-296-1651 (F)

# Paying for College

## Tuition and Fees

Hawkeye Community College strives to provide the highest quality education at the lowest cost possible.

### Costs per Credit Hour

2015–2016 Cost per Credit Hour	Resident	Non-Resident *
Tuition	\$152	\$177
Student Activity Fee	\$3.50	\$3.50
Computer Fee	\$4	\$4
<b>Total Tuition and Fees per Credit Hour</b>	<b>\$159.50</b>	<b>\$184.50</b>

\* Non-resident tuition is based on our residency policy.

You are responsible for the tuition and fees for the courses in which you have registered. You will not be withdrawn from school for nonpayment of tuition and/or non-attendance. See the tuition refund policy for more information.

## Business Services

Hawkeye Center  
Lower Level  
319-296-4417

## Program Supplies and Fees

Some programs, especially career or technical programs, may have additional costs such as course fees, lab fees, uniforms, tools, supplies, or equipment expenses. Total estimated program costs are available in Programs of Study. Contact your academic department for additional program costs.

## Total Cost of Attendance

A student's financial need is based on the total cost of attendance at Hawkeye Community College. In addition to defining financial need, the cost of attendance sets the limit on the total financial aid a student may receive. The cost components that can be included are prescribed by law.

Hawkeye Community College's cost of attendance is an estimate based on average educational expenses you can incur while attending classes at Hawkeye Community College.

### Estimated Cost of Attendance for Financial Aid Purposes

Based on a nine-month academic year of a full-time student living on their own.

<b>Tuition and Fees</b>	\$4,004
<b>Housing</b> Costs for room and board vary depending upon dependency status and your living arrangement such as living with a parent or in an apartment. Typical costs range from \$1,520 to \$5,720 for the nine-month academic year.	\$8,080
<b>Books and Supplies</b> The cost of books and supplies varies each semester and largely depends on your needs and your program of study. Contact the Hawkeye Bookstore for information about the cost of books.	\$1,000
<b>Personal Expenses</b> Personal expenses vary according to personal circumstances and spending habits.	\$1,782
<b>Transportation</b> Transportation expenses vary depending on how far you live from campus and your vehicle.	\$1,352
<b>Student Loan Fees</b>	\$32
<b>Hawkeye Community College's Total Cost of Attendance</b>	<b>\$16,250</b>

If you feel your cost of attendance should be adjusted for financial aid purposes because you are enrolled in a program that requires tools or equipment, please contact the Financial Aid office.

If you are enrolled less than half-time, your cost of attendance for financial aid cannot include housing, personal, or miscellaneous expenses.

## Community and Continuing Education Courses

Course fees for non-credit Community and Continuing Education courses are available from the Business and Community Education department.

## Tuition Refund for Credit Classes

Tuition refund only applies if you complete the withdrawal process to reduce your credit hours or completely withdraw from Hawkeye Community College. Not attending class is not considered a form of withdrawal, and you will still be responsible for paying the tuition and fees for those courses. You may appeal a refund decision by submitting a written request to the Financial Policy Waiver Committee.

## Fall and Spring Semester Tuition Refund Policy

You will receive a full refund of tuition and fees if you complete the withdrawal process before the first day of the semester.

A full refund of tuition and fees will be awarded if you complete the withdrawal process within the first 14 calendar days of a 16-week semester. If you withdraw from courses 15 or more calendar days after the start of a 16-week semester, you will not receive a refund.

Courses less than 16 weeks in length will follow a prorated refund schedule.

We highly recommend you finalize your schedule during the first week of the semester.

## **Summer Sessions Tuition Refund Policy**

You will receive a full refund of tuition and fees if you complete the withdrawal process before the first class meeting.

A full refund of tuition and fees will be awarded if you complete the withdrawal process within the first seven calendar days of an eight-week summer session. If you withdraw from courses eight or more calendar days after the start of an eight-week semester, you will not receive a refund.

Courses less than eight weeks in length will follow a prorated refund schedule.

Tuition refund applies only to reduction in credit hours or total withdrawal.

## **Tuition Refund for Non-Credit Classes**

Tuition must be paid two business days before the first class session. If you register, have paid the course fee, and are unable to attend, you must notify Hawkeye Community College two business days prior to the first class session to receive a full refund. This policy also pertains to third-party billing.

## **Student Accounts and Payments**

Even though you may be awarded financial aid, you are responsible to make payment arrangements with the Business Office before the due date listed on your first invoice.

There are several easy ways for you to pay your Hawkeye Community College bill in full, or you can set up a payment plan.

### **Making a Payment in Full**

- On My Hawkeye > My WebAdvisor > WebAdvisor for Students > Billing and Payment > Make a Payment > Pay on My Account.
- Over the phone with a credit card. Hawkeye Community College accepts Discover, MasterCard, and Visa.
- Mail a check to the Business Office.
- In person at the Business Office. A drop-off box is available after hours.

### **Payment Plans**

Payment plans are available at Hawkeye Community College through eCashier, a Nelnet Business Solutions product.

### **Invoice**

You can view your account balance in My Hawkeye > My WebAdvisor > WebAdvisor for Students > Billing and Payment > Account Summary by Term.

### **Outstanding Balances**

If you have an outstanding balance of any amount for:

- Tuition and fees.
- Library fines.
- Parking fines.
- Photo cage fines.

Hawkeye Community College reserves the right to withhold:

- Registration for credit and non-credit classes.
- Transcripts.

- Diplomas and certificates.

Once a year, Hawkeye Community College submits outstanding balances of \$45 or more to the DAS Offset Program. This program may garnish your state tax refund to pay your outstanding balance. The DAS Offset Program is operated by the State of Iowa and Iowa Department of Administrative Service.

## Residency Policy

When you apply to Hawkeye Community College, you will be classified as a resident or as a non-resident for admission, tuition, and fee purposes.

A student classified as a resident will pay resident tuition costs. A student classified as a non-resident will pay non-resident tuition costs.

Course fees for non-credit Community and Continuing Education courses are available from the Business and Community Education department.

## Student Records and Registration

Hawkeye Center  
Lower Level  
319-296-2460  
800-670-4743  
319-296-1609 (F)

### Determination of Residency Status

When considering you for resident status, Hawkeye will first consider the reason you are in Iowa and then the length of time you have resided in Iowa. If the primary reason you are in Iowa is for education purposes, you will be considered a non-resident.

It is your responsibility to prove you are in Iowa for reason other than educational purposes and to request a reclassification of residency status.

### Residency of Students under the Age of 18

Minors are considered students under the age of 18. Parents include legal guardians and individuals who have legal custody of the student.

Your residency will follow that of the parent(s) you reside with, unless you can prove emancipation. You must reside in Iowa for at least 90 days immediately prior to the beginning of the semester you would like to enroll in at Hawkeye Community College.

### Residency of Students who are not Citizens of the United States

A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A person may be accorded resident status for admission and tuition purpose when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and had not established domicile in another state.

A person, who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

A person who has non-immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A "student visa" is evidence of non-residency, however, in a rare case, a student holding the visa could prove residency.

### Residency of Federal Personnel and Dependents

A person and his/her spouse, who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

### Veteran's Exemption

A person and his/her spouse, who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status. A military service veteran who was a resident of the state of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his/her separation papers are filed with the county recorder.

## Providing Proof of Residency

To be determined a resident of Iowa, you must document residing in the State of Iowa for at least 90 days prior to the beginning of the term for which you are enrolling.

Hawkeye Community College may require proof of residency and reasons for being in Iowa. This may include written documents, affidavits, verifications, and other related evidence deemed necessary to determine why you are in Iowa.

To determine your residency status, you will be required to file at least two documents. No two documents may come from the same source. The following are examples of acceptable documentation:

- Written and notarized documentation from an employer that you are employed in Iowa or a signed and notarized statement from you describing employment and sources of support.
- Iowa state income tax return.
- A state of Iowa driver's license or non-driver ID.
- An Iowa vehicle registration card.
- An Iowa voter registration card.
- Proof of Iowa Homestead credit or property taxes.
- Rent receipts or a letter from the individual whose residence you are residing in. A lease agreement is not acceptable evidence.

## Reclassification of Residency Status

If you have been reclassified as a resident for tuition purposes, such classification will be effective beginning with the next term for which you enroll at Hawkeye. In no case will reclassification to residency status be made retroactive for tuition and fee purposes, even though you could have previously qualified for residency status had you applied.

## Appealing Proof of Residency Decision

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by the community college. The findings of the review committee may be appealed to the community college board, whose decision shall be a final administrative decision. It is your responsibility to prove you are in Iowa for a reason other than educational purposes and to request a reclassification of residency status.

# Financial Aid

## Communication from the Financial Aid Office

We will communicate with you through your Hawkeye email and My Hawkeye. Please check your email and My Hawkeye > My WebAdvisor > WebAdvisor for Students > Communication > My Documents often. Many items are time sensitive.

### Communicate via My Hawkeye

- View your Financial Aid Award.
- Notification of documents or forms.
- Accept or reject Federal Direct Stafford Loans.
- Your financial aid status by term and year.

### Information that is sent to your Hawkeye email

- Missing information or documents.
- Notification that your Financial Aid Award is available to be viewed in My Hawkeye > My WebAdvisor > WebAdvisor for Students > Financial Aid > Financial Aid Award Letter.
- Notification that changes to your Financial Aid Award have been made. View reasons why your award may be adjusted.
- Notification of your financial aid probation or suspension status.

## Financial Aid

Hawkeye Center  
Lower Level  
319-296-4020  
800-670-4769 ext.  
4020  
319-296-4495 (F)



## Your Rights and Responsibilities

When you accept your Financial Aid Award, you have indicated that you have read, understood, and will comply with all of the rights and responsibilities contained therein. These include:

### Your Rights

- You may appeal Hawkeye Community College's offer of financial assistance if you feel it is unfair or unreasonable. Appeals should be directed to the Financial Aid office. The Financial Aid Appeal Committee will review your appeal.
- Information given to Hawkeye Community College's Financial Aid office is treated confidentially.
- You may appeal a financial aid policy or procedure. The appeal may be initiated through the Director of Financial Aid.
- You may have your financial need reviewed if your circumstances change during the academic year. Contact the Financial Aid office if you feel that your calculated financial need should be reviewed.
- You have the right to contact the Federal Student Loan Ombudsman if the Financial Aid office did not address and/or resolve any dispute you brought forth in regard to the terms of your federal student loans (Stafford Loan, Perkins Loan, Parent PLUS Loan). You can contact the Ombudsman toll free at: 1-877-557-2575 or online at: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov).
- To know what the procedures and deadlines are for submitting applications for each available financial aid program.
- To know the terms and conditions of loan deferments for service in the Peace Corps and Volunteer Service.

### You have the right to ask Hawkeye the following questions:

- The names of the accrediting and licensing organizations.
- About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
- What the cost of attendance is, including tuition, books and supplies, and other miscellaneous expenses.
- How aid recipients are selected and how your need is determined.
- How much of your financial need, as determined by the college, is being met.
- To explain each type of assistance in your financial aid award.
- What the interest rate is on any student loan you have, the total amount you must repay, when repayment starts, and what cancellation and deferment provisions apply.
- The average indebtedness of a student who graduates from the college and the percentage of students who default on their federal student loans.
- If a work-study award is part of your financial aid package: what jobs are available, how many hours must be worked, what the duties are, the pay rate, and how and when you will be paid.
- How the college determines when a student is not making satisfactory academic progress and its implications.
- What special facilities and services are available to the disabled.
- Completion/graduation and job placement rates and how they are calculated.

### Your Responsibilities

- Review and consider all information about Hawkeye Community College's programs before you enroll at Hawkeye.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent you from receiving aid.
- Know all the deadline dates for applying or reapplying for aid and meet them.
- Submit a valid FAFSA while still enrolled.
- Read, understand, and keep copies of all forms you are asked to sign.
- Notify financial aid if you went to and received aid at another institution within the same academic year.
- Report additional financial aid (scholarships, grants, or loans) that you received, but is not listed on your current Financial Aid Award from Hawkeye Community College.
- Be sure to read all information associated with your Financial Aid Award, including this handbook.
- Accept and/or decline the awards offered by the deadline stated on your Financial Aid Award.

- You must comply with all federal requirements of the 1983 Amendments to the Military Selective Service Act.
- If you owe money from a prior over-award of federal funds at any institution, you need to make arrangements for repayment of the over-award. You are not eligible for financial aid if you owe a refund on federal funds.
- You must be in good standing and be making satisfactory progress as outlined in this handbook.
- Notify Hawkeye Community College of any information that has changed since you applied.
- You must meet other conditions contained elsewhere in this handbook.
- You will need to submit information requested by financial aid processors, Hawkeye Community College, or any other institution or program to which you are applying for aid to clarify your eligibility for financial aid.
- If you are selected for verification or financial aid review, you and your parent(s) (if applicable) may be required to submit additional documents. These may include signed copies of federal tax returns, W-2 forms, and financial aid verification worksheets. Failure to submit the requested information within the requested timeframe will result in the de-activation of your file and could result in the loss of available funds.
- You must repay all loans according to your established repayment schedule. You are not eligible for financial aid if you are in default on a Federal Perkins Loan, Federal Direct Stafford Loan, or Federal Direct Stafford Parent PLUS Loan received at any institution.
- You must participate in loan entrance counseling if you wish to receive a Federal Direct Stafford Loan.
- Participate in loan exit counseling if you received a Federal Direct Stafford Loan while you attended Hawkeye Community College.
- Satisfactorily perform the work agreed upon in your college work-study job.
- Understand the Hawkeye Community College withdrawal process and the refund policy.
- Maintain your current name, address, and phone number in My Hawkeye.
- Regularly check My Hawkeye > My WebAdvisor > WebAdvisor for Students > Communication > Missing Documents and your Hawkeye email.

## Applying for Scholarships

Your FAFSA does not qualify you for scholarships. You need to complete separate applications for the scholarships you would like to receive.

Hawkeye offers several scholarship opportunities through the Foundation office. You are encouraged to complete and submit a Hawkeye Scholarship application to be considered for the numerous scholarships available. The application deadline is March 1 for fall semester and October 1 for spring semester.

Other scholarship sources are also available.

## Work-Study

The work-study program is a federally funded program that enables Hawkeye Community College to employ students part-time for positions on or off campus.

Awards generally range from \$2,000 to \$3,000 per academic year, and you can earn only what you have been awarded. Your work-study funds will be disbursed only when you work the agreed upon hours.

Preference for work-study funds is given to students who have:

- The most financial aid need.
- Previously held a work-study position and whose job performance is in good standing.

## Applying for Work-Study

- Complete a FAFSA.  
The outcome of your FAFSA determines if you are eligible for work-study funds.
- Complete a work-study application.  
Print, complete, and submit your work-study application.

## Work-Study Award Notification

The Financial Aid office emails Work-Study Award notification separate from the regular Financial Aid Award email notification sent to you with your grant and loan eligibilities. The award amount listed on the email is the maximum amount you can earn in that given school year.

There is no guarantee of employment or that you will earn the amount awarded to you.

## Eligibility Requirements

The items listed below are the general eligibility requirements for federal and state aid.

Please read more about each of the specific financial aid programs to be sure you maintain your eligibility for your awarded financial aid.

1. File your FAFSA. You must file a FAFSA to establish eligibility for federal and state grant and loan programs.
2. Complete verification process if selected for verification. If you are selected for verification, you must submit the required documents to our office so the information on your FAFSA application can be verified as being accurate and we can process your financial aid.
3. Meet required academic qualifications. In order to enroll in classes at Hawkeye Community College and receive financial aid, you must meet Hawkeye Community College's admission requirements.
4. Have a High School Diploma or GED.
5. Enrolled in an eligible program to earn a degree, certificate, or diploma. Programs not eligible for financial aid include but are not limited to:
  - Continuing Education courses
  - General Studies – High School, Graduate, and Part-Time
  - Precision Agriculture
  - Product Development Certificate
6. Attend class. You must attend class on a regular basis and meet the Standards for Satisfactory Progress to receive financial aid.
7. Be up-to-date on your student loan payments and not owe an overpayment of federal or state aid. When completing your FAFSA, you must confirm you have been making payments on any pre-existing federal student loans and are not in default and that you do not owe an overpayment on a federal or state grant or loan.
8. U.S. citizen or eligible non-citizen. When your FAFSA is processed, the processing center matches your social security number to the Social Security Administration for citizenship and matches your permanent address with the Department of Homeland Security. If your FAFSA information fails to match the information either of these departments have, you will not qualify for financial aid.
9. Social Security Administration match. If your social security number listed on your FAFSA fails the Social Security match, we are required to resolve the discrepancy. Typically such discrepancies can be resolved by submitting a copy of your social security card to our office.
10. Selective Service Administration. General registration requirements apply to males who are at least 18 years old and were born after December 31, 1962. Any student that is required to register but fails to do so is ineligible for federal aid.
11. Conviction of possession or sale of drugs. A federal or state drug conviction can make you ineligible for financial aid funds. When completing your FAFSA, you self-certify that you have never been convicted of possessing or selling drugs for an offense that occurred while you were receiving federal student aid. If you have been convicted of possession or sale of drugs and are unsure if the nature and dates of your conviction make you ineligible to receive financial aid, contact the Department of Education at 1-800-433-3243 for clarification.

## Disbursement of Your Financial Aid

Your financial aid award will be applied to the balance on your student account. If additional funds are left over, you will have a credit balance and the Business Office will send you a refund check.

To check the amount of your credit balance check, visit My Hawkeye > My WebAdvisor (SOAR) > Financial Aid > Financial Aid Status by Term.

### We will disburse your financial aid after:

Your financial aid file is complete. To complete your financial aid file:

- Complete and submit required forms requested in My Hawkeye > My WebAdvisor > WebAdvisor for Students > Communication > My Documents.
- Complete verification paperwork if you were selected for the verification process.
- Accept or reject awarded Federal Direct Stafford Loans.
- Complete Master Promissory Note loan requirements.
- Complete Entrance Loan Counseling.
- Complete a Student Loan Game Plan.

You are reported as attending each class you are enrolled in.

Your financial aid will be disbursed in two equal installments; once in the Fall Semester, once in the Spring Semester. This happens approximately three weeks after the start of each semester.

If your financial aid file is not complete by the initial disbursement date, the disbursement of your financial aid will be delayed until approximately one week after your file has been completed.

You will only receive a financial aid disbursement for classes which you are registered for and attending.

## Loans

To receive your loan funds you must be registered and attending at least six credit hours.

Before your Federal Direct Stafford Loan funds can be disbursed, you must complete the following documents:

- Master Promissory Note (MPN). If you have not borrowed a Federal Direct Stafford Loan before.
- Entrance Counseling. If this is your first time borrowing a Federal Direct Stafford Loan.
- Student Loan Game Plan. If this is your first time borrowing a Federal Direct Stafford Loan at Hawkeye Community College.

Before your Federal Direct Stafford Parent (PLUS) Loan can be disbursed, the parent must complete a Master Promissory Note (MPN).

## Scholarships and Grants

Hawkeye Foundation scholarships will automatically be credited to your student account.

Outside scholarships will be credited to your student account once we have received the scholarship check.

State and federal grants will be disbursed to your student account once attendance has been reported. For 16-week courses, attendance is reported after the first 14 calendar days of the semester. For non 16-week courses, attendance is reported after the first seven calendar days of the semester.

## Work-Study

Your work-study funds will be directly deposited to either your checking or savings account once you have been hired for a work-study position and have begun working.

## Other Funds

Payments from outside agencies will be credited towards your student account when the funds have been received by the Business Office.

## **Credit Balance Checks**

If additional funds are left over after your financial aid has been applied to the balance on your student account, you will have a credit balance and Hawkeye Community College will send you a credit balance check or a direct deposit will be made.

Credit balance checks are mailed to the address you have in My Hawkeye > My WebAdvisor > My WebAdvisor for Students > Academic Profile > My Profile by the Business Office approximately 30 days after the start of the semester. If your financial aid file is not complete at that time, your credit balance check will be delayed and will not be sent until at least a week after your financial aid file has been completed.

Credit balance checks must be mailed and cannot be picked up at the Business Office.

### **Sign up for Direct Deposit**

Sign up for direct deposit so your credit balance will be directly deposited to your bank account, and you don't have to wait for a check.

To sign up, log in to My Hawkeye and go to My WebAdvisor > WebAdvisor for Students > Billing and Payment > Direct Deposit Student Refunds.

Make sure you check My Hawkeye > My WebAdvisor > WebAdvisor for Students > Communication > My Documents to ensure that all information is received to avoid any delays in processing and disbursement.

### **Refund Check Acceptable Use**

Acceptable use of your refund check includes paying for:

- Housing.
- Food.
- Gas.
- Daycare.

Your refund check cannot be used to purchase a car, pay for a vacation or trip, or be used towards other non-educational expenses.

## **Reasons Why Your Award May Be Adjusted**

### **Changes in funding**

Your financial aid award is based on projected funding from Federal, State, and Hawkeye sources. If the projected funding is more than the actual funding available, your financial aid award will be adjusted to reflect these changes.

### **Changes in federal regulations**

All federally funded programs are subject to change at any time as a result of legislative action.

### **Scholarship and grant eligibility requirements**

Scholarships and grants listed on your award may require you to maintain a specific grade point average or other academic or performance benchmarks. If these requirements are not met, you may not be eligible to continue receiving this funding.

### **Receiving financial assistance from sources not included on your award letter**

If you receive any additional funds from outside sources, including scholarships or private loans, that were not included on your financial aid award, please contact our office as soon as possible so we can include the funds in your award. This is required by federal regulations.

If the amount of funding from the outside source changes from what is listed on your award, please contact the Financial Aid office immediately so we can adjust your award accordingly.

We will make adjustments to your award as necessary to ensure that you do not receive more financial assistance than you are eligible to receive according to state and federal regulations.

### **Change in the number of credit hours in which you are enrolled**

The amount of your financial aid award depends on the number of credit hours you are taking. Your initial award is prepared based on full-time, full-year enrollment. If you are not enrolled in at least 12 credit hours or do not plan to come back to Hawkeye Community College for the Spring Semester, your award will need to be adjusted to reflect these changes.

Financial aid award amounts vary depending on the number of credit hours you are taking:

- Full-time is 12 or more credits.
- Three-quarter-time is 9-11 credits.
- Half-time is 6-8 credits.
- Less than half-time is 1-5 credits.

Before you make a change to the number of credit hours you are enrolled in, please contact our office. A change in credit hours can affect your financial aid award even after you have accepted the award. This will also make sure your financial aid is properly disbursed. **It is your responsibility to notify us of any changes in the number of credit hours you are taking.**

### **Repeated courses**

You are only allowed to repeat a class with a passing grade, D- and above, one time and receive financial aid for it. Regardless of your performance in this second attempt (pass or fail), you will not be able to receive financial aid for that same course again.

### **Class attendance**

You must attend class to receive your financial aid. Your instructors will report attendance after the first 14 calendar days of a 16 week semester, or the first seven calendar days of a non-16 week semester. This date is also known as the financial aid lock date.

If you are reported as not attending, we cannot include the course credit hours in your financial aid award. The reduced number of credits may reduce the amount of financial aid you are eligible to receive. As instructors report your attendance, you will see your award being adjusted.

### **Special circumstances**

Please contact our office if you have a special circumstance come up during the semester. A special circumstance may include involuntary loss of employment, high medical expenses, or other things that impact your financial situation.

## **Responsible Borrowing Sessions**

If you have borrowed more than \$12,000 as a dependent student or \$20,000 as an independent student in Federal Direct Stafford Loans you will need to complete a Responsible Borrowing Session each year you continue to borrow from the Federal Direct Stafford Loan program.

We will notify you through your Hawkeye email and My Hawkeye > Communication > My Documents if you need to complete a Responsible Borrowing Session.

In this session you will complete exercises that will help you keep your student loan borrowing to a minimum.

To complete your Responsible Borrowing Session you must:

- Watch the Responsible Borrowing videos.
- Complete the Responsible Borrowing Worksheet.
- Complete the online Responsible Borrowing Quiz.
- Return your completed worksheet along with any additional print outs requested during the session to the Financial Aid office.

**You will not be eligible to borrow Federal Direct Stafford Loans while attending Hawkeye Community College if you do not complete the Responsible Borrowing Session requirements.**

## **Exit Loan Counseling**

If you have borrowed a Federal Direct Stafford Loan while attending Hawkeye Community College, you will need to complete an Exit Loan Counseling session.

- Each certificate or diploma you earn.
- Before you graduate.
- If you withdraw from Hawkeye Community College.
- If you are enrolled in less than six credit hours.

This is mandatory even if you plan to continue your education here at Hawkeye Community College in another program or at another college or university.

You will not be able to receive an official copy of your Hawkeye Community College transcript or your diploma until you complete the Exit Loan Counseling.

Please allow three to four business days for processing.

If you received additional private educational loans you will need to contact that lender directly to set up your repayment options.

### **Average Total Loan Debt**

Hawkeye Community College's average total debt, excluding PLUS, for 2013-2014 for an Associate Degree was \$15,392 with an average monthly payment, over 10 years, is \$161.00.

### **In School Deferment**

If you continue your education at Hawkeye Community College in another program or at another college or university and your enrollment in classes for the next semester is more than half time, your loan will be eligible for in-school deferment. An in-school deferment form must be completed if you attend another school. You can get this form at your loan servicer's web page.

### **Exit Loan Counseling Sessions**

#### **Graduating Students**

Graduating students must attend an Exit Loan Counseling Group Session in person.

## **Taking Classes at Another College**

If you take a class(es) from another college during any semester, please meet with one of our advisors to discuss your financial aid options.

We may be able to complete a Consortium Agreement with the other college to disburse your financial aid based on enrollment at both institutions. This will need to be done each semester you take classes at another college.

Remember, you can only receive financial aid from one college at a time.

## **Satisfactory Academic Progress Standards for Financial Aid**

Hawkeye Community College's Satisfactory Academic Progress (SAP) standards for financial aid apply to all students who want to establish or maintain financial aid eligibility for federal, state, and institutional programs. These include but are not limited to: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal / State Work Study, Iowa Grant, Vocational-Technology Grant, Stafford Loan (subsidized and unsubsidized), and Parent PLUS Loan for Undergraduate Students.

These standards apply to your entire academic transcript, including terms for which financial aid was not applied or disbursed.

These are minimum standards that must be attained. Specific aid programs or department standards may require more than these minimum standards.

Hawkeye Community College reserves the right to place a student on financial aid probation or suspension who exhibits abuse of receipt of financial aid at any time or who receives a 0.00 GPA in any semester at Hawkeye Community College.

Satisfactory Academic Progress is monitored after each term.

**Financial Aid Satisfactory Academic Progress Standards is a different policy than the Academic Standards for Satisfactory Progress.** You will follow a different procedure when suspended academically and will need to contact Academic Affairs with questions. Academic suspension means you cannot attend nor receive financial aid at Hawkeye Community College.

**You may be suspended from financial aid, but not from Hawkeye Community College, so please always check with both the Financial Aid office and the Academic Affairs office.**

### **Satisfactory Academic Progress Standards for Financial Aid**

The Higher Education Act of 1965, as amended, requires students to maintain satisfactory progress toward their degree in order to receive financial aid.

Financial Aid Satisfactory Progress is a Three-Part Federal Regulation with minimum standards that must be attained.

Specific aid programs or department standards may require more than these minimum standards.

Students must adhere to these standards, whether or not financial aid was received for those attempted credits.

**Standard 1: Successfully complete a minimum number of enrolled credit/hours each term.**

You are required to earn, with passing grades, at least 2/3 (67%) of the credit hours of which you have cumulatively attempted.

**Standard 2: Complete a degree within a specific time period.**

Complete your program within 150% of the published length of the program measured in credit hours attempted.

Courses taken for, but not limited to audit, credits earned via Institutional Proficiency Exams, Correspondence, Independent Study, and College Level Examination Programs will be included in the measurement of time period allowed for the pursuit of a degree. However, these courses are not eligible for financial aid and do not count toward reinstatement of aid after suspension.

**Standard 3: Maintain a cumulative grade point average (GPA) consistent with graduation.**

Maintain a cumulative GPA of at least a 2.0 at all times as defined by the Academic Standards for Satisfactory Progress. This is monitored by the Academic Affairs office, and those that do not meet this standard will be suspended from the college. You will also lose your financial aid eligibility.

## **Grades**

Only grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are counted as meeting the required credit/hours.

The following do not count as completed credit/hours and may affect Satisfactory Academic Progress:

- Failed classes.
- Audited classes.
- Withdrawn classes.
- Incomplete grades.
- No credit/no pass.
- Grade requital.

If your incomplete grade is what made you be on probation or suspension, you must submit the final grade to the Financial Aid office for review.

Hawkeye Community College will count all credits towards your Satisfactory Academic Progress but only accept the highest grade obtained.

Courses accomplished by CLEP examinations will be counted as completed credit/hours.

## **Repeated Courses**

You are only allowed to repeat a class with a passing grade, D- and above, one time and receive financial aid for it. Regardless of your performance in this second attempt (pass, fail, or withdrawal), you will not be able to receive financial aid for it again.

## **Transfer Students**

Hawkeye Community College assumes transfer students enrolled at Hawkeye Community College are making satisfactory academic progress. However, Hawkeye Community College reserves the right to request transcripts of previous institutions attended at any time to determine prior completion rate.

You will be held responsible only for academic progress made at Hawkeye Community College. Hawkeye Community College will start monitoring your academic progress according to the Hawkeye Financial Aid Standards for Satisfactory Progress guidelines.



For Satisfactory Academic Progress purposes, a transfer student is somebody that has never been enrolled at Hawkeye Community College before. A student that was at Hawkeye Community College and then went somewhere else (whether a degree was obtained somewhere else or not) would not meet this definition.

## Probation Status

If you were placed on Financial Aid Suspension, your appeal has been approved, and you will be able to meet the Satisfactory Academic Progress Standards for Financial Aid again after the subsequent term of enrollment, you will be placed on "probation" status for one term and be eligible to receive financial aid as long as all other financial aid requirements are met, including appeal approval conditions.

## Suspension Status

If on probation status or warning status and after one subsequent term, you fail to meet **any** of the Satisfactory Academic Progress standards for financial aid, you will be placed on suspension status and be denied financial aid. Students receiving a zero completion rate in any term will also be immediately suspended.

The Financial Aid office will notify you of your suspension status via your Hawkeye email and of the appeal process you may complete to see if your financial aid eligibility will be reinstated.

If the grade that caused you to go onto suspension status was in error or submitted late, your suspension status may be lifted. If you feel your suspension status is an error or submitted late, complete the Satisfactory Progress Suspension Review Request form and return it to the Financial Aid office.

While on suspension status you are not eligible to receive financial aid.

## Appeal Your Financial Aid Suspension

If you fail to meet the Satisfactory Academic Progress standards for financial aid due to a crisis situation, such as personal illness or accident, serious illness or death within the immediate family, or other circumstances beyond your reasonable control, the following steps may be completed to receive consideration for reinstatement of financial aid eligibility.

- Complete the Financial Aid Appeal Form.
  - The Appeal Form requires you to provide a written explanation of your situation and provide supporting documents to verify your situation.
- You will need to meet with your academic advisor to get and complete an Academic Planning worksheet for Financial Aid.
  - They will help you develop a plan to complete your program and graduate from Hawkeye.
  - If you are suspended due to the 150% criteria, it is very important that this plan is outlined through graduation so the reviewing committee can evaluate courses/terms needed until then.
- Submit your completed Financial Aid Appeal Form, Academic Planning worksheet, and documentation of your crisis situation at the Financial Aid office. **If no documentation is submitted with the appeal, it may be denied.**

### Deadline

Appeals will only be reviewed for the current term until 30 calendar days into the term starting from the first day of the term. Appeals submitted after this timeframe will be reviewed for the following term.

### Reviewing Your Appeal

A committee will review your appeal paperwork to determine if your financial aid eligibility should be reinstated. We will contact you through your Hawkeye email with the decision once one has been made.

If you have already been awarded financial aid for the upcoming term, but your appeal is not complete or approved, your financial aid funds will be cancelled 30 days after the start of the suspended term. If your appeal is denied, your aid will be canceled upon the denial determination.

## Reinstatement of Financial Aid Eligibility

If your appeal is approved by the Financial Aid Satisfactory Progress Committee and your financial aid eligibility is reinstated, you will be placed on either Probation Status or Academic Plan Status, depending on amount of terms needed to meet the Financial Aid Standards of Academic Progress. You will receive a Satisfactory Academic Progress Agreement form via your Hawkeye email to be signed and returned to the Financial Aid office.

If at any time you are no longer following your academic plan and making academic progress, you will again be placed on Suspension Status.

If financial aid has already been awarded and your appeal is not completed or approved, the financial aid funds will be canceled 30 days after the start of the suspended term.

Reinstatement of financial aid is contingent upon the availability of the funds at the time the appeal is approved.

If you were also placed on an Academic Suspension, the approval of your financial aid suspension will not change your academic status. To check your current academic status you will need to contact your academic advisor or Academic Affairs.

## Financial Aid Impact When Withdrawing from Classes

Withdrawing from one or more of your classes can affect your financial aid depending on when you withdraw and your last date of attendance for each class being withdrawn. If you received a Federal Pell Grant, you must successfully complete your coursework or your Pell Grant for future semesters could be affected.

You earn your financial aid based solely on the length of time you attend class at Hawkeye Community College. Therefore, you may not have earned all of your financial aid when you withdraw or stop attending classes. Your Financial Aid will then be prorated and may cause you to have a bill.

If you withdraw from class before the financial aid lock date, your Financial Aid Award may be adjusted. Your Financial Aid Award is based on the number of credit hours in which you are enrolled.

**The Financial Aid office will not know the final results of any adjustments to your Financial Aid Award until after you have withdrawn.**

After the refund period, you will be responsible to pay tuition and fees for classes you have not dropped on My Hawkeye > My WebAdvisor > WebAdvisor for Students > Registration > Register and Drop Sections.

**Not attending a class will not drop you from a class.**

If you attended past the financial aid lock date, withdrawing from some of your classes may also cause you to be put on Financial Aid Warning or Suspension due to Financial Aid Satisfactory Progress Guidelines.

If you do not attend a late-start class, you will not have earned grant funds for that class. If you have tuition or fees due for that class based on the date of your withdrawal, you will be responsible for those charges.

The timing of when you withdraw from a late-start class will affect how we are able to calculate how much financial aid you actually earned for the term.

If you are enrolled or plan to enroll for another future late-start class (after withdrawing from a previous class), you will be asked to provide, in writing, your "Intent to Attend" the future late-start class. Failure to do so will result in an automatic calculation of "earned" financial aid.

When you withdraw from all of your classes, any loans you received while attending Hawkeye Community College will go into repayment. You will automatically be placed on Financial Aid Suspension.

Please always check with the Financial Aid office before making your final decision on withdrawing.

## Withdrawal Process

To withdraw from your class(es), you must do so through My Hawkeye > My WebAdvisor > WebAdvisor for Students > Registration > Register and Drop Sections.

The withdrawal date is the date on which you start the withdrawal process or the date you provide official notification to Hawkeye Community College of your intent to withdraw. However, if Hawkeye Community College can document an academically related activity different than the date that you officially withdrew, that date may be used.

If you leave school and fail to follow the withdrawal process, then it is assumed you withdrew at the midpoint of the period of enrollment unless Hawkeye Community College is able to document a date of academically related activity that is later than the midpoint. Your withdrawal date will be used to calculate the amount of Federal Title IV funds that will need to be returned.

The Financial Aid office is responsible for the calculation of the amount of Federal Title IV funds that you have earned at the point of withdrawal.

## Returning Unearned Financial Aid Funds

Hawkeye Community College will return any unearned aid that was applied to your institutional charges. You must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note.

If you owe a grant overpayment, you must make satisfactory repayment arrangements either with the Business Office at Hawkeye Community College or with the Department of Education.

If you fail to make satisfactory repayment arrangements within 14 days of the date on the notice of overpayment, you will be reported to the National Student Loan Data System and will become ineligible for future financial aid. For more detailed information about your earned and unearned financial aid, please read the information on Determining Your Earned / Unearned Financial Aid.

# Registering for Classes

Hawkeye Community College provides registration assistance and academic advising to help you choose the classes you should take. However, it is your responsibility to register for classes and fulfill the requirements of your program of study.

You are encouraged to register early for the best selection of courses and class times. Plan your course schedule carefully to keep changes to a minimum. Tuition, program length, and financial aid may be affected by course and/or section changes.

## How Do I Register for Classes?

**You are responsible for the tuition and fees for classes in which you have registered.** You will not be withdrawn from school for nonpayment of tuition and/or non-attendance. See the tuition refund policy for more information.

## Guest Students

If you do not plan to enroll in a program of study at Hawkeye Community College, but would like to take classes to enhance your skills or transfer to another school, you may register for up to 11 credits hours in the Fall or Spring semester or up to ten credits in the Summer semester by contacting the Student Records and Registration office.

**Some courses require prerequisites and/or are reserved for students enrolled in a specific program of study.** If a course has a prerequisite we require you to provide proof that you have met the prerequisite. Guest students are held to the same prerequisite requirements as degree-seeking Hawkeye Community College students.

Guest students are not eligible for financial aid at Hawkeye Community College.

## To Register

Call Student Records and Registration at the number listed above or stop by the office. We cannot register you via email.

We will need the following information:

- Courses in which you would like to register. Please have the six-digit course number available.
- Legal full name (first, middle, last).
- Address.
- Phone number.

## Student Records and Registration

Hawkeye Center  
Lower Level  
319-296-2460  
800-670-4743  
319-296-1609 (F)

- Personal email address.
- Social security number.
- Date of birth.
- Gender.
- The high school or GED center you attended and your graduation date.
- Previous college you have attended and the dates of attendance.
- Ethnicity.
- Race.
- Residency – are you an Iowa resident.
- Your educational goal.
- Proof you have completed any required prerequisites.

Once you are registered we will send you an email within 48 hours to your personal email address. This email will provide instructions on how to activate your My Hawkeye account as well as other important information about Hawkeye Community College.

### **Accepted for a Future Semester**

If you have applied to Hawkeye Community College and have been accepted to a semester other than the one you applied for, your desired program is either full or does not start during the semester you requested. You can take pre-coursework while waiting to get into your desired program. Please contact the Admissions office to activate the appropriate pre-program. You will receive an email about M.O.R.E (Mandatory Orientation and Registration Experience) in your Hawkeye email. When you receive the M.O.R.E email, follow the instructions to sign up for a M.O.R.E session.

### **Transfer / Pre-Technical Program Students**

If you have applied to Hawkeye Community College and have been accepted into a transfer or pre-technical program at Hawkeye, you must attend an M.O.R.E session (Mandatory Orientation and Registration Experience). Please check your Hawkeye email instructions on how to sign up for a M.O.R.E session.

### **Career / Technical Program Students**

If you have applied to Hawkeye and have been accepted into a career or technical program, you must attend a M.O.R.E session (Mandatory Orientation and Registration Experience). Please check your Hawkeye email instructions on how to sign up for a M.O.R.E session.

## **New Student / New Program Registration**

### **Accepted for a Future Semester**

If you have been accepted to a future semester, but wish to take pre-coursework while waiting to get into your program, contact the Admissions office to activate the appropriate pre-program.

#### **Register**

- To register, you must attend a M.O.R.E (Mandatory Orientation and Registration Experience) session. Check your Hawkeye email for instruction to sign up for a M.O.R.E. session.
- To learn more about the courses you will need to take a complete your program, visit the Programs of Study pages and find your program.

#### **Payment**

- Each credit for which you register, your Student Account will be charged the current tuition and fee rate.
- Non-payment or non-attendance does not withdraw you from your course(s).
- You are responsible for payment for each course for which you register.

#### **Books**

Visit the Hawkeye Bookstore to:

- Look up the textbooks you will need for each of your classes.

- Buy used and new textbooks in-store or online.

### **Attend**

- It is very important for you to attend class beginning the first day. If your plans change and you no longer wish to take the course(s) for which you have registered, you must officially withdraw from the course(s) to avoid being charged.
- You must attend class to receive your financial aid award and disbursement. If you are reported as not attending, the course credit hours cannot be included in your financial aid award package. The lesser number of credits may reduce the amount of financial aid you are eligible to receive and your award package will be adjusted accordingly.

## **Current Students**

### **Plan**

Plan your course schedule carefully to keep changes to a minimum. Tuition, program length, and financial aid may be affected by course and/or section changes.

- Run a Program Evaluation, otherwise known as a degree audit, to plan your schedule and track your program progress.
- Work with your advisor to select courses and review your progress toward completing your program.
- Search My Hawkeye for your courses.

### **Register**

If you have completed 12+ credits in your program of study:

- You can register in My Hawkeye > My WebAdvisor > WebAdvisor for Students > Registration > Register for Sections.

If you have recently changed your program of study and have not completed 12 credits in your new program:

- You may be required to attend a M.O.R.E. (Mandatory Orientation and Registration Experience) session to register. Check your Hawkeye email for more information.

If you need assistance or have questions, please contact your advisor, department secretary, or the Student Records and Registration office.

### **Payment**

- Each credit for which you register, your Student Account will be charged the current tuition and fee rate.
- There are several ways for you to pay your Hawkeye Community College bill.
- Non-payment or non-attendance does not withdraw you from your course(s).
- You are responsible for payment for each course for which you register.

### **Books**

Visit the Hawkeye Bookstore to:

- Look up the textbooks you will need for each of your classes.
- Buy used and new textbooks in-store or online.

### **Attend**

It is very important for you to attend class beginning the first day.

- Non-attendance and non-payment does not withdraw you from your course(s).
- If your plans change and you no longer wish to take the course(s) for which you have registered, you must officially withdraw from the course to avoid being charged.
- You must attend class to receive your financial aid award and disbursement.
- If you are reported as not attending, the course credit hours cannot be included in your financial aid award package. The lesser number of credits may reduce the amount of financial aid you are eligible to receive and your award package will be adjusted accordingly.

## Adding a Course/Late Registration

In order to get the best selection of courses and class times, students are encouraged to register early. Course schedules should be planned carefully so that changes after classes have begun are kept to a minimum. Students should also be aware that tuition, program length, and financial aid may be affected by course and/or section changes.

All new registrations must be completed by the end of the day on the Saturday before the term begins. Schedule changes are permitted through the second calendar day of any course (excluding Minimesters and select other courses). After the second calendar day of a course, a student may not add the course. Registration after the second calendar day of class is not permitted. Because vital instruction begins on day one, students are also encouraged to attend the class they wish to add.

Per initiatives of Retention and M.O.R.E. a student must also have an active program/major to register for courses.

Please keep in mind that your financial aid grants will not be adjusted as a result of any changes in your enrollment after the financial aid lock date, including late-start classes. Refer to the Financial Aid Handbook for more information.

## Enrollment Policy

You may not attend courses at Hawkeye Community College unless you are enrolled. You are considered enrolled in a course when you have:

- Registered for a course using My Hawkeye or by completing a Credit Course Registration form in the Student Records and Registration office.
- Paid all tuition and fees with the Business Office.

Enrollment in a course may be assumed by Hawkeye Community College and you may be registered based on your attendance in a course.

## Full-Time or Part-Time Status

### Full-Time Students

You are considered a full-time student if you are registered for:

- 12 or more credit hours during a 16-week semester, or
- At least six credits during an eight-week Summer term.

Enrollment verifications are based on a 16-week semester.

### Part-Time Students

If you are registered for fewer than 12 credit hours during a 16-week semester, you are a part-time student.

Please note, the amount of your financial aid award depends on your enrollment level. Your award amount will vary depending on how many credit hours you are registered for and you are attending.

## Academic Load

### Transfer Students

Students who plan to graduate with an Associate of Arts or Associate of Science degree within two years generally take 16 transferable credits per Fall and Spring Semester. Students cannot take more than 18 credit hours in a Fall or Spring Semester without the approval of an Academic Dean. Students cannot enroll in more than ten credit hours in the Summer Semester without approval of an Academic Dean.

### Career and Technical Students

Students in a technical program will follow their program of study for the suggested number of credit hours.

## Changing Your Program or Major Application

If you have applied, been accepted, or are currently enrolled at Hawkeye Community College and want to change your program or major, you will need to complete the Change Your Program/Major application at [www.hawkeyecollege.edu/go/apply](http://www.hawkeyecollege.edu/go/apply).

## Applying Credits to Your Degree

### Transferring Credits to Hawkeye

#### Sending College Transcripts

To transfer college credit you earned at another college or institution, you must request an official transcript be sent directly to Hawkeye Community College. The official transcript must:

- Be sent from your previous college or institution directly to Hawkeye Community College's Admissions office.
- Bear the official seal and signature of the official in charge of the records at your previous college or institution.

A transcript must be provided for each previous college or institution you attended to be considered for transfer credit even though all previous records may be summarized on one transcript.

Hawkeye Community College **will not accept unofficial transcripts** for transfer credit evaluation. You may provide unofficial transcripts or other academic records to prove a prerequisite has been completed to register for a sequential course.

#### Evaluation and Acceptance of Transfer Credits

The length of time to prepare a transfer evaluation varies. If your transfer credits are from a college located in another state or if your credits are not recent, it may take longer to evaluate your transcript.

Please allow up to three to four weeks from the time the transcript arrives at Hawkeye Community College. Transcripts will be evaluated by Hawkeye Community College's Student Records and Registration office.

#### Accepted Transfer Credits

You are encouraged to periodically check My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > Transcript to determine if transfer credits have been applied to your record. All coursework is listed in reverse chronological order with the most recent coursework at the top of the transcript. Transfer coursework is listed within the semester it was taken, and the Grade and Term fields are blank.

As of August 1, 2011, transfer credits earned Fall 2011 or later must be a C or higher to earn transfer credit. Transfer students who earned a C- or higher prior to Fall 2011 (Summer 2011 or earlier) will be awarded transfer credit.

Hawkeye Community College does not calculate transfer grade points into the Hawkeye Community College GPA, but the grade associated with the transfer course must meet the minimum grade requirement. Your GPA at Hawkeye only includes grades earned at Hawkeye Community College.

#### Credits from Regionally Accredited Colleges and Universities

Courses at a regionally accredited college or university will be accepted as transfer credits if Hawkeye Community College determines the course is transferable or technical.

- Courses considered to be developmental or remedial are non-transferable. Experiential credits are non-transferable.

#### Credits from Colleges and Universities with Candidate Statuses

Courses at a college or university that are candidate status for accreditation by a regional association, will be accepted as transfer credits in a similar manner as credits from a regionally accredited college or university. Credits must be applicable to your program of study.

### Student Records and Registration

Hawkeye Center  
Lower Level  
319-296-2460  
800-670-4743  
319-296-1609 (F)

### **Credits from Non-Regionally Accredited Colleges and Universities**

Hawkeye Community College will not accept credits from a college or university that is not regionally accredited.

### **Credits from Foreign Colleges and Universities**

All foreign transcripts will be professionally translated to English by a translation service upon receipt. Students must also provide official course descriptions in English in order to evaluate the coursework for transfer credit. Hawkeye Community College may need to forward the official transcript to a third party for further evaluation. This could take an additional few weeks.

- Courses from a foreign educational institution may be accepted as transfer credits, typically assigned to general areas of study, after the following conditions have been met:
- It is determined what type of institution is involved.
- It is determined that it is recognized by the educational authorities of its country.
- The content and level of courses and programs are found to be comparable to those at Hawkeye.

### **Students with Military Experience**

Military transcripts will be evaluated for transfer based on the recommendations made by the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*.

Military transcripts will be received electronically by Hawkeye Community College Admissions office.

Credit may be granted for the following based on the American Council on Education's Guide:

- Vocational certificate for technical programs only.
- Lower-division baccalaureate degree.
- Upper-division baccalaureate degree.

For students in a technical program, your transcripts may be routed to appropriate staff if military coursework is potentially applicable to the program of study.

For students in a transfer program, a maximum of 21 elective credits may be awarded based on the ACE recommendations.

Community College of the Air Force: Up to 16 career-technical credits will be granted.

College-Level Examination Program (CLEP): Credit is granted for selected exams but students must submit an official CLEP transcript to receive credit. Please refer to our credit by examination webpage for more information.

### **Credits from a Previous Associate's or Bachelor's Degree**

Hawkeye Community College will evaluate your credits based on the program of study you choose. Hawkeye Community College will only transfer courses needed for that program if the transfer course meets the minimum grade requirement.

### **Applying Credits to a Technical Program at Hawkeye Community College**

If it is determined that the course(s) taken are similar in course content to a required course in one of Hawkeye Community College's technical programs, a copy of your transcript will be submitted to the respective Hawkeye Community College academic department for evaluation. It is the department's discretion to accept or not accept the credit for the program.

You can run a program evaluation/degree audit at My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > Program Evaluation/Degree Audit. If the requirement has been fulfilled by a transfer course, the requirement will be marked with a C (Completed) on the left-hand side and a credit status of \*TE (Transfer Equivalency) will display next to the credit hours for the course. Transfer courses that were transferred but do not apply towards the program of study will be listed under Other Courses, typically located at the end of the degree audit.



## Earning Required Credits from Hawkeye Community College

To earn a degree from Hawkeye Community College, a certain number of credits must be earned while at Hawkeye Community College.

### Career or Technical Program

Associate of Applied Arts  
Associate of Applied Science  
Diploma  
Certificate

At least 1/4 of your required credits must be earned at Hawkeye Community College.

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### Transfer Program

Associate of Arts  
  
Associate of Science

At least 30 credits hours or 16 of your last 22 credit hours must be earned at Hawkeye Community College.

Hawkeye Community College will accept up to 16 credit hours of Applied Science and Technology credits as elective credit.

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## Determining Transfer Credit

Hawkeye Community College endorses the Joint Statement on Transfer and Award of Academic Credit approved by the American Council on Education (ACE), the Council on Higher Education Accreditation (CHEA), and the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Hawkeye Community College uses various publications in determining transfer credit including, but not limited to:

- Current issue of Transfer Credit Practices of Selected Education Institutions, published by the American Association of Collegiate Registrars and Admissions Officers.
- Publications of the American Council on Education.
- College Source.

The acceptance and use of transfer credit is subject to limitations in accordance with educational policies at Hawkeye Community College.

## Credits by Examination

Individuals who have acquired their education in a variety of ways can demonstrate their academic achievements through credit by examination. Credit may be given for college-level experience, demonstrated by acceptable test results, regardless of how the knowledge was acquired. Examination credit will not be awarded when a student has previously registered for or completed credit in a course.

Hawkeye Community College recognizes credit by examination as a valid means of granting college credit. This is also an opportunity for students to shorten their program of study.

Credit by examination is limited to 30 credit hours per student.

### Students may receive credit through:

- Advanced Placement (AP) program of the College Board.
- Selective tests of the College Level Examination Program (CLEP).
- Locally designed examinations administered by Hawkeye Community College. A fee will be assessed for test administration and transcript recording.
  - Registered or enrolled students must complete test out procedures prior to the end of the first week of class.
  - Comprehensive exams offered after the first week of class are considered to be final examinations.

### Credit by Examination Awarded by Another College or University

Credit may be awarded for previous exam or test out credits from another college or university. The exam must be transcribed by the granting college or university with a catalog number, course title, and credit hours. If exam information on a transcript is insufficient, students may be required to provide additional documentation to be reviewed on a case-by-case basis.

## Credits in Emergency Situations

Upon completion of two-thirds of a semester and the requirements of a course, you may request a grade from your instructor for a course in progress under the following conditions:

- Activation but not enlistment into the U.S. Armed Forces.
- Serious personal or immediate family illness requiring you to drop out of college.
- Other emergency circumstances that prevent you from finishing the semester. Your instructor's decision to this request will be final.

## Academic Integrity

The integrity of an academic program and degree rests on the principle that the grades awarded to students must reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, examinations, and other work. Violations of academic integrity include various types of plagiarism and cheating.

### Plagiarism

Plagiarism includes, but is not limited to:

- Using exact words from a source without appropriate crediting.
- Cutting and pasting electronically from any source without appropriate crediting.
- Using wording and/or sentence structure too close to the original in paraphrasing.
- Using visual images in whole or in part created by someone else.
- Buying a paper and presenting any part of it as your own.
- Borrowing any part of a paper and presenting it as your own without appropriate crediting.
- Falsifying or inventing any information or citation in an academic exercise.

### Cheating

Cheating includes, but is not limited to:

- Obtaining or giving assistance in any academic work such as on quizzes, test, homework, etc., without instructor's consent.
- Taking a test or course or turning in work for someone else.
- Allowing someone to take a test or course or turn in work in your name.
- Using crib notes or electronic devices to get unauthorized on tests or other in-class work.

### Discipline for Violations of Academic Integrity

Any violations of academic integrity are addressed first by your instructor within the classroom. Your instructor has the discretion to determine the level of severity in setting the appropriate penalty.

- **First Offense:** Your instructor may reduce your grade in the assignment or test. Your instructor has the right to assign you a grade of F in the course as a result of cheating or plagiarism. Your instructor has the discretion to file a report. This will be reported to your Academic Dean and to the Dean of Students office.
- **Second Offense:** Your instructor has the right to assign you a grade of F in the course. This will be reported to your Academic dean and the Dean of Students. You must meet with the Dean of Students.
- **Third Offense:** The Dean of Students will determine the appropriate penalty. Penalties can include, but are not limited to:
  - A grade of F in the course.
  - Recommendation of suspension from Hawkeye Community College.

### Dean of Students

Nancy Henderson  
Student Services  
Hawkeye Center  
Upper Level  
319-296-4014

### Academic Affairs

Hawkeye Center  
Upper Level  
319-296-4015

The penalty of a grade of F takes precedence over a course withdrawal received by the Student Records and Registration office on the same day or later than the incident of academic dishonesty. If you feel the penalty you received is unjust, you may request a review by the Academic Integrity Review Board. The board is composed of:

- Dean of Students (presiding).
- At least three faculty representatives selected from the Academic Standards and Issues Committee.
- Two Student Leadership Council representatives.
- Director of Students Records and Registration (serving ex officio).

The board will meet with you and your instructor to review the case and make recommendations to the Vice President of Academic Affairs, who will determine the appropriate penalty.

## Course Policies

### Drop/Withdraw from a Course

We recommend you contact your instructor, advisor, or an academic counselor before withdrawing from a course at Hawkeye Community College. They may be able to suggest alternatives to withdrawing that could aid in your success.

If you are receiving financial aid, please review the financial aid withdrawal policy and the financial aid warning/suspension policy or speak with a Financial Aid Advisor to learn how this may affect your financial aid eligibility.

Students are not withdrawn from school for non-payment of tuition.

Students are not withdrawn from school for non-attendance.

### Withdraw Process – Official and Un-Official

- Go to My Hawkeye > My WebAdvisor > WebAdvisor for Students > Registration to withdraw from a course until one full week prior to the end of the term for a full semester course (prorated for courses less than full term). You are not permitted to withdraw after this time.
  - Your withdrawal request date is the day you withdraw on My Hawkeye > My WebAdvisor.
- You will receive a grade of W if you withdraw from a course within the drop/withdraw period. The last date of attendance will be recorded as the day you withdraw on My Hawkeye > My WebAdvisor.
  - If you do not withdraw by the drop/withdraw date for your class and you stop attending, you will receive a grade of F. Your last date of attendance will be recorded by your instructor.
- If you fail to follow the withdraw process without good cause, you will not be considered officially withdrawn.
  - You are still considered enrolled, even if you stop attending classes. You must officially withdraw from your course through My Hawkeye > My WebAdvisor.
  - If you fail to officially withdraw, you forfeit your right to a refund and will receive a final grade in each course in which you enrolled.
- After you complete the necessary steps on My Hawkeye > My WebAdvisor to drop/withdraw from a course, it is recommended you print the registration results as your documentation and proof of dropping a course(s).

### Military Absence Policy

Hawkeye Community College acknowledges and appreciates the important contributions of our students who have served or are currently serving in our military. In order to support these students, Hawkeye Community College pledges to make every effort to provide reasonable accommodations for students who must be absent from class due to military obligations or required medical treatment for service-connected conditions.

The policy will provide that students shall not be penalized for class absence due to military obligations or required medical treatment for service connected conditions. Faculty will provide reasonable accommodations to make up missed work. These accommodations may include a selection of comparable coursework as agreed upon by the faculty.

### Military and Veterans Services

Robin Knight  
Brock Student Center  
319-296-2319  
ext. 1212  
800-670-4769  
ext. 1212

If all students have the right to drop a test/quiz grade, military-related absences will not constitute the dropped test and make-up tests unless the student chooses to use this option.

Both students and instructors must agree that the length of the absence is reasonable given the type and structure of the course. Student and instructor will sign a plan which details expectations for successful completion of coursework. In situations where the length of absences is detrimental to the student's ability to successfully complete the agreed upon plan and remain current with coursework, it may be within the students' interest to withdraw.

## Procedures and Documentation

In the case of military training or drill periods, the student should disclose the leave schedule to the instructor as soon as the unit provides such documentation. We understand that training schedules are subject to change; if a change occurs, the student should submit a memorandum from the reservist's unit to the faculty member. A full eight hours shall be excused before or after the military training or medical treatment to allow for travel time, if travel is required.

In the case of medical treatment, documentation of a VA appointment may be requested to validate the reason for the absence. Documentation should be provided directly to the instructor or through the Military and Veterans Services office. If the student chooses to submit it to the Military and Veterans Services office, the Military and Veterans Services office will notify the instructor of the legitimacy of these absences.

If the student chooses to withdraw due to lengthy military training obligations or extended medical treatment during the semester, they should be directed to the Military and Veterans Services office to proceed with the Military Activation withdrawal or other necessary procedures.

## Attendance

Students are encouraged to attend every class as regular attendance contributes to successful course completion. If you don't attend the first two classes of a course, you will lose your place, at the instructors discretion, to others waiting to register. If you do not attend any classes during a semester or term, it is still your responsibility to officially withdraw from your classes. If you do not officially withdraw by the appropriate deadlines, it is still your responsibility to pay all tuition and fees associated with the class. Not attending class can affect your financial aid.

It is the responsibility of the instructor and their department to keep accurate attendance records and to make required reports as established by Hawkeye Community College's administration. Instructors will publish and distribute attendance policy guidelines during the first class of a course.

## Prerequisites and Course Regression

### Prerequisites

You must meet the prerequisites for a course, unless you receive permission from the course instructor and appropriate dean. It is recommended you earn a minimum grade of C in all prerequisite courses. If you receive a grade of D+, D, D-, or F, you should talk with your advisor or department. If you do not receive credit for a prerequisite, you cannot take the next course in your sequence of study.

### Course Regression

Departments and programs sometimes identify courses as part of particular learning sequences that require a progression from one course to the next. Regression occurs when a student takes a course that is earlier in the sequence than a course he or she has already taken and passed. Courses taken in regression do not count toward graduation.

## Repeating Courses

If you receive an unsatisfactory grade, you may repeat the course at Hawkeye Community College or another accredited college, or receive credit by examination.

### Repeated Course Policy

The original course will be marked as repeated after a grade for the repeated course has been awarded. Your original grade will not be counted in your current cumulative GPA, however it will be displayed with a <R on the student's transcript. You cannot repeat a course and then choose the better of the two grades. Your

## Academic Affairs

Hawkeye Center  
Lower Level  
319-296-4015

## Student Records and Registration

Hawkeye Center  
Lower Level  
319-296-2460  
800-670-4743  
319-296-1609 (F)

repeated course grade will be counted toward your academic record and transcript. This does not apply to courses designed to be repeated.

If you withdraw from a course you are repeating for a better grade, your original grade will remain on your academic record. If you receive an unsatisfactory grade in a course designed to be repeated for additional credit, the new grade does not replace the old grade.

## Course Substitution

Students qualified for course substitution are determined to:

- Be disabled.
- Have reached their achievement level with appropriate accommodations and maximum effort from the student.

You may apply for course substitution through the Special Needs Coordinator if:

- You have made a good faith effort to complete the required course and you have utilized the accommodations recommended and approved by the Special Needs Coordinator and are unable to pass the course.
- You, the Special Needs Coordinator, and the Dean of Students have agreed that due to the nature and severity of your disability, beginning the required course isn't in your best interest.

Course substitutions will not be permitted if the required course is critical to the area of study and the substitution of a course would require a significant change in the essential elements of the curriculum.

## Canceling Courses

Hawkeye Community College reserves the right to cancel, reschedule, or adjust the class time of any course. You must follow the withdrawal process to receive a refund. If you would like to replace a cancelled course, you must complete the adding a course process.

## Audit a Course

Auditing a course provides you the opportunity to attend classes as a non-graded, non-credit participant. Students who audit a course typically want to review a subject as a refresher or for their general interest.

### Registering as Auditing a Course

- You must complete a Petition for Course Audit form before the course begins. Forms can be obtained in department offices or from the Student Records and Registration office. The deadline for filing this form is the date of course registration or prior to the first day of class.
- You must pay the current tuition and fees for the course when you submit your form.
- Class participation, assignments, tests, and quizzes are optional.
- An audited course will receive a grade of N and won't affect your GPA. If you would like to receive credit and a grade for the course, you will have to repeat the course.

## Finals Week

Final tests for courses are held during the last four days of 16-week and second 8-week courses. For first 8-week courses, final tests are held on the last day of class. Two hour blocks of time are scheduled for finals tests. During the Summer Term, the date of the final test is determined by the instructor of the course.

### Finals Schedule

Please note:

- If your course starts prior to 8:00am, consult with your instructor.
- The final test for Saturday courses will be held on the last Saturday class of the course from 9:00 to 10:50am.
- Confirm all final times with your instructor.

### Student Disability Services

Hawkeye Center  
Upper Level  
319-296-4014

### Student Records and Registration

Hawkeye Center  
Lower Level  
319-296-2460  
800-670-4743  
319-296-1609 (F)

### Academic Affairs

Hawkeye Center  
Lower Level  
319-296-4015

<b>If your class begins at or during:</b>		<b>Your final is:</b>	<b>Fall 2015</b>	<b>Spring 2016</b>
8:00-8:50am	MWF	8:00-9:50am	M - Dec. 14	M - May 11
9:00-9:50am	MWF	8:00-9:50am	W - Dec. 16	W - May 13
10:00-10:50am	MWF	10:00-11:50am	M - Dec. 14	M - May 11
11:00-11:50am	MWF	10:00-11:50am	W - Dec. 16	W - May 13
12:00-12:50pm	MWF	12:00-1:50pm	M - Dec. 14	M - May 11
1:00-1:50pm	MWF	12:00-1:50pm	W - Dec. 16	W - May 13
2:00-2:50pm	MWF	2:00-3:50pm	M - Dec. 14	M - May 11
3:00-3:50pm	MWF	2:00-3:50pm	W - Dec. 16	W - May 13
4:00-4:50pm	MWF	4:00-5:50pm	M - Dec. 14	M - May 11
6:00pm	M	6:00-7:50pm	M - Dec. 14	M - May 11
6:00pm	W	6:00-7:50pm	W - Dec. 16	W - May 13
8:00-8:50am	TR	8:00-9:50am	T - Dec. 15	T - May 12
9:00-9:50am	TR	8:00-9:50am	R - Dec. 17	R - May 7
10:00-10:50am	TR	10:00-11:50am	T - Dec. 15	T - May 12
11:00-11:50am	TR	10:00-11:50am	R - Dec. 17	R - May 7
12:00-12:50pm	TR	12:00-1:50pm	T - Dec. 15	T - May 12
1:00-1:50pm	TR	12:00-1:50pm	R - Dec. 17	R - May 7
2:00-2:50pm	TR	2:00-3:50pm	T - Dec. 15	T - May 12
3:00-3:50pm	TR	2:00-3:50pm	R - Dec. 17	R - May 7
4:00-4:50pm	TR	4:00-5:50pm	T - Dec. 15	T - May 12
6:00pm	T	6:00-7:50pm	T - Dec. 15	T - May 12
6:00pm	R	6:00-7:50pm	R - Dec. 17	R - May 7

## Make-Up Testing

Make-Up Testing is for Hawkeye Community College students who have missed a test and have made arrangements with their instructor to take their test outside of the scheduled classroom time and for testing assistance for students with special needs.

### Make-Up Testing

Hawkeye Center  
Upper Level  
319-296-2329  
ext. 1098

### Testing Policies

- Clear, valid photo identification must be provided every time a test is taken. Examples of approved ID include:
  - Hawkeye Card student ID
  - Driver's license
  - Passport
- Make-Up Testing staff will follow the instructor's specific testing instructions attached to the test. You should contact your instructors prior to your testing time to be certain of the materials that can be taken into the testing room and to be clear on all testing guidelines and instructions.
- You are responsible to provide any materials needed for testing such as calculators, blue books, pencils, etc. Make-Up Testing staff will provide all scratch paper.
- You will not be allowed to take outerwear (coats, hats, mittens, etc.), cell phones, backpacks, purses, and like accessories into testing rooms or to the testing tables. Lockers with padlocks are available.
- Appointments may be required for some accommodations and should be made 24 hours in advance.
- If you are caught cheating, you will be suspended from future testing opportunities in the Make Up Testing Center until disciplinary actions have been determined. Your instructor will be immediately notified.
- Children are not allowed in the Make-Up Testing Center.

These guidelines and procedures are in place to:

- Provide students with appropriate accommodations and testing environments.
- Give staff ample time to make appropriate arrangements for testing.
- Assure instructors that tests are secure and testers are well monitored.

Students with any questions should contact the Make-Up Testing Center

## Grading Policies

### Grades

These letter grades, descriptions, and points are used in all programs at Hawkeye Community College. An instructor or program may modify the grading system. Instructors are expected to inform you of their grading scale and procedures at the beginning of each course. The grading scale used by an instructor must be used for all students in a course and to all sections of a multi-section course.

Faculty determine the weight and value of final grades in their courses and are not obligated to use plus and minus grades. Hawkeye Community College will record letter grades as reported by the instructor.

Points on student transcripts will be recorded from the following scale:

Grade	Description	Points
A	Excellent	4.00
A-		3.67
B+		3.33

### Student Records and Registration

Hawkeye Center  
Lower Level  
319-296-2460  
800-670-4743  
319-296-1609 (F)

B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		0.67
F	Failure	0.00
I	Incomplete	0.00
N	Audit	0.00
O	Grade Requitual	0.00
P	Credit Earned/Pass	0.00
Q	No Credit/No Pass	0.00
W	Withdrew	0.00
<R	Course Repeated	0.00

You can make up a grade of I-incomplete by making arrangements with your instructor and academic dean to complete the unfinished course. You must complete the work within the first 15 days of the next 16-week semester unless you have extenuating circumstances. After this period of time, the grade will be changed to an F.

The grades of P and Q are used exclusively in courses designated by the Vice President of Academic Affairs.

The grade of O is awarded when a grade of F is required or forgiven.

## Your GPA

The grades of N, O, P, Q, W, and X are not used in computing your current or cumulative GPA.

### Calculate Your GPA

Enter your current GPA and the number of graded credit hours you have earned prior to the current semester in the top boxes. If you are a new student, leave these fields as 0.

Enter in the number of credit hours for each grade. For example if you received a B in a biology class (a 4 credit-hour class) and a B in a communications class (a 3 credit-hour class), enter 7 in the box for B.

[www.hawkeyecollege.edu/students/handbook/grades/gpa.aspx](http://www.hawkeyecollege.edu/students/handbook/grades/gpa.aspx)



## Dean's List

The Dean's List is an official recognition of outstanding academic accomplishment by full-time students. This recognition is awarded at the end of the Fall and Spring Semesters.

The Public Relations and Marketing office sends the Dean's List to newspapers in Iowa who then publish the names of the students in or around the newspaper's distribution area.

Hawkeye Community College uses the city and state listed with your permanent address, as provided by the student on the M.O.R.E (Mandatory Orientation and Registration Experience) questionnaire, as your hometown. If you would like to use a hometown other than the one listed as your permanent address, please update your hometown information.

### Qualify for the Dean's List

You must be a full-time student and successfully complete 12 or more credits in Fall or Spring Semesters with a semester GPA of 3.50 or better for courses taken at Hawkeye Community College. Students who have an outstanding grade of I in any course will not be eligible for the Dean's List. Students must have a minimum of 12 hours without courses with grades of N, O, P, Q, W, and X since these grades are not used in computing GPA.

## Early Alert Grades

Early alert grade reports are available approximately half way through the semester.

Early alert grades and enrollment report can be found in My Hawkeye > WebAdvisor for Students > Academic Profile > Early Alert Grades and Enrollment Report.

If you have an Early Alert grade of Q, you are currently receiving a passing grade.

If you have an Early Alert grade of C-, D+, D, D-, or F, we encourage you to meet with your instructor to review your status and discuss your options.

### Resources to Help You Improve Your Grade:

Take advantage of the following resources to help you achieve your academic goals.

- **Program Advisors**  
Schedule an appointment with your academic advisor as soon as possible. Your advisor can assist you with academic decisions.
- **Student Tutoring and Computer Lab**  
The Student Tutoring and Computer Lab has professional tutors who can help you with study skills, writing and reading skills, test taking, and note taking.
- **Counselors**  
Personal counselors are available to help you with your personal problems. They can help you identify issues that may be barriers to your academic success.  
A licensed mental health practitioner provides counseling services at the Student Health Clinic to help you with situations you encounter in your life that affect your learning environment.

## Academic Probation and Suspension (SAP)

Academic probation and suspension guidelines have been established according to Hawkeye Community College's policy.

You are responsible for monitoring your own progress.

Academic probation and suspension may impact your financial aid. Please consult the Financial Aid office if you have questions.

### Academic Probation

You will be placed on academic probation for one semester if:

- Your current semester GPA is below 2.00.
- Your cumulative GPA is below 2.00.

### Academic Affairs

Hawkeye Center  
Lower Level  
319-296-4015

- You transferred to Hawkeye Community College from another college and your cumulative GPA from coursework you transferred to Hawkeye Community College is below 2.00.

During the semester you are on academic probation, you must meet with your academic advisor to discuss your progress.

After the semester:

- If your term GPA and your cumulative GPA is above 2.00, you will be removed from academic probation.
- If your term GPA is below 2.00, you will be placed on academic suspension.
- If your cumulative GPA is below 2.00, you will be placed on academic probation.

## **Academic Suspension**

If after the semester of academic probation, both your current semester GPA and cumulative GPA are below 2.00, you will be placed on academic suspension.

If you were placed on academic suspension and would like to continue taking courses during the next semester, you must appeal your suspension. For example, if you were placed on academic suspension during Spring Semester and would like to continue to take courses the following Summer or Fall Semester, you need to appeal your suspension. If you skip a semester after you were suspended before you try to appeal your suspension, you will have to follow the Academic Suspension Readmission process.

### **Academic Suspension Appeal**

Before you can register for classes for the next semester, you must complete and submit an Academic Suspension Appeal Form. Please refer to your Notice of Academic Suspension email for due date.

Your appeal will be reviewed by the Suspension Committee.

If your appeal is granted:

- You will remain on probation.
- We might recommend you take a reduced course load.
- You will be required to meet with an Academic Advisor.

If you successfully appeal your suspension, return to Hawkeye Community College, and are academically suspended the next semester, you must sit out for no less than one semester before being allowed to return to Hawkeye Community College.

You will be academically suspended from Hawkeye Community College for a minimum of one semester if:

- You do not complete an appeal, or
- Your appeal has not been granted.

If you do not complete an appeal, you will be withdrawn from Hawkeye Community College.

### **Academic Suspension Readmission**

If you skip a semester after you were suspended, you will have to apply for readmission.

To apply for readmission, complete an Academic Suspension Readmission Request and meet with your academic dean before the start of the semester.

- As part of the process explained on the Academic Suspension Readmission Request form, you will meet with your academic dean to discuss your academic suspension.
- You must demonstrate to your academic dean how the problems leading to your academic suspension have been resolved or remedied.

Hawkeye Community College may elect not to readmit a student who has previously demonstrated poor academic progress.

If you are granted readmission we may recommend that you take a reduced course load.

# Grade Reports and Changes

In general, your grades will be available in My Hawkeye > My WebAdvisor > Web Advisor for Students four working days after the final day of the course.

Early alert grades and enrollment report can be found in My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > Early Alert Grades and Enrollment Report. The reports are available halfway through the semester if you have a grade of C-, D+, D, D-, or F.

Grades cannot be given out over the phone. If you question if a grade is valid, contact your instructor or academic dean. Grades are considered to be correct 15 days after the final day of the course.

## Grade Changes

If you question a grade you received, contact your instructor. If your grade needs to be adjusted, your instructor will submit a Grade Change form to the appropriate dean. The signed form is submitted to the Student Records and Registration office and will be recorded on your permanent record (transcript).

## Student Appeal of Final Grades

Assigning of final grades is the responsibility of the instructor teaching the course. No other instructor or staff member has the right to change or alter the assigned grade except as provided for in college policy or procedures.

## Appeal Process

You may challenge the final grade from an instructor. At any point in the process, you can seek the advice of a counselor to help work through the appeal process to assure you understand your rights and procedures. You and your instructor should maintain documentation of communication throughout this process.

1. Discuss the matter with your instructor. This discussion must be initiated within 15 college days following the completion of the course and must be documented via email to confirm the initial contact. Grade disputes due to computational errors by your instructor, computer errors, misunderstandings in completion or quality of assignments, etc., may be resolved by you and your instructor. In the event of a grade change, a grade change form must be completed and submitted.
2. If you and your instructor continue to disagree on the final grade, you may choose to appeal the grade.
3. The grade may be appealed to the appropriate Academic Dean. You should complete a grade appeal form and request a meeting with the Academic Dean to discuss the situation. This request must occur within five full college days of receiving a decision from your instructor.
4. After communicating with you and your instructor, the Academic Dean will render a decision and will communicate this to you and your instructor. This should occur as soon as is reasonable, but should take no longer than two weeks.
5. If you do not agree with the decision of the Academic Dean, you may appeal in writing. The Academic Dean will inform you of this right. The written appeal should be delivered to the Dean of Students within five full college class days after receiving the Academic Dean's decision. Your written appeal should include a request for a hearing by the Academic Appeals Review Board. The Dean of Students will forward your written appeal to the chairperson of the Academic Appeals Review Board within five full college class days of receiving your written appeal.
6. Within five full college class days, the chairperson of the Academic Appeals Review Board will notify you of the receipt of the request for a hearing. The Academic Dean will certify to the Academic Appeals Review Board that the steps in the grade appeal have been fulfilled and will forward a copy of all actions taken up to this point in the appeals process.
7. The Academic Appeals Review Board hearing will be scheduled within ten full college class days of receipt of your written request.
8. The decision of the Academic Appeals Review Board will be final.

If any timelines are not met by college personnel, the appeal automatically goes to the next highest level. If timelines are not met by you, the appeal process is cancelled.

## Academic Appeals Review Board

Voting members of the board include:

- Dean of Students or neutral Academic Dean.
- Three faculty members from Academic Standards and Issues committee.
- One Student Leadership Council representative.

Members serving in ex-officio:

- Director of Student Records and Registration or appropriate substitute.
- Student Services representative.

## Failure to Withdraw/Grade Requit

If you have received all grades of F for a semester due to a failure to withdraw from classes, you may appeal to have the grades changed. Complete the Grade Requit for Failure to Withdraw form from the Student Records and Registration office. You must meet all requirements to be eligible.

- You didn't complete the semester, receive a passing grade of A, A-, B+, B, B-, C+, C, C-, D+, D, or D-, withdraw from a course, or take the final test(s).
- You were unable to withdraw from courses due to circumstances beyond your control. Proof of your circumstances is required. Examples of circumstances that might be considered are:
  - Medical.
  - Military call-up.
  - Sudden and unexpected relocation.
  - Institutionalization.

Not having read the withdrawal policies will not be considered a reason for grade requit. You can make a written appeal to the Director of Student Records and Registration to have your grades of F changed to grades of O. This written appeal must include documentation from your instructors that you didn't take the final test(s). Your appeal will be reviewed by a committee appointed by the Director of Student Records and Registration. The committee will reach a decision within 30 days.

## Student Records and Registration

Hawkeye Center  
Lower Level  
319-296-4045  
800-670-4743  
319-296-1609 (F)

# Graduation

## Graduating Students

Hawkeye Community College celebrates the graduation of our students once a year in the spring.

The graduation ceremony is held in the McLeod Center at the University of Northern Iowa in Cedar Falls. If you plan to participate in the ceremony, you will need to purchase a cap, gown, and tassel for \$30 through the Hawkeye Community College Bookstore located in Hawkeye Center. Dates for cap, gown and tassel purchase vary from year to year. Please check the Hawkeye Community College website for current dates and times.

Students with a cumulative GPA of 3.5 or above, verified by Student Life staff, will receive an honors medallion. It is the student's responsibility to pick up their medallion from the Student Life office in the Brock Student Center.

## Applying for Graduation

### Graduation Application

Each student who is eligible for graduation must complete a graduation application and survey via My Hawkeye.

Students who have ran a program evaluation and have a status of "anticipated complete" should apply for graduation.

## Student Life

Brock Student Center  
319-296-4027  
1-800-670-4769  
ext. 4027

## Student Records

Hawkeye Center  
Lower Level  
319-296-4045  
800-670-4743  
319-296-1609 (F)

## When will you graduate?

**Fall graduates:** complete the graduation application after you register for your Fall classes.

**Spring graduates:** complete the graduation application after you register for your Spring classes.

**Summer graduates:** if you wish to participate in Spring commencement, complete the graduation application after you register for your Summer classes, but before the given deadline.

If you do not wish to participate in Spring commencement, you can complete the graduation application any time after you register for your Summer classes.

## Graduation Application Process

Students who have ran a program evaluation and have a status of anticipated complete are eligible to apply for graduation.

You will need to complete the online graduation application and survey for each program you would like to graduate from using your My Hawkeye account.

### Fall 2015 Graduates

- Register for your last semester of classes.  
Fall registration opens March 23, 2015.
- Complete the online graduation application and survey for each program from which you would like to graduate using your My Hawkeye account.

### Graduation application deadline:

Graduation application deadline for fall graduates is Friday, October 9, 2015.

To make changes to your graduation application, contact the Student Records and Registration office.

## Tips for Applying

**Name changes:** If you plan to change your name before graduation, please change the name on your application. There is a \$15 charge to reprint a graduation award. You will also need to do a formal name change with the Student Records and Registration office when your name officially changes.

**Address changes:** If you change your address on the graduation application, it does not change the address on your student record. The address on your student record can be changed in My Hawkeye or by contacting the Student Records and Registration office.

If you change the address on your student record after you have completed the graduation application, contact the Student Records and Registration office to make the change on your application.

**Commencement date:** This date should be entered in MMDDYY format.

**Program completion date:** This is not a required field. It is only required if you complete your program prior to the end of the graduating term.

## Graduation Requirements and Awards

Graduation requirements are established according to state and accrediting agency's guidelines. These requirements are approved by the Board of Trustees.

You must complete your program's graduation requirements in place at time of enrollment and maintain continuous enrollment of Fall and Spring semesters until you complete your program. If you leave and return to Hawkeye Community College, you must complete your program's current graduation requirements at your time of readmission.

You can use transfer credits toward a degree; however a certain number of credits must be earned at Hawkeye Community College. You must maintain a minimum GPA of 2.00 with passing grades in all courses in your program's sequence of study.

You must apply for graduation for your award to be mailed to you and to participate in the graduation ceremony. Awards are sent by mail to the address on your graduation application. You will not receive your printed award if you do not apply to graduate.

## Arts and Sciences Awards

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Associate of Arts (AA) Associate of Science (AS) Associate of General Studies (AGS)	Satisfactorily complete general education courses that are designed and acceptable for transfer.  Programs are at least four semesters and 62 credits in length.
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## Applied Science and Technical Awards

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Associate in Applied Arts (AAA) Associate in Applied Science (AAS)	Emphasis is placed on competence of applying basic principles, theories, and occupational skills.
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Satisfactorily complete your program and have met the minimum requirements for applied, technical, and general education courses.

Programs are at least four semesters and 60 credits in length.

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Diploma	Greater emphasis is placed on competence of occupational skills than an Associate in Applied Arts or Associate in Applied Science degree.
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Satisfactorily complete your program and have met the minimum requirements for applied, technical, and general education courses.

Programs are at least two semesters and 30 credits in length.

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Certificate	Certificates are awarded after satisfactory completion of non-degree or diploma programs of study.
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Programs are usually less than two semesters in length.

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## Graduating with Honors

Honors awards are given to graduates who have earned at least 12 credit hours in the past two years and have a cumulative GPA of 3.50 or higher.

**Presidential Honors** 4.00

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**High Honors** 3.75-3.99

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**Honors** 3.50-3.74

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# Student Records

## Permanent Student Records

An official transcript record of all credit granted to a person while enrolled at Hawkeye Community College or Hawkeye Institute of Technology shall be retained forever.

All student records and documents which are used to create, update, and support the accuracy of the official transcript will be retained for a minimum of five years after a student's last enrollment with Hawkeye. After five years, the official transcript will be retained electronically.

Duplicate electronic or microfilm records shall be housed in a fireproof and secure depository, in a facility other than that of the building in which the Student Records and Registration office is located.

## Student Records

Hawkeye Center  
Lower Level  
319-296-4045  
800-670-4743  
319-296-1609 (F)

## Privacy of Your Student Records

### Family Educational Rights and Privacy Act (FERPA)

This act offers students certain rights with respect to their education records.

- **Students have the right to inspect and review their education records within 45 days of the day Hawkeye Community College receives a request for access.**

Students should submit to the Director of Student Records and Registration or to an academic dean written requests that identify the record(s) they wish to inspect. A Hawkeye official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hawkeye Community College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

- **Students have the right to request the amendment of their education records that the student believes is inaccurate.**

Students may ask Hawkeye Community College to amend a record that they believe is inaccurate. They should write the Hawkeye Community College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Hawkeye Community College decides not to amend the record as requested by the student, Hawkeye Community College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent relates to directory information. Directory information is designated student information that is generally not considered harmful or an invasion of privacy if released. Directory information is designated to be used internally within Hawkeye Community College, but its purpose may also be to allow Hawkeye Community College to include this type of information about a student in certain school publications including, but not limited to, school directory, yearbook, honor roll or other recognition lists, and graduation programs.

Hawkeye Community College may designate the following information as directory information:

- Student's name.
- Date of birth.
- Grade level.
- Enrollment status.
- Major field of study.
- Dates of attendance.
- Degrees and awards received.
- Photograph or other likeness.
- Most recent previous educational agency or institution attended by the student.
- Other similar information.

Hawkeye Community College may designate the following information as directory information, which may be released with a signed request and photo ID of the requester:

- Student's address.
- Telephone number.
- Email address.

Hawkeye Community College will require a court-ordered subpoena to release any other information concerning a student's record.

Students who do not wish Hawkeye Community College to release directory information should complete a Request to Prevent Disclosure of Directory Information form within ten days of the start of each semester with the Student Records and Registration office.

Another exception to the consent requirement is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hawkeye Community College in administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Hawkeye Community College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. An additional exception to the consent requirement is Hawkeye Community College may forward educational record information to requesting institutions in which the student seeks or intends to enroll if the information is necessary to protect the health or safety of the student or other individuals.

- Hawkeye Community College, according to FERPA-34 CFR 99.34, may also disclose educational records to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purpose of student's enrollment or transfer.
- Solomon Amendment- Effective October 23, 1998, all colleges and universities are required to comply with the final regulations of the Solomon Amendment. Information released is limited to military recruiting purposes only. Information released is limited to current semester or the previous semester.
- **Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawkeye Community College to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

## Fraudulent Academic Credentials

Any student or person seeking to become a student at Hawkeye Community College who submits a fraudulent or altered academic credential to Hawkeye Community College or who is found to have fraudulently altered Hawkeye Community College academic credentials or records will be subject to penalties ranging from suspension or expulsion from Hawkeye Community College to legal prosecution.

## Request a Transcript or Duplicate Diploma

Transcripts are an official record of all credit granted to you while enrolled at Hawkeye Community College or Hawkeye Institute of Technology. Your transcripts are kept by Hawkeye Community College forever.

- You may request three free transcripts per semester. Additional transcripts are \$3 each.
- Transcript requests are processed in the order they are received.
- If you would like to pick up your transcript in person, you are required to show a photo ID.
- We do not release any non-Hawkeye transcripts that may be a part of your student file. Examples include your high school transcripts or transcripts from other colleges/universities.
- We will notify you promptly if there are any holds or special circumstances regarding your transcript. Any amount of money owed to Hawkeye Community College must be paid in full before your official or unofficial transcript is issued.



- Continuing Education transcripts can be requested by contacting the Cedar Falls Center.
- GED diploma and transcript requests should be directed to the Metro Center.

## Official Transcript Request

Official Hawkeye Community College transcripts are normally required by other educational institutions and may be mailed directly to the educational institution by Hawkeye Community College at your request.

Official transcripts:

- Bear the signature of the Director of Student Records and Registration.
- Are dated.
- Are sealed in an envelope.

Your signature is required to:

- Release transcripts to a third-party other than an education institution, such as an employer.
- Mail your transcript to you if your home address doesn't match the address on your student record.
- Release all other types of transcript requests.

To request an official transcript, print and complete the transcript request form. The completed request form can either be scanned in, emailed, faxed, or mailed to Student Records and Registration Office.

## Unofficial Transcript Request

Unofficial Hawkeye Community College transcripts can be issued directly to the student and are stamped "Issued to Student" in red.

If you are a current student, you can print an unofficial transcript from My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > Transcript, or you can print and complete the transcript request form, or email Student Records and Registration.

While we accept transcript requests via email, we **cannot email your transcripts.**

## Duplicate Certificate and Diploma Request

If your diploma or certificate (for undergraduate programs only) has been misplaced, lost, or destroyed, you can request a duplicate certificate or diploma by completing the transcript request form.

The cost of a duplicate diploma is \$15 and can be paid to our Business Office with a credit card, or you can mail a check along with the transcript request form.

The name on your duplicate diploma will reflect your legal name at the time you earned your degree.

All duplicate diplomas will have the current Hawkeye President signature and will say Hawkeye Community College even if you graduated when the College was Hawkeye Institute of Technology.

Please allow two to three working days for processing.

Your duplicate diploma will be mailed to the address you provide on the form, or you can choose to pick it up with a photo ID.

For duplicate continuing education certificates, please contact the Cedar Falls Center or an appropriate Continuing Education staff member.

## Change Your Name or Address

### Prospective Students

If you have applied to Hawkeye Community College, you may contact the Admissions office to update your name, address, phone number, or email address.

## Current Credit Students

It is your responsibility to report changes in name, permanent address, or permanent phone number to the Student Records and Registration office.

You can update your address on My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > My Profile > Update Personal Information.

### Name Change

Name changes cannot be done in My Hawkeye. You may contact these offices to request a name change.

- Admissions.
- Business Services.
- Financial Aid.
- Student Records and Registration.

The name on your student record should be your complete and legal name. Hawkeye Community College reserves the right to require adequate and appropriate documentation when evaluating and processing all name change requests. Allow 48 hours for the name change to take effect. A name change will not affect your network login, My Hawkeye account, or email.

## Continuing Education Students

You may update your student record with your most current address, phone number, and email address by contacting the Business and Community Education office.

# Student Rights

Hawkeye Community College students have certain rights as members of the academic community in addition to the rights they enjoy as citizens or residents of the United States and the state of Iowa.

Rights listed in this section reflect the principles that are essential to maintaining an environment that is conducive to learning.

## Human Resource Services

Hawkeye Center  
Lower Level  
319-296-4004

## Equal Opportunity/Affirmative Action

Hawkeye Community College is committed to maintaining an educational and work environment in which students, faculty, and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

## Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

## Sexual Harassment and Misconduct

Hawkeye Community College is committed to providing a work and educational environment free of sexual harassment.

Any form of sexual harassment that creates an offensive or hostile working environment or in which an employee demands sexual considerations in exchange for job benefits, grades, or other educational benefits will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is considered sexual harassment. Conduct includes but is not limited to:

- Sexual jokes, innuendo, flirtation, touching, advances, or propositions.
- Verbal abuse of a sexual nature.
- Graphic or suggestive comments about an individual's dress or body.
- Sexually explicit remarks to describe an individual.
- Display in the workplace of sexually suggestive objects or pictures, including nude photographs.

Any employee or student who believes he or she has been or is being sexually harassed should follow the complaint procedure and immediately report the facts of the incident, including the name(s) of the individual(s) involved.

## **Sexual Conduct Policy**

Hawkeye Community College is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct.

Sexual misconduct which includes sexual assault is a serious offense.

Hawkeye Community College encourages students to report sexual assault promptly to Hawkeye Community College Public Safety and the appropriate law enforcement agency.

Hawkeye Community College does not tolerate sexual misconduct in any form.

Sexually abusive behavior within Hawkeye Community College community is harmful to both the learning environment and the sense of community Hawkeye Community College is trying to foster among students, faculty, and staff.

All members of Hawkeye Community College community have an obligation to act responsibly in the realm of sexuality. This includes accepting personal responsibility for choices made about alcohol and drug consumption which might lead to behavior which violates another person. Additionally, all members of the College community have the responsibility to recognize and challenge any sexual misconduct.

The purpose of this policy is to encourage students to:

- take responsibility for their behavior,
- ensure compliance with applicable College, state and federal regulations,
- fairly discipline and sanction behavior that is inconsistent with College policies, and
- Educate students about implications and consequences of their behavior.

Students are expected to maintain the highest ethical standards of honesty and respect for others.

Hawkeye Community College students, often away from home for the first time, may be unsure of how to handle situations such as rapidly expanding social circles and a lack of parental restrictions.

In the context of intimate relationships, the use of alcohol or other drugs can blur the distinction between consent and manipulation. Non-stranger (date/acquaintance) rape happens most frequently at or after parties. Real or perceived power differentials between individuals also may create an atmosphere of coercion that can significantly impair the ability to consent. Being under the influence of alcohol or drugs is not an excuse under these procedures.

Hawkeye Community College provides ample resources to students and employees regarding education and treatment programs for the awareness of rape, acquaintance rape and other forcible and non-forcible sexual offenses. These resources include Seeds of Hope, Peoples Community Health Clinic, and Cedar Valley Friends of the Family.

## **If Sexual Misconduct Occurs**

If sexual misconduct occurs, many victims do not know where to turn for help or what steps to take after an assault has been committed. Although the choices about which options to explore rest solely with the affected student, Hawkeye Community College encourages students to take the following actions:

- Get to a safe place as soon as possible.
- Contact the Waterloo Police Department (911) and Public Safety from any campus phone. Hawkeye Community College Public Safety personnel are available upon request for assistance.

- Sexual assault is never the victim's fault. Every attempt will be made to keep the student free from any suggestion that he/she is responsible or was "contributorily negligent" or assumed the risk of being a victim of sexual misconduct.
- Victims of sexual misconduct are strongly encouraged to seek immediate medical attention at an area hospital or medical clinic. If the victim wishes, he/she will be assisted in seeking prompt medical attention.
- If at all possible, the victim should not change clothes, shower, bathe, douche, or urinate. Emergency room personnel are trained to check for injuries, as well as collect physical evidence. It is important to preserve evidence as it may be necessary for the proof of criminal sexual misconduct should you decide to pursue charges through the Waterloo Police Department or other relevant law enforcement authority.
- Hospital personnel are obligated to contact proper authorities regarding the assault. Although not obligated to do so, victims of sexual misconduct are highly encouraged to take advantage of victim's services to help them understand their options for off-campus proceedings and to receive counseling specific to their needs.
- Hawkeye Community College will do everything possible to provide a climate that is sensitive to and respectful and supportive of individual needs. The student will have access to existing campus counseling and support services and, when appropriate, adjustments will be made to academic schedules, etc.
- Supporting the victim is of primary consideration, as are exploring options and protecting the individual's rights. The individual has a right to confidentiality as allowed by law and to determine what options to pursue. Every report of sexual misconduct will be taken seriously and action will be taken as appropriate.

Hawkeye Community College Public Safety and the Student Health Clinic can provide assistance and support.

### **Procedures for Reporting Sexual Misconduct**

Incidents of sexual misconduct are notoriously underreported on college campuses, often because the victims do not recognize their experience as a criminal offense and/or a college violation or their lack of knowledge of and/or discomfort with campus and community resources.

Any student who is sexually assaulted or the victim of any sexual misconduct is encouraged to report the incident formally to one of the following individuals:

- the Dean of Students;
- Director of Public Safety;
- Public Safety Manager;
- Public Safety Officers;
- Or any administrator.

Sexual misconduct/assault is a criminal matter. The individuals listed above are required by law to file an official report.

Hawkeye Community College strongly encourages a victim of sexual misconduct/assault to make a report to the Waterloo Police Department or other local law enforcement agencies and to speak with a rape crisis or other counselor, on or off campus.

Police officers are trained in handling sexual assault cases. An officer can be dispatched to campus to meet with the person calling, to assist the victim in obtaining medical attention and emotional counseling, and to write a formal report of the incident.

The police report and any supporting evidence are turned over to the appropriate County Attorney's office, which decides whether there is sufficient evidence to prosecute.

Hawkeye Community College provides a mental health counselor and a nurse at the Student Health Clinic who can keep a sexual assault discussion confidential to the extent allowed by law.

### **Procedure for Processing Reports of Sexual Misconduct**

Reports of sexual misconduct alleging criminal conduct are referred to the Waterloo Police Department or other relevant law enforcement authority for processing.

Reports of non-criminal sexual discrimination/harassment are processed according to the procedure set forth in the Student Handbook and the Personnel Handbook.

Both the accuser and the accused are entitled to the same opportunities to have others present during any proceedings. Both the accuser and the accused will be informed of Hawkeye Community College's final determination following any proceedings with respect to the alleged sexual discrimination/harassment and of any sanction that is imposed against the accused.

Sanctions Hawkeye Community College may impose are detailed in the Student Handbook and the Personnel Handbook. Refer to Sexual Misconduct Policy under Student Conduct section of the Student Handbook.

## Missing Student Policy and Procedure

Hawkeye Community College is concerned about the safety of all students. The following procedure has been developed in order to assist in locating Hawkeye Community College student(s) living and working on the farm (located at 5503 Hammond Avenue, Waterloo, Iowa) who, based on facts and circumstances known to Hawkeye Community College, are determined to be missing.

This procedure is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Hawkeye Community College Public Safety, to local law enforcement (Black Hawk County Sheriff's Office, Waterloo Police Department, Cedar Falls Police Department, for example) to the Dean of Students or a counselor in the Student Services office. Every report made will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to Hawkeye Community College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students or his/her designee will place the call. For students under 18 and not emancipated, Hawkeye Community College will notify a parent/guardian in addition to any additional contact person designated by the student.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Hawkeye Community College. This emergency information will be kept in the Student Information System and will remain confidential.

### General Procedure

- The Hawkeye Community College administrator receiving the report will collect and document the following information at the time of the report:
  - The name and relationship of the person making the report.
  - The date, time, and location the missing student was last seen.
  - The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
  - The missing student's cell phone number (if known by the reporter).
- The Hawkeye Community College administrator receiving the report will contact the Vice-President of Academic Affairs, the Academic Dean, the Dean of Students and Public Safety in order to update them on the situation and to receive additional consultation. They will determine if/when other members of the Cabinet and the Director of Marketing need to be contacted.
- Upon notification from any entity that a student may be missing, Hawkeye may use any or all of the following resources to assist in locating the student.
  - Call the student's room.
  - Go to the student's room.
  - Talk to the student's roommates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - Secure a current student ID or other photo of the student from a friend.
  - Call/text the student's cell phone and call any other numbers on record.
  - Send the student an email.
  - Check all possible locations mentioned by the parties above including, but not limited to, library, lounges, student union, fitness center, etc.
  - Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook and Twitter.
  - Ascertain the student's car make, model and license plate number. Public Safety will also check Hawkeye Community College parking lots for the presence of the student's vehicle.

- Hawkeye Community College Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Hawkeye Community College network.
- Once all information is collected and documented and the Deans (or designee) is consulted Hawkeye Community College staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by Hawkeye Community College.

## Complaint of Discrimination

Students, prospective students, employees, applicants for employment, or any other interested persons who feel they have experienced discrimination should contact the Equity Coordinator.

All complaints and inquiries shall be promptly investigated. The result of the investigation will be reported to the President or designated official for review and final decision.

Current students, faculty, and staff can access the Procedure for Resolution of Discrimination Complaints in My Hawkeye.

## Affirmative Action

Hawkeye Community College has established and implemented an Affirmative Action Plan to reflect its ethical and legal pledge to comply with laws and regulations requiring Equal Educational Opportunity, Equal Employment Opportunity, and Affirmative Action.

## Educational Equity Statement

Hawkeye Community College is committed to equity and diversity in educational services and employment practices.

Hawkeye Community College curriculum, programs, and services will promote respect and appreciation for cultural diversity and an awareness of the rights and responsibilities of individuals as members of a global society.

Hawkeye Community College employees have a responsibility to contribute to an environment for learning and working that encourages and enhances the valuing of fairness, enthusiasm for diversity, and passion for respectful interaction.

Hawkeye Community College is committed to maintaining an educational and work environment in which students, faculty, and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

Hawkeye Community College has developed and implemented an Affirmative Action Plan to demonstrate an ethical and legal commitment to Equal Employment Opportunity. The Plan is designed to advance the representation and utilization of protected class members and to prevent discrimination. The Plan is periodically reviewed and revised in an evolving process to continually and optimally promote equity in educational services and employment practices at Hawkeye Community College.

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Students, prospective students, employees, applicants for employment, or any other interested person has the right to file a complaint alleging non-compliance by Hawkeye Community College with College, State, or Federal policies or regulations requiring non-discrimination in educational programs and employment.

### **Inquiries or complaints related to this Educational Equity Statement may be made to:**

John Clopton, Equity Coordinator and Title IX Coordinator for employees, Hawkeye Community College  
1501 East Orange Road, Waterloo, IA 50701, 319-296-4405 or 800-670-4769, ext. 4405

Nancy Henderson, Title IX Coordinator for students, Hawkeye Community College, 1501 East Orange Road, Waterloo, IA 50701, 319-296-4448, or 800-670-4769, ext. 4448

**Protected Classes (defined by authority)**

Federal Authority	Protected Class	Iowa Code Authority	Protected Class
Title VI	Race, Color, National Origin		
Title IX	Sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking)	§216.9 – Programs	Race, Color, National Origin, Sex, Disability, Sexual Orientation, Gender Identity, Creed, Religion
Section 504	Disability		
Title II of the ADA	Disability	§216.9(d)	Actual or potential parental, family, or marital status
Title II of GINA	Genetic Information		
VEVRAA of 1974	Veterans	§216.9 – Employment	Includes the protected classes covered under §216.9 and adds “sex” to those classes
Age Discrimination Act of 1975 (employment)	Age		

**Disabilities and Vocational Rehabilitation Acts**

Hawkeye Community College provides a variety of accommodations for qualified students with disabilities according to the Americans with Disabilities Act and Vocational Rehabilitation Act.

Services are designed to enhance the student’s abilities and are based upon a student’s individual needs. Hawkeye Community College makes every effort to assure that qualified students with disabilities have equal access to all services.

The student is responsible for providing documentation of the disability. Contact the Special Needs Coordinator for further information.

**Student Disability Services**

Hawkeye Center  
Upper Level  
319-296-4014

**Crime Statistics and Report**

The Hawkeye Community College Security and Safety Statistics are compiled from all reported incidents to Public Safety personnel. A formal report is not needed in order for a statistic to be included in the annual crime report. The report is published by October 1 of the current year and includes statistics for the previous calendar year. For example, the report published by October 1, 2011 includes statistics for the previous calendar year, 2010. The Public Safety office compiles Crime Report Statistics for any incident which occurs at any College owned or operated location. The staff, in cooperation with local law enforcement agencies, keeps a record of these statistics and reports the information to the National Uniform Crime Report Division of the FBI.

**Public Safety**

Hawkeye Center  
Upper Level  
319-296-4459

The Crime Report Statistics for the previous three calendar years are as follows:

	2011	2012	2013
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0
<b>Negligent Manslaughter</b>	0	0	0
<b>Sex Offenses, Forcible</b>	0	0	0
<b>Sex Offenses, Non-Forcible</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	1*	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Hate Crimes</b>	0	0	0
<b>Domestic Violence**</b>	---	---	0
<b>Dating Violence**</b>	---	---	0
<b>Sexual Assault**</b>	---	---	0
<b>Stalking**</b>	---	---	0

\* Metro Campus

\*\* Domestic violence, dating violence, sexual assault, and stalking were added to the report in 2013 in accordance with the 3-7-13 VAWA amendments.

Special mention will be made if any reported crime shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability. In the absence of special mention, no such crime occurred during the reporting period.

### **Iowa Sex Offender Registry**

You are advised that the Iowa Sex Offender Registry is available online. This notice is in compliance with the Clery Act.



## Complaint Policy

A complaint or grievance procedure is available if you feel a Hawkeye Community College policy or practice is:

- Improper.
- Unfair.
- Results in an unsatisfactory learning environment.
- There has been a deviation from, misinterpretation of, or a misapplication of a practice or policy.

This procedure is used when regular communication channels and approaches have failed. You can contact the Dean of Students to file a complaint.

## Right to Assemble

Hawkeye Community College recognizes the right for students to assemble. Persons involved cannot:

- Obstruct, disrupt, or otherwise interfere with instructional programs, administration, disciplinary procedures, board meetings, or any other authorized Hawkeye Community College function or event.
- Occupy or use any Hawkeye facility without appropriate permission.
- Physically abuse any person on the campus or at any Hawkeye Community College location, function, or event. This includes the threat or the encouragement of physical abuse.
- Steal or damage property of Hawkeye Community College or of any person on the premises of a Hawkeye Community College facility.
- Set a fire on the premises of any Hawkeye facility without appropriate permission from Hawkeye Community College administration.
- Interfere with the right of access to any Hawkeye Community College facilities or with any other lawful right of any person on Hawkeye Community College's property.
- Use or possess firearms, ammunition, or any other weapon on Hawkeye Community College property. This includes flammable devices, substances, or materials. Hawkeye Community College officials may authorize exceptions.

Any student who violates, attempts, or encourages a violation of these rules is subject to disciplinary procedures by Hawkeye Community College including expulsion.

## Student Publications

Publications, other than those originating from the central administrative offices of Hawkeye Community College, must receive approval of the Public Relations and Marketing office before being published and distributed.

## Posting and Distributing Literature, Political Activities, Free Speech, and Freedom of Expression on Campus

This policy is designed to monitor and provide guidelines for distribution and posting of printed materials, orderly conduct, and presence of political activities, free speech activities, and campaigning on Hawkeye Community College facilities.

Hawkeye Community College guarantees freedom of expression provided that such expression does not result in a disruption of the orderly operations of Hawkeye Community College facilities, programs, and activities. Hawkeye Community College's policy is to maximize the opportunity for free discussion and expression while minimizing the potential for disruption of classroom and college/facility activities, and interference with the ability of students to obtain an education. This policy is a companion to the "Right to Assemble" and "Student Rights" policies.

### Definitions

- Literature – Applies to printed material of any size or type including, but not limited to, fliers, announcements, advertisements, handbills, pamphlets, banners, posters, and business cards.
- Posting of Literature – Displaying of Literature on designated bulletin boards located in and on the Hawkeye Community College campuses and facilities.
- Distribution of Literature – Literature which is disseminated or circulated indiscriminately to any persons on the Hawkeye Community College campuses and facilities. Distribution by Hawkeye, or

## Dean of Students

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319-296-4014

related parties or agents at Hawkeye Community College's direction, shall not be considered indiscriminate distribution or circulation.

- Commercial Literature – Literature which directs attention to a business, commodity, service, or entertainment.
- Recognized Clubs/Organizations – Hawkeye Community College student clubs and organizations that are recognized by the Student Leadership Council and Student Life office, in accordance with the procedures described in the Start a Club or Organization policy, and are in active status.

#### **Standards for Literature to be Posted or Distributed**

- The Literature cannot contain tear-off items or strips.
- The Literature cannot advocate the commission of an unlawful act which is imminent or likely to occur at the time.
- The literature or its distribution on campus cannot impede the orderly conduct of college classes or college/facility activities, services, or operations.
- Literature, materials, or other insignia cannot include expression which is obscene or libelous according to current legal standards, or which so incites students as to create a clear and present danger or the commission of unlawful acts on the Hawkeye Community College premises, or the substantial disruption of the orderly operation of college/facility activities.
- Hawkeye Community College assumes no responsibility for the accuracy of the literature.

#### **Recognized Clubs/Organizations**

- The Literature of Recognized Clubs/Organizations may not endorse or recommend commercial products or services.
- The Literature of Recognized Clubs/Organizations shall meet the same standards as those found appropriate for other student publications and may not be sold.
- Literature posted by Recognized Clubs/Organizations in the classroom must be specifically related to classroom instruction or approved college/facility events, which could include rallies and other classroom instruction related events.
- Campaign activities for Student Senate elections must be in accordance with Student Senate qualifications and policies.

#### **Commercial Literature to be Posted or Distributed**

- Commercial Literature must concern lawful activity and not be misleading.
- Commercial Literature is restricted to designated public posting areas on campus.
- In order to be able to identify persons who may be responsible for fraud or false advertising, all printed Commercial Literature posted or distributed on campus must have printed thereon the organization/institution/affiliation which is distributing the Commercial Literature with its address or telephone number clearly stated.
- Posting or distribution of Commercial Literature of any kind is prohibited in classrooms unless directly related to classroom instruction.
- Hawkeye Community College does not endorse, sponsor, approve, authorize, or regulate any commercial business commodity, service, or entertainment permitted for posting or distribution.

#### **Procedure for Posting of Literature on Campus**

- All items of Literature for posting must be submitted during normal business hours to the Student Life office.
- The Student Life office will review and approve or reject the Literature based on the regulations and procedures as described in this policy, within two business days, where possible.
- Approved Literature will be posted by the Student Life staff on designated bulletin board(s), where requested and as space is available.
- Literature can be posted for a maximum of two weeks per submission. Submissions can be made no more than twice per semester.

#### **Procedure for Distribution of Literature on Campus**

- All Recognized Clubs/Organizations and/or Hawkeye Community College students wishing to distribute literature on campus must register with the Student Life office during normal business hours in advance of commencing distribution of literature, and acknowledge receipt of the applicable Recruiter and Vendor/Solicitation Regulations.
- Distributors are required to provide the following information: name of Recognized Club/Organization or individual, contact name, and dates and times of distribution.
- Any persons who fail to register before distributing literature on campus are subject to disciplinary action.
- All organizations and/or individuals other than Recognized Clubs/Organizations or Hawkeye Community College students wishing to distribute literature must first apply with the Student Life office at least five business days in advance of commencing distribution of literature. Approval or denial of such parties will be determined based on availability of space.
- No distributor shall touch, strike, or impede the progress of a passerby, except for incidental or accidental contact or contact initiated by a passerby.

- Persons shall not use any means of amplification that creates noise or diversion that substantially disrupts the orderly conduct of the college, campus, facilities, classes, or Hawkeye operations.
- All literature discarded in and around the area of distribution must be retrieved by persons distributing the literature, prior to departure.
- No restrictions shall be placed on subject matters, topics, or viewpoints expressed, as long as it does not include expression which is obscene, libelous, or slanderous according to current legal standards or which so incites students as to create a clear and present danger or the commission of unlawful acts on the community college premises, or the substantial disruption of the orderly operation of the Hawkeye Community College facility activities.
- Regulation of the time, place, and manner of free speech activities may be imposed for the purpose of preventing substantial disruption of the orderly conduct of college classes, Hawkeye Community College facility programs, or services. Such regulation must be reasonable and not discriminate on the basis of the content of the speech.

Nothing in this policy shall prohibit the regulation of hate violence directed at students or employees in a manner that denies their full participation in the educational process, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution and the laws and Constitution of the State of Iowa. Disciplinary action will be imposed for harassment, threats, or intimidation unless such speech is constitutionally protected.

## Retention Rate

Retention rate is the percent of Hawkeye Community College's first-time, full-time undergraduate students who continue at Hawkeye Community College the next year. The information reported is based on IPED's report on Fall 2011 cohort.

Hawkeye Community College's current retention rate is 66%.

## Graduation Rate

The graduation rate reflects students who started classes in the Fall of 2009, completed their program of study, and applied for graduation within 150% of the suggested length of study.

For example, students who started a two-year program, completed the program in three years, and applied for graduation are calculated in the graduation rate.

The graduation rate for individual programs may vary.

### Cohort Year: 2009

Male	32%
Female	30%
<b>Total Average</b>	<b>31%</b>

The graduation rate does not count students who started a program in the Fall of 2008 but transferred their completed coursework to another college or university prior to graduating.

## Completion / Graduation Percentage Rates

### Cohort Year: 2008

Ethnicity	Male	Female
Nonresident Alien	0%	0%
Black or African American	16%	11%

American Indian/Alaska Native	0%	100%
Asian	0%	50%
Hispanic/Latino	25%	29%
White	34%	32%
2 or More Races	0%	0%
Race/Ethnicity Unknown	0%	0%
<b>Total</b>	<b>32%</b>	<b>30%</b>

### Financial Aid Data

Financial Aid Data for first-time, full-time undergraduate students.

**Cohort Year: 2007**

Pell Grant Recipients	479
Subsidized Stafford Loan recipients who did not receive a Pell Grant	272
Recipients of neither a Pell Grant nor a Subsidized Stafford Loan	267

## Student Body Diversity

Hawkeye Community College's student body diversity for Fall 2013 enrolled, full-time students:

**Male** 46%

**Female** 54%

### Pell Grant Recipients

Student body diversity for full-time students enrolled during the 2012-2013 academic year receiving a Pell Grant:

**Male** 786

**Female** 953

A breakdown of the major racial or ethnic group off full-time students receiving a Pell Grant for 2012-2013 is as follows:

<b>Hispanic</b>	55
<b>American Indian/Alaska Native</b>	12

<b>Asian/Pacific Islander</b>	5
<b>Black or African American</b>	240
<b>Native Hawaiian/Other Pacific Islander</b>	1
<b>White</b>	1328
<b>Two or More Races</b>	31
<b>Unknown</b>	3

## Student Conduct

### Dean of Students

Hawkeye Community College students are expected to obey federal, state and local laws and regulations; show respect for properly constituted authority; and exhibit and maintain integrity and honor in all matters related to Hawkeye. Student behavior which, after due process, is found to be disruptive to classes, which interferes with the rights of others or which damages property, may result in probation or suspension from Hawkeye. Each student shall be expected to behave in a mature, adult manner. At all times, the rights of all students and Hawkeye personnel must be the primary consideration.

Student Services  
Hawkeye Center  
Upper Level  
319-296-4014

## Student Conduct Code

### I. Purpose

Hawkeye Community College is an educational institution that strives to promote the transmission of knowledge, the development of students and the well-being of society. The College is dedicated to providing a safe and civil educational setting for these endeavors, and has established this Student Conduct Code to promote the College's mission and protect the rights of students, faculty, and staff. Students are required to engage in responsible academic and social conduct that reflects positively upon the College community and to model good citizenship in any community. To this end, Students are expected to adhere to the following Student Conduct Code.

### II. Academic Misconduct/Dishonesty

The integrity of any academic program and degree rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. The College does not tolerate academic dishonesty or misconduct, including all acts of plagiarism and cheating.

The College defines academic dishonesty/misconduct through its Academic Integrity Policy, available in the Student Handbook. The Academic Integrity Policy will apply to all allegations and incidents of academic dishonesty or misconduct, including reporting, discipline, and appeal procedures.

### III. Sexual Misconduct

Consistent with its mission to provide a safe and productive learning environment, the College prohibits any Student from committing sexual harassment, sex-based harassment, sexual assault, and sexual exploitation (collectively "Sexual Misconduct"). Hawkeye College also prohibits other forms of sex-based harassment, such as domestic violence, dating violence, and stalking, whether sexually motivated or not.

The College protects its students from Sexual Misconduct, including domestic violence, dating violence, and stalking, under its Sexual Misconduct Policy, available in the Student Handbook. The Sexual Misconduct Policy will apply to all allegations and incidents of Sexual Misconduct, including reporting, discipline, and appeal procedures.

#### IV. Definitions

1. The term "**College**" means Hawkeye Community College.
2. The term "**Student**" includes all persons taking courses at Hawkeye Community College, either full-time or part-time, pursuing degree or non-degree programs. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" for purposes of this Student Conduct Code.
3. The term "**Faculty Member**" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "**College Official**" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "**Member of the College Community**" includes any person who is a Student, Faculty Member, College Official or any other person employed by the College. A person's status in a particular situation shall be determined by the Vice President of Academic Affairs or designee.
6. The term "**College Premises**" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "**Student Conduct Board**" means any person or persons authorized by the Vice President of Academic Affairs or designee to determine whether a Student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a Rules Violation has been committed.
8. The term "**Student Conduct System**" means any investigation, meeting, hearing, or other procedure following the report or complaint of Student Misconduct as stated in this Student Conduct Code.
9. The term "**Complainant**" means any person who submits a report or complaint alleging that a Student violated this Student Conduct Code. If another Member of the College Community submits the report or charge on behalf of a Student who believes that s/he has been a victim of another Student's Misconduct, the Student who believes s/he has been a victim will also be considered a "Complainant" for purposes of the rights afforded to a Complainant under this Student Conduct Code.
10. The term "**Accused Student**" means any Student accused of violating this Student Conduct Code.

#### V. Student Conduct Code Authority

The College's Dean of Students will have primary authority in implementing the Student Conduct Code. The Dean of Students may develop policies for the administration of the Student Conduct System and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of this Student Conduct Code.

The Vice President of Academic Affairs will have the authority to determine the composition of Student Conduct Boards, as well as carry out any other act authorized by this Student Conduct Code.

#### VI. Jurisdiction of the Student Conduct Code

The Student Conduct Code will apply equally to all students and to conduct that occurs on College Premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. The Student Conduct Code applies at all locations of the College. Through voluntary admission and entrance to the College, each Student indicates their willingness to be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, including conduct before classes begin, after classes end, during the academic year, or between terms of actual enrollment (even if the Misconduct is not discovered until after a degree is awarded). The Student Conduct Code applies

to a Student's conduct even if the Student withdraws from school while a disciplinary matter is pending.

## VII. Prohibited Conduct – Rules and Regulations

Any Student who commits, attempts to commit, or incites/aids another Student to commit acts of Misconduct may be subject to disciplinary procedures and sanctions as outlined in this Code. "Misconduct" is any one or more of the following offenses, although this is not an exhaustive list of all actions that may constitute Misconduct:

1. **Acts of Dishonesty** (not including academic dishonesty, which falls under the College's "Academic Integrity" Policy):
  - a. Furnishing false information to any College Official, Faculty Member, or office.
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - c. Tampering with the election of any College-recognized student organization.
2. **Disorderly Conduct:**
  - a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off-campus.
  - b. Disruption or obstruction of other authorized non-College activities when the conduct occurs on College Premises.
  - c. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College Community, including breach of the peace.
  - d. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, including breach of the peace.
  - e. Participating in lewd or indecent conduct.
  - f. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College Premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
  - g. Failure to comply with directions of College Officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
3. **Abuse and Harassment** (other than Sexual Misconduct under the College's Sexual Misconduct Policy): Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. **Theft and/or Property Damage:** Attempted or actual theft of and/or damage to property of the College or property of a Member of the College Community, on or off-campus.
5. **Hazing:** An act which endangers the mental or physical health or safety of a Student or other person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a student or fraternal group or organization. The apathy, acquiescence, or express or implied consent of the victim does not take an act out of the definition of "Hazing."
6. **Keys Violations:** Unauthorized possession, duplication or use of keys or identification cards to any College Premises or unauthorized entry to or use of College Premises.
7. **Policies:** Violation of any College policy, rule or regulation published in hard copy or available electronically on the College website.
8. **Laws:** Other acts in violation of any federal, state, or local law.
9. **Controlled Substance Use/Abuse:** Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. See the Drug-Free Campus Policy for additional information.

10. **Alcohol:** Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. See the Drug-Free Campus Policy for additional information.
11. **Dangerous Firearms, Weapons, or Other Items:** Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College Premises or use of any such item. If legally possessed, use in a manner that harms, threatens, or causes fear to others.
12. **Traffic:** Obstruction of the free flow of pedestrian or vehicular traffic on College Premises or at College sponsored or supervised functions.
13. **Misuse of Fire Alarms and Equipment:** Pulling fire alarms falsely or tampering with firefighting equipment (e.g., fire alarms, extinguishers, exit signs, fire hoses, smoke detectors, emergency lights).
14. **Computer/Technology Abuse:** Any act that constitutes a violation of the College's Computer Policies, Student Tutoring and Computer Lab Policies, and/or constitutes an act of Computer Misconduct as defined by College Policy. This also includes any act of "e-bullying" or "cyberbullying" another Student, faculty, or staff.
15. **Abuse of the Student Conduct System**, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Board or College Official to appear for a meeting as part of the Student Conduct System.
  - b. Willful refusal to cooperate in the investigation of a disciplinary matter without good legal cause (such as the potential for self-incrimination in an actual or potential criminal case) which refusal substantially impedes the investigation.
  - c. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - d. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - e. Institution of a Student Conduct Code proceeding in bad faith (i.e., filing a false complaint).
  - f. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
  - g. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, during, and/or after a Student Conduct Code proceeding.
  - h. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a Student Conduct Code proceeding.
  - i. Failure to comply with the terms of an interim or final order in a disciplinary matter, including sanction(s) imposed under the Student Conduct Code.
  - j. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System.
16. **Tobacco:** Violating the Tobacco-Free Campus Policy.
17. **Discrimination and Harassment** (other than discrimination and harassment under the College's Sexual Misconduct Policy): Engaging in behavior which is discriminatory, including harassment of other students and staff and faculty, based on race, color, creed, sex, gender, sexual orientation, gender identity, national origin, religion, age, disability, or veteran status. See Equal Opportunity /Affirmative Action Plan for additional information.

## VIII. Violation of Law and College Discipline

1. College disciplinary proceedings under the Student Conduct System may be instituted against a Student charged with Misconduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Dean of Students or designee. Determinations made or sanctions imposed under this



Student Conduct Code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a Student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a Student. If the alleged offense is also being processed under the Student Conduct Code, the College may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the College Community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of Student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College Community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. College conduct proceedings under the Student Conduct System are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in the Student Conduct System.

## **IX. Student Conduct Code Procedures**

### **A. Charges, Investigation, and Hearings.**

1. Any Member of the College Community may file charges against a Student for violations of the Student Code. A charge shall be prepared in writing and directed to the Dean of Students or designee. Any charge should be submitted as soon as possible after the event takes place, preferably within six (6) months of the incident.
2. Resolution by Mutual Consent.
  - a. The Dean of Students may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Students or designee. Such disposition shall be final and there shall be no subsequent proceedings.
  - b. If the charges are not admitted and/or cannot be disposed of by mutual consent, the case will proceed to an administrative hearing as set forth below.
  - c. If the Student admits violating institutional rules, but sanctions are not agreed to, the case will proceed to an administrative hearing as set forth below which shall be limited to determining the appropriate sanction(s).
  - d. The Dean of Students or designee may later hear the same matter or present the College's evidence at any hearing, and is not disqualified by reason of the investigation or attempting to resolve the matter by mutual consent.
3. Investigation and Enforcement Where Sanctions Will Not Rise to the Level of Suspension or Expulsion.
  - a. A conduct violation that may not result in the sanction of suspension or expulsion will be resolved through an administrative hearing before the Dean of Students or designee.
  - b. The Accused Student shall be provided with written notice of the alleged Misconduct which describes the charges, and gives the date, time, and place of the hearing. The time set for the administrative hearing will ensure a prompt and equitable resolution, not less than five (5) nor more than thirty (30) business days after the Accused Student has been notified. Maximum time limits for scheduling of an administrative hearing may be extended at the discretion of the Dean of Students.
  - c. The Accused Student shall be given an opportunity to request documents in the possession of the Dean of Students pertaining to the charges (unless prohibited from disclosure by law, privilege, work product protection, or to protect the health and safety of the victim or witnesses).
  - d. During the administrative hearing, the Accused Student will have an opportunity to respond to the charges and to present evidence or witnesses contesting the charges. The Dean of Students or designee will determine if a violation occurred and will issue appropriate sanctions.

- e. If an Accused Student, after receiving notice, does not appear for the hearing, the information in support of the charges will be presented and considered even if the Accused Student is not present.
  - f. The Dean of Students will notify the Accused Student of the outcome of the hearing in writing within ten (10) business days of completion of the hearing, or longer for good cause.
4. Investigation and Enforcement Where Sanctions of Suspension or Expulsion May Be Warranted.
- a. A conduct violation that may result in suspension or expulsion will be resolved through a Student Conduct Board hearing according to the following guidelines.
  - b. Hearings are closed to the public. The Accused Student and their advisor(s), if any, will be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board hearing will be at the discretion of the Chairperson of the Student Conduct Board.
  - c. The Accused Student will be provided with written notice which (1) describes the charges, (2) gives the date, time, and place of the hearing, and (3) indicates that suspension or expulsion may be sought as a sanction. The time set for the administrative hearing will ensure a prompt and equitable resolution, not less than five (5) nor more than thirty (30) business days after the Accused Student has been notified. Maximum time limits for scheduling of an administrative hearing may be extended at the discretion of the Dean of Students or Vice President of Academic Affairs.
  - d. The Accused Student shall be given an opportunity to request documents in the possession of the Dean of Students pertaining to the charges (unless prohibited from disclosure by law, privilege, work product protection, or to protect the health and safety of the victim or witnesses).
  - e. If an Accused Student, after receiving notice, does not appear for the hearing, the information in support of the charges will be presented and considered even if the Accused Student is not present.
  - f. The administrative hearing will be heard by a Student Conduct Board. The Vice President of Academic Affairs will appoint a Student Conduct Board Chairperson and at least two (2) members of the Student Conduct Committee to serve on the Student Conduct Board.
  - g. The Chairperson of the Student Conduct Board shall preside as the hearing officer over the hearing, and resolve all questions of procedure.
  - h. In hearings involving more than one Accused Student, the Vice President of Academic Affairs, in his/her discretion, may permit the Student Conduct Board hearing(s) concerning each Student to be conducted either separately or jointly.
  - i. The Accused Student has the right to be assisted by an advisor they choose, at their own expense. The advisor must be a Member of the College Community unless an exception is granted by the Vice President of Academic Affairs for an Accused Student who is involved in a pending or active civil or criminal legal proceeding. In that case, an attorney may be permitted by the Vice President of Academic Affairs to serve as an advisor.
  - j. The Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board hearing. A Student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board hearing, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - k. The College's evidence against the Accused Student will be presented by the Dean of Students or designee.
  - l. The Accused Student and the Dean of Students may arrange for witnesses, including the Complainant, to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are Members of the College Community, if reasonably possible, and who are identified by the Accused Student at least two (2) weekdays prior to the Student Conduct Board hearing.

Witnesses will provide information to and answer questions from the Student Conduct Board.

- m. Questions of witnesses may be suggested by the Accused Student to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the Chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Chairperson of the Student Conduct Board.
- n. Pertinent records, exhibits, and written statements (including student impact statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the Chairperson.
- o. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings (not including deliberations). Deliberations shall not be recorded. The record will be the property of the College.
- p. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote) whether the Accused Student has violated each section of the Student Code which the Student is charged with violating.
- q. The Student Conduct Board's determination will be made on a preponderance of the evidence standard, or in other words, the basis of whether it is more likely than not that the Accused Student violated the Student Conduct Code. In each case in which a Student Conduct Board determines a Student has violated the Student Conduct Code, they will also determine sanction(s) to be imposed by the Dean of Students.
- r. In each case in which a Student Conduct Board determines that a Student has violated the Student Conduct Code, the sanction(s) will be determined and imposed by the Dean of Students.
- s. The Student Conduct Board will notify the Accused Student of the outcome of the hearing in writing within ten (10) business days of completion of the hearing, or longer for good cause.

## B. Sanctions

- 1. The following sanctions may be imposed upon any Student found to have violated the Student Conduct Code:
  - a. **Verbal reprimand.**
  - b. **Warning:** A notice in writing to the Student that the Student is violating or has violated institutional regulations.
  - c. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designed period of time and includes the probability of more severe disciplinary sanctions if the Student is found to violate any institutional regulation(s) during the probationary period.
  - d. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
  - e. **Fines:** Previously established and published fines may be imposed.
  - f. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - g. **Discretionary Sanctions:** Work assignments, essays, service to the College, or other related discretionary assignments.
  - h. **Suspension:** Separation of the Student from the College for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
  - i. **Expulsion:** Permanent separation of the Student from the College.
  - j. **Revocation of Admission:** Admission to the College may be revoked for fraud, misrepresentation, or acts of Misconduct under the Student Conduct Code.
  - k. **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

**I. Removal of the Student from the course in progress.**

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Educational Records:
  - a. The formal written decision(s), the written notes, tape recordings and any other record of the disciplinary hearing proceedings will be maintained in the Dean of Student's office.
  - b. The records will be available to the Accused Student during the appeal period, to be viewed in the Dean of Student's Office.
  - c. The College rules, regulations and policies governing release of education records govern the dissemination of disciplinary records.

**C. Student Groups, Organizations, and Clubs**

Any student group, organization, or club may be subject to the same disciplinary proceedings for a charge of Misconduct as an Accused Student under Section IX of this Student Conduct Code. If the Dean of Students/Student Conduct Board finds a violation of the Student Conduct Code, the following sanctions may be imposed upon student groups or organizations:

1. Those sanctions listed above in Section IX(B)(1)(a)-(i).
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation. Loss of all privileges, including College recognition, for a specified period of time or indefinitely.

**D. Appeals**

1. The hearing decision of the Dean of Students or Student Conduct Board may be appealed by the Accused Student(s) to the Vice President of Academic Affairs or designee within five (5) business days of the decision. Such appeals will be in writing and will be delivered to the Vice President of Academic Affairs or designee.
2. If an appeal is filed, the Accused Student will receive written notification stating:
  - a. That the appeal has been filed;
  - b. The specific reason for the appeal, including a copy of the written appeal document; and
  - c. That they have the opportunity to submit additional relevant information and/or statements for review by the Vice President of Academic Affairs or designee within five (5) business days.
3. An appeal will be limited to a review of the verbatim record of the hearing, documents submitted during the hearing, and additional relevant documents/statements submitted by the Accused Student during the appeal for one or more of the following purposes:
  - a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision was supported by substantial evidence.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the Student was found to have committed.
  - d. To consider new information, sufficient to alter a decision not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.
4. The Vice President of Academic Affairs or designee may affirm, reverse, or modify the decision regarding the Violation and/or sanctions imposed.
5. A written decision of the Vice President of Academic Affairs shall be provided to the Accused Student and Dean of Students or its designee. The written appeals decision shall be completed within twenty (20) days of the date of appeal. The twenty (20) day deadline can be extended for good cause by the Vice President of Academic Affairs.

6. The written decision shall be the final decision.

## **X. Interim Suspension.**

There may arise, on occasion, circumstances in which a Student's conduct within the College interferes or disrupts effective instruction at the College, or presents a danger to the Student and/or campus community. In the following cases, the administration has the authority to act:

1. Significant Danger to Safety.
  - a. In certain circumstances, the Dean of Students or designee or Public Safety, may impose an interim suspension prior to the disposition of a Student Conduct hearing. Interim suspension may be imposed:
    - i. To ensure the safety and well-being of Members of the College Community or preservation of College Property;
    - ii. To ensure the Student's own physical or emotional safety and well-being;
    - iii. If the Student poses an ongoing threat of disruption of, or interference with, the normal operations of the College; or
    - iv. In other good cause identified in writing by the Dean of Students.
  - b. The Student will be notified in writing of this action and the reasons for the interim suspension. The notice will include the time, date, and place of a subsequent hearing at which the Student may show cause why his or her continued presence on the campus does not constitute a threat (and at which they may contest whether a campus rule was violated).
  - c. During the interim suspension, a Student will be denied access to the campus (including classes) and/or all other College activities or privileges for which the Student might otherwise be eligible, as the Dean of Students may determine to be appropriate.
  - d. The interim suspension does not replace the regular Student Conduct Disciplinary Process, which will proceed on the normal schedule.
2. Classroom Disruption/Interference.
  - a. Instructors have the authority to suspend a Student from their class, up to one (1) day. An incident report will be written by the instructor within three (3) working days. This report will be sent to the Dean of Student's office and a copy forwarded to the Academic Dean.
  - b. Upon consultation with the Dean of Students, an Academic Dean may suspend a Student within the department for a period of time not to exceed three (3) days, in addition to the one (1) day suspension imposed by faculty. An incident report will be written by the Academic Dean within three (3) working days. This report will be sent to the Dean of Student's office and a copy will be kept by the Academic Dean.

## **XI. Miscellaneous Provisions**

1. Composition of Student Conduct Committee.

The Student Conduct Committee is appointed by the Vice President of Academic Affairs who recommends the faculty (at least three (3)) and two (2) staff members. The Dean of Students or designee will preside over all meetings of the Student Conduct Committee.

2. Exoneration.

If, after sanctions are imposed, compelling evidence becomes available establishing an Accused Student's innocence, an Accused Student may present such evidence to the Dean of Students or Vice President of Academic Affairs and request that no reference to the charges or any sanctions related to those charges appear on the Accused's permanent transcript, and any reference previously placed thereon be removed. The Dean of Students or Vice President of Academic Affairs or decides in his or her reasonable discretion whether or not to grant the request.

3. Medical Amnesty.

Students who seek emergency medical attention for themselves or someone else related to the consumption of alcohol or drugs will be referred for substance abuse evaluation and/or treatment,

instead of receiving the sanctions referenced above for alcohol or drug-related code violations.

Medical Amnesty only applies when a Student initiates the call for emergency medical attention, the emergency medical attention is needed to address alcohol or drug emergencies, and the code violation does not involve a victim.

Medical Amnesty does not apply when the individual suffering from the alcohol or drug emergency is discovered by a College Official (e.g. campus security). It also does not apply to Violations of the Code that are egregious, in the judgment of the Dean of Students or Vice President of Academic Affairs, including, but not limited to, sexual assault, weapons possession, possession of drugs that induce incapacitation (e.g. Rohypnol or other “date rape drugs”), and all drug offenses beyond mere possession.

## **XII. Interpretation and Revision**

1. Any question of interpretation or application of the Student Conduct Code will be referred to the Dean of Students or designee for final determination.
2. The Student Conduct Code will be reviewed every three (3) years under the direction of the Dean of Students.

# **Sexual Misconduct Policy**

## **Purpose/Statement of Policy**

Hawkeye Community College strives to provide a safe and secure educational and workplace environment. Sexual discrimination in the form of sex-based harassment (including sexual harassment), sexual assault, and sexual exploitation (collectively “Sexual Misconduct”) is prohibited by the College. The College also prohibits dating violence, domestic violence, and stalking, which can also be forms of sex-based harassment (whether sexually motivated or not), and shall be considered “Sexual Misconduct” for purposes of this Policy. Prohibited conduct under this Policy also includes attempting or aiding in the commission of Sexual Misconduct or retaliating against another for exercising his/her rights under this Policy.

The College is committed to educating students, staff and faculty about its policies and procedures against sexual discrimination and Sexual Misconduct. Any such instances of discrimination and/or misconduct will be dealt with promptly by the College.

## **Scope of Policy**

This Policy covers all students and employees of Hawkeye Community College, regardless of sexual orientation or gender identity, and also applies to third parties. Students include those individuals taking courses at Hawkeye, either full-time or part-time, pursuing degree or non-degree programs. All locations of the College are covered by this Policy, including College-sponsored activities and events off-campus.

## **Prohibited Conduct/Sexual Misconduct Defined**

1. Sex-Based Harassment (including Sexual Harassment) is unwelcome conduct<sup>1</sup> of a sexual nature or aimed at another because of sex<sup>2</sup> which has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive working or educational environment.
  - a. Harassing conduct includes various types of unwelcome verbal, written or physical conduct, such as unwelcome touching; sexually explicit offensive jokes; sexually degrading graphic, verbal or written comments or questions of a sexual nature; sexual innuendo; sexual threats; obscene gestures; inappropriate humor and jokes about gender specific traits or sexual orientation; sexual propositions; sexually suggestive or insulting

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<sup>1</sup> Conduct is considered “unwelcome” if an individual did not request or invite it and considered the conduct to be undesirable or offensive.

<sup>2</sup> This includes both actual and perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

sounds and actions, including, whistling, leering, and obscene gestures; and may include Sexual Assault or Sexual Exploitation.

- b. A hostile environment exists when Sex-Based Harassment is sufficiently severe or pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on the circumstances. These circumstances could include:

- (1) the frequency of the conduct;
- (2) the nature and severity of the conduct;
- (3) the identity and relationships of persons involved;
- (4) the location of the conduct and the context in which it occurred;
- (5) whether the conduct was physically threatening;
- (6) whether the conduct was humiliating;
- (7) the effect of the conduct on the alleged victim's mental or emotional state;
- (8) whether the conduct was directed at more than one person;
- (9) whether the conduct arose in the context of other discriminatory conduct;
- (10) whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- (11) whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- (12) whether the speech or conduct deserves the protections of academic freedom.

The more severe the Sex-Based Harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of Sexual Assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the Sex-Based Harassment is not particularly severe.

Sex-based actions which are offensive or inappropriate, but do not rise to the level of creating a hostile environment, can still be reported and, where appropriate, the College will take remedial steps intended to end or prevent such actions in the future.

2. Sexual Assault: "Sexual Assault" is actual or attempted sexual contact with another person without that person's consent. Sexual Assault includes, but is not limited to, the following behaviors without consent:
- a. Intentional touching of another person's "intimate" parts, including genitals, buttocks, breast, or other body parts;
  - b. Coercing, forcing, or attempting to coerce or force a person to touch another person's "intimate" parts;
  - c. Rape or attempted rape;
  - d. Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person;

- e. Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition;
  - f. Inducing consent through drugs or alcohol; or
  - g. Ejaculation onto the person of another.
3. Sexual Exploitation: "Sexual Exploitation" occurs when a person takes sexual advantage of another person without that person's consent, including but not limited to sexual intimidation or distribution/publication of sexual or intimate information about another person.
  4. Dating Violence: "Dating Violence" is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (a) The length of the relationship.
    - (b) The type of relationship.
    - (c) The frequency of interaction between the persons involved in the relationship.
  5. Domestic Violence: "Domestic Violence" is the willful intimidation, physical assault, battery, sexual assault and/or other abusive behavior perpetrated by a domestic partner against the other partner, as well as any act that constitutes "domestic abuse" under Iowa Code § 236.2.
  6. Stalking: "Stalking" occurs when:
    - a. The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person's immediate family.
    - b. The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person's immediate family by the course of conduct.
    - c. The person's course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person's immediate family.
  7. Retaliation: Taking an action against an individual for seeking guidance, making a report, supporting a complainant, or assisting in providing information relevant to a report or complaint, or filing a complaint under this Policy.

**Definition of Consent:** "Consent" is defined as clearly communicating agreement or permission to participate in sexual activity. The consenting individuals must act freely and voluntarily and have knowledge of the act involved. Such consent may be withdrawn at any time, without regard to the preceding activity. A current or previous relationship, or past consent, is not sufficient to constitute consent. Consent may not be inferred from silence or passivity. Consent is voluntary, affirmative and clear. Consent cannot be given when a person is incapacitated (such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual disability that prevents an individual from having the capacity to give consent). Coercion, force, or threats invalidates consent.

### **Confidentiality**

Hawkeye is committed to creating an environment that encourages those who have experienced any form of Sexual Misconduct to come forward. The College will work to safeguard the personally identifiable information and privacy of those who seek help or who report Sexual Misconduct. It is important that those reporting Sexual Misconduct understand the limits on confidentiality of the individual who they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality.

Under Iowa law, communications with some individuals are confidential. Those who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies when seeking services from the following persons:

- Trained and statutorily certified victim's advocates (such as individuals at crisis centers such as Waypoint or Friends of the Family).
- Licensed psychological counselor (such as the mental health counselor in the Student Health Clinic).



- Licensed health care providers (including medical professionals at the Student Health Clinic).
- Personal attorney representing the victim.
- Religious/spiritual counselor.

Any other College employee, including counselors in the Student Services Office, cannot guarantee complete confidentiality. However, information is disclosed only to select officials who have an essential need to know in order to carry out their job responsibilities, such as investigating/adjudicating a complaint or providing interim protective measures. The College will also keep personally identifiable information out of public recordkeeping, including the College's Annual Security Report of Crime Statistics under the Clery Act.

As is the case with any educational institution, the College must balance the needs of the individual students with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a timely warning notice to the campus community. The notice would not contain any information identifying the person who brought the complaint.

## **Options for Assistance Following an Incident of Sexual Misconduct**

### **Medical Attention and Evidence Preservation**

Seek medical attention at a local hospital or clinic, both for physical well-being and to preserve medical and physical evidence. A free, confidential medical examination from a Sexual Assault Nurse Examiner (SANE) can be obtained. Bathing, douching, smoking, changing clothing and cleaning the scene of the assault is discouraged before seeking medical attention.

Preserve other evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents.

### **Victim Advocacy, Confidential Reporting and Mental Health Counseling**

Victims of Sexual Assault may also want to contact an advocacy group for information and assistance, or seek mental health counseling. The following is a list of such resources on or accessible from the College area:

On Campus:

Hawkeye Community College Student Health Clinic (Mental Health Counseling with licensed providers)\*  
Health Education and Services Center Building  
(319) 296-4224

Off-Campus:

Cedar Valley Friends of the Family\*  
319/352-0037 or 1-800-410-SAFE (7233)  
<http://cvfriendsofthefamily.org>

Waypoint Services\*

319/365-1458 or 1-800-208-0388  
<http://www.waypointservices.org>

Riverview Center\*

319/939-9599  
<http://www.riverviewcenter.org>

Iowa Domestic Violence Hotline\*

1-800-942-0333  
[www.cfiowa.org](http://www.cfiowa.org)

National Domestic Violence Hotline\*

1-800-799-SAFE (7233)  
1-800-787-3224 (TTY)  
<http://www.thehotline.org>

*\*Denotes confidential resource.*

# Reporting and Disciplinary Procedures

## Reporting to Law Enforcement

The College strongly encourages victims to report Sexual Misconduct to local law enforcement, but it is a victims' right to choose whether to make a report or decline law enforcement involvement. If making a report to law enforcement, whether on or off-campus, a report should be made to law enforcement in the applicable jurisdiction:

- For the College main campus and any of Hawkeye's metro sites (Metro Center, MLK, Cedar Falls Center), call the Black Hawk Consolidated Communications Center at (319) 291-2515 to be connected to the Black Hawk County Sheriff's Office, or Waterloo, Cedar Falls, Evansdale, Hudson, LaPorte City, Gilbertville and Dunkerton Police Departments.
- For the Waverly Center, call the Bremer/Waverly Law Enforcement Center at (319) 352-5400 to be connected to the Bremer County Sheriff's Office or Waverly Police Department.
- For the Independence Center, call the Buchanan County Sheriff's Office at (319) 334-2567 or the Independence Police Department at (319) 334-2520.
- For the Western Outreach Center, call the Grundy County Sheriff's Office at (319) 824-6933 to reach the Grundy County Sheriff's Office or Grundy Center Police Department.

In any emergency situation, law enforcement can always be reached by dialing 911. In addition, if the Sexual Misconduct occurs on campus, Campus Security can be contacted at (319) 296-4234 for immediate assistance, and to provide help with reaching law enforcement.

Criminal acts may subject the perpetrator to criminal and civil penalties under federal and state law.

## Reporting to the College

To report an incident involving Sexual Misconduct, whether it occurred on or off-campus, contact:

- The College's Public Safety Office: (319) 296-4234
- Title IX Coordinator\*\* for Students: (319) 296-4448  
*Nancy Henderson*
- Title IX Coordinator\*\* for Employees: (319) 296-4405  
*John Clopton*

If you report to any other non-confidential resource, including any other non-confidential College employee or representative, they are also expected to refer the report to one of the above referenced individuals.<sup>3</sup> Confidential reporting resources are listed above.

### Institutional Complaints

A victim, the College, or a member of the college community may file an institutional complaint of Sexual Misconduct, whether or not it occurred on campus. To receive information regarding filing a complaint or to do so, contact the following:

For Students:

- Title IX Coordinator\*\* for Students: (319) 296-4448  
*Nancy Henderson*

For Employees:

- Title IX Coordinator\*\* for Employees: (319) 296-4405  
*John Clopton*

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<sup>3</sup> Disclosing experiences with sexual harassment or sexual violence as a participant in public awareness events or discussion forums will not trigger reporting and investigation obligations.

The Title IX Coordinator\*\* or designee will explain the procedures for filing and investigating the complaint, and refer the complainant to other resources (including counseling or law enforcement) as appropriate. A written report or complaint is typically required for a case to be referred for action, and the accused will have the right to see the written complaint.

As noted above, the College may or may not be able to honor all requests to keep the details or identities in a complaint of Sexual Misconduct confidential, and will need to weigh the interests of the complainant against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. If the College honors requests for confidentiality in the complaint process, a complainant must understand that the College's ability to fully investigate the incident and pursue disciplinary action against the accused may be limited.

### **Amnesty for Complainants and Participants in Investigations**

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a student who reports or makes a complaint in good faith concerning an incident of Sexual Misconduct, or who participates in good faith in an investigation into an incident of Sexual Misconduct.

### **Interim Protective Measures/Accommodations**

After receiving a report or complaint of Sexual Misconduct, reasonable interim protective measures/accommodations may be offered or requested, whether or not law enforcement is contacted. The College will also implement interim or protective action for both parties during an investigation. Protective measures/accommodations, when reasonably available, may include:

- Transfer of class sections;
- Assistance in exploring incompletes, leave or withdrawal;
- Changes in living, transportation or working arrangements;
- Safety Planning;
- Referral to counseling and health resources, and assistance with notifying law enforcement;
- Providing a campus no-contact agreement/order.

Individuals may also pursue other civil or criminal no-contact/protective orders through the court system. The College will keep any protective measures confidential, to the extent confidentiality does not impair the College's ability to provide the measures.

### **Investigation and Disciplinary Procedures**

Upon receipt of a complaint or report of Sexual Misconduct, an investigation will be conducted and, where appropriate, sanctions and corrective measures will be taken in accordance with applicable college disciplinary policies and procedures.

- Investigators

All cases of alleged Sexual Misconduct will be investigated by an Investigator assigned by the Title IX Coordinator\*\*. If, prior to the initiation of the investigation, either the complainant or the accused alleges that an Investigator has a conflict of interest, after hearing from both parties on the topic, the Title IX Coordinator\*\* will decide whether to excuse the Investigator and announce his/her decision in writing to both parties. If the Title IX Coordinator\*\* determines that the Investigator should be excused, or if an Investigator is unavailable to conduct the investigation, the Title IX Coordinator\*\* will appoint a replacement Investigator.

\* The College reserves the right, in the discretion of the Title IX Coordinator\*\* and/or the President, to utilize an external Investigator(s) to conduct an investigation under this Policy, in lieu of the internal Investigator identified herein.

- **Investigation Process**

1. Upon receipt of a complaint or report of Sexual Misconduct, the Title IX Coordinator\*\* will prepare a notice of complaint document that identifies:

- (a) The accused;
  - (b) The complainant (unless the Title IX Coordinator\*\* has decided to honor a request by the complainant to remain confidential);
  - (c) The date(s) of the alleged misconduct;
  - (d) A brief description of the allegation;
  - (e) The specific provisions of this Policy that were allegedly violated; and
  - (f) The investigatory process that will follow.
2. This notice of complaint document will be provided to both parties. If reasonably possible, the Title IX Coordinator\*\* should deliver the notice of complaint document to both individuals personally, so that he/she can explain the nature of the complaint(s) and the investigatory process.
3. During the investigation, both the complainant and accused:
  - (a) Will be allowed to present their version of events to the Investigator and to provide any supporting evidence.
  - (b) May be accompanied in their interviews by a silent representative/support person/steward. The silent representative or support person will not be allowed to provide information to the Investigator or ask questions of the party during the interview process.
  - (d) Will be allowed to identify witnesses, all of whom will be interviewed by the Investigator absent a compelling reason why such an interview cannot take place. If the Investigator determines that an identified witness cannot or should not be interviewed, both parties will be informed in writing of this decision, unless safety considerations prevent such disclosure.
  - (e) Will be given an opportunity to review all tangible evidence submitted or identified by the other party and given an opportunity to comment on that evidence, unless safety considerations prevent such disclosure.
  - (f) Will be notified of the witnesses identified by the other party and be given an opportunity to comment on those witnesses and identify rebuttal witnesses, unless safety considerations prevent such disclosure.

All investigations will be conducted as discretely as is practicable. Witness interviews might be audio recorded, and if so, all such recordings shall at all times remain the property of the College. Individuals making good faith allegations of Sexual Misconduct and those participating in such investigations will not be subjected to Retaliation.

4. At the conclusion of the investigation, the Investigator will determine whether a preponderance of the evidence supports a finding that this Policy was violated. A preponderance of the evidence is evidence from which the Investigator can determine that it is more likely than not that a violation occurred. The Investigator will prepare a written Notice of Decision supporting the decision and deliver it to both parties concurrently and the Title IX Coordinator\*\*.

The Notice of Decision will:

- Identify who is issuing the decision and whether an appeal is available (and if so, how to perfect such an appeal);
- notice of the finding of whether the alleged conduct occurred;
- any individual remedies for the complainant;

- In non-violence cases, notice of any sanctions imposed on the accused that directly relate to the complainant;<sup>4</sup>
  - In violence cases, notice of all sanctions imposed on the accused;
  - Steps being taken to eliminate the misconduct and prevent recurrence.
5. In most cases the Investigation/Determination Processes will be concluded within sixty (60) days after the complainant makes the official college report. However, if circumstances are such that the process will not be rendered in this time-frame, the complainant and the accused will be so advised and provided a general time-frame for the conclusion of the process.

## Sanctions

College sanctions may be imposed upon those determined to have violated this Policy. For students, sanctions include verbal reprimands, written warnings, probation, loss of privileges, fines, restitution, educational or work assignments, suspension, expulsion, revocation of admission, withholding a degree, or removal from courses. Sanctions may also include protective measures regarding the complainant, including no-contact orders or changes in arrangement to academic or working situations.

For employees, sanctions could range from warning, reprimand, suspension with or without pay, suspension for part of a day or for a period of one or more days, demotion, or termination of employment, and may include such other forms of disciplinary action as appropriate under applicable College procedures.

The College will also consider remedies for the broader campus community, as may be necessary to remedy the effects of the Sexual Misconduct.

## Appeal

The parties may appeal the Notice of Decision according to the following appeal procedures:

- The Notice of Decision may be appealed by the accused or complainant to the Title IX Coordinator\*\* within five (5) business days of the decision. Such appeals will be in writing and will be delivered to the Title IX Coordinator\*\*.
  - If an appeal is timely filed, the Title IX Coordinator\*\* will send written notification to the accused and complainant stating:
    - That the appeal has been filed;
    - The specific reason for the appeal, including a copy of the written appeal document; and
    - That they have the opportunity to submit additional relevant information and/or statements for review to the Title IX Coordinator\*\* within five (5) business days; and
    - The identity of the person hearing the appeal (the "Appeal Authority"). If the accused is a student, the Appeal Authority shall be the Vice President of Academic Affairs. If the accused is an employee, the Appeal Authority shall be the appropriate Cabinet member or designee overseeing the accused employee's division.
- The Title IX Coordinator\*\* will ensure that the Appeal Authority is provided with the following materials: (a) the notice of complaint document; (b) the investigatory materials (including all interview recordings and tangible evidence considered by the Investigator during the investigation); (c) the Investigator's Notice of Decision; (d) the Notice of Appeal; and (e) any documents/statement provided to the Notice of Appeal. These materials comprise the "Record on Appeal."

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<sup>4</sup> Sanctions that directly relate to the complainant include, but are not limited to, requiring that the accused stay away from the complainant for some period, prohibiting the accused from attending school or working at the school for some period; or transferring the accused to another residence hall, classes, school, or job.

- The Appeal Authority will review the Record on Appeal for one or more of the following purposes:
  - To assess whether a material deviation from written procedures impacted the fairness of the investigation;
  - To determine whether the decision was supported by substantial evidence;
  - To determine whether the sanction(s) imposed were appropriate for the violation of this Policy;
  - To consider new information, sufficient to alter a decision not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.
- The Appeal Authority may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed.
- A written decision of the Appeal Authority in the form of a Notice of Decision shall be provided to the accused, complainant and Title IX Coordinator\*\*. The written appeals decision shall be completed within twenty (20) days of the date of appeal, or longer for good cause.
- Severe Sanctions
  - If the Appeal Authority imposes severe sanctions, which shall be deemed suspension or expulsion of a student or termination of an employee, either party may appeal the Appeal Authority's decision to the Title IX Coordinator\*\* within five (5) business days of the Appeal Authority's decision. Such appeals will be in writing and will be delivered to the Title IX Coordinator\*\*.
  - If an appeal is timely filed, the Title IX Coordinator\*\* will send written notification to the accused and complainant stating that a further appeal has been filed.
  - The Title IX Coordinator\*\* will then provide the appeal and the Record on Appeal to the President of the College. Within ten (10) working days of the receipt of the Record on Appeal, or longer for good cause, the President shall render a decision affirming, reversing, or modify the decision in writing to the parties. The decision of the President is final.

If a final decision from the Investigator or appeal process imposes disciplinary action which constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

#### Interplay with Criminal Proceedings

College disciplinary proceedings under this Policy may be instituted against an individual charged with Sexual Misconduct that potentially violates both the criminal law and this Policy (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Title IX Coordinator\*\*. Determinations made or sanctions imposed under this Policy will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

College conduct proceedings under this Policy are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used under this Policy.

#### **\*\*Title IX Coordinator:**

Please note that the Title IX Coordinator is charged with coordinating the College's response to reports of Sexual Misconduct under this policy. The Title IX Coordinator does not serve as an advocate for either the complainant or the accused. The Title IX Coordinator will explain to both parties the informal and formal processes outlined below and the provisions of confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX

Coordinator will coordinate with other campus officials to take appropriate interim actions such as no contact orders and academic accommodations.

## **Drug-Free Campus**

Hawkeye Community College strives to provide a drug-free campus to promote optimal learning. The possession, consumption, and use of alcoholic beverages, or any controlled substance on any Hawkeye Community College property, is inconsistent with the educational philosophy of Hawkeye.

Possession, consumption, and use of alcoholic beverages or controlled substances is not allowed unless items are used as a part of an approved educational program. Hawkeye Community College-controlled finances cannot be used for the purchase or sale of these items on or off Hawkeye Community College's property unless items are used as a part of an approved educational program.

The possession of illegal drugs is not permitted on Hawkeye Community College's property or while you are participating in a Hawkeye Community College sponsored event off campus. Violations will result in disciplinary action and may have legal consequences as defined by federal, state, and local laws. (Drug-Free Workplace Act of 1988, P.L. 100-690)

### **Controlled Substances**

Controlled substances include, but are not limited to, illegal and prescription drugs.

It is illegal for any person to:

- Manufacture, deliver, or possess a controlled substance.
- Possess with the intent manufacture or deliver a controlled substance.
- Enter into a common scheme or design with, or conspire with one or more other persons to, manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance.
- Possess with intent to deliver a counterfeit or simulated controlled substance.

Offenses of controlled substances and penalties are described in full in Chapter 124 of the State of Iowa Code. Violations may result in simple, aggravated, or serious misdemeanors, or class C and D felony charges. Students will be disciplined according to Hawkeye Community College's disciplinary policies.

### **Public Intoxication**

It is illegal to use or consume alcoholic liquor, wine, or beer:

- On public streets or highways
- In any public place except on premises covered by a liquor control license.  
A person cannot be intoxicated or simulate intoxication in a public place.

Offenses of public intoxication and penalties are described in full in Chapter 123.46 of the State of Iowa Code. Violations may result in a simple misdemeanor. Students will be disciplined according to the Hawkeye Community College's disciplinary policies.

### **Alcohol and Drug Abuse**

Hawkeye Community College recognizes alcohol and drug abuse as a potential health, safety, and security problem. Students who need assistance with drug or alcohol abuse can contact Student Health Clinic or the counselors in Student Services.

## **Tobacco-Free Campus**

Smoking and all forms of tobacco use is not allowed inside any Hawkeye Community College owned or leased building, vehicle, or on any Hawkeye Community College property. It is in the best interest of Hawkeye Community College to provide a tobacco-free environment in public educational facilities for students, employees, and visitors.

Smoking is considered to be the inhaling, exhaling, burning, or carrying any lit cigar, cigarette, pipe, or other tobacco product in any manner in any form, including chewing tobacco. The use of electronic cigarettes is also prohibited.

Hawkeye Community College has had a long standing policy of being a tobacco-free campus. The use of any tobacco product is not allowed on Hawkeye Community College property. You must completely leave Hawkeye Community College property to smoke or use tobacco.

## Violations

Any student, employee, or visitor who violates the policy shall be subject to civil penalties outlined in the Smoke-Free Air Act. The Iowa Department of Public Health will enforce the law with compliance from Hawkeye Community College.

If you are smoking or using tobacco on campus, you will be asked to stop smoking or using tobacco immediately. If you continue to smoke or use tobacco, you will be asked to leave the campus. If you refuse to leave the campus, local law enforcement officials may be contacted. You might receive a citation and a civil fine from a law enforcement official.

## Smoking Cessation

If you would like or need help to quit smoking, you can contact Quitline Iowa for assistance. Telephone counseling is free to Iowans.

## Parking and Traffic Rules

Hawkeye has adopted parking and traffic rules to:

- Maximize safety.
- Ensure access for emergency vehicles.
- Provide the best use of available parking for all students, employees, and visitors.
- Protect pedestrians.

Parking on campus is a privilege, not a necessity. Questions should be directed to the Public Safety office.

## Definitions

- Students: all people in class, credit or non-credit, or those involved in a Hawkeye Community College-sanctioned activity.
- Motor vehicle: self-propelled vehicles including motorcycles.

## Parking Permits

- Students must request a parking permit from the Business Office at Hawkeye Center or at the Health Education and Services Center.
- Students must fill out a motor vehicle declaration card when they enroll; a parking permit will then be issued.
- Employees must request a parking permit from Human Resource Services on their first day of employment.
- A temporary parking permit for special needs may be obtained in the Public Safety office. A doctor's statement detailing temporary need will be required.
- Visitors on campus for more than a day must obtain a temporary permit from the Public Safety office.
- Loading zones and service entrances are restricted areas. Special permits for these areas may be obtained in the Public Safety office.
- Failure to properly display a parking permit may result in a Public Safety-issued citation.
- Parking permits are valid only when displayed properly, either in the lower right-hand corner of the back window when viewed from the rear on vehicle or hanging from the rearview mirror. A motorcycle parking permit must be on the rear fender or gas tank.

## Traffic Rules

- Students, employees, and visitors are expected to know and obey all state, county, and campus rules.
- Drivers will be expected to observe and obey posted signs and signals.
- The maximum speed limit on campus is 15 miles per hour. Drivers must adjust to pedestrian traffic and driving conditions. Anyone driving at excessive speed or driving recklessly will be reported to the local law enforcement agency.
- Operation of a motor vehicle on sidewalks or grass is prohibited, except for Hawkeye-owned service and patrol vehicles.

## Public Safety

Hawkeye Center  
Upper Level  
319-296-4459



- When traffic is being directed by a Public Safety officer, vehicles and pedestrians will obey their signals. Pedestrians must use designated crosswalks.
- In the event of an accident of any kind on campus, Public Safety and/or the local law enforcement agency must be notified immediately.

## **Parking Rules**

- Parking on campus is available for vehicles with valid parking permits.
- Parking shall only be in areas marked as parking spaces.
- Two-hour parking is available to visitors. Students and employees are not allowed to park in visitor parking.
- Handicapped parking is available to handicapped students, employees, and visitors who properly display a handicapped permit issued by state or county health departments or a medical practitioner. Having a permit does not guarantee a handicapped parking space.
- Cars must be parked so that no part of the car extends beyond the boundary lines of the parking spaces.
- Only head-in parking is permitted.
- Double parking is not permitted.
- In addition to designated parking spaces for vehicles, motorcycles may be parked in the yellow zones at the end of parking lots.
- Parked vehicles must not obstruct vehicle or pedestrian traffic.
- All vehicles left on campus overnight must be parked in the overnight parking area on the west side of Lot I, north of Tama Hall.

## **Violations and Fees**

Student or employees violators of any parking or traffic rules will receive a citation requiring payment of fees. Fees must be paid in the Business Services office.

Fee amounts:

- Handicapped parking violation \$200
- No parking permits \$5
- Improper display or use of permit \$5
- Illegally parked in lot \$10
- Parked in restricted area \$20
- Violation of other regulation \$10
- Students with unpaid fees will not be permitted to re-enroll, graduate, or transfer records.
- Parking violations will be the responsibility of the student or employees for whom the parking permit was issued, even if the vehicle is not in their possession at the time of the violation.
- Hawkeye reserves the right to revoke the privilege of operating a vehicle on campus property.
- Vehicles may be removed from campus property. Reasons for vehicle removal may include, but are not limited to:
  - Violating parking rules.
  - Causing safety hazards.
  - Parking on lawns or in drives.
  - Blocking access to buildings and loading areas.
  - Parking for more than 24 hours without being moved.
  - If a vehicle is tagged for removal, reasonable attempts will be made to inform the owner of the intent to have the vehicle towed at the owner's expense.

## **Appeals**

- Parking citations may be appealed. Appeal forms are available in the Business Office and the Public Safety office.
- Completed appeal forms must be submitted to the Public Safety office or the Business Office.
- Appellants will be contacted by the Public Safety Manager or the Vice President of Administration and Finance to process the appeal.

## **Identification**

- Public Safety identification cards issued by Hawkeye will be presented to employee upon request.
- Student identification cards issued by Hawkeye will be presented to Public Safety upon request.
- A valid driver's license or other valid document from the Iowa Department of Transportation is required to operate a motor vehicle on campus and must be presented to Public Safety upon request.

## Animals on Campus

All livestock and domesticated animals on Hawkeye Community College property must be confined or physically restrained. For safety and sanitation reasons, pets except for service dogs are not allowed in Hawkeye Community College buildings.

Pets are allowed in outdoor areas of Hawkeye Community College property.

- Pet must be properly controlled and restrained.
- License and vaccination tags must be attached to the collar.
- Pet is under the control of a leash with a maximum length of three feet.
- Owner is responsible for prompt collection and disposal of animal waste with the exception of service dogs.

Animals found running at large or not properly restrained may be impounded. In accordance with Iowa law, these animals may be turned over to city animal control officers. The owner is responsible for all costs associated with reclaiming the animal.

Exceptions to this policy will be allowed for the Agriculture and Natural Resources Department and the Hawkeye Community College Farm or for other instructional activities with prior approval of an Academic Dean.

## Firearms on Campus

Firearms, ammunition, or any other controlled weapon or incendiary device, substance, or materials are not allowed on Hawkeye Community College property, except when authorized by the Dean of Business and Public Services for educational purposes.

When approved, firearms are restricted to appropriate educational laboratories such as continuing education courses, the firing range, or for required use in an instructional program.

## Children on Campus

Children are not allowed on Hawkeye Community College property at any time unless they are under the immediate supervision of a parent, guardian, or registered student.

- Children are not allowed in class.
- Children are not to be left unsupervised.
- Children should not be left in a vehicle without an adult presence inside the vehicle.

Instances of unsupervised children will be reported to Hawkeye Community College Public Safety and the Department of Human Services and/or local law enforcement agency.

## Appropriate Clothing

Dress and personal appearance should be in good taste, consistent with an adult, professional atmosphere. It should reflect the respect you have for yourself and Hawkeye Community College.

You are expected to wear clothing appropriate to the program you are enrolled in. Some programs of study require a standard uniform each day or on specified days. Proper clothing and uniform standards will be determined by your instructor or Academic Dean.

## Access to Facilities and Programs

Hawkeye facilities are used for the primary purpose of education and community service. Priority is reserved for academic and administrative activities, then by programs sponsored by authorized Hawkeye Community College groups and organizations.

Registration/reservation for the use of facilities is required through the appropriate office or the events coordinator.

Identification or sign-in registration is not required to enter Hawkeye Community College's facilities with the exception of the Health Education and Services Center (HESC). All authorized users entering the HESC must present a Hawkeye ID at the front desk. Entry to Hawkeye Community College's facilities is limited to students, faculty, staff, and authorized guests. Trespassers will be prosecuted.

### Dean of Students

Nancy Henderson  
Student Services  
Hawkeye Center  
Upper Level  
319-296-4014

### Facilities Rental

Events Coordinator  
Julie Johnson  
Tama Hall 110B  
319-296-4248

# Computer Policies

## Dean of Students

Hawkeye Community College provides computer systems for the use by students, faculty, and staff for the purpose of furthering the educational mission of Hawkeye Community College, including coursework, college-related educational endeavors, and business operations.

Nancy Henderson  
Student Services  
Hawkeye Center  
Upper Level  
319-296-4014

You are expected to follow computer policies and cannot interfere with or disrupt the processes of Hawkeye Community College. You are responsible for using computer systems and services in an ethical way that demonstrates academic integrity and respect for others who share these resources. You must follow all existing federal, state, and local laws as they relate to computer policies.

As a user, you are responsible for:

- Protecting your password.
- Reporting any breach of system security.
- Reporting unauthorized use of your account.
- Changing your password on a regular basis.
- Making backup copies of your work on a regular basis to ensure against loss.
- Clearly labeling works and opinions as your own before they are widely distributed.

Hawkeye Community College's Communication and Information Systems department reserves the right to image any computer back to an initial base to troubleshoot problems. Computers will also be re-imaged to remove software not supported by Hawkeye Community College.

The Communication and Information Systems department reserves the right to access an individual's files for maintenance of computers, networks, and storage systems. Electronic forms of data, information, and files stored on Hawkeye Community College owned equipment or transmitted across Hawkeye Community College's network are property of Hawkeye Community College. No right to privacy can be assumed.

Hawkeye Community College staff may monitor and log usage information:

- Network connections and loading times.
- Computer and disk utilization.
- Security audit trails.

This information can be used to show evidence of a violation of a policy or law. If necessary, Hawkeye Community College may monitor the activities and files of a specific user on Hawkeye Community College networks or computers. Any staff member who believes such monitoring is necessary should contact the Director of Communication and Information Systems.

Any student who violates these policies is subject to disciplinary action. Faculty and staff who violate these policies are subject to disciplinary action as defined in the employee handbook. All violators are subject to arrest according to local, state, and federal laws.

## Computer Misconduct

Acts of misconduct are subject to disciplinary action as well as legal and/or civil action.

- Unauthorized copying of licensed materials or items protected by copyright. This includes, but is not limited to:
  - Software (including operating systems, programs, applications, databases, or code).
  - Multimedia files (including music, movies, or audio).
  - Text files.
- Computer hacking is the unwanted or unsolicited entry into a computer system. This includes, but is not limited to:
  - Successful and unsuccessful acts of hacking.
  - Possession of the tools used for computer hacking.
  - Running programs that attempt to identify passwords or codes.
- Knowingly introduce a computer virus to a computer or network. A computer virus is considered to be a program, either harmless or damaging, that attaches itself to another program and/or has the capability to reproduce to infect other computers.
- Gain or attempt to gain unauthorized access to private or protected information. This includes, but is not limited to:

- Willful damage or misuse of systems, applications, databases, code, or data.
- Attempts to gain network privileges which are not entitled.
- Unauthorized alteration of system configuration. This includes, but is not limited to interrupting or attempting to interrupt programs that protect data or secure systems.
- Introduce or use profanity or obscenities on Hawkeye Community College's network, Internet, or any other communications configuration accessible by or connected to Hawkeye Community College's computers or computer systems.
- Use Hawkeye Community College's network to:
  - Conduct business.
  - Solicit services.
  - Develop, introduce, or circulate inflammatory comments or subjects.
- Share assigned logins with anyone, for any reason. Each student and employee is responsible for all activities under their assigned login. This includes, but is not limited to:
  - Unauthorized use or attempted use of another person's login.
  - Unauthorized use of a generic login outside of the context for which it was created.
- Inappropriate or misuse of email. This includes sending unsolicited email including junk mail, jokes, or chain letters to anyone from Hawkeye Community College's system that is not of a business nature.
- Install unauthorized personal hardware to any computer or network resource.
- Install any software on Hawkeye Community College's network. Software installations are the responsibility of Hawkeye Community College's Communication and Information Systems department.
- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Use computer facilities to interfere with the work of another student, instructor, or Hawkeye official.
- Use computer facilities to send, print, or display obscene or abusive messages or materials.
- Use computer facilities to interfere with normal operation of Hawkeye Community College's computer system.
- Inappropriate or misuse of printing resources. This includes, but is not limited to:
  - Printing of profanity or obscenities.
  - Printing items not directly associated with class materials.

## Hawkeye Email

Hawkeye Community College uses a web-based Microsoft Outlook program, allowing access email from anywhere on and off campus.

All students have a Hawkeye email account. This account is created upon acceptance into your program. Please allow one working day after acceptance for an account to be created.

Hawkeye Community College sends important college information including grades, attendance, financial aid, and graduation information by email only.

### Your Hawkeye Email Account

Your email address is username@hawkeyecollege.edu  
 Example: robert.doe@hawkeyecollege.edu

### Spam Filter

Hawkeye Community College does not agree to deliver all emails addressed to its users.

All inbound emails for employees and student email accounts are subject to filtering. The goal of filtering is to prevent the distribution of spam, including pornographic and non-pornographic mass mailings.

Filtering is performed with a system automatically set up with rules to detect spam. It is possible emails sent to a Hawkeye Community College email address maybe filtered, even if they aren't considered spam, if they come from a mail server known to be used by spammers.

## Forwarding Your Hawkeye Community College Email to a Personal Email Account

If you forward your email, Hawkeye Community College will not be able to track these emails and will not be responsible once the email has been sent beyond our system.

- Open Internet Explorer.
- Log in to your Hawkeye Community College email.
- Click on the "Rules" button located in the left column near the bottom.
- The Rules button is only available if you are using Internet Explorer as your browser.
- Click on the "New" button located in the top toolbar.
- Create a Forwarding Rule
  - Type a name for your rule in the "Rule Name" box.
  - Click on the "Forward it to" radio button in the "Then" section.
  - Type in the email address you want your Hawkeye Community College email messages forwarded to.
  - We recommend you uncheck the "Keep a copy in my Inbox" check box. If this box is checked the messages will be forwarded to the address typed in and all messages will also remain in your inbox. This will require you to still maintain and clean up your Hawkeye email to eliminate the possibility of your mailbox getting full.
  - Click on the "Save and Close" button.
- Click on the "OK" button on the pop-up box to accept the rule addition and make it active.
- Click the "Save and Close" button on the top tool bar.
- Once this rule is in place, only new messages will be forwarded. Any existing messages will not automatically be forwarded.

## My Hawkeye

My Hawkeye is an online access point to college information. You can use My Hawkeye to:

- Access your Canvas online courses.
- Access your Hawkeye email.
- Access My WebAdvisor.

To log in, use your Hawkeye username and password. All students have a Hawkeye Community College username and password. Your account is created upon acceptance into your program. Please allow one working day after your acceptance for your account to be created.

If you have been locked out of My Hawkeye you will need to reset your password online.

## What is Available in My WebAdvisor?

### Courses and Schedules

- Register for classes.
- Add a class.
- Drop a class.
- View your class schedule
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > My Class Schedule
- View your Grades
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > Final Grades and GPA by Term
- Enrollment Verification Request
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > Enrollment Verification Request

### Billing / Payment

- Billing Statement – charges and payments.
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Billing and Payment > Account Summary
- View previous billing statements.

- My Hawkeye > My WebAdvisor > WebAdvisor for Students > Billing and Payment > Account Summary by Term
- Make a Full Payment.
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Billing and Payment > Make a Payment > Pay on My Account
- Set up a Payment Plan through eCashier.
- Sign up to Directly Deposit your Financial Aid Refund Check into your Bank Account.
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Billing and Payment > Direct Deposit for Student Refunds
- Hawkeye's Refund Policy.

### Financial Aid

- Applying for Financial Aid.
- Your Financial Aid Award.
- Accepting or Rejecting Awarded Funds.
- Where to look to see if you have missing financial aid documents.
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Communication > My Documents
- Financial Aid Forms.
- Financial Aid Probation and Suspension (SAP).

### Graduation

- Apply for Graduation.

### Personal

- Change Your Address
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > My Profile
- Access Your COMPASS Test Scores.
  - My Hawkeye > My WebAdvisor > WebAdvisor for Students > Academic Profile > Test Summary

## PaperCut Printing

PaperCut is a print management software that has been implemented at Hawkeye Community College to bring awareness to printing cost and conservation and to begin shaping improved printing behavior.

All registered Hawkeye Community College students will be given a \$25 print/copy quota per semester. As you print or copy the cost of your print/copy job will be deducted from your print balance.

### Cost to Print or Copy

The cost to print or copy is calculated per piece of paper used.

	Black and White	Color
Single Sided	\$0.05	Varies depending on the printer Approximately \$0.10
Double Sided	\$0.08	

### Printing

When you log-on to any Hawkeye Community College computer, you will see the PaperCut pop-up, which shows your current balance.

When you print a document, you will see a pop-up informing you of the cost of the print job and the remaining balance on your account. At that point, you may confirm to print or cancel to change your print settings.

## Copying

When you need to use one of the photocopiers on campus, you can log-in with either:

- Your Hawkeye Community College username and password.
- Your student ID number.

You will see your name and current balance on the display pad.

## Your PaperCut Account

You can access your PaperCut Account online at [papercut.hawkeyecollege.edu](http://papercut.hawkeyecollege.edu). To log-in, use your Hawkeye Community College username and password.

## Adding Credit

If your balance goes to \$0.00 or gets low you can add money to your account using a debit or credit card or a pre-paid Print Card. To do so, log-in to your PaperCut Account online and click on "Add Credit."

## Pre-Paid Print Cards

Hawkeye students and guests may purchase pre-paid Print Cards at the Hawkeye Library.

Pre-paid Print Cards contain a 16-digit identification number. When you log-on to a Hawkeye computer or copier, you can enter the card's ID number in the PaperCut section. Your account will automatically be credited the funds you put on your Print Card.

## Student Tutoring and Computer Lab Policies

The following are policies you must follow when using the Student Tutoring and Computer Lab:

- You must be a current Hawkeye student to use the Student Tutoring and Computer Lab. This lab is not open to the public.
- You must follow Hawkeye Community College's Computer Policies including Computer Misconduct and Hawkeye Community College email and My Hawkeye policies.
- You must follow all policies and rules in the Student Handbook.
- You must clock in and out at the entrance of the Lab.
- Children are not allowed in the Lab.
- No food or drink is allowed at the computers.
- No talking on cell phones in the Lab.
- No game playing of any kind on the computers.
- Priority of computer use is given to students who are using the computers for academic reasons.

If you violate these policies, you will have your right to use the Student Tutoring and Computer Lab suspended or revoked. You are also subject to disciplinary actions.

## Student Tutoring and Computer Lab

Bremer Hall 127  
319-296-4029

## Copyright Infringement and Peer-to-Peer File Sharing Policy

It is the intention of Hawkeye Community College to protect its users (students, faculty, staff, and guests) and to protect itself from copyright infringement violations. In order to do this, and in compliance with federal law, Hawkeye Community College is making this guide and policies available to the campus community.

It is illegal to copy or distribute material that is protected by copyright, trade secret, patent, or other intellectual property laws. Violation of these laws may result in disciplinary actions by Hawkeye Community College and legal action by state or federal government agencies. For further information about copyright and laws governing copyright, visit [www.copyright.gov](http://www.copyright.gov).

### **Peer-to-Peer File Sharing**

Hawkeye Community College prohibits the use of peer-to-peer file sharing applications on its network, including wireless network services, to transmit, exchange or copy any music, software, or other materials which are protected by copyright or intellectual property rights. Violation of this prohibition may result in disciplinary action by Hawkeye Community College as outlined in the Student Handbook.

### **Digitization of Materials**

Hawkeye Community College prohibits copying and distribution, digital or otherwise, of copyrighted material, including, but not limited to software, printed, audio, or video material. In addition to digital files, this includes copyrighted books and other printed or film materials that may be duplicated with a photo copier, recording device, camera, CD/DVD, burner, or other similar duplicating device.

### **Software Agreements**

Hawkeye Community College is strictly governed by licensing agreements for software that is used in offices, classrooms, and computer labs. Unauthorized access, copying, or distribution of licensed software is prohibited and may result in disciplinary actions by Hawkeye Community College and possible legal actions by the software owners or their companies.

### **Hawkeye Community College Efforts**

Hawkeye Community College, in compliance with federal laws and guidelines, will work to limit the distribution of copyrighted material on its network. If a violation is detected, Hawkeye Community College will make every effort to stop and nullify that violation and assist federal authorities as required by law. Communication and Information Services personnel will report any detected violations to Hawkeye Community College administration.

## **Hawkeye Card**

Each Hawkeye Community College student will be issued a Hawkeye Card. Your Hawkeye Community College Card will serve as your:

- Official student ID.
- Library card.
- Pass to get into the Health Education and Services Center, Academic Support Center, and student activities.

Keep this card for the entire time you are enrolled at Hawkeye Community College. If you lose or misplace your Hawkeye Community College Card, you will be charged the card replacement fee.

### **Where Can I Get a Hawkeye Card?**

If you do not have a Hawkeye Card, you can stop by any of the following offices to receive your Hawkeye Card:

- Business Office in Hawkeye Center.
- Health Education and Services Center.

### **Fees**

- Card replacement: \$5
  - Card replacement includes: lost, stolen, misplaced Hawkeye Cards, and photo retakes.
- Misuse of card handling fee: \$10

### **Business Services**

Pamela Johnson  
Hawkeye Center  
Lower Level  
319-296-4478  
800-670-4769 ext. 1260



## **No Charge for**

- Your initial Hawkeye Card.
- Legal name change and using current photo on file.
- A replacement card when your card is worn out due to normal wear and tear.

## **Misuse**

If anyone other than you (the card holder) tries to use your Hawkeye Card, the card will be deactivated.

### **If Your Hawkeye Card is Deactivated**

- You will only be able to use your Hawkeye Card as your student ID.
- The incident will be referred to Public Safety for investigation.
- The incident may be referred to the Dean of Students for disciplinary action.

### **Using a Hawkeye Card That is Not Your Own**

Anyone found misusing someone else's card may be found to be in violation of the Student Disciplinary Code and may be subject to disciplinary action such as probation or suspension.

## **Report a Lost or Stolen Hawkeye Card and Liability for Card Use**

It is important that you report your card lost or stolen as soon as possible.

When you report your card lost or stolen, you will need to:

- Provide your name.
- Card ID number.
- A brief description of the circumstances.

You can report your card lost or stolen at any time:

- By contacting Public Safety.
- In writing or by email to the Business Office.

If you give notice of a lost or stolen card by telephone, you must confirm this in writing or email within 48 hours to the Business Office.

## **Terms and Conditions**

The following terms and conditions will govern the use of the Hawkeye Card Account:

- Only the person pictured on the Hawkeye Card is authorized to use the card.
- To receive a Hawkeye Card, you must provide one piece of government issued photo ID (example: your driver's license).
- Hawkeye reserves the right to change the account terms and conditions at any time.
  - If a change reduces, limits, or restricts the account holders' rights under the terms and conditions, Hawkeye will give at least twenty calendar days prior notice by mail. However, if an immediate change is necessary for security reasons, Hawkeye Community College may first make the change and then notify the account holder.
- Hawkeye Community College reserves the right to utilize any and all data and images for official Hawkeye Community College business, according to the Family Educational Rights and Privacy Act (FERPA).

# Dining Dollars Meal Plan

Hawkeye Community College students and employees can purchase pre-paid Dining Dollars meal plan cards and save.

When you purchase Dining Dollars, an additional 10% will be loaded onto your Dining Dollars card! For example, if you load \$20 on your card, you will have a \$22 spending balance.

Dining Dollars meal plan cards:

- Are reloadable.
- Offer flexible spending.
- Can be used at Hawkeye Community College's Food Court and Java Hut for food and beverage purchases.
- Can be used to pay for a guest's or your own meal.
- Cannot be used in vending machines or for catering.

With the Dining Dollars program, you know you have money set aside for food, and you also receive a bonus in extra spending dollars!

## Purchasing Dining Dollars

### To purchase a Dining Dollars Card:

- Visit Student Life in the Brock Student Center to pick up your Dining Dollars card.
- Register the card online at the Hawkeye Card Portal.
- Using your card or debit card you can add a minimum of \$20.00 or a maximum of \$100.00 to your Dining Dollars card at one time. You cannot apply your financial aid to add funds to your Dining Dollars card.

### Adding More Money to your Dining Dollars Card:

To add more money to your Dining Dollars card you can:

- Reload your card online with the Hawkeye Card Portal.
- Visit the Hawkeye Card Portal in the Brock Student Center.

Dining Dollars do not expire.

### Refunds/Cancelled Cards

- Refunds of remaining balance will only be made upon written request.
- All refunds will be charged a \$10 processing fee.
- To cancel your card, visit the Brock Student Center. A current photo ID is required.
- A refund of the remaining balance will be issued two to four weeks after you cancel your card.
- Dining Dollars balances carry over to the next semester and only end when you make a request to cancel.

### Lost or Stolen Cards

Report missing cards immediately to the Brock Student Center staff. You must do this in person. Cards cannot be reported missing over the phone or via email.

Hawkeye Community College is not responsible for funds spent before the date the card was reported missing.

You are not responsible for funds that are spent after the card is reported missing. If funds were spent after your card was reported missing, you will receive a refund.

### Food Court

Julie Miller  
Cafeteria and Catering  
Manager  
Brock Student Center  
319-296-4271

# Student Health

## Immunizations

These immunizations are the recommendation of the American College Health Association and are edited for Hawkeye's use. You can access additional information on recommended immunizations at [www.acha.org](http://www.acha.org).

## Student Life

Student Health Clinic  
319-296-4224  
1-800-670-4769  
ext. 4224

Vaccine	Major Indications
<b>MMR</b> Measles, Mumps, Rubella	All college students born after 1956 without history of disease are recommended to have two doses of MMR vaccine.
<b>Varicella</b> Chicken Pox	All college students without history of disease are recommended to have two doses of varicella vaccine.
<b>Td, Tdap</b> Tetanus/pertussis	All college students are recommended to have a Td or Tdap vaccine within the last ten years.
<b>Hepatitis B</b>	All college students are recommended to have the Hepatitis B series which consists of three immunizations over the course of six months.
<b>Meningitis (Menactra)</b> (A,C,Y,W-135)	All college students living in dormitories/residence halls or close quarters are recommended to have the Meningitis vaccine.
<b>Influenza</b> Flu shot	All college students are recommended to get the flu shot annually.
<b>HPV</b> Human Papillomavirus Vaccine	All female college students up to 26 years old are recommended to get the Human Papillomavirus Vaccine to prevent cervical cancer.

## Accident and Health Insurance

There is an entire menu of health insurance options available through Affordable Care Act. These options are not affiliated with Hawkeye Community College and are available to citizens that meet certain income guidelines or do not currently hold a health insurance policy. For any questions or to sign up go to [www.Obama-care.org](http://www.Obama-care.org) or call 888-484-4292.

International students are required to have accident and health insurance as a condition of their admission. You can contact the International Student Advisor for more information.

## Chronic Communicable Disease Policy

A chronic communicable disease is severe and is spread from person to person through parasites, sexual contact, or exchange of bodily fluids like blood. Unlike a cold, the flu, or other common communicable diseases, chronic communicable diseases may last for months or even a lifetime. Examples include:

- Malaria
- Lyme disease
- Diphtheria
- Hepatitis

Chronic communicable diseases are usually treated through hospitalization, intravenous antibiotics, prescription medication, and intensive care.

## **Students with Chronic Communicable Diseases**

If you have an identified chronic communicable disease, you may attend Hawkeye Community College, with reasonable accommodations, when the small risk of transmitting your disease to others outweighs the effects of excluding you from Hawkeye Community College.

Accommodations will be made in conjunction with current public health department guidelines in regards to your disease. Diseases and individual cases are not prejudged. Decisions are based on the facts of your case.

Decisions of whether you may attend Hawkeye Community College will be made in accordance with procedures put in place by Hawkeye.

Hawkeye Community College will respect your right to privacy. Your medical condition will only be disclosed to the extent necessary to minimize the health risks to you and others. Hawkeye Community College employees who are aware of your condition, will be kept to the minimum number necessary to assure your proper care and to identify situations where the potential transmission of your disease may increase. These employees will be provided with the appropriate information and may not disclose this information.

## **HIV and AIDS Policies**

Hawkeye Community College doesn't discriminate against students for admission or enrollment on the basis of a handicapping condition or medical status.

If you have been identified as having the human immunodeficiency virus (HIV), you will be allowed to attend Hawkeye Community College in an unrestricted setting, unless conditions arise that place you and others at risk of special health hazards. Hawkeye Community College does not prescreen or test students for the purpose of detecting HIV. Your admission, enrollment, or continued attendance will not be based on you providing proof of being HIV free.

The Dean of Students will serve as, or will designate, a spokesperson to act as a liaison to students regarding Hawkeye Community College's policies on HIV and AIDS. Hawkeye Community College employees will be provided with current and accurate information regarding HIV and AIDS.

### **Confidentiality of an HIV-Infected Student**

Information regarding your HIV status is treated as confidential. With your written permission, information will be released to need to know individuals determined by you, your physician, and Hawkeye Community College officials. These individuals will maintain strict confidentiality of your information. Individuals who disclose information are subject to disciplinary action and civil liability.

If, in violation of the policy, you are denied admission to Hawkeye Community College or continued education based on your HIV status, you may appeal the decision to Hawkeye Community College's President. Additionally, a conflict in the release of confidential medical information may be appealed to Hawkeye Community College's President.

# **Student Life Policies**

## **Staff Accessibility**

The Student Life staff maintain an open door policy. The Brock Student Center hours are Monday – Thursday 7:00a.m. – 6:00p.m. and Friday 7:00a.m. – 4:00p.m. Students are encouraged to come by the Student Life office with any questions regarding planning, club/organization operations, handling funds, fundraising, marketing, or any other issues that may arise. Appointments are encouraged and can be scheduled with the Associate Director of Student Life via email, [stephanie.cherry@hawkeyecollege.edu](mailto:stephanie.cherry@hawkeyecollege.edu) or phone 319-296-2329 ext. 1088.

### **Organizational Development**

The Student Life staff is happy to help any club/organization with their development which may include

## **Student Life**

Brock Student Center  
319-296-4027  
1-800-670-4769  
ext. 4027

clarification of purpose, structuring of organization, fundraising ideas, leadership development, team building, conflict resolution, etc.

### **Planning**

Guidelines and deadlines for planning activities are included throughout this manual. Groups are strongly encouraged to set up a yearly calendar of events/activities as early in the fall semester as possible. This will ensure the space and other resources that are needed will be available. This will also ensure your activities are publicized as widely as possible.

### **Student Learning, Multipurpose Rooms and Informational Table**

Any club/organization may reserve the informational table, or The Student Learning and Multipurpose rooms in the Brock Student Center at any time by visiting the website <http://www.hawkeyecollege.edu/about/locations/main-campus/brock-student-center-room-request.aspx> and filling out a reservation form or contacting the Student Life office at [studentlife@hawkeyecollege.edu](mailto:studentlife@hawkeyecollege.edu) or 319-296-4027. All requests must be confirmed by the Student Life staff.

## **Start a Club or Organization**

Hawkeye Community College considers student clubs/organizations an important part of student development. Clubs/organizations provide students the opportunity to:

- Interact with faculty, staff, and students.
- Pursue special interests.
- Learn to work effectively with others.
- Become actively involved in extracurricular activities.
- Gain meaningful life experiences.

### **Documents**

To be formally recognized as a student club/organization on campus, a group must complete and submit the following documents to the Student Leadership Council.

- A proposed constitution, including the purpose, requirements of membership, organizational structure, and proposed objectives or activities.
- Submit a completed Hawkeye Community College Clubs and Organizations Audit form located on the website at <http://www.hawkeyecollege.edu/students/get-involved/default.aspx>.

### **Advisor**

By assuming the advisor role for a club/organization an advisor takes on the responsibility of the club/organization and all events/actions taken by the students. It is the advisors responsibility to assess the risk of the club/organization and activities, as well as, make necessary changes to assure the lowest risk possible or make the college aware of any potential risk for an activity/event. An advisor must be either an employee or faculty member of Hawkeye Community College.

#### **Advisor Duties Include:**

- Attend all general meetings of the club/organization.
- Attend club/organization advisor meetings.
- Be familiar with and comply with the Clubs and Organizations Policies and Procedures Manual.
- Track club/organization member GPAs to ensure they are in good standing. Report to the Student Life office when a member is not in good standing so appropriate action may be taken.
- Help the club/organization President prepare the agenda for meetings.
- Meet with the club/organization's President and/or Executive Board as often as needed.
- Understand institutional requirements for the club/organization. Keep students informed on institutional matter. Explain institutional policy/procedure as questions and issues arise within the club/organization.
- Oversee the club/organization in the daily operations and function of the group.
- Track and approve all spending by the club/organization. Offer financial management advice to the club/organization as needed.
- Provide continuity for the club/organization from year to year. Provide background history and insight into the club/organization.
- Act as a resource to the club/organization and its members.
- Attend programs/events sponsored by the club/organization. While advisors are encouraged to attend all events, such attendance is mandatory only at events that create liability/risk for the club/organization and/or Hawkeye Community College.
- Attend President Luncheons with club/organization members.
- Intervene when knowledge of illegal activity/activities contrary to Hawkeye Community College policy occur.

- Assure the club/organization is in good standing with the Student Leadership Council and that all necessary materials are turned in in a timely manner.
- Challenge club/organization members and officers to think creatively in fulfilling the club/organization's mission.
- Take an active part in formulating goals each year for the club/organization.
- Promote club/organization's activities to other faculty/staff.
- Contact the Associate Director of Student Life at 319-296-2329 ext. 1088 or email [stephanie.cherry@hawkeyecollege.edu](mailto:stephanie.cherry@hawkeyecollege.edu) with any questions related to the position as advisor of a student club/organization.

### Approval

- The club/organization shall send a representative to a SLC meeting at which the recognition of the proposed student club/organization shall be voted on by the SLC.
- The club/organization will be notified of the appropriate SLC meeting by communication from the Student Life Coordinator to the designated group advisor. The club/organization representative will be responsible for answering questions of the SLC relating to establishment of the organization and its purpose.
- Once approved, your club/organization will need to contact Krystal Grady at [krystal.grady@hawkeyecollege.edu](mailto:krystal.grady@hawkeyecollege.edu) or 319-296-2329 ext. 1796 to set up your club website. If you would like an example please feel free to view the SLC page at <http://www.hawkeyecollege.edu/students/get-involved/student-senate.aspx>. The Hawkeye Community College Associate Director of Student Life reserves the right to amend any information not consistent with the mission of the college.

### Types of Student Clubs/Organizations

**Professional and departmental clubs/organizations** are designed for students intending to pursue interests which contribute to their chosen career field and their career development.

Membership for **scholastic honorary clubs/organizations** are based on academic excellence and achievement.

**Service clubs/organizations** are designed for students wishing to contribute to Hawkeye Community College and/or the community.

**Special interest clubs/organizations** are designed for students wishing to pursue a particular interest or vocation.

### Process for Club/Organization Recognition

Official recognition of student clubs/organizations is granted by the Student Leadership Council and Student Life office.

- Clubs/organizations interested in official recognition, funding, and various on-campus privileges must apply to the Student Leadership by filling out the Request for Student Club/Organization Approval and Funding form. This form is also available from the Student Life office.
- New clubs/organizations must draft a constitution in accordance with the guidelines established by Student Leadership and the Student Life office.
- Clubs/organizations must understand and follow the rules, requirements, and policies established by the Student Leadership and Student Life office.

### Maintaining Club/Organization Recognition

Once recognized, clubs/organizations must maintain their active status by:

- Having current constitution and bylaws on file with Student Leadership Council.
- Submitting a current list of officers and members to Student Leadership Council each semester.
- Hold regular meetings, at least one per month.
- Have a Hawkeye Community College faculty or staff advisor who attends meetings and other functions.
- Handle all financial matters competently and make financial records available to the Student Life and the Business Office.
- Have all members of the club/organization in good standing with the College, which includes maintaining at least a 2.0 cumulative GPA and not be on disciplinary probation.

- Have a club/organization member present at the clubs/organization committee meeting to be held on the first Monday of each month at noon in the Brock Student Center.
- Must submit an annual report of activity and spending to the Student Leadership Council by April 30.
- Execute one community service activity per semester. This can be on or off campus.
- Collaborate with other clubs on at least two events each semester.

## **Club/Organization Suspension or Recognition Revoked**

A club/organization's recognition and privileges may be revoked by Student Leadership Council, Student Life office, or the President's office. Clubs/organizations must follow the Process for Club/Organization Recognition to be re-established as a recognized student club/organization. A decision for recognition and privileges to be revoked may be appealed to a review board. The recommendations of the review board are final. The review board will be chosen by the Student Life Director and will be made up of:

- Non-Student Leadership Council representative.
- Faculty representative.
- Staff representative.

## **Student Club/Organization Policies**

### **Advertisement Policies**

Effective ways to advertise your club/organization or events include: fliers, table tents, sandwich boards, Stall Street, PPT (COMLINK) on the Student Center TVs, informational tables and mass emails. For a template of the PPT slide or table tents, please contact the Student Life office at [studentlife@hawkeyecollege.edu](mailto:studentlife@hawkeyecollege.edu) or call 319-296-4027. The Student Life office must approve all forms of advertisement that are posted on campus. If there is a flyer, table tent or other advertisement posted on campus without the Student Life approval stamp it will be taken down immediately. Sidewalk chalk of any kind is not permitted on campus grounds.

### **Contracts**

Students cannot enter into contractual agreements on behalf of Hawkeye Community College or their club/organization.

### **Food on Campus**

Student clubs /organizations can order food through our on campus food court. CL Swanson must be given first opportunity to cater any events on campus. You can pick up a food service order form at the Student Life desk in the Brock Student Center.

### **Financial Information**

Student clubs/organizations are expected to keep an accurate record of their financial activities. For questions or concerns on financial rules and regulations, please seek out Laura Thompson in the Business Office located in the lower level of Hawkeye Center. Clubs/organizations cannot exceed fund balance; any overage will be paid for by the club/organization advisor's department.

If your club/organizations needs to make a purchase for an activity or event there are a couple of options:

- For online or over the phone purchases; clubs/organizations can use the credit card designated to be used only in the Business Office.
- The club/organization advisor can check out the Walmart credit card located in the Business Office.
- Pay for items up front and submit a reimbursement form with all necessary paperwork to the Student Life office. (Student Life encourages clubs/organizations to use this as a last resort option for purchases).

### **On/Off Campus Events**

If your club/organization is planning an event or trip on/off campus, you must notify the Student Life office of the event/activity. In addition, if the event is off campus you need to come to the Student Life office to obtain waivers prior to the trip, even if individuals are not being transported in a college vehicle.

### **Paraphernalia**

Clubs/organizations must have all paraphernalia designs (ex: T-shirts, sweatshirts, tote bags, etc.) reviewed and approved by their advisor and the Student Life office before they can be printed.

### **Raffling and Gambling**

All raffles held by a club/organization must be pre-approved by the Student Life office. All raffles are subject to sales tax paid by the club/organization sponsoring the raffle.

### **Stall Street Submission**

The Stall Street is posted twice a month on the 1<sup>st</sup> and 14<sup>th</sup> during the school year. If your club/organization would like to submit an item into a Stall Street, email Student Life at [studentlife@hawkeyecollege.edu](mailto:studentlife@hawkeyecollege.edu). Due to limited space a rotation may be implemented to ensure all clubs/organizations are given equal opportunities to post in the publication. There will also be a club/organization featured in every issue as well. The Student Life department reserves the right to omit or include any information.

### **Events On/Off Campus**

To plan an event or trip on/off campus, an Event Registration form must be completed prior to the trip. If the event is off campus, travel waivers need to be obtained prior to the trip, even if individuals are not being transported in a college vehicle.

### **Paraphernalia**

Clubs/organizations must have all paraphernalia designs (i.e.: t-shirts, sweatshirts, tote bags, etc.) reviewed and approved by their advisor and the Student Life Department before they can be printed.

### **Raffling and Gambling**

All raffles held by clubs and organizations must be pre-approved by the Student Life office. All raffles are subject to sales tax paid by the group sponsoring the raffle.

### **Advertisement Policies**

Effective ways to advertise on campus include: fliers, table tents, Stall Street, power point (COMLINK) on the campus TVs, and informational tables. For a template of the power point slide or table tents, please contact the Student Life office at [studentlife@hawkeyecollege.edu](mailto:studentlife@hawkeyecollege.edu) or call 319- 296-4027. Student Life must approve and distribute all forms of advertisement posted on campus. If there is a flyer, table tent, or other advertisement posted on campus without the Student Life approval stamp, it will be taken down immediately. Sidewalk chalk of any kind is not permitted on campus grounds.

### **Food on Campus**

Students can order food through our on-campus food court. *Canteen* must be given first opportunity to cater any events on campus. Students can pick up a food service order form at the Student Life office in the Brock Student Center. Food that has been brought in from off campus cannot be sold or distributed to other students on campus due to FDA regulations.

### **Solicitation Policy**

Solicitation of any kind is prohibited on campus.

### **Recruiter and Vendor Guidelines**

With respect to the recruiting efforts of our Armed Forces, four-year colleges and universities, and other informational entities, we reserve the right to determine designated areas and code of conduct while on our campus. If a club or organization would like to set up an information table on campus for promotional purposes, they need approval from Student Life.

All on-campus recruitment activities will be conducted in the following manner:

- All recruiters and vendors must contact the Student Life office to reserve a table in the Brock Student Center a minimum of 48 hours prior to desired date.
- No more than three people will be positioned at the respective table.
- Recruiting and vendor representatives may not solicit students other than at the designated table.
- The distribution of handouts and materials presented must be content neutral and not disrupt daily activities or shock Hawkeye Community College students.
- Recruiting and vendor personnel must not congregate near the entryways.
- Recruiters setting up individual meetings with students must notify the Student Life office 48 hours prior and meet in the Clubs and Organizations room in the Brock Student Center. Student Life will reserve the room.
- Recruiters and vendors may not enter other Hawkeye Community College buildings for recruiting purposes without the permission of the Student Life office.
- Groups and organizations not related to the college may reserve the table only one day per calendar month.
- Giveaways promoting your group or organization may be given to students. The only type of food acceptable is individually wrapped candy.
- We reserve the right to accept or deny any requests.



## Brock Student Center Usage

In an effort to ensure a safe and enjoyable experience for our students, it is required to adhere to the following Brock Student Center policies.

- Disclaimer: In using the Brock Student Center, one is obliged to act in accordance with the social and legal requirements for a public building. If an individual is asked three times to leave the building as a result of misconduct of any kind, the individual will not be allowed to use the Brock Student Center for the remainder of the semester.
- Hours of Operation
  - Academic Year Hours: 7:00a.m.-6:00p.m. Monday through Thursday and 7:00a.m.-4:00p.m. Friday.
  - Summer Hours: 7:30a.m.-4:00p.m. Monday through Friday.
  - All patrons must leave the building at closing time.
  - The Brock Student Center sets building hours for each semester based on student needs. Interim, holiday, and spring break hours are determined by the Associate Director of Student Life.
  - College departments and student clubs and organizations may request the building stay open after regular hours by filling out an after-hours request form. The sponsoring club or organization is responsible for after-hours closing responsibilities. All requests must be approved by the Associate Director of Student Life a minimum of one week prior to the scheduled event.
- Reserving Space on in the Brock Student Center
  - Any student may reserve the informational table, Student Learning Room, and Multipurpose Room in the Brock Student Center or an informational table in a building on campus at any time by visiting the website <http://www.hawkeyecollege.edu/about/locations/main-campus/brock-student-center-room-request.aspx> and filling out a reservation form or contacting the Student Life office at [studentlife@hawkeyecollege.edu](mailto:studentlife@hawkeyecollege.edu) or 319-296-4027. All requests must be confirmed by the Student Life office.
- Prohibited within the Brock Student Center
  - Alcoholic beverages are prohibited.
  - Animals that are not designated service animals.
  - Skateboarding, rollerblading, and the use of bicycles.
- Misconduct that affects the public use or the furnishings and facility thereof will result in asking the offender to leave the building. Such conduct includes but is not limited to:
  - Creating disturbances.
  - Damaging the building and furnishings therein.
  - Using inappropriate language or bodily contact.
- Failure to adhere to Student Life policies may result in the following actions:
  - Hawkeye Community College Student: A report of the incident will be sent to the Dean of Students if an individual is asked to leave the facility. The student will not be allowed to return to the Brock Student Center until a disciplinary decision is made by the Dean of Students Office.
  - Visitor: If a non-Hawkeye Community College student is asked to leave the facility for misconduct, they will not be allowed at the Brock Student Center for no less than two weeks. The length of removal will be determined based on the severity of the incident by the Associate Director of Student Life.
  - Violations of the State of Iowa laws will be reported to the appropriate officials.

## Health Education and Services Center (HESC) Usage

In an effort to ensure a safe and enjoyable experience for our visitors, it is required to adhere to the following HESC policies.

- Disclaimer: HESC staff reserve the right, in its sole and absolute discretion, to revise these policies without notice at any time. For a copy of the most current policies, please visit the front desk or Hawkeye's website.
- Hours of Operation
  - Hours are set for each semester based on student needs.
  - All patrons must leave the building at closing time.

- College departments and student organizations may request the building stay open after regular hours by filling out an after-hours request form. The sponsoring organization is responsible for after-hours closing responsibilities. All requests must be approved by the HESC Manager a minimum of one week prior to the scheduled event.
- Membership Policies:
  - Use of the HESC facility for recreational purposes is limited to approved members. All persons wishing to utilize the HESC for recreation purposes are required to possess and present a current Hawkeye ID. Verification of status may take up to 48 hours after application. The following persons will be granted member status if they are 18 years of age or older, possess a current Hawkeye ID, and sign a HESC Waiver and Release of Liability Form.
- Customary members
  - Students
    - Currently enrolled in at least one academic credit hour.
    - Pay activity fees.
    - In good standings as defined in the Hawkeye Student Handbook.
  - Faculty
    - Current applied science/arts and science full-time instructor (credit).
    - Adjunct instructor for applied science/arts and science for the current Academic semester (credit).
  - Staff
    - Full or part-time employee as defined by Hawkeye Community College.
- Fee-based members
  - Police Academy Students
    - One-time, \$5 card fee.
    - Only during current academy session.
  - Retirees
    - One-time, \$5 card fee.
    - Status to be determined and authorized by the Human Resources Department.
  - Concurrent Enrolled students
    - Fee- Current enrolled credits times \$2.00 activity fee.
      - Must be paid before using the HESC for recreational purposes.
      - Must be paid in cash or check.
    - One-time, \$5 card fee.
    - Must be 18 years of age.
    - Only during current semester.
  - Mount Mercy University students
    - Fee- \$15.00 for every five-week class
      - Must be paid before using the HESC for recreational purposes.
      - Must be paid in cash or check.
    - One-time, \$5 card fee.
    - Must be 18 years of age.
    - Only access during the five-week period while enrolled in classes.
- Sponsored Adult Policies
  - A qualified Hawkeye Community College employee or retiree can sponsor one adult to become a fee-paying member of the HESC. The sponsored adult must reside in the same household as the sponsoring member and be 18 years old or older.
  - Hawkeye Community College employees are defined as follows:
    - Full-time faculty. Current applied science or arts and science instructor for credit.
    - Adjunct instructor. Applied science or arts and science for credit current semester.
    - Staff. Any person who is employed full or part-time by Hawkeye.
  - If the Hawkeye Community College employee is no longer employed at Hawkeye Community College or has his or her HESC membership revoked for any reason, the membership of the sponsored adult automatically cancels with no fees refunded.
  - If the sponsored adult has his or her HESC membership revoked for any reason, the membership of the Hawkeye Community College employee automatically cancels and no membership fees will be refunded.
  - Verification

- Require proof of same address as the sponsoring Hawkeye Community College employee. To prove their address, sponsored adults must show either their driver's license or passport.
  - Official mail stating address, postmarked within four weeks of the current date.
- Rates for sponsored adult
  - Three months: \$54
  - Six months: \$90
  - One year: \$144
- Must be paid in full before a member ID will be issued.
- Must pay with cash or check.
- Sponsored adults will pay the same fees for group fitness classes and personal training sessions as Hawkeye Community College employees.
- HESC for recreational purposes will follow Hawkeye Community College's open/closure policies. When Hawkeye Community College is closed, the HESC is closed to all members.
- Building and General Use Policies:
  - Participation or observation of all HESC programs is strictly voluntary.
  - Participants are encouraged to have a physical examination prior to participating in any activity, particularly if they have any health problems or concerns due to injury, illness, age, or a history of heart disease or high blood pressure, respiratory problems, skeletal or muscular injuries or ailments, or are significantly above their recommended weight based on a standard weight chart.
  - Participants are expected to maintain their own medical and health coverage.
  - If a member is uncertain or unfamiliar with any activity or equipment, he or she should contact a HESC staff member for orientation.
  - Hawkeye Community College is not responsible in any way for accidents or injuries.
  - Violations of HESC policies, Hawkeye Student Conduct policies, or the Employee Manual may lead to removal from the facility, loss of privileges, and/or revocation of membership, and will be reported to the Dean of Students.
  - Effective July 1, 2007 the Iowa Civil Rights Act (Iowa Code Chapter 216) was expanded to add sexual orientation and gender identity to the list of protected classes. Under this law, individual are permitted to access those facilities in accordance with their gender identity rather than their assigned sex at birth, without being harassed or questioned. If a member is uncomfortable in the locker room, please find a Student Life staff member to discuss their needs.
  - HESC staff reserves the right to temporarily remove a user's access until an incident report is complete.
  - Members must adhere to the following policies in order to use the HESC:
    - HESC Waiver and Release of Liability Form must be signed before using the facility.
    - Refrain from inappropriate behavior and the use of profanity.
    - Members may be billed for late, damaged, or lost college equipment utilized by them. Removal of equipment without consent of HESC staff from the facility or designated grounds is not permitted. Minimum fine \$50.00. Hawkeye Community College participates in the State of Iowa Offset Program operated by the Iowa Department of Administrative Service, commonly referred to as the "DAS Offset Program." Outstanding balances will be submitted to this Offset Program.
    - Entry to and exit from the facility must be done at the front desk only. Other exits should be used for emergencies only. Members attempting to help non-members illegally or improperly enter the facilities will have their membership suspended or revoked.
    - All users entering the HESC must present a Hawkeye ID card or sign in using the biometric finger scanner at the front desk.
    - HESC events, credit classes, club sports, and athletics have priority scheduling over open gym hours.
    - The main floor is available on a first-come, first-served basis, as determined by HESC staff.
    - Animals are not permitted in facilities except trained service animals.
    - Only non-alcoholic beverages in closed, re-sealable plastic containers are allowed in activity areas. Food must be contained to the lounge area unless permitted otherwise.

- Appropriate, clean, closed-toe, non-marking, athletic shoes are required in all activity areas. Street shoes, flip flops, and Crocs are not allowed. Vibram shoes are allowed on the track but not in the weight room.
  - Proper attire, including shirts and shoes, are required at all times.
  - Bicycles, skateboards, unicycles, and in-line skates are prohibited.
  - Hanging from basketball rims or nets is prohibited.
  - Using cameras, cell phones, or any other electronic devices in the locker rooms and restrooms is strictly prohibited.
  - Neither the HESC nor its staff are responsible for lost or stolen items.
  - All members may use day-use lockers, but contents and locks must be removed on a daily basis unless rented for the semester.
  - Spitting is prohibited unless done in spitting receptacles.
  - Members are expected to be responsible, courteous, and safety-conscious at all times. Any member, who is found guilty of stealing or damaging property, is verbally or physically abusive toward another person at the HESC, or whose presence is determined by HESC administration to be detrimental to the best interests of the facility, may have his or her membership suspended or revoked.
  - Accidents and incidents occurring in the facility, no matter how minor, should be reported to HESC staff as soon as possible.
- **Weight Room Policies**  
In addition to the building and general use policies, members utilizing the weight room will adhere to the following policies:
    - Weights and weight stacks may not be slammed or dropped.
    - Use spotters when using free weights.
    - Gym chalk is not permitted.
    - Use collars with all bars in free weight lifting stations.
    - Tape is not allowed on any equipment.
    - No snatches, clean and jerk, or overhead press are allowed.
    - All open wounds must be completely covered while using equipment.
    - During peak hours, or while others are waiting, limit your workout on the cardio equipment to 30 minutes.
    - Notify staff immediately if you notice any broken, damaged, or unsafe equipment.
- **Track Policies**  
In addition to the building and general use policies, members utilizing the track will adhere to the following policies:
    - No food or beverages are permitted on the track. Only non-alcoholic beverages in closed, re-sealable plastic containers are allowed on the area adjacent to the track. Food must be contained to the lounge area unless permitted otherwise.
    - Walkers use inside lane.
    - No more than two runners or walkers side by side.
    - Use caution when changing lanes.
    - Follow the flow of runners. Even days walk/run clockwise and odd days walk counter-clockwise.
    - No spitting on the track. Please use trash receptacles.
    - No spectators on the track.
    - 1 lap = 0.06 mile, 1 mile = 15 laps
- **Equipment Checkout**  
Recreational equipment is available for check out at the front desk.
    - Members are eligible to use this service upon the presentation of their Hawkeye ID card. Members will be given the equipment and a HESC-only card allowing them access to the locker room.
    - Their Hawkeye ID is returned once the HESC-only card and equipment is returned to the front desk.
    - Equipment may be used inside or outside the HESC facility.
    - A replacement charge will be assessed for lost or damaged equipment.
    - If a sponsored adult fails to return equipment, the fee will be placed on the Hawkeye employee's account.

- Failure to pay this fine will result in a charge assessed to the user's college account.
  - Minimum fine \$50.00. (Hawkeye participates in the State of Iowa Offset Program operated by the Iowa Department of Administrative Service, commonly referred to as the "DAS Offset Program." Outstanding balances will be submitted to this Offset Program.)
- **Personal Training and Group Fitness Policy**  
Guidelines for trainers/instructors
    - Personal training and group fitness classes on the Hawkeye Community College premises are restricted to trainers and instructors hired by Hawkeye Community College.
    - Any participant who is conducting or is suspected of conducting personal training or group fitness classes with members in the HESC and who is not a HESC employee will have membership privileges reviewed and/or revoked.
- **Guidelines for trainees/participants**
    - All required forms must be completed, current, and on-file prior to each session/class. Forms may expire as indicated or as medical history or payment method changes.
    - **Refund Policy:** Once a group fitness class or personal training session or package is purchased, no refund will be given. If you purchase a group fitness class or personal training and cannot finish the sessions due to health issues, you are eligible for a refund for unused sessions minus a \$5 processing fee. You must provide documentation from your physician to receive this refund. This refund is based upon the approval from the HESC administration.
    - **Expiration Policy:** Personal training sessions expire three months from the date of purchase.
    - **Cancellation Policy:** Personal trainer must be notified two hours in advance of scheduled sessions. You must receive confirmation of cancellation from the trainer. If you do not appear for a scheduled appointment or fail to give two hour notice, you will be charged for the full session. Please call if you are going to be more than five minutes late for a session. Personal trainers will only wait 15 minutes for late arrivals, and your sessions will start from the time agreed upon.

## Children at the Brock Student Center and HESC

Hawkeye Community College is an educational institution that strives to create an environment most conducive to teaching and learning for all enrolled students. As a general rule, children\* will not be permitted in the classroom or in any other areas of the Brock Student Center or HESC where their presence may interfere with the learning or work environment or may jeopardize the safety of themselves or others.

Hawkeye Community College has established the following policies concerning children at the Brock Student Center and HESC:

- Children may visit certain college offices and facilities only for limited periods of time when their parent or guardian is conducting routine business at the college and the children are not disruptive. However, regular or repeated visits by children are never permitted.
- Children who are taking part in organized, scheduled activities or who are enrolled in specific classes are welcomed.
- Children may never be left unsupervised and must remain in the line of sight of their parent or guardian.
- Should children be left unsupervised, staff will call Public Safety.
- Should children become disruptive, the student and children may be asked to leave the facility.
- Children are not permitted in classrooms, except when the child's presence is necessary for classroom activities and only with prior approval of the faculty member.
- Students who have issues with care for their children should contact the Student Life office to receive referrals to childcare services in the area.
- Hawkeye Community College assumes no responsibility or liability for children.

\* For the purpose of these policies, children are defined as any youth under the age of 18 who are not officially registered in a Hawkeye Community College course.

# Weather and Emergency Information

## Weather and College Emergencies

Classes may be cancelled or delayed due to severe weather or maintenance situations such as shutdown of electricity or water.

Always use your best judgment when determining to attend classes during severe weather conditions. If you choose not to attend, it is your responsibility to contact your professors.

### Delayed Starts for Students

When Hawkeye Community College opens late, you should plan to begin your schedule at the late-start time. For example, if we open at 10:00 a.m., a class that would normally begin at 9:30 a.m. will start at 10:00 a.m. for a shortened class period. Normal class times will then resume. You will have access to campus starting at 9:30 a.m.

In the event of an emergency or severe weather, Hawkeye Community College will communicate information using the following methods:

- Sign up for Hawkeye Alert voice, text, or email notifications at [www.hawkeyecollege.edu/emergency/hawkeye-alert](http://www.hawkeyecollege.edu/emergency/hawkeye-alert).
- Check the Hawkeye website at [www.hawkeyecollege.edu](http://www.hawkeyecollege.edu).
- Call the Hawkeye Alert and Information Line at 319-296-4444.
- Listen to or check websites of local radio and television stations.

## Hawkeye Alert

The Hawkeye Alert system will notify you of college closings and cancellations due to emergency situations such as severe weather, hazardous material incidents, and immediate dangers.

In the event of an emergency, the Hawkeye Alert system will send a voice or text message to your phone or an email within minutes.

### Your Hawkeye Alert Contact Information

All current credit students, faculty, and staff automatically have their primary phone number, mailing address, and Hawkeye email address on file in their student or employee record loaded into the Hawkeye Alert system. Please log-in to verify your contact information and add text messaging, additional phone numbers, or email addresses that you would like to be contacted in the event of an emergency or severe weather.

Please note:

- Only current credit students, faculty, and staff can log-in to the Hawkeye Alert system.
- You will automatically be removed from the Hawkeye Alert system when you leave the college or graduate.
- Hawkeye Alerts are intended for people on or near campus. These emergency notifications may not be appropriate for everyone.
- Hawkeye Alert will contact every phone number and email address you include in your profile.
- If you choose to be notified via text message, regular text messaging rates will apply. Please check with your cell phone provider about your text messaging plan and any costs associated with incoming text messages.
- Hawkeye Community College tests the Hawkeye Alert system at the beginning of each semester. If you do not receive a Hawkeye Alert on the scheduled test date, please log-in to verify your contact information is correct.
- We do not sell, lease, share, or rent personally identifiable information (names, addresses, phone numbers, email addresses, etc.) to any companies or persons outside of Hawkeye Community College. Contact information you provide in your Hawkeye Alert profile will only be used to notify you of a college emergency or college closing.

### Hawkeye Alert and Information Line

319-296-4444

## Media Announcements

College closings and cancellation announcements will be sent to the Waterloo-Cedar Falls Courier website and the following television and radio stations and their websites.

### **Television Stations**

- KWWL - Channel 7 Waterloo (NBC)
- KCRG - Channel 9 Cedar Rapids (ABC)
- KGAN - Channel 2 Cedar Rapids (CBS)

### **Radio Stations**

- KFMW – 107.9 FM (Rock 108)
- KOKZ – 105.7 FM (Cool 105.7)
- KXEL – 1540 AM (News/Talk 1570)
- KWLO – 1330 AM (Star 1330)
- KCVM – 93.5 (The Mix)
- KCNZ – 1650 AM (1650 The Fan)
- KCRR – 97.7 FM (97.7 KCRR – The Classic Rock Station)
- KKHQ – 92.3 FM (Q92.3)
- KOEL – 98.5 FM (K-98.5)
- KOEL – 950 AM
- KZIA – 102.9 FM (Z102.9)
- KBBG – 88.1 FM
- KNWS – 101.9 FM (Life 101.9)
- KNWS – 1090 AM
- KFJB – 1230 AM
- KXIA – 101.1 FM (KIX 101.1)
- WMT – 96.5 FM (Mix 96.5)
- WMT – 660 AM
- KWAY – 99.3 FM (Y99.3)

## Emergency Desktop Notifications

During an emergency situation all Hawkeye Community College computers that are logged onto the Hawkeye Community College network will receive pop-up notifications with critical emergency information.

# Lost and Found

Lost and Found is maintained at the Business Office and the Health Education and Services Center. Lost items will be kept for 30 calendar days. After this time, the Student Services office will donate the items to a local non-profit organization.

Hawkeye Community College is not responsible for lost or found items.

## **Business Services**

Hawkeye Center  
Lower Level  
319-296-4417



**The Hawkeye Community College Student Handbook is not a contract, but is intended solely to give students a description of student practices at Hawkeye Community College and may be withdrawn, revised, or amended at any time. In all cases, the version available at <http://www.hawkeyecollege.edu/students/handbook/default.aspx> will be the final authority regarding college policies and procedures. Questions regarding the Student Handbook should be directed to David Ball, Director of Admissions, Student Life, and Athletics, or Stephanie Cherry, Associate Director of Student Life.**



**Appendix S:**  
**Required Information**  
**for Students and the Public**  
**on Programs, Fees, & Policies**

The College Webmaster & Marketing Coordinator work closely with the Director of Institutional Research and Accreditation to ensure up-to-date information is maintained and documented accordingly regarding all credit programs and credit course offerings. The College website allows for historical versioning of the College Catalog and course descriptions. To assist in ensuring the information is current, the positions named all use the College curriculum and workflow web-based program, CurricUNET. Users are notified of proposed curriculum changes and an auto-generated email goes to identified internal constituents when course and program approvals have been approved internally and by the Iowa Department of Education. These auto-generated notifications have proved invaluable with regard to timeliness of information and to also ensure the information is updated at the documented time.

An example of the auto-generated email is shown here. The color coding is provided to allow recipients to quickly see what is new (green font), what is being modified (gold font), and what is being inactivated (red font). Implementation dates ensure updates are made accordingly on the website and any printed marketing materials. This helps to produce an up-to-date website for both current and prospective students and the general public regarding the College's credit course and program offerings.

Fri 2/12/2016 2:30 PM  
 HCC-Curriculum@governet.net  
 New HCC Package Notification

To Renee Aschbrenner; Connie Buhr; Sharon Buss; Cindi Clark; Patricia East; Catharine Freeman; Amy Frost; Holly Grimm-See;  
David Grunklee; Debra Hacker; Dianne Lellig; Rhonda McRina; Robin Knight; Cynthia Bottrell; Carol Hedberg; Bryan Renfro;  
Heidi Hudson; Kendra Wyatt; Linda Butler; Beverly Duncan; Krystal Grady; Lisa Ciesielski; Melissa Seible Klein;  tmetcalf@governet.net;  
Darla Palmer; Shelly Christensen; Marina Durinova; Gisella Baker; Joanna Nieman; Hawkeye Webmaster; Nancy Henderson;

Cc  support@governet.net;  tmetcalf@governet.net

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**Digital Mass Media**

Digital Mass Media "Program Modification-TECHNICAL (package)" has been completed in the approval process.

To see each Program please click the links below.  
 IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[Digital Mass Media Program Comparison Report](#)  
[New AS-28](#)

To see each Course please click the links below.  
 IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 124 Comparison Report](#) Course Modifications-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 128 Word Report](#) New Course-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 138 Word Report](#) New Course-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 208 Word Report](#) New Course-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 302 Comparison Report](#) Course Modifications-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 303 Word Report](#) New Course-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 304 Comparison Report](#) Inactivate Course-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 310 Comparison Report](#) Course Modifications-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 430 Word Report](#) New Course-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 901 Word Report](#) New Course-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 905 Comparison Report](#) Course Modifications-TECHNICAL

IMPLEMENTATION of this newly approved proposal begins: Fall 2016  
[MMS 949 Comparison Report](#) Course Modifications-TECHNICAL

College Webmaster & Marketing Coordinator highlighted in purple in "TO" as recipients of this information

Additional internal constituents receiving the information include: Registrar, Program Advisors, Liberal Arts Advisors, Deans, Program Department Secretaries, Financial Aid Office, Faculty Curriculum Co-Chairs, Admissions Office, Dean of Student Services, Vice President of Academic Affairs, and Institutional Research

Annually the Vice President of Academic Affairs solicits program and course fee information from the academic deans and program faculty. This information is compiled and reported to both the College Webmaster and Director of Business Services. These individuals use the information to update the Program Courses page which include any applicable course fees and also update the information in the student record system to ensure accurate student invoices are generated for the new academic year.

*Sample of spreadsheet provided to Business Services & Webmaster:*

Course#	Course Title	Type	General Ledger Association	Current Fee	New Fee
ADM-222	Career Capstone	Off Spec Lab Fee	13_00_02_43190_45430	\$ 35.00	\$ 35.00
ADN-123	Physical Assessment	Assoc Deg Nurse Lab Fee	13_00_02_36130_45430	\$ 895.00	\$ 923.00
ADN-331	Issues in Nursing Management	Assoc Deg Nurse Lab Fee	13_00_02_36130_45430	\$ -	\$ -
ADN-531	Advanced Adult Health Nrsg I	Assoc Deg Nurse Lab Fee	13_00_02_36130_45430	\$ -	\$ -
ADN-532	Advanced Medical Surgical	Assoc Deg Nurse Lab Fee	13_00_02_36130_45430		\$ 74.00
AGA 154	Fundamentals of Soil Science	Agri-Bus Mgmt Lab Fee	13_00_02_30210_45430		\$ 21.00
AGA-114	Principles of Agronomy	Agri-Bus Mgmt Lab Fee	13_00_02_30210_45430	\$ 44.00	\$ 44.00
AGA-284	Pesticide App Certification	Hort Science Lab Fee	13_00_02_30320_45430	\$ 46.00	\$ 46.00
AGB-331	Entrepreneurship in Ag	Agri-Bus Mgmt Lab Fee	13_00_02_30210_45430	\$ 32.00	\$ 32.00
AGH-142	Landscape Construction	Hort Science Lab Fee	13_00_02_30320_45430	\$ 25.00	\$ 25.00
AGH-143	Equipment Repair	Hort Science Lab Fee	13_00_02_30320_45430	\$ 15.00	\$ 15.00
AGH-152	Landscape Design Techniques	Hort Science Lab Fee	13_00_02_30320_45430	\$ 36.00	\$ 36.00
AGH-200	Landscape Estimating and Bid	Hort Science Lab Fee	13_00_02_30320_45430	\$ 10.00	\$ -
AGH-211	Advanced Turfgrass Mgt	Hort Science Lab Fee	13_00_02_30320_45430	\$ 35.00	\$ 35.00
AGH-221	Principles of Horticulture	Hort Science Lab Fee	13_00_02_30320_45430	\$ 125.00	\$ 125.00
AGH-222	Plant Propagation I	Hort Science Lab Fee	13_00_02_30320_45430	\$ 50.00	\$ -

*Sample of fee tracking form:*

Practical Nursing	PNN116-Intro to Nursing Skills Lab	PNN 117-Nursing Clinical I	PNN-217	PNN-100	Misc. Fees/Some Optional to Student
Semester	1	1			
Clinical ID badge	\$5.00				
Liability Insurance	\$30.00				
Fundamentals kit	\$109.00				
Docucare	\$99.00				
ATI fees	\$913.00				
Equipment use fee	\$25.00				
Clinical Kit		\$139.00			
Castle Branch-Online Background check					\$131.00
Program Nursing Pin/Lamp					\$88.00
Lab Fee				\$75.00	
<b>Totals</b>	<b>\$1,181.00</b>	<b>\$139.00</b>		<b>\$75.00</b>	<b>\$1,395.00</b>

Here is an example viewable by current and prospective students and the general public regarding associated course fees:

<http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/courses.aspx>

**Associate Degree Nursing Courses**

Award: Associate of Applied Science (AAS)  
 Required number of credits: 38  
 Enrollment Status: Full-time only  
 Program Start: Fall, Spring

The Nursing: Associate Degree Nursing program requires a mix of general education and hands-on courses. The following list of courses is the suggested sequence of study for a full-time student.

**When registering for classes refer to your Program Evaluation** to see your specific program requirements and ensure proper registration.

**2016–2017 Suggested Sequence of Study and Course Cost**  
 Courses and course cost calculations are subject to change.

**Required Background Screenings to Participate in Clinicals**  
 As a student in a health program at Hawkeye Community College you will be required to complete:

- a criminal background check,
- sex offender registry,
- child abuse registry, and
- dependent adult registry.

The outcome could possibly affect your opportunities to participate in the clinical setting.

**Program Course Notes**

- Students must achieve a minimum "C" grade in all courses that are required to complete the program.
- Students may complete general education courses, marked with the gen ed icon **GEN ED**, prior to full admission into the program.

Semester 1		Tuition & Fees	
ADN121	Transition to Professional Nursing	2	\$337.00
ADN122	Advanced Nursing Skills	2	\$337.00
ADN123	Physical Assessment	2	\$1280.00
ADN281	Diet Management	1	\$188.50
ADN531	Advanced Adult Health Nursing I	6	\$1011.00
<a href="#">View Course Descriptions</a>		<b>Total Credits 13</b>	

A statement is provided to students on the Cost per Credit Hour page about additional fees that may be associated with courses.

<http://www.hawkeyecollege.edu/students/paying-for-college/tuition-and-fees.aspx>



# Appendix T:

## Advertising & Recruiting Materials



**50**

**YEARS**

**REASONS**

*to Experience Hawkeye*



# 50 YEARS 50 REASONS



50+ Programs

Real-World Knowledge

Hands-On Learning

Unique Opportunities

Transfer Made Easy

Hawkeye-UNI  
Partnership

Study Abroad

### Personal Attention

“THE INSTRUCTORS  
HERE ACTUALLY CARE. THE  
ONE-ON-ONE ATTENTION  
IS JUST AWESOME.”

*Te'Shea Burt,  
Business Administration*

Small Class Sizes

Flexible Schedules

Minimesters

Support Networks

Dedicated  
Academic Advisors

Student Tutoring  
& Computer Lab

Student Health Clinic

Career Services

Career Fairs

Our Campus

**The programs. The location. The partnerships. The atmosphere. The fact Hawkeye has been the source for quality, affordable college education for 50 years.**

There are a lot of perks to being a Hawkeye student. Here you'll find 50 — and that's just the beginning.

Virtual Hospital

Dental Clinic

Innovation

Technology

Library

Farm Lab

Meat Lab

Student Life

Brock Student Center

Dining Dollars Card

Holiday Hoopla

### Student Leadership

Fall Fest

Hawkeye Card

Recreation

Arts & Culture

Health Education  
& Services Center

Intramurals

Group Fitness  
Classes

Bike Share

Hawkeye RedTails  
Athletics

Sports Shooting

Soccer

Golf

Dance Team

### Rusty the RedTail

Affordable

Financial Aid

### Scholarships

**400+ AWARDED EACH YEAR**

Convenient Housing

Employers Love  
Our Graduates

**Great Stories  
Begin Here**

“COLLEGE IS  
ABOUT MORE THAN  
ACADEMICS; IT'S ABOUT  
PUTTING YOURSELF OUT THERE.  
I ENCOURAGE EVERYONE TO  
GET INVOLVED. YOU WILL BE  
HAPPY YOU DID!”

*Mallory Owens,  
Graphic Communications*



#01  
50+ Programs

“ OUR INSTRUCTORS ARE GREAT BECAUSE THEY WERE IN THE INDUSTRY. THEY’VE BEEN THROUGH IT ALL AND HAVE SEEN EVERYTHING. ” — Cody Engen, Automotive Technology, 2016

#02  
Real-World Knowledge

Sustainable Construction & Design program students built a tiny house, using a unique project to gain real-world experience. The house gained national attention, and even caught the eye of producers at HGTV.



#03  
Hands-On Learning

#04  
Unique Opportunities

“ THE INSTRUCTORS UNDERSTAND WE’RE STUDENTS. THEY EXPLAIN HOW THINGS WORK AND WHY WE DO THINGS A CERTAIN WAY. WE LEARN BY DOING — AND IT MAKES IT THAT MUCH EASIER TO LEARN. ” — Ziana Glew, Sustainable Construction & Design, 2017

#05  
Hawkeye-UNI Partnership

- Participate in clubs, organizations, marching band, ROTC, etc.
- Transfer as a junior to complete your degree in four years
- Live in the UNI dorms — just 15 minutes from Hawkeye
- Scholarships available just for transfer students
- Discounts to UNI events with the Panther Pass

#06  
Transfer Made Easy

**SAVE MONEY BY STARTING YOUR FOUR-YEAR DEGREE AT HAWKEYE.** Programs like the 2+2 Guaranteed Graduation Plan (University of Iowa) and the Admissions Partnership Plan (Iowa State University and the University of Northern Iowa) make for seamless transfer of your Hawkeye credits to complete your bachelor’s degree.

#07  
Study Abroad

More than 100 Hawkeye students have studied abroad since 2007, visiting nine countries: Brazil, China, Dominican Republic, Haiti, Ireland, Italy, Japan, South Korea, and Russia.

#08 #09  
Flexible Schedules Minimesters  
Take a class online, in the evening, or even in a three-week **Minimester** between semesters.

Get **hands-on training** in two years or less with one of our technical programs, or complete the first two years of your bachelor’s degree. From Accounting to Veterinary Assisting, Hawkeye has the programs to fit your needs.

	Award	Total Number of Semesters	Program Starts	Attend Summer	Average Cost Per Semester ***
<b>TWO-YEAR TRANSFER PROGRAMS</b>					
Agricultural Science	AS	4	Fl, Sp, Su	Optional	\$2,696
Business Administration *	AA	4	Fl, Sp, Su	Optional	\$2,654
Criminal Justice	AA	4	Fl, Sp, Su	Optional	\$2,696
Liberal Arts * **	AA, AS	4	Fl, Sp, Su	Optional	\$2,612
<b>AGRICULTURE AND NATURAL RESOURCES</b>					
Agricultural Business Management	AAS, D, C	4, 2, 1	Fl, Sp, Su	Optional	\$2,907
Animal Science	AAS, D	4, 2	Fl, Sp, Su	Optional	\$2,907
Landscape and Turf Management	AAS, D	4, 2	Fl, Sp, Su	Optional	\$2,991
Natural Resources Management	AAS, C	4, 1	Fl, Sp, Su	Optional	\$2,738
Veterinary Assisting (Option of Animal Science)	D	3	Fl, Sp, Su	Yes	\$2,763
<b>ARTS</b>					
Digital Mass Media	AAA	4	Fl, Sp, Su	Optional	\$2,528
Graphic Communications +	AAA	4	Fl, Sp	Optional	\$2,696
Professional Photography	AAA	4	Fl	Optional	\$2,822
<b>BUSINESS</b>					
Accounting	AAS, D	4, 2	Fl, Sp, Su	Optional	\$2,696
Executive Assistant	AAS, D, C	4, 3, 2	Fl, Sp, Su	Optional	\$2,696
Golf Course and Country Club Management	AAS	5	Fl, Sp, Su	Yes	\$2,617
Hospitality Management	AAS	5	Fl, Sp, Su	Yes	\$2,458
Human Resource Management *	AAS	4	Fl, Sp, Su	Optional	\$2,696
Legal Office Assistant (Option of Executive Assistant)	AAS	4	Fl, Sp, Su	Optional	\$2,654
Marketing Management	AAS	4	Fl, Sp, Su	Optional	\$2,696
Medical Administrative Assistant	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,696
Medical Billing and Coding Associate	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,738
<b>EDUCATION</b>					
Early Childhood Education * +	AAS, D	4, 2	Fl, Sp, Su	Optional	\$2,570
<b>HEALTH</b>					
Dental Assisting +	D	3	Fl	Yes	\$3,033
Dental Hygiene +	AAS	6	Fl	Yes	\$2,415
Medical Laboratory Technology +	AAS	6	Fl, Sp	Yes	\$2,696
Nursing: Practical Nursing (LPN) +	D	3	Fl, Sp	Optional	\$2,528
Nursing: Associate Degree Nursing (RN) +	AAS	3	Fl, Sp	Yes	\$2,561
Occupational Therapy Assistant +	AAS	6	Su	Yes	\$2,763
Physical Therapist Assistant +	AAS	5	Fl	Yes	\$2,996
Respiratory Care +	AAS	6	Su	Yes	\$2,662
<b>INDUSTRIAL AND ENGINEERING TECHNOLOGY</b>					
Civil and Construction Engineering Technology +	AAS	4	Fl	Optional	\$2,991
CNC Machining and Tool-Making Technology +	AAS, D, C	5, 3, 2, 1	Fl	Yes	\$2,996
Electromechanical Engineering Technology +	AAS, D, C	5, 3, 1	Fl	Yes	\$3,070
Electronics Engineering Technology +	AAS, D, C	5, 3, 2	Fl	Yes	\$3,183
Heating and Air Conditioning +	D	3	Fl	Yes	\$2,471
Industrial Automation Technology +	AAS, D	4, 2	Fl	Optional	\$2,907
Sustainable Construction and Design +	AAS	5	Fl	Yes	\$2,736
Welding +	D, C	3, 2, 1	Fl, Sp	Optional	\$2,415
<b>INFORMATION TECHNOLOGY</b>					
Information Systems Management +	AAS	4	Fl	Optional	\$2,654
Network Administration and Engineering +	AAS, D	4, 2	Fl	Optional	\$2,865
Web Programming and Development * +	AAS	4	Fl	Optional	\$2,612
<b>POWER TECHNOLOGY</b>					
Agricultural Power Technology	AAS	4	Fl	Optional	\$2,865
Automotive Technology	AAS	4	Fl	Optional	\$3,202
Collision Repair and Refinishing	AAS, D	4, 2	Fl	Optional	\$2,949
Construction Equipment Operation	D	3	Su	Yes	\$2,584
Diesel Truck Technology	AAS	4	Fl	Optional	\$2,865
Truck Driving and Transportation Training	C	1	Fl, Sp, Su	Optional	\$3,202
<b>PUBLIC SERVICES</b>					
Emergency Medical Services	AAS, C	5, 3	Fl, Sp, Su	Yes	\$2,736
Fire Science	AAS	4	Fl, Sp, Su	Yes	\$2,528
Police Science	AAS	4	Fl, Sp, Su	Optional	\$2,612

C=Certificate D=Diploma AA=Associate of Arts AS=Associate of Science AAA=Associate of Applied Arts AAS=Associate of Applied Science  
\*Night option available. \*\*Online option available. \*\*\*Includes only in-state tuition, student activity fee, and computer fee. +Additional program admission requirements. // Students can usually start at any time of the year in related course work. For more information, contact an advisor.



#10  
Personal Attention

“ I HAVE ATTENDED OTHER COLLEGES,  
AND I HAVE NEVER HAD AN INSTRUCTOR  
AS DEDICATED TO MAKING SURE YOU  
UNDERSTAND THE INFORMATION. ”

– Amber Wolken, Respiratory Care, 2016



#12  
Support Networks



Students work with a **dedicated academic advisor** to chart their academic plan. The **Student Tutoring and Computer Lab** includes 80+ computers and professional tutoring, plus a wide variety of other services to meet your needs, including computer and study skills workshops.

#13  
Dedicated Academic Advisors

#14  
Student Tutoring  
& Computer Lab



The **Student Health Clinic** provides support for students who are sick, managing chronic health problems, or working to develop a healthier lifestyle. An advanced registered nurse practitioner and a mental health counselor are on staff to meet the diverse needs of college students.

#15  
Student Health Clinic



#16  
Career  
Services



Explore career options, search for jobs, build your resumé, hone your interview skills — the **Career Services Center** will help you prepare for success. Career Services also hosts **Career Fairs** on campus, bringing more than 100 employers to Hawkeye each year looking to hire new graduates.

#17  
Career  
Fairs

#18  
Our  
Campus

#19  
Virtual  
Hospital

#20  
Dental  
Clinic

The Van Gerpen Patient Simulator Lab is a **Virtual Hospital** with 18+ patient simulators. Using cutting-edge technology, the lab replicates a broad range of hospital settings, including emergency room, intensive care, labor and delivery, and exam rooms. The **Dental Clinic** provides students with hands-on experience under the supervision of professional faculty. Low-cost dental services are available to the public, with screenings to provide students with learning experience and the community with high-quality dental services.

#21  
Innovation

#22  
Technology

#23  
Library

Hawkeye uses state-of-the-art **technology** in the classroom and beyond. From truck driving and heavy equipment simulators to the iPad and WiFi hot spot checkout program in the **Library**, technology is not only integrated into learning, but accessible to students at all levels.

#24  
Farm Lab

#25  
Meat Lab

Hawkeye's 400-acre working farm gives students hands-on experience with livestock and crop production. Hawkeye is the only community college in Iowa with a full-service **Meat Lab**.



“I WAS VERY INVOLVED ON CAMPUS, AND I LOVED IT. I FELT LIKE I BELONGED.”

— Sarah Ludwig,  
Liberal Arts Transfer,  
2016



## #26 Student Life

Get involved on campus with more than 30 clubs and organizations, including STEM Club, Student Leadership Council, Criminal Justice Club, Education Club, Photography Club, and much more. Take part in a club that fits your interest or work with **Student Life** to create your own!

## #27 Brock Student Center

Hawkeye hosts many events on campus, bringing the college community together for food, activities, music, and fun! Almost every week you can stop by the **Brock Student Center** for activities like Grocery BINGO, gingerbread house contests, and more.

## #28 Dining Dollars Card

The student center is home to the Food Court, where you can get a hot meal or grab a snack on the go. For every \$10 you add to your **Dining Dollars Card** you get \$1 added for free.



## #29 Arts and Culture

Earn college credit as a member of the chorus or a drama production, enter work in the Student Art Show, or attend one of the many events on campus, including Ethnic Culture Fest, Films on Fridays, etc. Students also get free admission to select Artist Series productions, which include musicals, comedies, and solo and group music acts.

## #30 Student Leadership

Groups like the **Student Leadership Council** and Phi Theta Kappa Honor Society regularly plan ways to get involved and give back.

Receive discounts at dozens of local restaurants and stores by using your **Hawkeye Card**.

## #31 Hawkeye Card

## #32 Holiday Hoopla

## #33 Fall Fest



**HAWKEYE**  
COMMUNITY COLLEGE



The **Hawkeye Redtails** are competing against other community colleges across the state in **Sports Shooting** and **Soccer**. Hawkeye also has club sports, including **Golf** and **Dance**. Prefer to stay in the stands? Join **Rusty the RedTail** and cheer the team to victory at one of the home games.

**#34**  
Hawkeye  
RedTail Athletics

**#35**  
Rusty  
the RedTail

**NOW COMPETING:**

- Sports Shooting (Co-Ed)
- Men's Soccer
- Women's Soccer
- Golf (Club)
- Dance (Club)



**#36**  
Sports  
Shooting

**#37**  
Dance  
Team

**NOW RECRUITING:**

- Track & Field – Fall 2017
- Cross Country – Spring 2018
- Golf – Fall 2018

**#38**  
Soccer

**#39**  
Golf



**#40**  
Recreation

**#41**  
Health Education  
and Services Center

The **Health Education and Services Center (HESC)** provides Hawkeye students access to exercise facilities, fitness classes, personal training, and more. The facility includes a full-size gym, indoor track, weight room, basketball, and volleyball courts.



**#42**  
Intramurals

**#43**  
Group Fitness Classes

**#44**  
Bike Share

**Intramurals:** Badminton, Basketball, Bowling, Dodgeball, Flag Football, Golf, Soccer, Softball, Table Tennis, Volleyball, and Whiffle Ball tournaments held throughout the school year.

**Group Fitness Classes** average 18 sessions every week during fall and spring semesters, featuring yoga, Zumba, Pilates, Interval Blast, Boot Camp, and other classes. All group fitness classes are free for students.



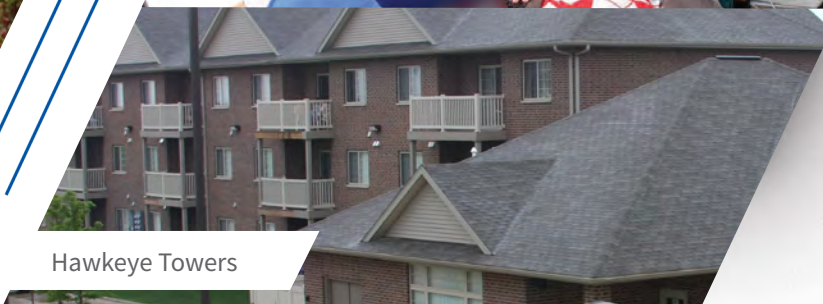
# #45 Convenient Housing



Hawkeye Village



UNI Residence Halls



Hawkeye Towers

“ I LOVE LIVING AT THE HAWKEYE VILLAGE BECAUSE IT’S CLOSE TO CAMPUS AND ON NICE DAYS I CAN WALK TO CLASS. ”

— Chloe Landt, Liberal Arts Transfer, 2017

## Hawkeye Towers

6025 Donegal Circle, Waterloo, IA 50701 // 319-234-6400

### 12 Month Lease

4 bedroom, 2 bath: \$389 per person

### 10 Month Lease

4 bedroom, 2 bath: \$467 per person

### Included Utilities

• Cable TV • Internet • Trash

## Hawkeye Village

1422 Irish Drive #4, Waterloo, IA 50701 // 319-296-3300

### 12 Month Lease

1 small bedroom, 1 bath: \$510  
1 large bedroom, 1 bath: \$525  
2 bedroom, 1 bath: \$750  
3 small bedroom, 2 bath: \$1,110

### 10 Month Lease

1 small bedroom, 1 bath: \$560  
1 large bedroom, 1 bath: \$575  
2 bedroom, 1 bath: \$800  
3 small bedroom, 2 bath: \$1,160

### Included Utilities

• Water • Sewer  
• Trash • Heat

## University of Northern Iowa Residence Halls

010 Redeker Center, UNI, Cedar Falls, IA 50614-0252 // 319-273-2333

### Fall/Spring Contract

Double room: \$8,629 includes meal plan with \$100 dining dollars

\$9,029 includes meal plan with \$500 dining dollars

### Summer Contract

\$103-\$187\* per week (varies based on room and hall)

\*Rates based on Summer 2016, 2017 rates not yet determined

### Included Utilities

• Cable TV • Internet  
• Water • Sewer  
• Trash  
• Heat  
• Electric

#46  
Affordable

## Compare One Year of Tuition Costs:

Private 4-Year Colleges: \$38,044

Public 4-Year Colleges: \$16,592

Hawkeye Community College: \$4,785

#47  
Financial Aid

**85% of students** who apply for financial aid receive assistance.

#48  
Scholarships

## 419 awarded in 2015-2016

Average Scholarship: \$851.45

Total dollars: \$356,759.41

Apply for scholarships online:

[WWW.HAWKEYECOLLEGE.EDU/GO/SCHOLARSHIPS](http://WWW.HAWKEYECOLLEGE.EDU/GO/SCHOLARSHIPS)

For more information, contact Hawkeye Community College Foundation at 319-296-4002

## Hawkeye awards thousands of dollars in scholarships every year.

By applying once you will be considered for dozens of scholarships. These awards may cover tuition, fees, and books.

Awards may be based on cumulative grade point average, financial need, number of credit hours, or specific program

### SCHOLARSHIP DEADLINES:

SEMESTER	APPLICATION	COURSE REGISTRATION
Fall 2017	March 1, 2017	May 1, 2017*
Spring 2018	October 1, 2017	December 1, 2017*

\*If you are scheduled to register after May 1, 2017, please contact the Foundation office at 319-269-4002.

## ATTENTION HIGH SCHOOL SENIORS!

**\$1,000 - \$2,500 Achievement scholarship**

### Qualifications:

2016-2017 high school graduate // Register for a minimum of 12 credit hours at Hawkeye High school minimum cumulative grade point average of 2.5

Students must complete the Hawkeye scholarship application to be eligible.

### SCHOLARSHIP DEADLINES:

APPLICATION	ACCEPTED TO HAWKEYE BY	COURSE REGISTRATION
March 1, 2017	April 1, 2017	August 1, 2017

For detailed housing information, visit

[WWW.HAWKEYECOLLEGE.EDU/STUDENTS/HOUSING](http://WWW.HAWKEYECOLLEGE.EDU/STUDENTS/HOUSING)

# #49

## Employers Love Our Graduates



# HAWKEYE GRADUATES ARE WELL PREPARED FOR THE REAL-WORLD

civil engineering projects we are engaged in, whether it is in survey, construction, or CAD design. They are ready to jump in and be productive almost immediately. We have at least five Hawkeye grads on our staff, and their skills and talents are integral to our success every day.” — Foth Infrastructure & Environment, LLC



### Companies Who Employ Our Graduates (just to name a few)

- John Deere
- Rockwell Collins, Inc.
- UnityPoint Health
- Mayo Clinic
- Kimball & Beecher Family Dentistry
- Western Home Communities
- Allen Memorial Hospital
- Pioneer Hi-Bred
- Foth Infrastructure & Environment, LLC
- Iowa Cubs
- Iowa Department of Natural Resources
- Young Plumbing & Heating
- Mudd Group, Inc.
- Iowa State Patrol
- The Principal Financial Group

# #50 GREAT STORIES BEGIN HERE

Discover how you can start yours — Experience Hawkeye  
**319-296-4000 OR WWW.HAWKEYECOLLEGE.EDU/GO/VISIT**

## STUDENT CHECKLIST

### Apply

- Create an admissions account** at [www.hawkeyecollege.edu/go/admissions](http://www.hawkeyecollege.edu/go/admissions).
- Complete an admissions application** online.
- Complete an assessment.** The ACT, COMPASS, ASSET, SAT, and ACCUPLACER assessments are accepted for admission to Hawkeye.
  - If you have completed an assessment, request your **official** scores be sent to the Admissions office.\*
  - If you need to take an assessment, call Student Services at 319-296-4014 to schedule an Accuplacer assessment.
  - Assessment scores will be used to place you in coursework at Hawkeye. To find out placement based on your assessment scores, visit [www.hawkeyecollege.edu/go/assessment-scores](http://www.hawkeyecollege.edu/go/assessment-scores).
  - Some programs require specific scores. Review admission requirements for your program at [www.hawkeyecollege.edu/academics/programs](http://www.hawkeyecollege.edu/academics/programs).
- Have official transcripts** sent to the Admissions office.
  - Official high school transcripts showing graduation and/or GED or HiSET scores must be sent.\*
  - If you have taken college-level classes and would like to receive possible credit, you will need to have your previous college(s) send an official college transcript.\*

### After You Apply

- Apply for financial aid** online at [www.fafsa.gov](http://www.fafsa.gov). Don't forget to add Hawkeye Community College (004595). If you need assistance completing the FAFSA, contact the Financial Aid office at 319-296-4020.
- Complete the Hawkeye scholarship application** online at [www.hawkeyecollege.edu/go/scholarships](http://www.hawkeyecollege.edu/go/scholarships).
- Find housing.** Check out housing options online at [www.hawkeyecollege.edu/students/housing](http://www.hawkeyecollege.edu/students/housing).

### After You're Accepted

- Set up your My Hawkeye account**, your online access to personal college information. You will receive directions with your acceptance letter on how to set up your account. If you need assistance, call the Student Tutoring and Computer Lab at 319-296-4029.
- Attend a Mandatory Orientation and Registration Experience (MORE) session to register for classes.** You will receive an email in your My Hawkeye account on how to sign up for a MORE session. If you need assistance, call Student Services at 319-296-4014.

\* Transcripts and test scores received directly from the student are not considered official.

**Hawkeye is located near the following cities (distance in miles):**

- Iowa City (82)
- Des Moines (130)
- Omaha (250)
- Mason City (83)
- Minneapolis (220)
- Milwaukee (260)
- Dubuque (91)
- Sioux City (220)
- Chicago (302)



1501 East Orange Rd., P.O. Box 8015, Waterloo, IA 50704-8015  
319-296-4000 // [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu) // [www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

Hawkeye Community College is accredited by:

The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604	Iowa Department of Education 400 E 14th and Grand Des Moines, IA 50319-0146
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1501 East Orange Rd.  
P.O. Box 8015  
Waterloo, IA 50704-8015

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FIRST-CLASS MAIL PERMIT NO. 985 WATERLOO IA

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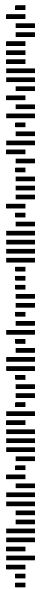
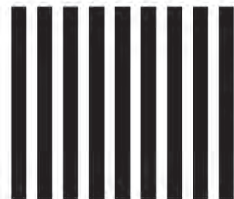
ADMISSIONS OFFICE  
HAWKEYE COMMUNITY COLLEGE  
PO BOX 8015  
WATERLOO IA 50704-9902



**JUNIOR**  
VISIT DAY

SATURDAY,  
APRIL 2

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**WHAT DO  
YOU WANT?**

**THAT'S WHAT MATTERS.**





# WHAT INTERESTS YOU?




**50+ PROGRAMS**  
Hands-on career training in two years or less, or complete the first two years of a four-year degree.

**30+ STUDENT CLUBS AND ORGANIZATIONS**  
“ Getting involved on campus is the best decision I made. I met so many great people. ”  
*Mallory Owens, Graphic Communications, 2015*



**400+ SCHOLARSHIPS AWARDED EACH YEAR**  
WORTH MORE THAN \$355,000

**AVERAGE CLASS SIZE : 15**




**400 ACRE WORKING FARM**  
Hands-on experience with livestock and crop production. Iowa's only community college with a full-service meat processing lab.



## DO YOU KNOW WHAT YOU WANT TO DO AFTER HIGH SCHOOL?

It's okay to say no. You're a junior. There's time – time for questions, for exploration, for learning everything you can about your interests.

Hawkeye: **\$4,785**  
Public 4-year: **\$7,886**  
Private 4-year: **\$28,336**  
**THIRD LOWEST TUITION AMONG IOWA'S COMMUNITY COLLEGES**



**18+ PATIENT SIMULATORS IN THE VIRTUAL HOSPITAL**  
State-of-the-art tech to train for the future of healthcare.

**SIX INTERCOLLEGIATE SPORTS BY 2019**  
Sports Shooting, Soccer, Track & Field, Cross Country, Bowling, Golf



## JUNIOR VISIT DAY – APRIL 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

High School: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

- Interested in:  Cross Country  Dance  Golf  Soccer  Sports Shooting  Track and Field

**JOIN US FOR JUNIOR VISIT DAY SATURDAY, APRIL 2.**

Call 319-296-4000, visit [www.hawkeyecollege.edu/go/visit-day](http://www.hawkeyecollege.edu/go/visit-day), or return the reply card.



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P.O. Box 8015  
Waterloo, IA 50704-8015

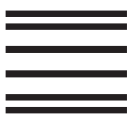
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# EXPERIENCE HAWKEYE THIS FALL

**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 985 WATERLOO IA

POSTAGE WILL BE PAID BY ADDRESSEE

ADMISSIONS OFFICE  
HAWKEYE COMMUNITY COLLEGE  
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WATERLOO IA 50704-9902



<First Name> <Last Name>  
<Address 1>  
<Address 2>  
<City><State><Zip>



**EXPERIENCE HAWKEYE VISIT DAYS**  
[WWW.HAWKEYECOLLEGE.EDU/GO/VISIT-DAY](http://WWW.HAWKEYECOLLEGE.EDU/GO/VISIT-DAY)





# WHY HAWKEYE? ASK OUR STUDENTS



## TE'SHEA BURT

BUSINESS  
ADMINISTRATION, 2015

Waterloo, Iowa

"The instructors here actually care. They're approachable and if you're having trouble in class it's easy to talk to them. The one-on-one communication is just awesome."

## CODY ENGEN

AUTOMOTIVE  
TECHNOLOGY, 2016

Cedar Falls, Iowa

"I love going to class. A lot of our work is hands on and the instructors are great because they were in the industry."

## LUKE BENJEGERDES

CIVIL AND CONSTRUCTION  
ENGINEERING TECHNOLOGY, 2015

West Union, Iowa

"This is a great program! There are a lot of good-paying jobs in my field."



# DISCOVER WHY HAWKEYE IS RIGHT FOR YOU

## EXPERIENCE HAWKEYE VISIT DAYS FALL 2015

- Explore programs.
- Talk with current students.
- Check out housing options.
- Learn how to pay for college.
- Win prizes, including a free class at Hawkeye.

SIGN UP TODAY: 319-296-4000 or [www.hawkeyecollege.edu/go/visit-day](http://www.hawkeyecollege.edu/go/visit-day) or return the reply card

### WHEN WILL YOU VISIT? (Select One)

- Friday, October 23, 2015
- Saturday, October 31, 2015 – Senior Saturday
- Friday, November 6, 2015
- Saturday, November 14, 2015
- Friday, December 4, 2015

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

High School: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Interested in:  Golf  Soccer  Sports Shooting



# EXPERIENCE HAWKEYE

## VISIT DAYS

---

Learn about Hawkeye and  
have the chance to win prizes!

### REGISTER TODAY AT

[www.hawkeyecollege.edu/go/visit-day](http://www.hawkeyecollege.edu/go/visit-day)

or by calling 319-296-4000

- Friday, October 23, 2015
- ⇒ **Saturday, October 31, 2015**  Senior Saturday
- Friday, November 6, 2015
- ⇒ **Saturday, November 14, 2015**
- Friday, December 4, 2015
- Friday, February 5, 2016
- Friday, February 19, 2016  UNI Partnership Day
- ⇒ **Saturday, February 27, 2016**  Senior Saturday
- Friday, March 11, 2016
- Friday, March 25, 2016
- ⇒ **Saturday, April 2, 2016**  Junior Day
- Friday, April 22, 2016
- Friday, May 6, 2016

Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Program of Interest: \_\_\_\_\_



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<Address 2>  
<Address 3>

# HAWKEYE'S PARENT GUIDE TO PLANNING FOR COLLEGE



PARENT SUPPORT NETWORK

## FIRST STEPS



### CHECK OUT THE OPTIONS

Encourage your student to meet with his or her school counselor about college options. Hawkeye offers more than 50 programs to help your student find the right fit. Call the Admissions office at 319-296-4000 to schedule a visit.



### GET ORGANIZED

Categorize each college's information in a file folder to aid your student in making his or her college decision.



### BE SUPPORTIVE

Choosing a college can be one of the most difficult decisions a student will have to make. Be supportive and help your student set goals and plan for the future.



### START TALKING ABOUT COLLEGE COSTS.

Agree on a budget for who's going to cover the expenses.



### SCHEDULE A COMPASS ASSESSMENT

Encourage your student to register for the ACT or a COMPASS assessment. The COMPASS assessment is an untimed, multiple-choice assessment of reading, writing, and math skills. Contact Student Services at 319-296-4014 to schedule a COMPASS assessment.



### TALK TO US

Encourage your student to meet with a Hawkeye admissions representative at his or her high school or call 319-296-4000 to talk with an admissions representative or schedule a one-on-one meeting.

## OCTOBER – DECEMBER

- Visit Hawkeye. Sign up for an Experience Hawkeye Visit Day or an individual visit online at [www.hawkeyecollege.edu/go/visit](http://www.hawkeyecollege.edu/go/visit) or call 319-296-4000.
- Encourage your student to register for the ACT test or a COMPASS assessment, if your student hasn't already done so.
- Stay up-to-date on the admissions process. Your student can apply at [www.hawkeyecollege.edu/go/apply](http://www.hawkeyecollege.edu/go/apply).
- Attend high school financial aid night, if available. If your high school does not have one, contact the Financial Aid office at 319-296-4020 for more information.
- Find a place to call his or her own. Check out Hawkeye's housing options at [www.hawkeyecollege.edu/students/housing](http://www.hawkeyecollege.edu/students/housing).

## JANUARY – MARCH

- Attend high school financial aid night, if available. If your high school does not offer one, contact the Financial Aid office at 319-296-4020 for more information.
- Apply for financial aid. Submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) after January 1.
- Encourage your student to apply for Hawkeye scholarships online at [www.hawkeyecollege.edu/go/scholarships](http://www.hawkeyecollege.edu/go/scholarships). The deadline for fall scholarships is March 1. By completing one form, your student can apply for dozens of scholarships at Hawkeye. More than \$355,000 in scholarships were awarded to students during 2014-2015, averaging nearly \$880 per student.

## GOT QUESTIONS? GET ANSWERS!

Hawkeye's admission reps are here to help you. Give us a call at 319-296-4000 or email us at [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu).

## APRIL – MAY

- After graduation, send official high school transcript to Hawkeye.
- If your student took college-level courses during high school and would like to receive possible credit, your student will need to have his or her previous college(s) send an official college transcript.
- If accepted, encourage your student to attend a Mandatory Orientation and Registration Experience (MORE). He or she will receive an email in his or her My Hawkeye account on how to sign up for a MORE session.
- Help your student finalize housing.

## JUNE – AUGUST

- Encourage your student to attend a required MORE session, if your student hasn't already done so.
- Finalize financial aid, if needed.
- Buy textbooks.
- Help your student move into his or her housing.

## CAMPUS RESOURCES

Admissions	319-296-4000
Bookstore	319-296-3455
Career Services Center	319-296-4297
Financial Aid	319-296-4020
Military and Veterans Services	319-296-2329 ext. 1212
Public Safety	319-296-4234
RedTail Athletics	319-296-4469
Student Health Clinic	319-296-4224
Student Life	319-296-4027
Student Services	319-296-4014
COMPASS Assessment ↩	
Special Needs Accommodations ↩	
Student Tutoring and Computer Lab	319-296-4029
My Hawkeye Assistance ↩	



# STUDENT

## ☑ CHECKLIST



## SIGN UP FOR AN EXPERIENCE HAWKEYE VISIT DAY

or schedule an individual visit just for you.

[www.hawkeyecollege.edu/go/visit](http://www.hawkeyecollege.edu/go/visit)  
319-296-4000

### APPLY

- ☐ **Complete an admissions application** online at [www.hawkeyecollege.edu/go/apply](http://www.hawkeyecollege.edu/go/apply).
- ☐ **Complete an assessment.** The ACT, COMPASS, ASSET, SAT, and ACCUPLACER assessments are accepted for admission to Hawkeye.
  - If you have completed an assessment, request your **official** scores be sent to the Admissions office.\*
  - If you need to take an assessment, call Student Services at 319-296-4014 to schedule a COMPASS assessment.
  - Assessment scores will be used to place you in coursework at Hawkeye. To find out placement based on your assessment scores, visit [www.hawkeyecollege.edu/go/assessment-scores](http://www.hawkeyecollege.edu/go/assessment-scores).
  - Some programs require specific scores. Review admission requirements for your program at [www.hawkeyecollege.edu/academics/programs](http://www.hawkeyecollege.edu/academics/programs).
- ☐ **Have official transcripts** sent to the Admissions office.
  - Official high school transcripts showing graduation and/or GED or HiSET scores must be sent.\*
  - If you have taken college-level classes and would like to receive possible credit, you will need to have your previous college(s) send an official college transcript.\*

\* *Transcripts and test scores received directly from the student are not considered official.*

### AFTER YOU APPLY

- ☐ **Apply for financial aid** online at [www.fafsa.gov](http://www.fafsa.gov). Don't forget to add Hawkeye Community College (004595). If you need assistance completing the FAFSA, contact the Financial Aid office at 319-296-4020.
- ☐ **Complete the Hawkeye scholarship application** online at [www.hawkeyecollege.edu/go/scholarships](http://www.hawkeyecollege.edu/go/scholarships).
- ☐ **Find housing.** Check out housing options online at [www.hawkeyecollege.edu/students/housing](http://www.hawkeyecollege.edu/students/housing).

### AFTER YOU'RE ACCEPTED

- ☐ **Set up your My Hawkeye account**, your online access to personal college information. You will receive directions with your acceptance letter on how to set up your account. If you need assistance, call the Student Tutoring and Computer Lab at 319-296-4029.
- ☐ **Attend a Mandatory Orientation and Registration Experience (MORE) session to register for classes.** You will receive an email in your My Hawkeye account on how to sign up for a MORE session. If you need assistance, call Student Services at 319-296-4014.

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015 Waterloo, Iowa 50704-8015, 319-296-4405

1501 East Orange Road // P.O. Box 8015  
Waterloo, IA 50704-8015  
319-296-HAWK or 800-670-4769  
[www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)

**HAWKEYE**  
COMMUNITY COLLEGE

# HAWKEYE COMMUNITY COLLEGE • PROGRAM SUMMARY 2015-2016

	Award	Total Number of Semesters	Program Starts	Attend Summer	Average Cost Per Semester ***
<b>TWO-YEAR TRANSFER PROGRAMS</b>					
Agricultural Science	AS	4	Fl, Sp, Su	Optional	\$2,512
Business Administration *	AA	4	Fl, Sp, Su	Optional	\$2,512
Criminal Justice	AA	4	Fl, Sp, Su	Optional	\$2,552
Liberal Arts * **	AA, AS	4	Fl, Sp, Su	Optional	\$2,472
<b>AGRICULTURE AND NATURAL RESOURCES</b>					
Agricultural Business Management	AAS, D, C	4, 2, 1	Fl, Sp	Optional	\$2,632
Animal Science	AAS, D	4, 2	Fl, Sp	Optional	\$2,751
Landscape and Turf Management	AAS, D	4, 2	Fl, Sp	Optional	\$2,831
Natural Resources Management +	AAS, D, C	4, 2, 1	Fl, Sp	Optional	\$2,632
Veterinary Assisting (Option of Animal Science)	D	3	Fl, Sp	Yes	\$2,616
<b>ARTS</b>					
Digital Mass Media	AAA	4	Fl, Sp	Optional	\$2,512
Graphic Communications +	AAA	4	Fl, Sp	Optional	\$2,552
Professional Photography	AAA	4	Fl	Optional	\$2,672
<b>BUSINESS</b>					
Accounting	AAS, D	4, 2	Fl, Sp, Su	Optional	\$2,552
Executive Assistant	AAS, D, C	4, 3, 2	Fl, Sp, Su	Optional	\$2,552
Golf Course and Country Club Management	AAS	5	Fl, Sp, Su	Yes	\$2,364
Hospitality Management	AAS	5	Fl, Sp, Su	Yes	\$2,289
Human Resource Management	AAS	4	Fl, Sp, Su	Optional	\$2,552
Legal Office Assistant (Option of Executive Assistant)	AAS	4	Fl, Sp, Su	Optional	\$2,512
Marketing Management	AAS	4	Fl, Sp, Su	Optional	\$2,552
Medical Administrative Assistant	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,552
Medical Billing and Coding Associate	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,592
<b>EDUCATION</b>					
Early Childhood Education * +	AAS, D	4, 2	Fl, Sp	Optional	\$2,432
<b>HEALTH</b>					
Dental Assisting +	D	3	Fl	Yes	\$2,871
Dental Hygiene +	AAS	6	Fl	Yes	\$2,286
Medical Laboratory Technology +	AAS	6	Fl, Sp	Yes	\$2,552
Nursing: Practical Nursing (LPN) +	D	3	Fl, Sp	Yes	\$2,807
Nursing: Associate Degree Nursing (RN) +	AAS	3	Fl, Sp	Yes	\$2,807
Occupational Therapy Assistant +	AAS	6	Fl	Yes	\$2,616
Physical Therapist Assistant +	AAS	5	Fl	Yes	\$2,765
Respiratory Care +	AAS	6	Su	Yes	\$2,488
<b>INDUSTRIAL AND ENGINEERING TECHNOLOGY</b>					
Civil and Construction Engineering Technology +	AAS	4	Fl	Optional	\$2,871
CNC Machining and Tool-Making Technology * +	AAS, D, C	5, 3, 2, 1	Fl	Yes	\$2,623
Electronics Engineering Technology +	AAS, D, C	5, 3, 2	Fl	Yes	\$2,942
Heating and Air Conditioning +	D	3	Fl	Yes	\$2,807
Industrial Automation Technology +	AAS, D	4, 2	Fl	Optional	\$2,751
Sustainable Construction and Design +	AAS	4	Fl	Optional	\$2,432
Welding * +	D, C	3, 2, 1	Fl, Sp	Optional	\$2,286
<b>INFORMATION TECHNOLOGY</b>					
Information Systems Management +	AAS	4	Fl	Optional	\$2,512
Network Administration and Engineering +	AAS, D	4, 2	Fl	Optional	\$2,712
Web Programming and Development * +	AAS	4	Fl	Optional	\$2,472
<b>POWER TECHNOLOGY</b>					
Agricultural Power Technology	AAS	4	Fl	Optional	\$2,712
Automotive Technology	AAS	4	Fl	Optional	\$3,031
Collision Repair and Refinishing	AAS, D	4, 2	Fl	Optional	\$2,791
Construction Equipment Operation	D	3	Su	Yes	\$2,446
Diesel Truck Technology	AAS	4	Fl	Optional	\$2,712
Truck Driving and Transportation Training	C	1	Fl, Sp, Su	Optional	\$3,031
<b>PUBLIC SERVICES</b>					
Emergency Medical Services	AAS, C	5, 3	Fl, Sp, Su	Yes	\$2,514
Fire Science	AAS	5	Fl, Sp, Su	Yes	\$2,375
Paramedic (Option of Emergency Medical Services) +	C	3	Fl	Yes	\$2,481
Police Science	AAS	4	Fl, Sp, Su	Optional	\$2,472

C=Certificate D=Diploma AA=Associate of Arts AS=Associate of Science AAA=Associate of Applied Arts AAS=Associate of Applied Science

\*Night option available. \*\*Online option available. \*\*\*Includes only in-state tuition, student activity fee, and computer fee. +Additional program admission requirements.

Students can usually start at any time of the year in related course work. For more information, contact an advisor.





**YOUR** CAREER.  
FUTURE.  
LIFE.



**INVEST IN YOU.**



# NO BETTER TIME

---

95%

More than 95% of businesses and organizations employ community college graduates.

20%

According to the U.S. Department of Labor, workers with a two-year degree earn, on average, 20% more than those with only a high school diploma.

68%

By 2020, more than 68% of jobs in Iowa will require some postsecondary education.

45%

They also have 45% lower unemployment than those with no college education.

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*“I finally got to the point where I wasn’t getting ahead. I had to stop and get my education and get a career. I took the time to do that, and I’m glad I did. I just wish I had done it sooner.”*

Felecia Waters, Respiratory Care

## WE'RE HERE TO HELP

If you're thinking about college, the first step is in your hands. Meet with one of our admissions representatives, or attend one of our evening workshops — either way, Hawkeye will help you determine what you need to meet your personal education and career goals.

Hawkeye has more than 50 career and transfer programs, with many providing seamless transfer options to many four-year colleges and universities, including the University of Northern Iowa. Many programs include certificate and diploma programs that can be earned in as little as one semester, and opportunities for internships, clinicals, and field experience give students an edge in a competitive job market.

## COLLEGE PLANNING SESSION

Schedule a personalized planning session with a Hawkeye admissions representative. We'll talk about programs, the application process, financial aid options, and put together a plan to help you achieve your goals.



Call 319-296-4000



Email [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu)



Visit the Admissions office in Hawkeye Center on Main Campus

### REGULAR HOURS

Monday	8:00 a.m. – 4:30 p.m.
Tuesday	8:00 a.m. – 4:30 p.m.
Wednesday	8:00 a.m. – 6:00 p.m. – Extended hours for your convenience
Thursday	8:00 a.m. – 4:30 p.m.
Friday	8:00 a.m. – 4:30 p.m.



# NO BETTER PLACE

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**15:1**

student-faculty ratio



**2,378 student access computers**

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*“The Veteran Service Center was amazing in handling my GI Bill. The smaller class sizes are really nice. The professors I worked with were approachable and wanted me to succeed.”*

Kip Woods, Liberal Arts

## PERSONAL

With an average class size of 15, instructors know you by name and give you the personal attention you want. Your academic advisor works closely with you to ensure your education is on track to start your new career or transfer to the four-year college of your choice.

## SUPPORT

The Student Tutoring and Computer Lab offers professional tutoring services, with more than 80 computers and a variety of supports to meet your needs. Advising and counseling services are available to help you work through life's headaches and keep you on course.

Are you active military or a veteran? Our Military and Veteran Services office will help you utilize the programs and benefits available to you.



## SUCCESS

The Career Services Center can help you explore career options, including job searches, resume writing, interview tips, and career decision making. Located in Bremer Hall, they also maintain a job board for opportunities both on campus and with area employers.



Call 319-296-4297



Email [careerservices@hawkeyecollege.edu](mailto:careerservices@hawkeyecollege.edu)

## FLEXIBLE

Whether you're looking for a short-term certificate program or to start on the path to a bachelor's degree, Hawkeye offers options to help you meet your career goals. Day, evening, hybrid, accelerated, and online classes work with your busy schedule.

- **ONLINE CLASSES** give you the flexibility to access courses at any time and in any place you can connect to the web.
- **EVENING CLASSES** usually meet once or twice a week and can be from five to 16 weeks in length.
- **HYBRID CLASSES** combine face-to-face meetings and online coursework, usually for a shortened term of five, eight, or 10 weeks.
- **ACCELERATED CLASSES** are evening hybrid classes of five or 10 weeks in length. They're designed for adult students who plan to earn an associate degree.

“

*The accelerated format, evening and weekend schedules, and friendly transfer program offered by Hawkeye allowed me to fulfill my lifelong dream of obtaining my bachelor's degree in business management! As a working professional, I was able to balance a full-time career, personal life, and classes in pursuit of that dream.*

Monique Eldridge, Liberal Arts

”

## AFFORDABLE

At just \$159.50 per credit hour\*, **our tuition is the lowest in the Cedar Valley** to help you gain the skills for a new career without breaking the bank.

## RESULTS

Training beyond high school is increasingly a requirement for good-paying jobs. **By 2020, nearly 7 out of 10 jobs in Iowa will require some postsecondary education.** Hawkeye can prepare you for a skilled career in two years or less, earning on average 20% more than individuals with only a high school diploma.

*\*2015-2016 cost per credit hour. Subject to change.*



A black and white photograph of a man with a goatee, wearing a dark hoodie, looking intently at a server rack. He is holding a flashlight that is directed at the equipment inside the rack. The server rack is filled with various cables and components. The background is slightly blurred, showing more of the server environment.

# NO BETTER REASON

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*“You have to have knowledge, you have to have a direction, and you have to have a career. Hawkeye offered me a door to all of it.”*

Kent Zingg, Heating and Air Conditioning

A black and white photograph of two women in a greenhouse. The woman on the left has short dark hair and a tattoo on her right arm. The woman on the right has long blonde hair and glasses. They are both looking down at a small plant held by the woman on the right. The greenhouse structure is visible in the background.

# YOUR GOALS ARE AFFORDABLE

*“Hawkeye didn’t set me behind financially. I don’t have to work until I retire just to pay off my education.”*

Diane Heller, Occupational Therapy Assistant



# FINANCIAL AID IS AVAILABLE

Hawkeye offers eligible students federal and state financial aid, including grants, loans, and work-study, based on the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you would like assistance with the application process, contact our Financial Aid office.



Call 319-296-4020 or text hawkeye aid to 66746



Email [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu)



Visit the Financial Aid office in Hawkeye Center on the Main Campus  
*No appointment is necessary to get assistance.*

## SCHOLARSHIPS

You can also apply for scholarships online at [www.hawkeyecollege.edu/go/scholarships](http://www.hawkeyecollege.edu/go/scholarships). You can be considered for hundreds of scholarships by completing a single application.

### HELPFUL TIPS:

- Complete the FAFSA as soon as possible after your taxes are filed — you don't have to wait until you're accepted. Hawkeye's school code is 004595.
- Check with your employer to learn whether tuition assistance is available. Many employers offer benefits to employees who wish to improve their skills and knowledge.
- Above all, communicate with us. We're here to help you make informed decisions about your college plans.
- There is no age limit for federal student aid. Almost everyone is eligible for some type of assistance.
- No credit check is required to receive federal student aid, including most federal student loans.
- Applying for federal student aid is free.

	Award	Total Number of Semesters	Program Starts	Attend Summer	Average Cost Per Semester ***
<b>TWO-YEAR TRANSFER PROGRAMS</b>					
Agricultural Science	AS	4	Fl, Sp, Su	Optional	\$2,512
Business Administration *	AA	4	Fl, Sp, Su	Optional	\$2,512
Criminal Justice	AA	4	Fl, Sp, Su	Optional	\$2,552
Liberal Arts * **	AA, AS	4	Fl, Sp, Su	Optional	\$2,472
<b>AGRICULTURE AND NATURAL RESOURCES</b>					
Agricultural Business Management	AAS, D, C	4, 2, 1	Fl, Sp	Optional	\$2,751
Animal Science	AAS, D	4, 2	Fl, Sp	Optional	\$2,751
Landscape and Turf Management	AAS, D	4, 2	Fl, Sp	Optional	\$2,831
Natural Resources Management +	AAS, D, C	4, 2, 1	Fl, Sp	Optional	\$2,632
Veterinary Assisting (Option of Animal Science)	D	3	Fl, Sp	Yes	\$2,616
<b>ARTS</b>					
Digital Mass Media	AAA	4	Fl, Sp	Optional	\$2,512
Graphic Communications +	AAA	4	Fl, Sp	Optional	\$2,552
Professional Photography	AAA	4	Fl	Optional	\$2,672
<b>BUSINESS</b>					
Accounting	AAS, D	4, 2	Fl, Sp, Su	Optional	\$2,552
Executive Assistant	AAS, D, C	4, 3, 2	Fl, Sp, Su	Optional	\$2,552
Golf Course and Country Club Management	AAS	5	Fl, Sp, Su	Yes	\$2,364
Hospitality Management	AAS	5	Fl, Sp, Su	Yes	\$2,289
Human Resource Management	AAS	4	Fl, Sp, Su	Optional	\$2,552
Legal Office Assistant (Option of Executive Assistant)	AAS	4	Fl, Sp, Su	Optional	\$2,512
Marketing Management	AAS	4	Fl, Sp, Su	Optional	\$2,552
Medical Administrative Assistant	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,552
Medical Billing and Coding Associate	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,592
<b>EDUCATION</b>					
Early Childhood Education * +	AAS, D	4, 2	Fl, Sp	Optional	\$2,432
<b>HEALTH</b>					
Dental Assisting +	D	3	Fl	Yes	\$2,871
Dental Hygiene +	AAS	6	Fl	Yes	\$2,286
Medical Laboratory Technology +	AAS	6	Fl, Sp	Yes	\$2,552
Nursing: Practical Nursing (LPN) +	D	3	Fl, Sp	Yes	\$2,807
Nursing: Associate Degree Nursing (RN) +	AAS	3	Fl, Sp	Yes	\$2,807
Occupational Therapy Assistant +	AAS	6	Fl	Yes	\$2,616
Physical Therapist Assistant +	AAS	5	Fl	Yes	\$2,765
Respiratory Care +	AAS	6	Su	Yes	\$2,488
<b>INDUSTRIAL AND ENGINEERING TECHNOLOGY</b>					
Civil and Construction Engineering Technology +	AAS	4	Fl	Optional	\$2,871
CNC Machining and Tool-Making Technology * +	AAS, D, C	5, 3, 2, 1	Fl	Yes	\$2,623
Electronics Engineering Technology +	AAS, D, C	5, 3, 2	Fl	Yes	\$2,942
Heating and Air Conditioning +	D	3	Fl	Yes	\$2,807
Industrial Automation Technology +	AAS, D	4, 2	Fl	Optional	\$2,751
Sustainable Construction and Design +	AAS	4	Fl	Optional	\$2,432
Welding * +	D, C	3, 2, 1	Fl, Sp	Optional	\$2,286
<b>INFORMATION TECHNOLOGY</b>					
Information Systems Management +	AAS	4	Fl	Optional	\$2,512
Network Administration and Engineering +	AAS, D	4, 2	Fl	Optional	\$2,712
Web Programming and Development * +	AAS	4	Fl	Optional	\$2,472
<b>POWER TECHNOLOGY</b>					
Agricultural Power Technology	AAS	4	Fl	Optional	\$2,712
Automotive Technology	AAS	4	Fl	Optional	\$3,031
Collision Repair and Refinishing	AAS, D	4, 2	Fl	Optional	\$2,791
Construction Equipment Operation	D	3	Su	Yes	\$2,446
Diesel Truck Technology	AAS	4	Fl	Optional	\$2,712
Truck Driving and Transportation Training	C	1	Fl, Sp, Su	Optional	\$3,031
<b>PUBLIC SERVICES</b>					
Emergency Medical Services	AAS, C	5, 3	Fl, Sp, Su	Yes	\$2,514
Fire Science	AAS	5	Fl, Sp, Su	Yes	\$2,375
Paramedic (Option of Emergency Medical Services) +	C	3	Fl	Yes	\$2,481
Police Science	AAS	4	Fl, Sp, Su	Optional	\$2,472

C=Certificate D=Diploma AA=Associate of Arts AS=Associate of Science AAA=Associate of Applied Arts AAS=Associate of Applied Science

\*Night option available. \*\*Online option available. \*\*\*Includes only in-state tuition, student activity fee, and computer fee. Based on 2015-2016 Academic Year data. Subject to change.

+Additional program admission requirements. Students can usually start at any time of the year in related course work. For more information, contact an advisor.



# YOUR COLLEGE CHECKLIST

Use this to guide you through the steps to achieving your goals. Work with your Hawkeye admissions representative to track progress and stay on track.

## **STEP ONE – APPLY FOR FREE**

Submit your application online: [www.hawleycollege.edu/go/apply](http://www.hawleycollege.edu/go/apply)  
Questions? Call 319-296-4000

## **STEP TWO – SEND TRANSCRIPTS**

Have your high school/GED/HiSET and college transcripts sent to the Admissions office:  
Hawkeye Community College — Admissions  
PO Box 8015  
Waterloo, IA 50704-8015

## **STEP THREE – TAKE ASSESSMENTS**

An assessment like COMPASS, ACT, or ACCUPLACER will be used for acceptance and course placement. If you have taken one of these please contact Admissions to determine if further assessment is necessary. The COMPASS is an untimed, multiple-choice assessment of reading, writing, and math skills. Most students take the COMPASS assessment for acceptance or course placement.

The COMPASS assessment can be completed at one of these locations:

**WATERLOO:** Main Campus, Student Services office, 319-296-4014  
Martin Luther King Jr. Center, 319-296-4440  
Metro Center, 319-234-5745

**HOLLAND:** Western Outreach Center, 319-824-3085

**INDEPENDENCE:** Independence Center, 319-334-3131

**WAVERLY:** Waverly Outreach Center, 319-296-4288





1501 East Orange Rd., P.O. Box 8015, Waterloo, IA 50704-8015  
319-296-4000 | admission@hawkeyecollege.edu | www.hawkeyecollege.edu



/hawkeyecollege

@hawkeyecollege

/hawkeyecollege

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint.

Inquiries concerning application of this statement should be addressed to:

Equity Coordinator, Human Resource Services  
Hawkeye Community College  
1501 East Orange Road, P.O. Box 8015 Waterloo,  
Iowa 50704-8015

319-296-4405

# HELPING YOU SUCCEED

**HAWKEYE PROVIDES A WIDE RANGE OF SERVICES TO HELP YOU ACCOMPLISH YOUR GOALS.**

Academic Advising .....	319-296-4014
Tutoring Services .....	319-296-4029
Career Services .....	319-296-4297
Military and Veteran Services .....	319-296-4014
Child Care .....	319-296-4245
Student Health Clinic .....	319-296-4224
Student Disability Services .....	319-296-4014



# CIVIL & CONSTRUCTION ENGINEERING

## ADMISSION REQUIREMENTS

*This program begins in the fall.*

### OPTION I

Score at least the following sub scores on either ACT, COMPASS, ASSET, or Accuplacer assessment:

<b>ACT sub scores:</b>	<b>COMPASS scores:</b>	<b>ASSET scores:</b>	<b>Accuplacer scores:</b>
19 – Reading	82 – Reading	38 – Reading	90 – Reading
19 – English	65 – Writing	40 – Writing	98 – Sentence Skills
19 – Math	42 – Algebra	40 – Elementary Algebra	103 – Arithmetic <b>OR 97 – Elementary Algebra</b>

### OPTION II

Successfully complete the following college success courses with a “C” grade or higher at Hawkeye Community College or comparable courses at another accredited college:

**ENG-061** College Preparatory Writing II    **RDG-040** College Preparatory Reading III    **MAT-063** Elementary Algebra

### OPTION III

Any combination of Option I and Option II fulfilling the basic skills requirements in algebra, reading, and writing

*Applicants not meeting the above criteria will be accepted to a Pre Program.*

- a. *As a pre-program student, you will begin with general education and prerequisite classes. An advisor will help you create an academic plan to meet your program admission requirements.*
- b. *Once you have completed your pre-program coursework contact Admissions.*

### Contact Admissions:

319-296-4000 or 1-800-670-4769 // [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu)

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, famil , or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Cente , 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.



July 27, 2015

Jerome,

Welcome to Hawkeye Community College! My records show that you have applied for the Agriculture Business Management program to begin fall 2015. Through the Agriculture Business Management program you will be able to prepare yourself for a rewarding career serving those engaged in the Agriculture Industry or even become a producer yourself.

My name is Dave Grunklee, Professor, Agriculture Business Management, and Brad Kinsinger and I will be serving as your academic advisors as you earn YOUR Agriculture Business Management degree from Hawkeye Community College.

At this time your Admission Status to Hawkeye Community College is still **PENDING**. There are many reasons for this. You may not have taken either the COMPASS or ACT college entrance exams, your transcript is not on file, or you previously have taken classes at HCC and have some unfilled obligations with them! If you need to find out why you have been pending please call 319-296-2320 and ask for Admissions. If you have not taken the COMPASS or ACT college entrance exam and/or submitted those scores to Hawkeye, you can take the COMPASS Exam at many Community Colleges in Iowa. To schedule a time at Hawkeye Community College to take the exam, please call 319-296-4014 to schedule a time. The exam takes approximately 2 hours to complete. Please complete this step ASAP! The following are the minimum scores you will need to achieve to be eligible to take several college level courses: COMPASS Reading 82, COMPASS Writing 65, COMPASS Pre-Alg 24 (for non-transferable Math courses), COMPASS Algebra 42 (for transferable Math courses), or ACT Math, English, Writing 19 for each area. Failure to meet the minimum scores may require you to take additional courses to prepare for the college level classes. You may retake the COMPASS up to 2 times in any area that you do not score at the minimum level. To prepare to take the exam you can go to GOOGLE and search for "COMPASS practice tests", this will bring up many pages of sites. Students who practice a few times before taking the actual exam usually score higher.

Once you have submitted all required materials to Hawkeye Community College you will be fully admitted and can register for fall classes at that time. I will be watching for your status to change and will be in contact with you at that point to make arrangements for you to register for the fall 2015 term. Please let me know at any time if you have questions. I can be contacted at 319-296-2320 x1115 or e-mail [david.grunklee@hawkeyecollege.edu](mailto:david.grunklee@hawkeyecollege.edu) I look forward to working with you to help you earn YOUR degree from Hawkeye Community College.

Sincerely,

Dave Grunklee  
Professor – Agriculture Business Management



April 4, 2016

Hawkeye Student ID:  
0240438

Violet M. Collins  
250 Sheridan Rd  
Waterloo IA 50701

Dear Violet,

Congratulations! I am pleased to inform you of your acceptance to Hawkeye Community College. After attending your **MORE** session (Mandatory Orientation Registration Experience) for the **CNC Machining and Tool Making Technology** program, you will begin classes on **August 22, 2016**.

As a Hawkeye Community College student it is important for you to set-up your **My Hawkeye** account, an online access point to college information. You will need to use this account to register for a **MORE** session. Attending a **MORE** session for the above program is the only way to guarantee your seat, as registration is on a first-come, first- served basis.

Please review the enclosed documents to ensure successful enrollment:

- **I'm Accepted! Now What?**
- **My Hawkeye Account-Log In Instructions**
- **Academic Program Information**

Thank you for choosing Hawkeye Community College. Your goals and plans are important to us and we want you to succeed. Please contact the Office of Admissions with any questions. We can be reached at 319-296-4000 or 800-670-4769. You can also e-mail us at [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu).

Best wishes for your college career at Hawkeye Community College!

Sincerely,

***Dave Ball***

Dave Ball, Director  
Admissions, Recruitment & Student Life

# STUDENT

## ☑ CHECKLIST



## SIGN UP FOR AN EXPERIENCE HAWKEYE VISIT DAY

or schedule an individual visit just for you.

[www.hawkeyecollege.edu/go/visit](http://www.hawkeyecollege.edu/go/visit)  
319-296-4000

### APPLY

- ☐ **Complete an admissions application** online at [www.hawkeyecollege.edu/go/apply](http://www.hawkeyecollege.edu/go/apply).
- ☐ **Complete an assessment.** The ACT, COMPASS, ASSET, SAT, and ACCUPLACER assessments are accepted for admission to Hawkeye.
  - If you have completed an assessment, request your **official** scores be sent to the Admissions office.\*
  - If you need to take an assessment, call Student Services at 319-296-4014 to schedule a COMPASS assessment.
  - Assessment scores will be used to place you in coursework at Hawkeye. To find out placement based on your assessment scores, visit [www.hawkeyecollege.edu/go/assessment-scores](http://www.hawkeyecollege.edu/go/assessment-scores).
  - Some programs require specific scores. Review admission requirements for your program at [www.hawkeyecollege.edu/academics/programs](http://www.hawkeyecollege.edu/academics/programs).
- ☐ **Have official transcripts** sent to the Admissions office.
  - Official high school transcripts showing graduation and/or GED or HiSET scores must be sent.\*
  - If you have taken college-level classes and would like to receive possible credit, you will need to have your previous college(s) send an official college transcript.\*

\* *Transcripts and test scores received directly from the student are not considered official.*

### AFTER YOU APPLY

- ☐ **Apply for financial aid** online at [www.fafsa.gov](http://www.fafsa.gov). Don't forget to add Hawkeye Community College (004595). If you need assistance completing the FAFSA, contact the Financial Aid office at 319-296-4020.
- ☐ **Complete the Hawkeye scholarship application** online at [www.hawkeyecollege.edu/go/scholarships](http://www.hawkeyecollege.edu/go/scholarships).
- ☐ **Find housing.** Check out housing options online at [www.hawkeyecollege.edu/students/housing](http://www.hawkeyecollege.edu/students/housing).

### AFTER YOU'RE ACCEPTED

- ☐ **Set up your My Hawkeye account**, your online access to personal college information. You will receive directions with your acceptance letter on how to set up your account. If you need assistance, call the Student Tutoring and Computer Lab at 319-296-4029.
- ☐ **Attend a Mandatory Orientation and Registration Experience (MORE) session to register for classes.** You will receive an email in your My Hawkeye account on how to sign up for a MORE session. If you need assistance, call Student Services at 319-296-4014.

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015 Waterloo, Iowa 50704-8015, 319-296-4405

1501 East Orange Road // P.O. Box 8015  
Waterloo, IA 50704-8015  
319-296-HAWK or 800-670-4769  
[www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)

**HAWKEYE**  
COMMUNITY COLLEGE



# HAWKEYE COMMUNITY COLLEGE • PROGRAM SUMMARY 2015-2016

	Award	Total Number of Semesters	Program Starts	Attend Summer	Average Cost Per Semester ***
<b>TWO-YEAR TRANSFER PROGRAMS</b>					
Agricultural Science	AS	4	Fl, Sp, Su	Optional	\$2,512
Business Administration *	AA	4	Fl, Sp, Su	Optional	\$2,512
Criminal Justice	AA	4	Fl, Sp, Su	Optional	\$2,552
Liberal Arts * **	AA, AS	4	Fl, Sp, Su	Optional	\$2,472
<b>AGRICULTURE AND NATURAL RESOURCES</b>					
Agricultural Business Management	AAS, D, C	4, 2, 1	Fl, Sp	Optional	\$2,632
Animal Science	AAS, D	4, 2	Fl, Sp	Optional	\$2,751
Landscape and Turf Management	AAS, D	4, 2	Fl, Sp	Optional	\$2,831
Natural Resources Management +	AAS, D, C	4, 2, 1	Fl, Sp	Optional	\$2,632
Veterinary Assisting (Option of Animal Science)	D	3	Fl, Sp	Yes	\$2,616
<b>ARTS</b>					
Digital Mass Media	AAA	4	Fl, Sp	Optional	\$2,512
Graphic Communications +	AAA	4	Fl, Sp	Optional	\$2,552
Professional Photography	AAA	4	Fl	Optional	\$2,672
<b>BUSINESS</b>					
Accounting	AAS, D	4, 2	Fl, Sp, Su	Optional	\$2,552
Executive Assistant	AAS, D, C	4, 3, 2	Fl, Sp, Su	Optional	\$2,552
Golf Course and Country Club Management	AAS	5	Fl, Sp, Su	Yes	\$2,364
Hospitality Management	AAS	5	Fl, Sp, Su	Yes	\$2,289
Human Resource Management	AAS	4	Fl, Sp, Su	Optional	\$2,552
Legal Office Assistant (Option of Executive Assistant)	AAS	4	Fl, Sp, Su	Optional	\$2,512
Marketing Management	AAS	4	Fl, Sp, Su	Optional	\$2,552
Medical Administrative Assistant	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,552
Medical Billing and Coding Associate	AAS, D	4, 3	Fl, Sp, Su	Optional	\$2,592
<b>EDUCATION</b>					
Early Childhood Education * +	AAS, D	4, 2	Fl, Sp	Optional	\$2,432
<b>HEALTH</b>					
Dental Assisting +	D	3	Fl	Yes	\$2,871
Dental Hygiene +	AAS	6	Fl	Yes	\$2,286
Medical Laboratory Technology +	AAS	6	Fl, Sp	Yes	\$2,552
Nursing: Practical Nursing (LPN) +	D	3	Fl, Sp	Yes	\$2,807
Nursing: Associate Degree Nursing (RN) +	AAS	3	Fl, Sp	Yes	\$2,807
Occupational Therapy Assistant +	AAS	6	Fl	Yes	\$2,616
Physical Therapist Assistant +	AAS	5	Fl	Yes	\$2,765
Respiratory Care +	AAS	6	Su	Yes	\$2,488
<b>INDUSTRIAL AND ENGINEERING TECHNOLOGY</b>					
Civil and Construction Engineering Technology +	AAS	4	Fl	Optional	\$2,871
CNC Machining and Tool-Making Technology * +	AAS, D, C	5, 3, 2, 1	Fl	Yes	\$2,623
Electronics Engineering Technology +	AAS, D, C	5, 3, 2	Fl	Yes	\$2,942
Heating and Air Conditioning +	D	3	Fl	Yes	\$2,807
Industrial Automation Technology +	AAS, D	4, 2	Fl	Optional	\$2,751
Sustainable Construction and Design +	AAS	4	Fl	Optional	\$2,432
Welding * +	D, C	3, 2, 1	Fl, Sp	Optional	\$2,286
<b>INFORMATION TECHNOLOGY</b>					
Information Systems Management +	AAS	4	Fl	Optional	\$2,512
Network Administration and Engineering +	AAS, D	4, 2	Fl	Optional	\$2,712
Web Programming and Development * +	AAS	4	Fl	Optional	\$2,472
<b>POWER TECHNOLOGY</b>					
Agricultural Power Technology	AAS	4	Fl	Optional	\$2,712
Automotive Technology	AAS	4	Fl	Optional	\$3,031
Collision Repair and Refinishing	AAS, D	4, 2	Fl	Optional	\$2,791
Construction Equipment Operation	D	3	Su	Yes	\$2,446
Diesel Truck Technology	AAS	4	Fl	Optional	\$2,712
Truck Driving and Transportation Training	C	1	Fl, Sp, Su	Optional	\$3,031
<b>PUBLIC SERVICES</b>					
Emergency Medical Services	AAS, C	5, 3	Fl, Sp, Su	Yes	\$2,514
Fire Science	AAS	5	Fl, Sp, Su	Yes	\$2,375
Paramedic (Option of Emergency Medical Services) +	C	3	Fl	Yes	\$2,481
Police Science	AAS	4	Fl, Sp, Su	Optional	\$2,472

C=Certificate D=Diploma AA=Associate of Arts AS=Associate of Science AAA=Associate of Applied Arts AAS=Associate of Applied Science

\*Night option available. \*\*Online option available. \*\*\*Includes only in-state tuition, student activity fee, and computer fee. +Additional program admission requirements.

Students can usually start at any time of the year in related course work. For more information, contact an advisor.

## Email Communications to Students - Samples

### [High School Visit](#)

**Template: Hawkeye Global – High School Visit Reminder**

Subject: Hawkeye Community College - See us at your high school!

Hi, Linda!

This is just a quick reminder that I will be at your high school on Friday, July 5 at 8:00 a.m.

I will be available to help with applications, scholarships, programs, visiting campus, or any other questions about Hawkeye Community College.

Please let your school counselor know if you would like to stop in and meet with me.

Thanks, and I look forward to coming to your school!

Linda Breuer  
Hawkeye Community College  
319-296-4000

### [Individual Appointment](#)

**Template: Hawkeye – Individual Appointment Request Follow Up**

Subject: Visit Campus - Hawkeye Community College

Hello, Linda,

We are excited about your interest in visiting Hawkeye Community College!

Would \_\_\_\_ (date/time) \_\_\_\_\_ work for you to come to campus?

Please let me know, and I will schedule the visit.

We look forward to seeing you!

Linda Breuer

Admissions Coordinator

## [Request for Program Information](#)

### **Template: Hawkeye – Information Request Form – Basic Reply**

Subject: Hello from Hawkeye

Hi, Linda,

Thank you for writing to learn more about Hawkeye's Accounting program!

Let's connect soon to talk about your educational and career goals.

Would you like to meet on campus for a college planning session?

During a visit, we could explore your program options, discuss costs and financial aid, and make sure all your questions are answered. If you're new to Hawkeye, we could even take a short campus tour.

We can also set up a phone conversation, if that's more convenient for you.

Let me know how you'd like to begin, and we'll take the first step.

Thank you again for considering Hawkeye! I hope to hear from you soon.

Jason Streed  
Admissions  
Hawkeye Community College  
319-296-4000

## [Template: Hawkeye – Request for Information – Generic Reply](#)

Subject: Hello from Hawkeye

Hi, Linda -

Jason Streed  
Admissions  
Hawkeye Community College  
319-296-4000

[Template: Hawkeye – Request for Program Information – Send from Opportunity Record](#)

Subject: Hello from Hawkeye

Hi, Linda -

Thank you for contacting me to learn more about Hawkeye's Accounting program!

Let's connect soon to talk about your educational and career goals.

Would you like to meet for a college planning session? During your visit, we could explore your interests and options, discuss costs and financial aid, and make sure all your questions are answered. We could even take a short campus tour, if you're new to Hawkeye.

We can also start with a phone call, if that's more convenient for you.

Let me know what you'd like to do next, and we'll get started.

Thanks again for your interest in Hawkeye! I hope to hear from you soon.

Jason Streed  
Hawkeye Community College  
319-296-4000

## Communication to Students on Using *myHawkeye* - Sample

### Template: My Hawkeye Login Basics

Subject: My Hawkeye Set-up Instructions

Hi, Linda -

Now that you've been accepted, you can set up your My Hawkeye account.

This is an important step. My Hawkeye is your "home base" for information as a student. It gives you access to:

- Your Hawkeye email account
- Registration information
- Your financial aid status, as well as useful forms
- Billing and payment information
- Online course information and materials
- And much more

### Tips:

- My Hawkeye set-up works best on a desktop or laptop computer. Later, you will be able to use My Hawkeye on a mobile device, but to set it up, it's best to use a computer.
- If you have limited access to a computer, or if you want personalized assistance with this step, contact us. We'll help over the phone or, if necessary, in person here on campus.

### Getting Started

1. Click the link to the My Hawkeye login at the top of any page on the Hawkeye Community College website.
2. Your username will be in firstname.lastname format. Use the legal name that you put on your application.
3. Your password will be your date of birth in six-digit format: MMDDYY. Example: January 4, 1983 = 010483
4. Click the *Log On* button.
5. You will be prompted to re-enter your date of birth password, then to create a new password, which you'll have to enter twice. The new password must be at least six characters long, and it must contain both letters and numbers.
6. Click *OK*
7. Follow the rest of the instructions to complete the set-up process.

After you've set up your My Hawkeye account, use your official Hawkeye email to communicate with us, and check it frequently for updates and deadlines.

Again, if you have any problems setting up your My Hawkeye account, contact us right away. It's an important step, and we'll be glad to help.

Thanks,

Jason Streed  
Admissions  
Hawkeye Community College  
319-296-4000

## Admissions Office Communication to Students - Samples

### [Template: Hawkeye Account – Created - Confirmation](#)

Subject: Hawkeye Admissions Account Created

Dear Linda,

Thank you for your interest in Hawkeye Community College.

Your online application account has been created.

You can use this account to:

- Complete an [application for admission](#).
- Register for [campus events](#).
- Learn more about [programs](#).

If you have questions about your application, email Admissions at [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu) or call 319-296-4000.

We look forward to helping you take the next step toward your college and career goals!

Admissions Team  
Hawkeye Community College

#### HELPFUL LINKS

[Financial aid and scholarships](#)  
[Important dates and registration information](#)  
[Athletics](#)

### [Admissions Application](#)

#### **Template: Hawkeye Application 1 – Started – Incomplete – Day 01 – Thank you for starting the application**

Subject: Thank you for starting your application to Hawkeye Community College

Dear Linda,

Thank you for starting your online [Application for Admission](#) to Hawkeye Community College!

The information you entered has been saved, so you can continue working on it at any time.

If you have questions about the application, or if you would like to speak with an Admissions Representative, we're ready to help. You can reach us at [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu) or 319-296-4000.

Admissions Team  
Hawkeye Community College

#### HELPFUL LINKS

[Financial aid and scholarships](#)  
[Important dates and registration information](#)  
[Programs](#)

[Template: Hawkeye Application 1 – Started – Incomplete – Day 05 – Meet your Rep](#)

Subject: Meet your Hawkeye Admissions Representative

Dear Linda,

We're excited you've started your Application for Admission to Hawkeye Community College!

You've made a great start, and we want to help you take the next step.

Jason Streed, your admissions representative, can help you complete your application, explore programs, and understand financial aid. You can reach your rep by phone at 319-296-4000 or email. Jason Streed would also be glad to visit with you on campus, if that would be helpful.

Thank you again for choosing Hawkeye Community College. We look forward to working with you.

Admissions Team  
Hawkeye Community College

HELPFUL LINKS

[Setting up an assessment](#)

[Financial aid](#)

[Important dates](#)

[Template: Hawkeye Application 1 – Started – Incomplete – Day 13 – Invitation to Campus](#)

Subject: An Invitation to Hawkeye Community College

Dear Linda,

I'm writing to follow up on the *Application for Admission* you started. If you have questions about the admission process or Hawkeye in general, let's connect.

I invite you to campus to experience first-hand what makes Hawkeye a great choice. During your visit, we can talk about your goals and program options, learn about financial aid, and tour campus.

To arrange your visit, you can [register online](#) or call the Admissions Office at 319-296-4000.

I'd love to see you on campus! If there's anything I can do to help, please let me know.

Thanks,  
Jason Streed  
Hawkeye Community College  
319-296-4000

## [Template: Hawkeye Application 1 – Started – Incomplete – Day 31 – Get Involved](#)

Subject: The Hawkeye Community College Advantage

Dear Linda,

Looking for an affordable education? Small class sizes? Hands-on learning? Ways to get involved?

Hawkeye Community College is the answer.

Finish your Application for Admission to take advantage of all this and more!

- Tuition and fees among the lowest in the state of Iowa
- 88% of Hawkeye students receive financial aid
- 15:1 Ratio of students to faculty
- 25+ simulators enhance learning in programs such as Nursing, Truck Driving, and Welding
- 30+ student organizations

Now is the time to complete your [Application for Admission](#). Please contact me with any questions.

Jason Streed  
Hawkeye Community College  
319-296-4000

### COLLEGE PLANNING INFORMATION

[Financial Aid](#)

[Scholarships](#)

[Important Dates](#)

## [Template: Hawkeye Application 2 – Submitted – Day 00 – Next Steps](#)

Subject: Your Hawkeye Application is Complete!

Dear Linda,

Thank you for submitting your application! We look forward to having you as a student at Hawkeye Community College.

Updates to your admission status will be sent to your email. You can also check your status in your Application Profile.

Now that your application has been submitted, it's time to:

- [Schedule a campus visit](#)
- [Apply for financial aid](#)
- [Complete scholarship applications](#)
- [Secure housing \(if needed\)](#)
- [Review important dates](#)

We are here to help with any of these steps along the way!

Admissions Team  
Hawkeye Community College



[Template: Hawkeye Application 3 – Missing Documents Email – Day 00 – Thank You](#)

Subject: Your Hawkeye Application Status

Dear Linda,

Thank you for your application!

I'm your Admissions representative, and I'm excited you've submitted your Application for Admission.

You've made a great start. Let's take the next step.

If you'd like to learn more about your program, the admission process, costs, financial aid, or Hawkeye in general, share your questions. I'll be glad to help.

Again, thank you for completing your application. I hope to hear from you soon.

Sincerely,

Jason Streed

HELPFUL LINKS

[Setting up an assessment](#)

[Financial Aid](#)

[Important Dates](#)

## [Template: Hawkeye Application 3 – Missing Documents Email – Day 05 – I’m your rep](#)

Subject: Hawkeye's Admission Process: Helpful Tips

Dear Linda,

I want your admission process to go smoothly, so I'd like to share a few tips about assessments and transcripts.

### Assessments

- We accept the following assessments: COMPASS, Accuplacer, ACT, SAT, and Asset.
- If you've had them sent them previously, you do not need to have them sent again. Also, if you've taken the COMPASS at Hawkeye, your scores are already on file.
- Some placement scores like the ACT may be on your official high school transcript; we can accept those as official score reports.
- Assessment may be waived based on previous college work in reading, math, and writing. Have official transcripts sent to the Admissions Office for evaluation.

### Transcripts

- High school, college, military, and GED/HiSET transcripts are considered *official* only if sent directly from institution to institution. A hand-delivered transcript, even in a sealed envelope, is considered unofficial.
- High school and GED/HiSET transcripts are official only when they show a graduation date. GED/HiSET transcripts for Iowa (and many other states) are sent through
- If you've had official transcripts sent to Hawkeye since 2008, they should still be on file. To verify, please call Admissions at 319-296-4000.

### Mailing Information

Hawkeye Community College - Admissions  
PO Box 8015  
Waterloo IA 50704-8015

Linda, I'm here to answer your questions. You can contact me by email or by phone at 319-296-4000. I'll be happy to help.

Thank you for applying! I hope to hear from you soon.

Sincerely,

Jason Streed

## [Template: Hawkeye Application 3 – Missing Documents Email – Day 25 - Goals](#)

Subject: The Next Step in Hawkeye Admissions

Linda,

Connect with your goals...your potential...your future.

Hawkeye graduates have great transfer and career opportunities. We combine small classes and advanced technology for a high-quality education. Our experienced faculty and advisors will help you achieve success, both in the classroom and beyond.

Ready to take the next step?

Your admission status for the Criminal Justice program is currently *pending*. To see if your transcripts and test scores have been received, log into your online Application Profile.

Contact us with your questions. We look forward to connecting with you.

The Admissions Team

PS - Need help logging in to Application Profile? Call 319-296-4000 for assistance!

## [Template: Hawkeye Application 3 – Missing Documents Email – Day 30 – Financial Aid](#)

Subject: Planning for College at Hawkeye

Dear Linda,

Concerned about the cost of college? We're here to help you crunch the numbers.

Eighty-eight percent of students who apply receive financial aid. You may be eligible for grants, loans, scholarships, and work-study.

To see what you are eligible to receive, complete the [> Free Application for Federal Student Aid \(FAFSA\)](#). Contact our Financial Aid Office for personalized assistance:

- Call 319-296-4020
- Text hawkeyeaid to 66746
- Email [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu)
- Visit the Financial Aid Office in [Hawkeye Center](#) on the Main Campus.

A quick reminder – to review your application for acceptance, we need the following supplemental item(s):

Hawkeye Application (Submitted 5/18/2016)  
- Test Score - Math (Required)

Contact us with your questions about admissions and financial aid. We're glad to help.

The Hawkeye Admissions Team

PS - Want a quick introduction to the financial aid process? Watch [these helpful video tutorials](#) provided by the U.S. Department of Education!

[Template: Hawkeye Application 3 – Missing Documents Email – Day 60 – Get Involved](#)

Subject: Connect at Hawkeye

Dear Linda,

Hawkeye can do great things for you, both in and out of the classroom!

Getting involved on campus is the best decision I made. I have met so many great people, gained so many skills and knowledge, and built my resume. College is about more than academics, it's about putting yourself out there!

- Mallory Owens, Graphic Communications 2015

How will you be involved?

- [30+ clubs and organizations](#)
- [Special events on campus and in the community](#)
- [Fitness and recreation](#)
- [RedTail Athletics](#)

And more!

Let me know how I can help!

Jason Streed

[Template: Hawkeye Application 3 – Missing Documents Email – Day 90 – Contact your rep](#)

Subject: Completing Your Hawkeye Application: Next Steps

Dear Linda,

I'm following up on the application for admission you submitted.

Are you ready to take the next step?

Submit following item(s) to the Admissions Office, and we'll process your application:

Hawkeye Application (Submitted 5/18/2016)  
- Test Score - Math (Required)

If you want help, let's talk. I'll make time to work with you personally.

Sincerely,

Jason Streed

[Template: Hawkeye Application 3 – Missing Documents Email – July 15/Dec 1 – Last Chance/Questionnaire](#)

Subject: Your College Plans at Hawkeye

Dear Linda,

Thank you for submitting your application to the Criminal Justice program.

I'd like to help your educational and career plans move forward. If there's anything I can do, please let me know.

I'd love to hear from you.

Sincerely,

Jason Streed

[Template: Hawkeye Application 4 – Accepted – PreProgram – Day 01](#)

Subject: Congratulations from Hawkeye!

Dear Linda,

Congratulations!

You have been accepted to the pre-program for the Criminal Justice program, starting 2016 Fall Term.

As a pre-program student, you will begin with general education and prerequisite classes. An advisor will help you create an academic plan to meet your program requirements.

**MY HAWKEYE**

Your next step is to set up your [My Hawkeye](#) account. My Hawkeye is a personalized web-portal that students use to update records and access important college information, including:

- [College Email](#)
- Orientation and class registration
- Financial aid
- Billing and payment arrangements

Once you have logged in, check your email frequently.

**ORIENTATION & REGISTRATION**

To schedule pre-program classes, you are required to attend [MORE](#) (Mandatory Orientation and Registration Experience). Information about MORE will be sent to your college email at a later date.

**QUESTIONS?**

Contact the Admissions Office at 319-296-4000 or [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu).

Sincerely,

[The Admissions Team](#)

[Template: Hawkeye Application 4 – Accepted – Reqs Met – Day 01](#)

Subject: Congratulations from Hawkeye Community College

Dear Linda,

Congratulations!

You have been accepted to the Criminal Justice program, starting 2016 Fall Term.

**MY HAWKEYE**

Your next step is to set up your [My Hawkeye](#) account. My Hawkeye is a personalized web-portal that students use to update records and access important college information, including:

- [College Email](#)
- Orientation and class registration
- Financial aid
- Billing and payment arrangements

Once you have logged in, check your email frequently.

**ORIENTATION & REGISTRATION**

To begin the Criminal Justice program, you are required to attend MORE (Mandatory Orientation and Registration Experience). Information about MORE will be sent to your college email.

**QUESTIONS?**

Contact Admissions at 319-296-4000 or [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu).

Sincerely,

The Admissions Team

[Template: Hawkeye Application 4a – Accepted – All – August 15 \(ExactTarget\)](#)

Subject: FAQ for the First Week at Hawkeye

Linda,

Your first week is almost here!

**3 Things to Do**

Attend Fall Fest

Find your classes

Get your books

**3 Places to Go**

Brock Student Center

Recreation Center

Visit the Health Education and Services Center to work out, join a pickup game, or

Waterloo and Cedar Falls

**3 Things to Remember**

It's okay to be nervous. Whether you're new to college or you're returning...

Start strong!

[Template: Hawkeye Application 4a – Accepted – All – Day 12 – Financial Aid Help](#)

Subject: College Planning at Hawkeye: Financial Aid

Hi, Linda -

Let's talk about financial aid.

College is an investment in your future. We can help you make a plan to manage the cost of your education at Hawkeye Community College.

FIRST, SOME FACTS

- A college education is affordable at Hawkeye.
- Almost 90% of students who apply for financial aid receive assistance.
- Over 400 students receive Hawkeye scholarships every year.

THE FAFSA

The most important step: complete the FAFSA (Free Application for Federal Student Aid).

If you're new to the FAFSA, start with [these helpful video tutorials](#) provided by the U.S. Department of Education.

HOW TO GET HELP - Contact the Financial Aid Office

Call 319-296-4020

Text hawkeyeaid to 66746

Email [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu)

Visit the Financial Aid Office in [Hawkeye Center](#) on the Main Campus.

Share your questions and concerns, and we'll work with you personally to reach your college and career goals.

Sincerely,

[The Admissions Team](#)

[Template: Hawkeye Application 4a – Accepted – All – Day 25 – Get Involved](#)

Subject: Get Involved at Hawkeye!

Dear Linda,

Hawkeye can do great things for you, both in and out of the classroom!

Getting involved on campus helped me to meet new people and improve my time management and communication skills. College is about more than going to class. I encourage everyone to get involved. You will be happy you did!

- Sarah Ludwig, Liberal Arts 2016

How will you be involved?

- [30+ clubs and organizations](#)
- [Special events on campus and in the community](#)
- [Fitness and recreation](#)
- [RedTail Athletics](#)

And more!

Let me know how I can help!

Jason Streed



[Template: Hawkeye Application 4a – Accepted – All – Day 50 – Services for Students \(Exact Target\)](#)

Subject: Lean on Us

Hi, Linda -

To make sure all your needs are met while attending Hawkeye, we offer a variety of student services.

**Sound body, sound mind.**

Get fit at the recreation center. Participate in intramurals. Cheer on the RedTails!

Hawkeye also offers high-quality services at our Student Health Clinic, including checkups, immunizations, and mental health counseling.

A healthier you is a better you!

**Academic Support**

Professional and peer tutors are available to help you succeed. Academic advisors will keep you on track. For those who qualify, disability and military/veteran services are also available.

You don't have to go at it alone. Share your needs, and we'll get you connected.

**Not just class.**

Life is busy. Whether you need help lining up a ride, a job, or child care, we can help.

Hungry? Check out the food court.

Bored? Clubs and organizations are looking for people like you. Fill your planner!

Make the most of your Hawkeye experience. Get educated. Get involved. Get connected.

**Lean on us!**

## Hard Copy Mail Communications

### [Admissions Application](#)

#### Template: Hawkeye Letter - Acceptance to Pre-Program

August 11, 2016

Hawkeye Student ID:

«Application\_ERP\_Id»

«Person\_First\_Name» «Person\_Last\_Name»  
«Person\_Address\_1\_Street\_1»  
«Person\_Address\_1\_Street\_2»  
«Person\_Address\_1\_Street\_3»  
«Person\_Address\_1\_City», «Person\_Address\_1\_State\_Province»  
«Person\_Address\_1\_ZIP\_Postal\_Code»

Dear «Person\_First\_Name»,

Congratulations!

You have been accepted to the **Pre-Program** for «**Academic\_Program**» program, starting on «**Pre\_Program\_Start\_Date**».

As a pre-program student, you will begin with general education and prerequisite classes. An advisor will help you create an academic plan to meet your program requirements.

To schedule classes, you are required to attend **MORE** (Mandatory Orientation and Registration Experience). Registration secures your seat in the program. Information about **MORE** will be sent to your college email.

Set up your My Hawkeye account as soon as possible to begin using your college email.

The enclosed documents will help you take the next step:

- My Hawkeye Log-in Instructions
- Accepted Student Checklist
- Academic Program Information

Review them carefully, and contact the Admissions Office with any questions.

«Person\_First\_Name», thank you for choosing Hawkeye Community College. We wish you success in your college career.

Sincerely,

***Dave Ball***

Dave Ball, Director

Admissions, Recruitment & Student Life

[Template: Hawkeye Letter - Acceptance to Program](#)

August 11, 2016

Hawkeye Student ID:

«Application\_ERP\_Id»

«Person\_First\_Name» «Person\_Last\_Name»  
«Person\_Address\_1\_Street\_1»  
«Person\_Address\_1\_Street\_2»  
«Person\_Address\_1\_Street\_3»  
«Person\_Address\_1\_City», «Person\_Address\_1\_State\_Province»  
«Person\_Address\_1\_ZIP\_Postal\_Code»

Dear «Person\_First\_Name»,

Congratulations!

You have been accepted to the «**Academic\_Program**» program, starting on «**Term\_Begin\_Date**».

To schedule classes, you are required to attend **MORE** (Mandatory Orientation and Registration Experience). Registration secures your seat in the program. Information about **MORE** will be sent to your college email.

Set up your My Hawkeye account as soon as possible to begin using your college email.

The enclosed documents will help you take the next step:

- My Hawkeye Log-in Instructions
- Accepted Student Checklist
- Academic Program Information

Review them carefully, and contact the Admissions Office with any questions.

«Person\_First\_Name», thank you for choosing Hawkeye Community College. We wish you success in your college career.

Sincerely,

**Dave Ball**

Dave Ball, Director  
Admissions, Recruitment & Student Life

[Template: Hawkeye Letter-Pending - Missing Supplemental Items](#)

August 11, 2016

Hawkeye Student ID:

«Application\_ERP\_Id»

«Person\_First\_Name» «Person\_Last\_Name»  
«Person\_Address\_1\_Street\_1»  
«Person\_Address\_1\_Street\_2»  
«Person\_Address\_1\_Street\_3»  
«Person\_Address\_1\_City», «Person\_Address\_1\_State\_Province»  
«Person\_Address\_1\_ZIP\_Postal\_Code»

Dear «Person\_First\_Name»,

Congratulations!

We're excited you applied to the «**Academic\_Program**» program, on «**Term\_Begin\_Date**».

Now is a great time to finish what you've started.

The following supplemental item(s) still need to be sent to the Admissions Office:

- «Person\_Missing\_Supplemental\_Items\_List»

Your admission status is currently pending. Once we receive these items, we can review your application for acceptance.

If you have questions, contact us right away. You can email «Recruiter», your Admissions Representative, or call the Admissions Office at 319-296-4000.

Admissions Team  
Hawkeye Community College

[Template: Hawkeye Letter-President's Welcome Letter](#)

August 11, 2016

Hawkeye Student ID:  
«Application\_ERP\_Id»

«Person\_First\_Name» «Person\_Last\_Name»  
«Person\_Address\_1\_Street\_1»  
«Person\_Address\_1\_Street\_2»  
«Person\_Address\_1\_Street\_3»  
«Person\_Address\_1\_City», «Person\_Address\_1\_State\_Province» «Person\_Address\_1\_ZIP\_Postal\_Code»

Dear «Person\_First\_Name»,

Congratulations! I am pleased to welcome you to Hawkeye Community College.

You have been accepted to begin classes for the «**Entry\_Term**» semester.

Your educational and career goals are important, and you deserve the best help we can provide. I invite you to visit campus to experience how we can make your college plans a reality.

Since 1966, Hawkeye has provided a high-quality, affordable education to students like you. Small classes, dedicated teachers, and great facilities are just the beginning. From your first day through graduation, you'll benefit from services such as academic support, the Student Health Clinic, and the Career Services Center.

Whether you're launching a career or planning to transfer to a four-year college, you'll open the door to amazing opportunities at Hawkeye Community College.

Once again, congratulations and thank you for choosing Hawkeye Community College!

Sincerely,

Linda Allen, Ph.D.  
President  
Hawkeye Community College

## Template: Hawkeye Missing Documents Mailer (Pending Student) - Day 00

Dear «First\_Name»,

Thank you for submitting your application to the «Academic\_Program» program. We're excited about your educational journey at Hawkeye Community College, and we look forward to working with you.

To process your application, we need the following supplemental item(s) sent to the Admissions Office:

«Person\_Missing\_Supplemental\_Items\_List»

The enclosed Student Checklist will help you navigate the admission process. It provides important information, including:

- Transcript policies and procedures
- Assessment score options
- Program facts

You are always welcome on campus. A visit is the best way to discover why Hawkeye is right for you. We'll review your program, see the campus, and discuss costs and financial aid.

Connect with us at [hccadmission@hawkeyecollege.edu](mailto:hccadmission@hawkeyecollege.edu) or 319-296-4000. We'll be happy to answer your questions.

Sincerely,

The Admissions Team



## Appendix U:

### Policy on Advertising & Recruiting

# **ADVERTISING, STUDENT RECRUITMENT, AND REPRESENTATION OF ACCREDITED STATUS**

## **Policy Statement**

All accredited higher education institutions, or individuals acting on their behalf, must exhibit integrity and responsibility in advertising, student recruitment, and representation of accredited status. Responsible self-regulation requires rigorous attention to principles of good practice.

### **Advertising, Publications, Promotional Literature**

1. Educational programs and services offered by the institution are the primary emphasis of all advertisements, publications, promotional literature, and recruitment activities.
2. All statements and representations are clear, factually accurate, and current. Supporting information is kept on file and readily available for review. In the case of programs that are awaiting state approval and inclusion in the institution's accreditation, the institution's communication with both external and internal constituencies clearly and consistently represent the program(s) as "pending approval by the state Department of Education."
3. An institution may choose to maintain its official publications electronically. If that is the case, the institution clearly designates the electronic version of these documents as official and develops policies and procedures for revising and archiving these documents.
4. Official publications are readily available and, where appropriate, accurately depict:
  - a. institutional purposes and goals
  - b. admission and enrollment requirements and procedures for all types of students (e.g., first-year, transfer students, joint enrollment, transient, etc.) and basic information on programs and courses, with required sequences of course offerings explicitly stated.
  - c. general education requirements demonstrating that the general education component is at the collegiate level and (1) is a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale.
  - d. special programs, including international study, credit by examination or advanced placement.
  - e. institutional facilities readily available for educational use.
  - f. rules and regulations for conduct.
  - g. tuition, fees, and other program costs.
  - h. opportunities and requirements for financial aid.
  - i. policies and procedures for refunding fees and charges to students who withdraw.
  - j. current academic calendars and grading policies.
5. In official publications describing career opportunities, clear and accurate information is provided on any unique requirements for career paths, or for employment and advancement opportunities in the profession or occupation described.



### **Student Recruitment for Admissions**

1. Student recruitment is conducted by well-qualified admissions representatives whose credentials, purposes, and position or affiliation with the institution are clearly specified.
2. Independent contractors or agents used by the institution for recruiting purposes are governed by the same principles as institutional employees.
3. Institutions are required to follow federal guidelines regarding compensation for student recruitment and admission activities.
4. Institutions avoid the following recruitment practices in order to comply with the *Principles of Accreditation* and U.S. Department of Education regulations:
  - a. assuring employment unless employment arrangements have been made and can be verified,
  - b. misrepresenting job placement and employment opportunities for graduates,
  - c. misrepresenting program costs,
  - d. disparaging comparisons of secondary or postsecondary institutions,
  - e. misrepresenting abilities required to complete intended program, and
  - f. offering money or inducements other than educational services of the institution in exchange for student enrollment. (Except for awards of privately endowed restricted funds, grants or scholarships are to be offered only on the basis of specific criteria related to merit or financial need.)

### **Representation of Accredited Status**

1. The term “accreditation” is used only when accredited status is conferred by an accrediting body.
2. No statement is made about the possible future accreditation status or qualification not yet by the accrediting body.
3. Any reference to state approval is limited to a brief statement concerning the actual charter, incorporation, license, or registration given.
4. The Phrase “fully accredited” is not used, since partial accreditation is not possible.
5. When accredited status is affirmed in institutional catalogs and other official publications, it is stated accurately and fully in a comprehensive statement.
6. The accredited status of a program is not misrepresented.

July 2016



# Appendix V:

## Student Outcome Data

# Examples of Student Outcome Data

## Retention Report and Graduation for Agricultural Business Management AAS

COHORT TERM: Fall 2012

39 Applications Accepted

3 (7.7%) accepted applicants were not enrolled IN THIS PROGRAM on Census Day.

RETENTION INFORMATION:		Completed Terms: 2012/FA 2013/SP 2013/SU 2013/FA 2014/SP 2014/SU 2014/FA 2015/SP								
1st Day	Student Count	37	32	10	29	25	4	1	0	
	% retained*	100.0%	86.5%	27.0%	78.4%	67.6%	10.8%	2.7%	0.0%	
Census Day	Student Count	36	32	9	29	25	3	1	0	
	% retained*	100.0%	88.9%	25.0%	80.6%	69.4%	8.3%	2.8%	0.0%	

\*percentage retained from applicants includes same term graduates

GRADUATION INFORMATION:		←-----100%-----→					←-----150%-----→			
Graduation Term:		2012/FA	2013/SP	2013/SU	2013/FA	2014/SP	2014/SU	2014/FA	2015/SP	
Agricultural Business Mgmt AAS				1	2	17	2	1		

Graduation Rates:			
Degree earned within 100% of expected time:		20	54.1%
Degree earned within 150% of expected time:		3	8.1%
Degree earned over 150% of expected time:		0	0.0%
<b>Total Degree's earned within this program:</b>		23	62.2%

Completers of the program earned these additional degrees:		Leavers of the program earned these additional degrees:	
Unique Student Headcount:	21	Unique Program Associated Student Headcount:	2
Degree (duplicate) Headcount:	22	Unique Student Headcount of Non-Program Award:	1
Ag Business Mgmt Diploma	21	Industrial Automation Technology AAS	1
Animal Science AAS	1	Industrial Automation Technology Diploma	1
		Industrial Automation Technology Certificate	1
		Ag Business Mgmt Diploma	2

**Dropped Out of the college:** Unique Count: 10

**Definitions:**

**Retention Report & Graduation:** is reported as students that have continuous matriculation. (No Stop-Outs terms)

**Cohorts :** are determined by students that completed an application for the given term and were registered for 1+ course(s).

**Graduation rates:** (percentages) are calculated from the student count from census day.

**Completers:** Students that earned the cohort degree also earned the degrees listed under "Completers" (in addition to the cohort degree). Students completed all course requirements in both the CORE content and GEN ED content as shown on their respective AS-28/Degree Audit.

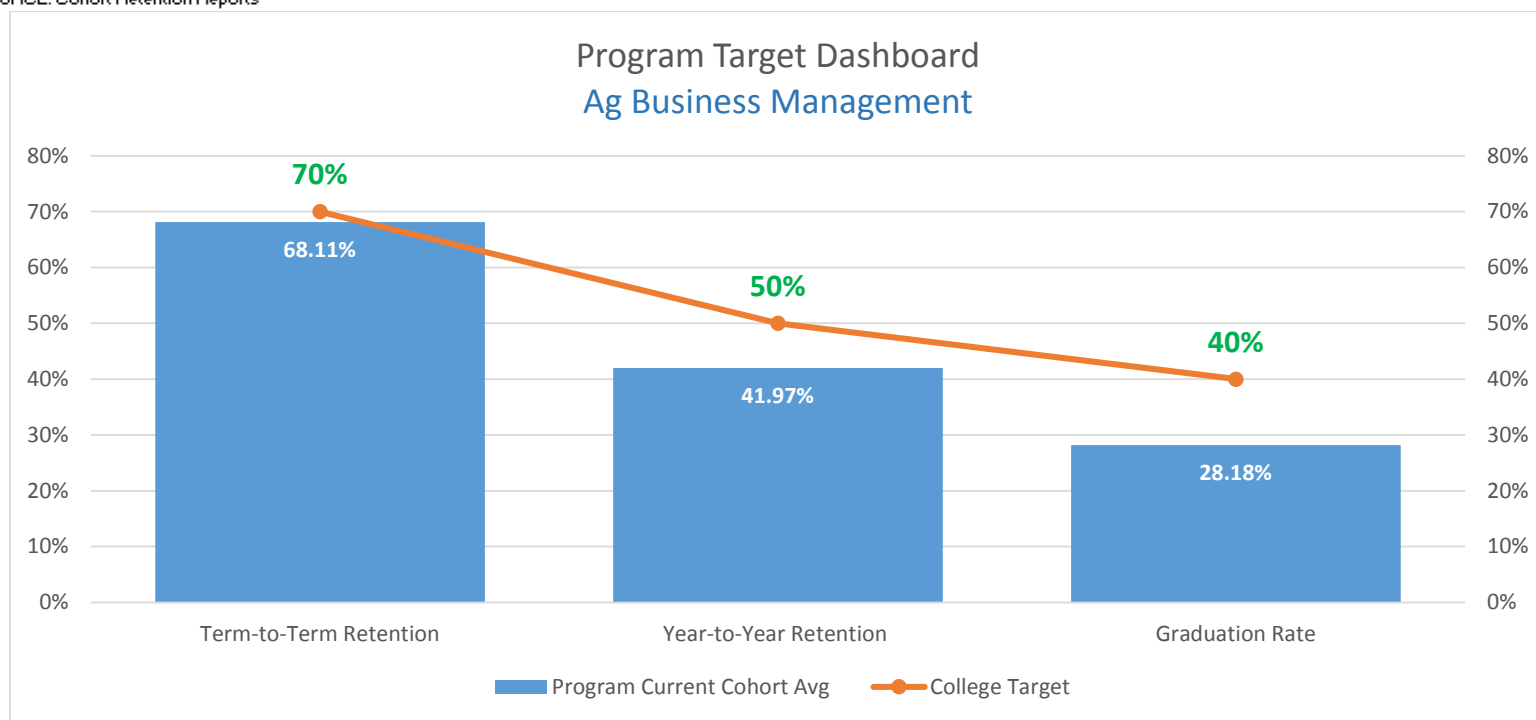
**Leavers:** Students that did not earn the cohort degree left the cohort program and earned these degrees from HCC. (No cohort degree earned) These students may have completed all the CORE content of their program, but did not complete GEN ED requirements OR they may have only completed partial of either.

	= Student Headcount, 1st Day
	= Student Headcount, Census Day
	= Time to 2-Yr Degree (100%)
	= Time to 2-Yr Degree (150%)
	150% constitutes the total required number of terms based on the approved AS-28 plus an additional 50% time. A summer term is counted when it is mandatory.

Fall Student Cohort	N=	Ag Business Management - AAS (AGBUSMGT.3)				
		Graduation Rate	Fall to Spring Retention Rate	Retention Rate	Transfer-Out Rate	Drop-Out Rate
2008	23	69.57%	78.26%	78.26%	4.35%	26.09%
2009	31	38.71%	70.97%	51.61%	3.23%	58.06%
2010	40	72.50%	90.00%	75.00%	2.50%	25.00%
2011	16	50.00%	87.50%	68.75%	12.50%	37.50%
AVG	27.50	57.69%	81.68%	68.41%	5.64%	36.66%

Student Cohort	1st Day Headcount	Graduation rate	Fall to Spring Retention Rate	Retention rate	Internal Transfer Out Rate	Drop Out Rate
Is the group of students starting the program for the first time in that academic year.	Student Headcount on first day of Fall term. Headcount figure used for cohort tracking.	Is the percentage of a program's first-time, first-year undergraduate students who complete their program within 150% of the published time for the program. For example, for a two-year degree program, entering students who complete within three years are counted as graduates.	Is the percentage of a program's first-time, first-year undergraduate students who continue to the next term.	Is the percentage of a program's first-time, first-year undergraduate students who continue at that school the next year. For example, a student who studies full-time in the fall semester and keeps on studying in the program in the next fall semester is counted in this rate.	Is the percentage of a program's first-time, first-year undergraduate students who transfer to another HCC program within 150% of the published time for the program. For example, a student who is in a two-year degree program is counted as a transfer-out if the student ends/inactivates the program and starts another program (different CIP#) at the college within three years. (LEAVERS)	Is the percentage of a program's first-time, first-year undergraduate students who drop-out of the program and college with no degree/awards.

SOURCE: Cohort Retention Reports



**IPEDS Reported Rates:**

**Graduation Rate:** <http://www.hawkeyecollege.edu/students/handbook/student-rights/graduation-rate.aspx>

The screenshot shows the Hawkeye Community College website. At the top, there is a navigation bar with links for Faculty & Staff, Employment, Register / Search for Courses, Calendars, and Contact Us. Below this is a header area with the college logo, a 'CELEBRATING 50 YEARS' badge, and links for My Hawkeye, Email, and Canvas. A search bar is also present. A dark navigation bar contains links for ADMISSIONS, STUDENTS, ACADEMICS, BUSINESS & COMMUNITY EDUCATION, VISITORS & COMMUNITY, and ABOUT HAWKEYE. The main content area has a breadcrumb trail: Home > Students > Student Handbook > Student Rights >. The 'Student Rights' section is active, with a sidebar listing various policies. The 'Graduation Rate' section is highlighted, containing text about the rate's calculation and a table for Cohort Year 2012. A 'Student Records' sidebar is also visible on the right.

**Student Rights**

- Complaint Policy
- Crime Statistics and Report
- Disabilities & Vocational Rehabilitation Acts
- Educational Equity Statement
- Equal Opportunity/ Affirmative Action
- Graduation Rate
- Posting Information on Campus
- Retention Rate
- Right to Assemble
- Start a Club or Organization
- Student Body Diversity
- Student Publications
- Transfer Out Rate

**Graduation Rate**

The graduation rate reflects students who started classes in the Fall of 2012, completed their program of study, and applied for graduation within 150% of the suggested length of study.

For example, students who started a two-year program, completed the program in three years, and applied for graduation are calculated in the graduation rate.

The graduation rate does not count students who started a program in the Fall of 2012 but transferred their completed coursework to another college or university prior to graduating.

**Graduation Rate—Cohort Year 2012**

The graduation rate for individual programs may vary.

Male	24%
Female	23%
<b>Total Average</b>	<b>24%</b>

**Graduation Rate Percentages by Gender and Race—Cohort Year 2012**

	Male	Female
Nonresident Alien	0	0
Hispanic/Latino	15%	11%
American Indian or Alaska Native	0	0
Asian	0	100%
Black or African American	10%	3%
Native Hawaiian or Other Pacific Islander	0	0
White	26%	25%
Two or more races	17%	0

**Student Records**

Hawkeye Center 134  
 319-296-4045  
 800-670-4743  
 319-296-1609 (fax)  
[Email us](#)

Mon–Fri 8:00am–4:30pm

**Mailing Address**  
 Student Records  
 Hawkeye Community College  
 1501 East Orange Road  
 P.O. Box 8015  
 Waterloo, Iowa 50704-8015

**Retention Rate:** <http://www.hawkeyecollege.edu/students/handbook/student-rights/retention-rate.aspx>

The screenshot shows the Hawkeye Community College website. At the top left is the college logo and a 'CELEBRATING 50 YEARS' badge. Navigation links include 'Faculty & Staff', 'Employment', 'Register / Search for Courses', 'Calendars', and 'Contact Us'. Below these are links for 'My Hawkeye', 'Email', and 'canvas', along with a search bar and a 'GO' button. A dark blue navigation bar contains the following categories: 'ADMISSIONS', 'STUDENTS', 'ACADEMICS', 'BUSINESS & COMMUNITY EDUCATION', 'VISITORS & COMMUNITY', and 'ABOUT HAWKEYE'. The breadcrumb trail reads: 'Home > Students > Student Handbook > Student Rights >'. The main content area is titled 'Student Rights' and features a sidebar with links to 'Complaint Policy', 'Crime Statistics and Report', 'Disabilities & Vocational Rehabilitation Acts', 'Educational Equity Statement', 'Equal Opportunity/Affirmative Action', 'Graduation Rate', 'Posting Information on Campus', and 'Retention Rate'. The 'Retention Rate' section is highlighted and contains the following text: 'Retention rate is the percent of Hawkeye Community College's first-time, full-time undergraduate students who continue at Hawkeye the next year. The information reported is based on IPEDs report on a Fall 2014 cohort. Hawkeye Community College's current first-time, full-time retention rate is 69%.' A link for 'Student Handbook | Next Page >' is provided. On the right side, there is a 'Student Records' section with contact information: 'Hawkeye Center 134', '319-296-4045', '800-670-4743', '319-296-1609 (fax)', and 'Email us'. Below this is the 'Mailing Address' section: 'Student Records', 'Hawkeye Community College', '1501 East Orange Road', 'P.O. Box 8015', 'Waterloo, Iowa 50704-8015'.

**Transfer-Out Rate:** <http://www.hawkeyecollege.edu/students/handbook/student-rights/transfer-out-rate.aspx>

The screenshot shows the Hawkeye Community College website. At the top left is the college logo and a 'CELEBRATING 50 YEARS' badge. Navigation links include 'Faculty & Staff', 'Employment', 'Register / Search for Courses', 'Calendars', and 'Contact Us'. Below these are links for 'My Hawkeye', 'Email', and 'canvas', along with a search bar and a 'GO' button. A dark blue navigation bar contains the following categories: 'ADMISSIONS', 'STUDENTS', 'ACADEMICS', 'BUSINESS & COMMUNITY EDUCATION', 'VISITORS & COMMUNITY', and 'ABOUT HAWKEYE'. The breadcrumb trail reads: 'Home > Students > Student Handbook > Student Rights >'. The main content area is titled 'Student Rights' and features a sidebar with links to 'Complaint Policy', 'Crime Statistics and Report', 'Disabilities & Vocational Rehabilitation Acts', 'Educational Equity Statement', 'Equal Opportunity/Affirmative Action', 'Graduation Rate', 'Posting Information on Campus', 'Retention Rate', 'Right to Assemble', 'Start a Club or Organization', 'Student Body Diversity', 'Student Publications', and 'Transfer-Out Rate'. The 'Transfer-Out Rate' section is highlighted and contains the following text: 'Hawkeye Community College's Transfer-Out rate based on first time, full-time Fall 2012 is 17%. Transfer-Out rate is defined as the total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort. An Adjusted Cohort is defined as the result of removing any allowable exclusions from a cohort (or subcohort). For the Fall Enrollment component, it is the cohort for calculating retention rate; for the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; and for the Outcome Measures component, these are the four cohorts (full-time, first-time; part-time-first-time; full-time, non-first-time; and part-time, non-first-time) for which outcomes rates are calculated at 6 and 8 years.' A link for 'Student Handbook | Next Page >' is provided. On the right side, there is a 'Records and Registration' section with contact information: 'Hawkeye Center 134', 'Mon-Fri 8:00am-4:30pm', 'Registration', '319-296-2460', '800-670-4743', '319-296-1609 (fax)', and 'Email us'. Below this is the 'Student Records / Transcripts' section: '319-296-4045', '319-296-1609 (fax)', and 'Email us'. At the bottom is the 'Mailing Address' section: 'Records and Registration', 'Hawkeye Community College', '1501 East Orange Road', 'P.O. Box 8015', 'Waterloo, Iowa 50704-8015'.

## Program Licensure Exam Pass Rates (Example)



Faculty & Staff   Employment   Register / Search for Courses   Calendars   Contact Us

My Hawkeye   Email   canvas      GO

CELEBRATING 50 YEARS

ADMISSIONS
STUDENTS
ACADEMICS
BUSINESS & COMMUNITY EDUCATION
VISITORS & COMMUNITY
ABOUT HAWKEYE

Home > Academics > Programs / Majors > Health >

### Occupational Therapy Assistant

- Admission Requirements
- Careers
- Courses
- Occupational Therapy Assistant Club



## Occupational Therapy Assistant

### National Certification Examination

Most states require licensure in order to practice. State licensure is usually based on the results of the [National Board for Certification in Occupational Therapy \(NBCOT\)](#) Certification Examination.

Graduation Year	Students Entering/Graduating	Graduation Rate	Number of First-Time Test Takers	Percentage of First-Time Test Takers Who Passed the Exam
2013	13/12	92%	12	100%
2014	15/11	73%	11	100%
2015	20/18	90%	18	100%
<b>Total</b>	<b>48/41</b>	<b>85%</b>	<b>41</b>	<b>100%</b>

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Hawkeye Community College is a participant of the [Voluntary Framework of Accountability \(VFA\)](#) and participates under a statewide community college system. The State is taking a gradual approach to onboarding for all components of VFA. The following are pieces of the [published data for Hawkeye Community College](#).



VFA Portal > [Find VFA Colleges](#) > VFA Member Public Profile Page

## VFA Member Public Profile Page

### Hawkeye Community College

Waterloo, IA

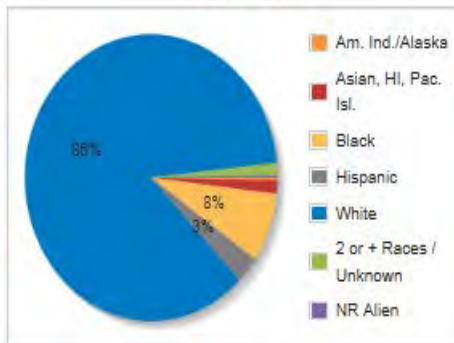
Urbanicity: Small City  
 College Type: Single Campus College  
 VFA Member Since: 2014-15  
 College President: Linda A. Allen  
 Total Enrollment: 5,309

View 2016 VFA Data:

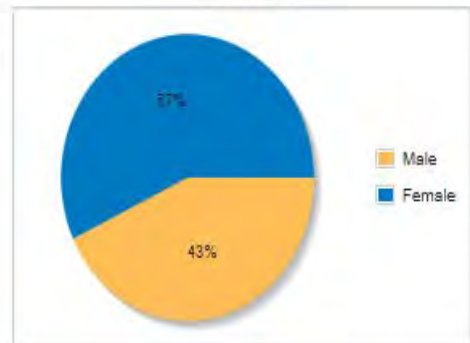
- Two Year Cohort (2013)
- [Two-Year Progress](#)

### College or System Student Demographics

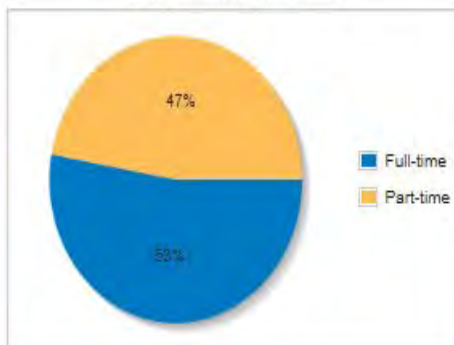
Ethnicity



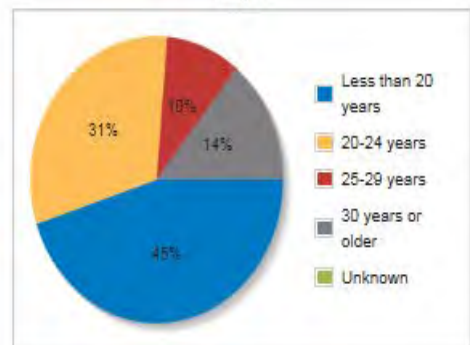
Gender



Part-time/Full-time



Age







Voluntary  
Framework of  
Accountability

**The VFA is the principle accountability framework for community colleges with measures defined to encompass the full breadth of the community college mission and the diversity of students' goals and educational experiences. The mission-appropriate measures determine how well community colleges are serving students; provide colleges the ability to identify problems and set goals for institutional improvement; and be properly accountable to stakeholders.**

---

Hawkeye Community College (Waterloo, IA)

VFA Data Collection Cycle 2015-16

### **What's in the *Two-Year Progress Report***

#### **- Two-Year Progress Measures**

- Retention: fall to next term
- Successful completion of credits: 1st term; by end of year two  
# of total credits completed with a C grade (C-, C+) or better by the cohort
- Reached credit threshold by end of year two  
# of students in the cohort that earned 24 credits (part-time) or 42 credits (full-time)
- Persistence/attainment outcomes by the end of two years:
  - Completed certificate or degree
  - Transferred
  - Still enrolled

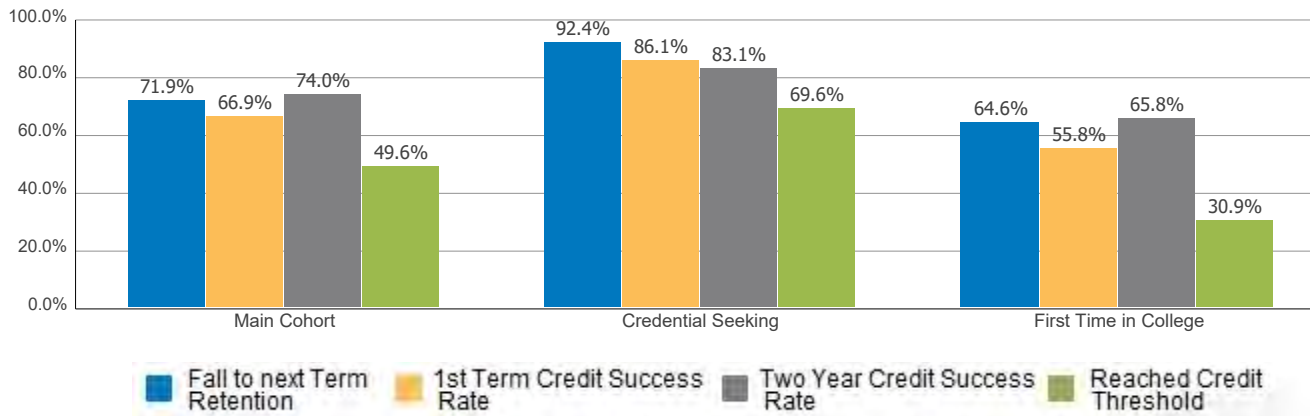
# Hawkeye Community College (Waterloo, IA)

## Two Year Cohort (Fall Students 2013)

These data represent students that first entered the college in Fall Students 2013 (or summer before) and their progress by the end of their first two years.

### Two-Year Progress Measures

#### Progress by End of Year Two by Cohort Type



#### Cohort Types

Different types of students

A. Main Cohort: fall entering, first time at **reporting** college; "all students"

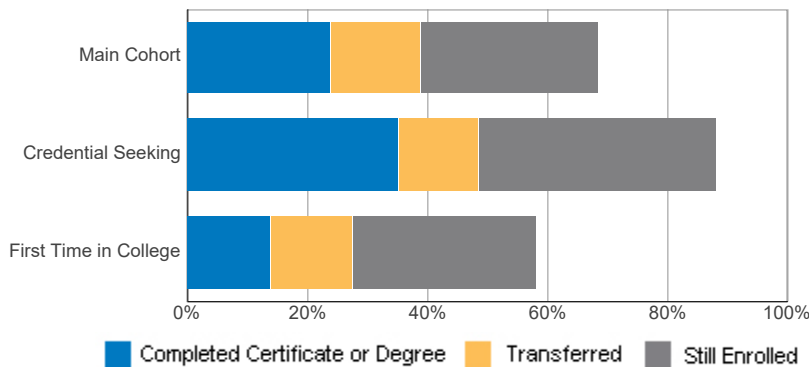
B. Credential Seeking: earned 12 credits by end of year two

C. First Time in College: fall entering, first time in college

\*Students could be in more than one cohort type.

#### Two-Year Progress Measures

#### Persistence/Attainment Outcomes by End of Year Two by Cohort Type



	Two Year Cohort Count	Completed	Transferred	Still Enrolled
<b>Main Cohort</b>	1,428	23.9%	15.1%	29.6%
<b>Credential Seeking</b>	973	35.0%	13.4%	39.8%
<b>First Time in College</b>	669	13.9%	13.6%	30.8%

These measures report milestones along the educational pathway and persistence/attainment outcomes by the end of a student's first two years at the college.

The persistence/attainment outcomes by the end of year two provide an early indicator of the cohort's performance. These outcomes are not exhaustive and will not sum to 100% of the students in the cohort. The outcomes are:

- Unduplicated
- Hierarchical
- Achieved by the end of two years
- Credentials earned at the **reporting** college

# EDUCATION OUTCOMES

CERTIFICATE, DIPLOMA, AND ASSOCIATE DEGREE PROGRAMS

HAWKEYE COMMUNITY COLLEGE

ACADEMIC YEAR 2010 TO ACADEMIC YEAR 2014

MARCH 2016



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This report was prepared through a partnership between the Iowa Department of Education Division of Community Colleges and the Iowa Workforce Development Labor Market Information Division.

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## Preface

In 2015, the Department of Education's Division of Community Colleges worked with Iowa Workforce Development and Georgetown University's Center on Education to perform a study of the education or training needs of employers in Iowa compared to the current education level of Iowans.

The study revealed that, by 2025, about 68 percent of all jobs in Iowa will require some post-secondary training or education beyond high school. The subsequent report stated:

*Since the 1980s, education or training beyond high school has become the new minimum threshold for Americans to earn a living wage and attain middle class status. In 1973, only 28 percent of U.S. jobs required education beyond a high school diploma; by 2025, almost two out of three jobs in the nation will require at least some postsecondary education or training. Iowa's economy reflects this national trend and demonstrates a steady increase in the demand for postsecondary education and training in the industries that form the mainstay of the national economy.*

In response to this report, Iowa Governor Terry Branstad set a goal which calls for 70 percent of Iowans in the workforce to have education or training beyond high school by 2025. This will allow more Iowans to have more career opportunities and employers to have the skilled workers they need.

Iowa's community colleges are the state's largest postsecondary education sector, offering a plethora of education and training programs designed to meet state and regional economic needs. Due to their responsiveness and commitment to workforce training, these institutions are well positioned to prepare the skilled workers of the future. To track their progress toward this goal, the Iowa Department of Education has partnered with Iowa Workforce Development to link state and national education and workforce data sets to monitor the outcomes of students enrolled in Iowa's 15 community colleges.

This report provides information about community college awards, time-to-degree, retention, migration, transfer to four-year institutions, employment and wages, and career clusters. Five student cohorts were established for this report. These students will be tracked longitudinally to capture wage growth of those completing Iowa community college education and training programs.

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## Hawkeye Community College Education Outcomes: *Certificate, Diploma, and Associate Degree Programs*

The *Hawkeye Community College Education Outcomes: Certificate, Diploma, and Associate Degree Programs Report*, published annually, is an attempt to answer the elusive questions regarding the outcomes of students completing community college programs. This report, and other related resources, provide institutional data designed to inform community college administrators and policymakers as they engage in planning and program improvement.

Throughout this report, employment and earnings are analyzed to illustrate the important impact that the education and training provided by Hawkeye Community College has on employment and wages. Program and award levels are analyzed separately in order to access the benefits of each. Research parameters were set to distinguish between programs consisting of 22 credit hours or more, considered long-term awards; and those consisting of less than 22 credit hours, considered short-term awards. These parameters which are applied by credit hour definition ensures a uniform approach to the research for the purposes of this report.

Coinciding with the programs, five annualized cohorts of student award recipients were studied regarding their subsequent employment and wages (academic years (AY) 2010, 2011, 2012, 2013, and 2014). These cohorts will be studied longitudinally for a period of five years after graduation. The research is limited to five years because previous program outcomes research regarding two-year college education revealed that wages plateau within a five-year period.

Unit record tracking of student data is a preferred method of reporting education outcomes by program. However, the inability to access and link individual student records to employment and wages has been a challenge for most researchers

because of confidentiality laws restricting the use of unit-level data.

The Iowa Department of Education (DE) and Iowa Workforce Development (IWD) have overcome this hurdle by forming a partnership dedicated to evaluating and reporting education outcomes for community college programs as they relate to certificate, diploma, and associate degree awards.

In Iowa, as in many states throughout the nation, education and employer records are held in two different agencies of state government, the DE and IWD, respectively. The partnership of these two agencies has allowed for data sharing through agreements that adhere to all Unemployment Insurance (UI) and Family Educational Rights and Privacy Act (FERPA) regulations and rules. Research objectives are clearly stated in the agreements and limited staff have access to the data. Furthermore, these DE and IWD staff members have signed confidentiality agreements pertaining to the reporting and use of the student records.





## Process and Methodology

In order to properly conduct the research for this report, data criteria was established based on less than or more than 22 credit hours for associate, diploma, and certificate awards. The 22 credit-hour threshold is the threshold between long-term and short-term programs within the Community College Management Information System (MIS) at the Iowa Department of Education (DE). All data were extracted from the MIS and grouped based on this threshold, along with the credential's award date. This award date is referenced throughout this report as academic year (example: grouped September 1, 2013 to August 31, 2014 is AY 2014). Students who received awards in AY 2010, AY 2011, AY 2012, AY 2013, or AY 2014 are analyzed in this report.

Once the data was extracted from the MIS, it was sent by annual cohort to the National Student Clearinghouse (NSC) to identify the students that continued their education after receiving their community college award. These individuals may have transferred from one community college to another, continued their education at their current location, or transferred to a four-year institution. Transfer students were analyzed by college type (two-year or four-year and private or public) and by transfer location, allowing for the study of graduate out-migration.

Before tracking the students into the workforce, those students with multiple awards were flagged as such, and then deduplicated, so that each student could be tracked based on their highest award level. An exception was made for students who received more than one award at the same level for the completion of different programs. Such students were tracked based on all awarded programs.

Deduplication was conducted in the following hierarchical order: Associate degree (Associate of Applied Science (AAS), Associate of Applied Arts (AAA), Associate of Professional Studies (APS),

Associate of Science/Career Option (ASCO), Associate of Science (AS), Associate of Arts (AA), Diploma, Certificate-Short-term award (both diploma and certificate). Additionally, students without Social Security Numbers (SSN) were excluded from the workforce analysis due to matching restrictions. Matching to Unemployment Insurance (UI) wage records\* is conducted using SSN.

Once deduplicated, the data were then sent via secure file transfer to IWD in order to match the education records to the UI wage records. This match provided employment, wage, and industry data by quarter for each award type and cohort. Quarterly wages are reported aggregating by the following dates:

Quarter 1: January 1 to March 31

Quarter 2: April 1 to June 30

Quarter 3: July 1 to September 30

Quarter 4: October 1 to December 31

In order to report annually, and attempt to match the academic year, the quarterly wages were aggregated October 1 (Quarter 4) to September 30 (Quarter 3), which are the dates that most closely align with Iowa's community colleges' academic year.

Furthermore, due to the confidentiality of the wage record data, IWD processed the records based on the research objectives and sent back aggregate data for DE analysts to interpret and use in this report. The data from the DE and IWD were thoroughly scrutinized to maintain confidentiality and abide by all rules, regulations, and restrictions for each of the data sources. Additionally, data sharing agreements have gone through rigorous legal review.

*\*The UI wage records do not cover those employers exempt from paying UI tax such as federal employees, members of the armed forces, the self-employed, proprietors, unpaid family workers, church employees, railroad workers covered by the railroad unemployment insurance system, and students employed in a college or university as a part of a financial aid package.*

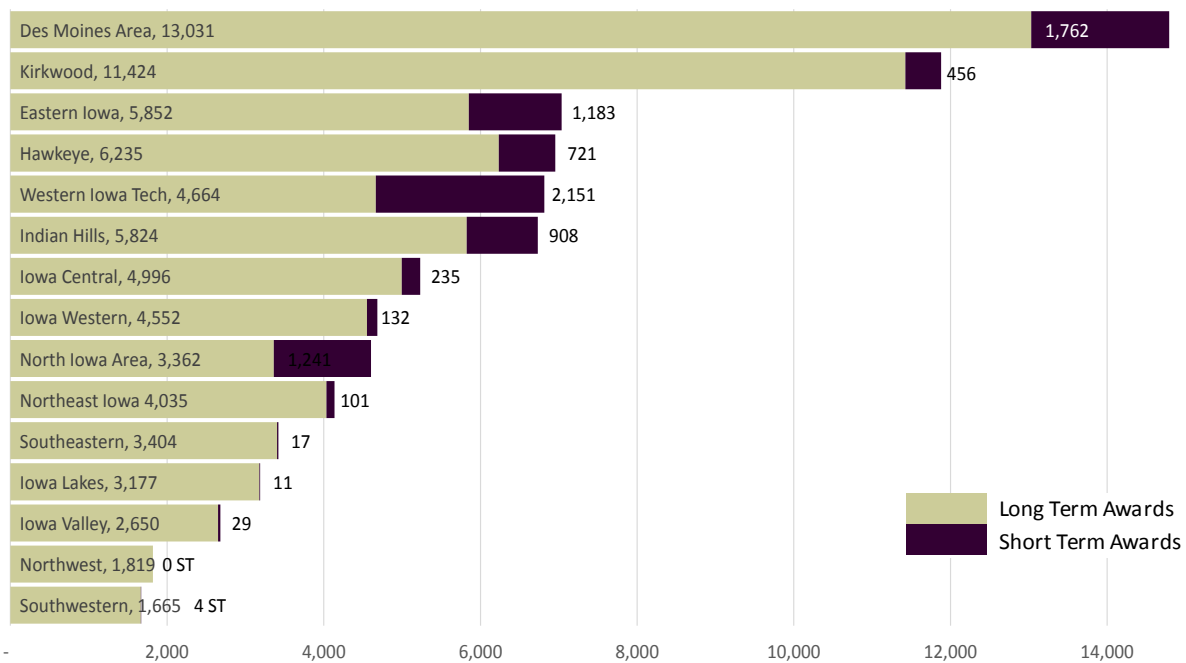
## Statewide Total Awards

For this portion of the report, an aggregate analysis of 85,641 short- and long-term awards received by Iowa community college students from AY 2010 through AY 2014 was conducted. Though each college yielded a different number of total awards, in aggregate there were 59,138 associate degrees, 15,447 long-term diplomas, 2,105 long-term certificates, 159 short-term diplomas, and 8,792 short-term certificates awarded to graduates by the 15 Iowa community colleges during academic years 2010 to 2014 (see Figure 1). Transfer status (further education), employment, wages, and time-to-degree are analyzed by award type in addition to long- or short-term timeframes later in this report. When referencing total awards, duplicative records were used. However, if a student received more than one award, the highest award level was used for the analysis of employment and wage data (deduplication was conducted in the following hierarchal order: AAS-AAA-APS-ASCO-AS-AA-Diploma-Certificate-Short-Term award). This information can be used to study the impact of each award type and its correlation to the workforce and further education.

This comprehensive statewide report and detailed spreadsheets for each academic year can be found at: <https://www.educateiowa.gov/community-colleges>.

The data contained in the remainder of this report is specific to Hawkeye Community College (HCC) for use in program development and strategic planning.

**Figure 1. AY 2010 to AY 2014 Total Long-Term and Short-Term Awards by Iowa Community College**



## Awards by Classification of Instructional Program

The purpose of the Classification of Instructional Program (CIP) is to provide a taxonomic scheme to enable the tracking, assessment, and reporting of fields of study and program completion. The CIP system was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980.

The majority of data contained within this report was analyzed at the two-digit CIP level. Appendix A, and the accompanying tables sent directly to each college, contain detailed information for six-digit program-level data.

Figure 2 lists the program descriptions by two-digit CIP level and the number of awards earned by HCC students in each academic year from 2010 to 2014.

The majority of awards were earned in liberal arts and sciences, health professions, homeland security, law enforcement, firefighting and related services. It is important to note each community college may not offer the same programs, and therefore programs within these CIP categories may differ by college .

**Figure 2. AY 2010 to AY 2014 HCC Awards by Two-Digit CIP**

2-Digit CIP Code	Description	ASCO	AS	AA	AGS	AAA	AAS	Total
24	Liberal Arts & Sciences, General Studies	-	12	393	3	-	-	408
51	Health Professions & Related	-	-	-	-	-	145	145
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	52	52
15	Engineering Technologies & Engineering Related	-	-	-	-	-	47	47
01	Agriculture	-	-	-	-	-	42	42
50	Visual & Performing Arts	-	-	-	-	40	-	40
47	Mechanics & Repairers, General	-	-	-	-	-	35	35
52	Business Management, Marketing & Related	-	-	-	-	-	31	31
48	Precision Production Trades	-	-	-	-	-	30	30
11	Computer and Information Sciences & Support Services	-	-	-	-	-	26	26
10	Communications Technologies/Technicians & Support Services	-	-	-	-	21	-	21
19	Family and Consumer Sciences/Human Sciences	-	-	-	-	-	20	20
03	Natural Resources & Conservation	-	-	-	-	-	4	4
30	Multi/Interdisciplinary Studies	-	-	-	-	-	2	2
09	Communication, Journalism & Related Programs	-	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-	-
13	Education	-	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-	-
49	Transportation & Materials Moving	-	-	-	-	-	-	-
<b>Total</b>		-	<b>12</b>	<b>393</b>	<b>3</b>	<b>61</b>	<b>434</b>	<b>903</b>

## Associate Degrees by CIP, AY 2010 to AY 2014 Totals

During academic years 2010 through 2014, five of the seven types of associate degrees awarded by HCC, were analyzed separately on the following pages. These award types are in bold below:

**Associate of Arts (AA)**

**Associate of Applied Arts (AAA)**

**Associate of General Studies (AGS)**

Associate of Science/Career Option (ASCO)

**Associate of Science (AS)**

**Associate of Applied Science (AAS)**

Associate of Professional Studies (APS)

Figure 3 contains an aggregation of all associate degrees awarded in AY 2010 through AY 2014. Liberal arts and sciences accounts for over two-fifths (44.7 percent) of all associate degrees awarded during this time (45.3 percent in AY 2010, 45.2 percent in AY 2011, 42.0 percent in AY 2012, 48.6 percent in AY 2013, and 43.0 percent in AY 2014).

**Figure 3. AY 2010 to AY 2014 Associate Degrees by Two-Digit CIP**

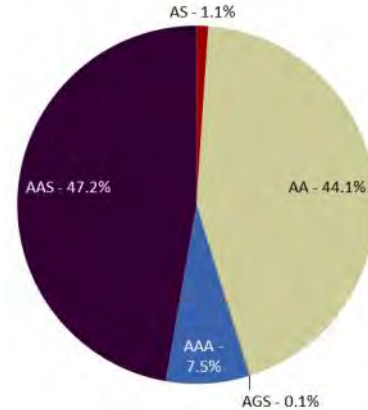
2-Digit CIP Code	Description	AY2010	AY2011	AY2012	AY2013	AY2014	Total Associate Degrees
24	Liberal Arts and Sciences, General Studies	386	408	365	389	385	1,933
51	Health Professions and Related	122	145	147	127	151	692
01	Agriculture	48	42	60	53	63	266
15	Engineering Technologies and Engineering Related	43	47	56	45	55	246
52	Business Management, Marketing and Related	43	31	42	41	40	197
50	Visual and Performing Arts	48	40	39	27	40	194
43	Homeland Security, Law Enforcement, Firefighting and Related Protective Services	32	52	32	26	24	166
47	Mechanics and Repairers, General	28	35	33	21	40	157
11	Computer and Information Sciences and Support Services	24	26	21	28	29	128
48	Precision Production Trades	41	30	28	10	15	124
19	Family and Consumer Sciences/Human Sciences	16	20	17	17	23	93
10	Communications Technologies/Technicians and Support Services	16	21	20	10	22	89
03	Natural Resources and Conservation	4	4	10	5	9	32
30	Multi/Interdisciplinary Studies	2	2	-	1	-	5
09	Communication, Journalism and Related Programs	-	-	-	-	-	-
12	Personal and Culinary Services	-	-	-	-	-	-
13	Education	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-
16	Foreign Languages, Literatures and Linguistics	-	-	-	-	-	-
22	Legal Professions and Studies	-	-	-	-	-	-
26	Biological and Biomedical Sciences	-	-	-	-	-	-
31	Parks, Recreation, Leisure and Fitness Studies	-	-	-	-	-	-
34	Health Related Knowledge and Skills	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-
49	Transportation and Materials Moving	-	-	-	-	-	-
<b>Total</b>		<b>853</b>	<b>903</b>	<b>870</b>	<b>800</b>	<b>896</b>	<b>4,322</b>

## Associates Degrees by CIP – AY 2010

Figure 5 below lists in descending order, the total number of associate degrees awarded by type for AY 2010. Associate of Applied Science (AAS) and Associate of Arts (AA) degrees accounted for 91.3 percent of associate degrees earned at HCC in AY 2010, as illustrated in Figure 4.

The AAS degrees are awarded in a wide variety of career-oriented programs and AA degrees are designed to prepare students further education.

**Figure 4. Percent of Associate Degrees, AY 2010**



**Figure 5. AY 2010 Associate Degrees by Two-Digit CIP**

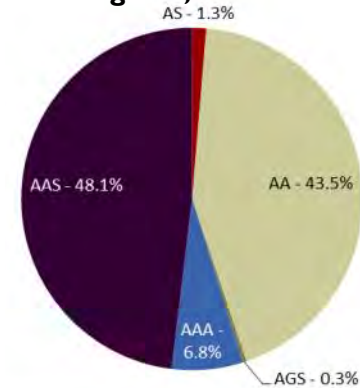
2-Digit CIP Code	Description	ASCO	AS	AA	AGS	AAA	AAS	Total
24	Liberal Arts & Sciences, General Studies	-	9	376	1	-	-	386
51	Health Professions & Related	-	-	-	-	-	122	122
01	Agriculture	-	-	-	-	-	48	48
50	Visual & Performing Arts	-	-	-	-	48	-	48
15	Engineering Technologies & Engineering Related	-	-	-	-	-	43	43
52	Business Management, Marketing & Related	-	-	-	-	-	43	43
48	Precision Production Trades	-	-	-	-	-	41	41
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	32	32
47	Mechanics & Repairers, General	-	-	-	-	-	28	28
11	Computer and Information Sciences & Support Services	-	-	-	-	-	24	24
10	Communications Technologies/Technicians & Support Services	-	-	-	-	16	-	16
19	Family and Consumer Sciences/Human Sciences	-	-	-	-	-	16	16
03	Natural Resources & Conservation	-	-	-	-	-	4	4
30	Multi/Interdisciplinary Studies	-	-	-	-	-	2	2
09	Communication, Journalism & Related Programs	-	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-	-
13	Education	-	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-	-
49	Transportation & Materials Moving	-	-	-	-	-	-	-
<b>Total</b>		-	<b>9</b>	<b>376</b>	<b>1</b>	<b>64</b>	<b>403</b>	<b>853</b>

## Associates Degrees by CIP – AY 2011

As illustrated in figures 6 and 7, there was an increase in the number of associate degrees awarded at HCC (50) from AY 2010 to AY 2011.

The number of associate degrees in liberal arts and sciences followed by health professions and related degrees made up the majority of the overall increase (added 23 health and 22 liberal arts associate degrees).

**Figure 6. Percent of Associate Degrees, AY 2011**



**Figure 7. AY 2011 Associate Degrees by Two-Digit CIP**

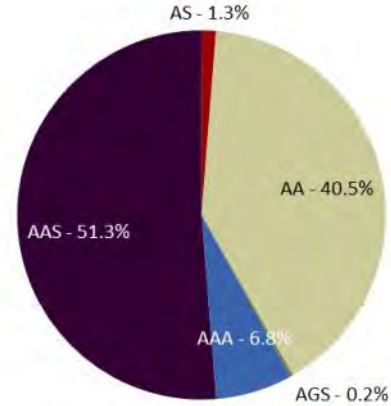
2-Digit CIP Code	Description	ASCO	AS	AA	AGS	AAA	AAS	Total
24	Liberal Arts & Sciences, General Studies	-	12	393	3	-	-	408
51	Health Professions & Related	-	-	-	-	-	145	145
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	52	52
15	Engineering Technologies & Engineering Related	-	-	-	-	-	47	47
01	Agriculture	-	-	-	-	-	42	42
50	Visual & Performing Arts	-	-	-	-	40	-	40
47	Mechanics & Repairers, General	-	-	-	-	-	35	35
52	Business Management, Marketing & Related	-	-	-	-	-	31	31
48	Precision Production Trades	-	-	-	-	-	30	30
11	Computer and Information Sciences & Support Services	-	-	-	-	-	26	26
10	Communications Technologies/Technicians & Support Services	-	-	-	-	21	-	21
19	Family and Consumer Sciences/Human Sciences	-	-	-	-	-	20	20
03	Natural Resources & Conservation	-	-	-	-	-	4	4
30	Multi/Interdisciplinary Studies	-	-	-	-	-	2	2
09	Communication, Journalism & Related Programs	-	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-	-
13	Education	-	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-	-
49	Transportation & Materials Moving	-	-	-	-	-	-	-
<b>Total</b>		-	<b>12</b>	<b>393</b>	<b>3</b>	<b>61</b>	<b>434</b>	<b>903</b>

## Associate Degrees by CIP – AY 2012

Associate degrees awarded by HCC decreased in AY 2012, totaling 870 as compared to 903 in AY 2011.

The largest decrease in AY 2012 was in the number of Associate of Arts (AA) degrees which decreased from 393 to 352 awards (Figure 9). The largest decrease in Associate of Applied Science (AAS) degrees was in homeland security, law enforcement, firefighting and related protective services (decreased from 52 to 32 awards). However, there was an increase in associate degrees related to agriculture and business management.

**Figure 8. Percent of Associate Degrees, AY 2012**



**Figure 9. AY 2012 Associate Degrees by Two-Digit CIP**

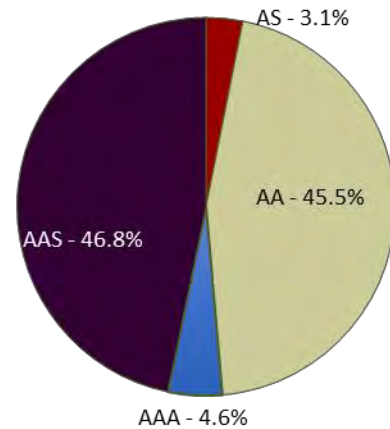
2-Digit CIP Code	Description	ASCO	AS	AA	AGS	AAA	AAS	Total
24	Liberal Arts & Sciences, General Studies	-	11	352	2	-	-	365
51	Health Professions & Related	-	-	-	-	-	147	147
01	Agriculture	-	-	-	-	-	60	60
15	Engineering Technologies & Engineering Related	-	-	-	-	-	56	56
52	Business Management, Marketing & Related	-	-	-	-	-	42	42
50	Visual & Performing Arts	-	-	-	-	39	-	39
47	Mechanics & Repairers, General	-	-	-	-	-	33	33
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	32	32
48	Precision Production Trades	-	-	-	-	-	28	28
11	Computer and Information Sciences & Support Services	-	-	-	-	-	21	21
10	Communications Technologies/Technicians & Support Services	-	-	-	-	20	-	20
19	Family and Consumer Sciences/Human Sciences	-	-	-	-	-	17	17
03	Natural Resources & Conservation	-	-	-	-	-	10	10
09	Communication, Journalism & Related Programs	-	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-	-
13	Education	-	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-	-
30	Multi/Interdisciplinary Studies	-	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-	-
49	Transportation & Materials Moving	-	-	-	-	-	-	-
<b>Total</b>		-	11	352	2	59	446	870

## Associate Degrees by CIP – AY 2013

The number of associate degrees awarded by Hawkeye Community College decreased from 870 in AY 2012 to 800 in AY 2013, representing an 8.0 percent decrease. In comparison, community colleges statewide saw an overall decrease 12,626 to 12,131, representing a 3.9 percent decrease.

The majority of degrees in AY 2013 for HCC were in Associate of Applied Science (AAS) followed closely by Associate of Arts (AA). The highest number of AAS degrees were awarded in health professions and related.

**Figure 10. Percent of Associate Degrees, AY 2013**



**Figure 11. AY 2013 Associate Degrees by Two-Digit CIP**

2-Digit CIP Code	Description	ASCO	AS	AA	AGS	AAA	AAS	Total
24	Liberal Arts & Sciences, General Studies	-	25	364	-	-	-	389
51	Health Professions & Related	-	-	-	-	-	127	127
01	Agriculture	-	-	-	-	-	53	53
15	Engineering Technologies & Engineering Related	-	-	-	-	-	45	45
52	Business Management, Marketing & Related	-	-	-	-	-	41	41
11	Computer and Information Sciences & Support Services	-	-	-	-	-	28	28
50	Visual & Performing Arts	-	-	-	-	27	-	27
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	26	26
47	Mechanics & Repairers, General	-	-	-	-	-	21	21
19	Family and Consumer Sciences/Human Sciences	-	-	-	-	-	17	17
10	Communications Technologies/Technicians & Support Services	-	-	-	-	10	-	10
48	Precision Production Trades	-	-	-	-	-	10	10
03	Natural Resources & Conservation	-	-	-	-	-	5	5
30	Multi/Interdisciplinary Studies	-	-	-	-	-	1	1
09	Communication, Journalism & Related Programs	-	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-	-
13	Education	-	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-	-
49	Transportation & Materials Moving	-	-	-	-	-	-	-
<b>Total</b>		-	<b>25</b>	<b>364</b>	-	<b>37</b>	<b>374</b>	<b>800</b>

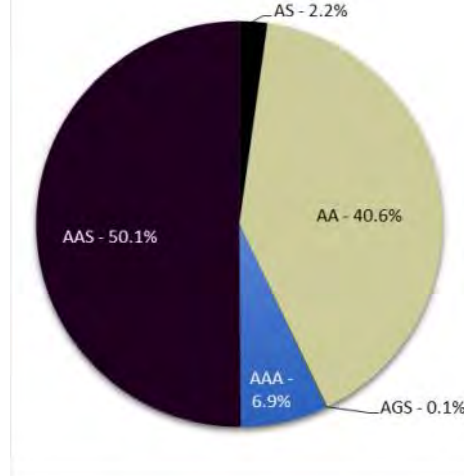


## Associate Degrees by CIP – AY 2014

In AY 2014, the number of associate degrees awarded by Hawkeye Community College experienced a large increase of 96 associate degrees from AY 2013.

The majority of the increase occurred in the AAS degrees. Health professions (24) represented the largest increase but many other disciplines also increased within the AAS degree category (Figure 13).

**Figure 12. Percent of Associate Degrees, AY 2014**



**Figure 13. AY 2014 Associate Degrees by Two-Digit CIP**

2-Digit CIP Code	Description	ASCO	AS	AA	AGS	AAA	AAS	APS	Total
24	Liberal Arts & Sciences, General Studies	-	20	364	1	-	-	-	385
51	Health Professions & Related	-	-	-	-	-	151	-	151
01	Agriculture	-	-	-	-	-	63	-	63
15	Engineering Technologies & Engineering Related	-	-	-	-	-	55	-	55
47	Mechanics & Repairers, General	-	-	-	-	-	40	-	40
50	Visual & Performing Arts	-	-	-	-	40	-	-	40
52	Business Management, Marketing & Related	-	-	-	-	-	40	-	40
11	Computer and Information Sciences & Support Services	-	-	-	-	-	29	-	29
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	24	-	24
19	Family and Consumer Sciences/Human Sciences	-	-	-	-	-	23	-	23
10	Communications Technologies/Technicians & Support Services	-	-	-	-	22	-	-	22
48	Precision Production Trades	-	-	-	-	-	15	-	15
03	Natural Resources & Conservation	-	-	-	-	-	9	-	9
09	Communication, Journalism & Related Programs	-	-	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-	-	-
13	Education	-	-	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-	-	-
30	Multi/Interdisciplinary Studies	-	-	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-	-	-
49	Transportation & Materials Moving	-	-	-	-	-	-	-	-
<b>Total</b>		-	<b>20</b>	<b>364</b>	<b>1</b>	<b>62</b>	<b>449</b>	-	<b>896</b>

## Diplomas by CIP

In Iowa, diploma programs are designed to provide students with technical training and skill development leading to entry-level employment.

All 15 Iowa community college districts offer long-term diploma programs, covering many different areas of study, with the majority in healthcare, skilled trades, engineering, and computer-related fields.

Throughout the five-year study period, the distribution of diploma programs remained relatively the same for HCC with the exception of AY 2014, which saw an overall decrease in diplomas awarded. Health professions and related made up the majority of the diplomas awarded at HCC (Figure 14) but also had the largest decrease overall in AY 2014.

**Figure 14. AY 2010 to AY 2014 Diplomas by Two-Digit CIP**

2-Digit CIP Code	Description	AY2010	AY2011	AY2012	AY2013	AY2014	Total LT Diploma
51	Health Professions & Related	121	148	125	143	70	607
48	Precision Production Trades	16	26	65	47	43	197
01	Agriculture	17	44	40	43	46	190
47	Mechanics & Repairers, General	41	49	24	16	7	137
52	Business Management, Marketing & Related	22	21	31	22	18	114
19	Family and Consumer Sciences/Human Sciences	1	21	19	25	20	86
15	Engineering Technologies & Engineering Related	-	16	26	24	15	81
11	Computer and Information Sciences & Support Services	9	13	19	17	17	75
03	Natural Resources & Conservation	10	12	18	14	11	65
09	Communication, Journalism & Related Programs	-	-	-	-	-	-
10	Communications Technologies/Technicians & Support Services	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-
13	Education	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-
24	Liberal Arts & Sciences, General Studies	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-
30	Multi/Interdisciplinary Studies	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-
49	Transportation & Materials Moving	-	-	-	-	-	-
50	Visual & Performing Arts	-	-	-	-	-	-
<b>Total</b>		<b>237</b>	<b>350</b>	<b>367</b>	<b>351</b>	<b>247</b>	<b>1,552</b>

## Certificates by CIP

Iowa community colleges design certificates to respond to business and industry workforce needs. These technical programs vary from 1 to 48 credits, classified as short-term (less than 22 credits) and long-term (22 credits or more). Not all Iowa community colleges offer certificate programs.

There were 721 short-term and 361 long-term certificates awarded at Hawkeye Community College over the five-year period of the study. The majority of both short- and long-term certificates were awarded in precision production trades (Figure 15).



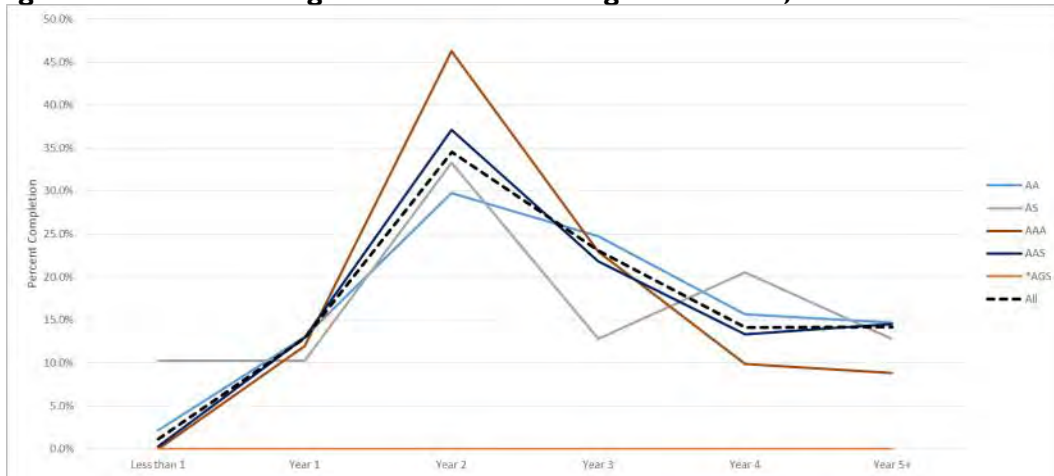
**Figure 15. AY 2010 to AY 2014 Certificates by Two-Digit CIP**

2-Digit CIP Code	Description	AY2010	AY2011	AY2012	AY2013	AY2014	Total ST Certificates	Total LT Certificates
48	Precision Production Trades	-	82	181	153	141	351	206
49	Transportation & Materials Moving	48	46	36	45	23	198	-
03	Natural Resources & Conservation	19	24	24	12	15	94	-
15	Engineering Technologies & Engineering Related	-	14	49	46	74	76	107
47	Mechanics & Repairers, General	-	-	-	2	-	2	-
52	Business Management, Marketing & Related	2	5	10	19	12	-	48
01	Agriculture	-	-	-	-	-	-	-
09	Communication, Journalism & Related Programs	-	-	-	-	-	-	-
10	Communications Technologies/Technicians & Support Services	-	-	-	-	-	-	-
11	Computer and Information Sciences & Support Services	-	-	-	-	-	-	-
12	Personal & Culinary Services	-	-	-	-	-	-	-
13	Education	-	-	-	-	-	-	-
14	Engineering	-	-	-	-	-	-	-
16	Foreign Languages, Literature & Linguistics	-	-	-	-	-	-	-
19	Family and Consumer Sciences/Human Sciences	-	-	-	-	-	-	-
22	Legal Professions & Studies	-	-	-	-	-	-	-
24	Liberal Arts & Sciences, General Studies	-	-	-	-	-	-	-
26	Biological & Biomedical Sciences	-	-	-	-	-	-	-
30	Multi/Interdisciplinary Studies	-	-	-	-	-	-	-
31	Parks, Recreation, Leisure & Fitness Studies	-	-	-	-	-	-	-
34	Health Related Knowledge & Skills	-	-	-	-	-	-	-
41	Science Technologies/Technicians	-	-	-	-	-	-	-
43	Homeland Security, Law Enforcement, Firefighting & Related Protective Services	-	-	-	-	-	-	-
44	Human Services	-	-	-	-	-	-	-
45	Social Sciences	-	-	-	-	-	-	-
46	Construction Trades	-	-	-	-	-	-	-
50	Visual & Performing Arts	-	-	-	-	-	-	-
51	Health Professions & Related	-	-	-	-	-	-	-
<b>Total</b>		<b>69</b>	<b>171</b>	<b>300</b>	<b>277</b>	<b>265</b>	<b>721</b>	<b>361</b>

# Time-to-Degree

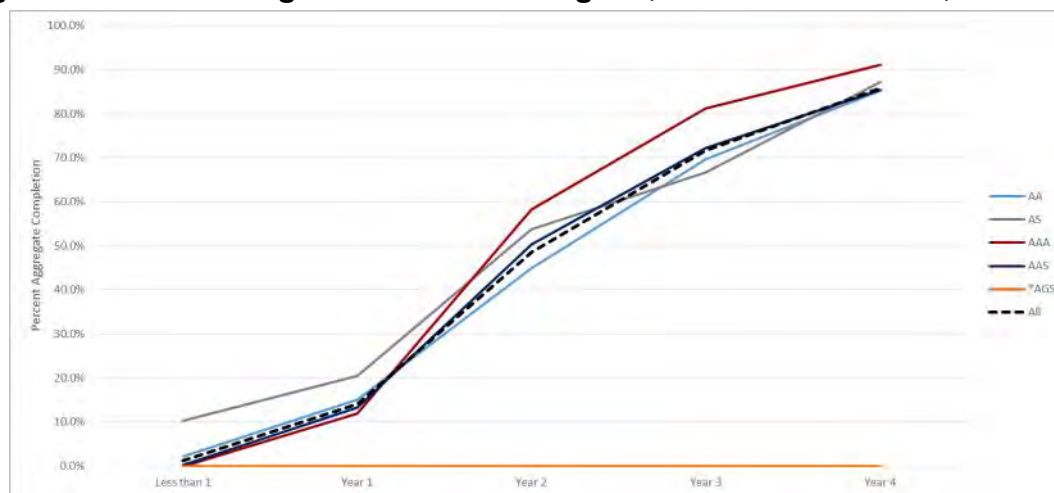
In order to measure the amount of time students took to earn their degrees (i.e., time-to-degree), data were extracted from the MIS for the six years prior to completion for students who received awards between AY 2010 and AY 2014. (Example: For AY 2012 graduates, data were extracted from AY 2011, 2010, 2009, 2008, 2007, and 2006 to determine if the students were enrolled in their degree programs).

**Figure 16. Time-to-Degree for Associate Degrees Earned, AY 2010 to AY 2014**



\*Insufficient Data

**Figure 17. Time-to-Degree for Associate Degrees, AY 2010 to AY 2014, Cumulative**



\*Insufficient Data

*Note: Annual cohorts include students who entered Hawkeye Community College in any term within an academic year (9/1-8/31). Time to degree is calculated based on actual number of days between award date and the first course start date of a student in a college as a non-HS student. "Less than 1" represents 1-364 days, "Year 1" represents 365-729 days, etc.*

Figures 16 and 17 illustrate the distribution of time-to-degree in aggregate for associate degrees earned by students in the five cohorts. Figure 16 illustrates the percentage of cohort graduates, by the number of years they took to complete their programs. Figure 17 displays the time-to-degree in cumulative format, illustrating the total percentage of students who completed degrees in one to four years. Though there is a variance in completion time when looking at associate degrees independently, 48.6 percent of aggregate associate degrees were earned within a two-year period of time (Figure 18).

**Figure 18. AY 2010 to AY 2014 Time-to-Degree for Associate Degrees by Percent**

Years	AA	AS	AAA	AAS	*AGS	All
Less than 1	2.1%	10.3%	0.0%	0.3%	*	1.2%
Year 1	13.0%	10.3%	12.0%	13.0%	*	12.9%
Year 2	29.8%	33.3%	46.3%	37.1%	*	34.5%
Year 3	24.8%	12.8%	23.0%	21.8%	*	23.1%
Year 4	15.7%	20.5%	9.9%	13.3%	*	14.2%
Year 5+	14.7%	12.8%	8.8%	14.5%	*	14.2%

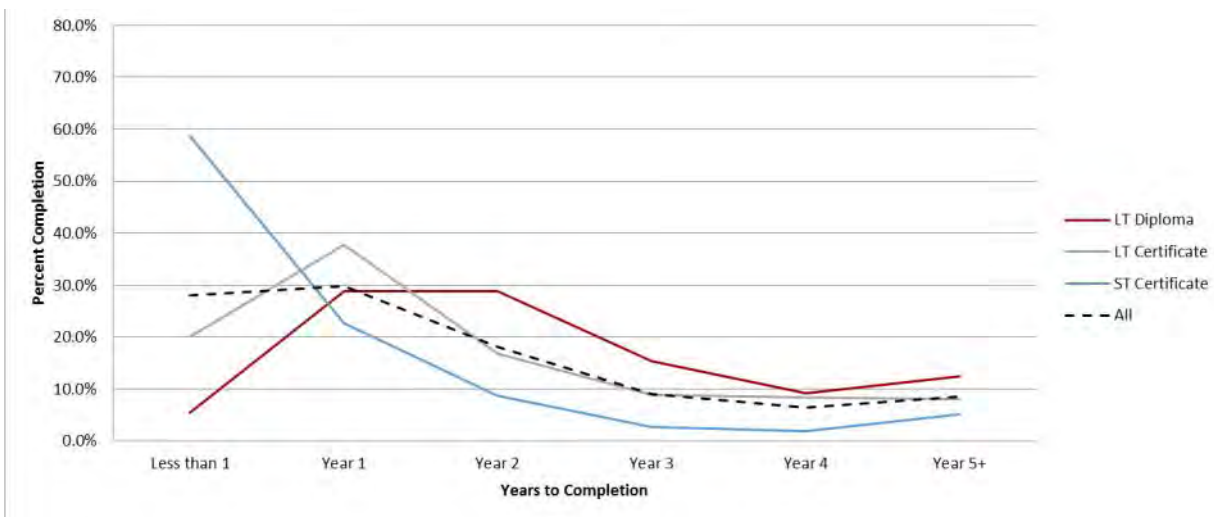
\*Insufficient Data

There are differences in diplomas and certificates at Iowa community colleges. A diploma requires at least 15 semester credits, of which three credits must be general education. A certificate can range from 1 to 48 credits, with no general education requirement.

In Figure 19, certificates and diplomas were divided into two groups for this example: long-term (LT) diplomas and short-term (ST) certificates. Recall that long-term diplomas are those that consist of 22 or more credits and short-term certificates consist of less than 22 credits.

Figure 19 illustrates why the short-term and long-term must be reported separately. Because of fewer credits, 81.4 percent of short-term certificates were completed in one year or less with an additional 8.7 percent completed by the beginning of year two (total 90.1 percent). In contrast, very few long-term diplomas were completed in less than year one (5.4 percent). However, by the end of one year, there were an additional 28.8 percent of LT diplomas were completed.

**Figure 19. Time-to-Degree for Diploma and Certificate Awards, AY 2010 to AY 2014**



## Joint Enrollment

Each year, tens of thousands of Iowa high school students jointly enroll in college credit coursework through Iowa's 15 community colleges, three public universities, or numerous private postsecondary institutions. The Division of Community Colleges defines joint enrollment as a high school student enrolling in a community college course.

Students may jointly enroll through contracted courses offered at the high school (concurrent enrollment), at the college (postsecondary enrollment options), or enrolled in non-contracted courses as a tuition-paying student.

The report includes only those students who were jointly enrolled in high school and continued their education at HCC, completing a degrees diplomas, or certificates during academic years 2010 to 2014.

Over the five-year study period, a total of 876 students had enrolled in courses averaging 9.9 credits during high school and went on to complete awards at HCC (Figures 20 and 21). Of these completers, 45.7 percent earned Associate of Arts (AA) degrees and an additional 25.6 percent completed Associate of Applied Science (AAS) degrees following high school graduation.

Other reports produced by the Department specific to joint enrollment can be found at <https://www.educateiowa.gov/document-type/joint-enrollment>

**Figure 20. AY 2010 to AY 2014 Community College Joint Enrollment**

	AY2010	AY2011	AY2012	AY2013	AY2014	Total/ Average
Number of Jointly Enrolled Students	141	190	180	173	192	876
Average Number of JE Years	1.2	1.4	1.3	1.4	1.4	1.3
Average Number of JE Credits	9.7	10.3	9.9	10.3	9.2	9.9

Note: the average number of JE years was calculated by counting the student as jointly enrolled if he or she appeared in the MIS any time during that academic year and was enrolled in a course through an Iowa community college.

**Figure 21. Jointly-Enrolled Students by Long/Short Term and Award Type**

Award Type	Number of Students		Percent
	Short Term	Long Term	
AA	-	400	45.7%
AS	-	6	0.7%
AGS	-	2	0.2%
AAA	-	27	3.1%
AAS	-	224	25.6%
APS	-	-	0.0%
ASCO	-	-	0.0%
Diploma	-	157	17.9%
Certificate	23	37	6.8%
<b>Total</b>	<b>23</b>	<b>853</b>	<b>100%</b>

## Cohort Groups Defined

To accurately study community college graduates, each cohort was split into three different groups: those who continued their education in Iowa, those who continued out-of-state, and those who did not continue their education. Figure 22 represents the five cohorts of graduates (each bar), delineated into these three groups (colored sections of each bar).

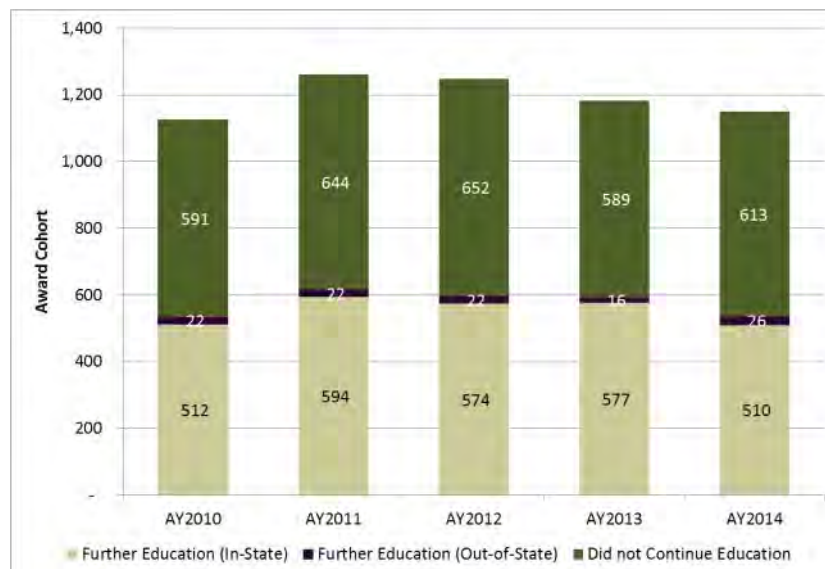
The majority of graduates within each cohort continued education within the state of Iowa, while a small portion transferred out-of-state. The remainder did not continue their education, and will be analyzed regarding in- and out-of-state employment later in this report. The purpose of analyzing these groups separately is to study the impact that graduates who continued their education versus those who immediately entered the workforce had on the state of Iowa.

In order to identify these three groups within each student cohort, MIS data (individual student records including program of study, credits received, and award type) were matched with the National Student Clearinghouse (NSC) database to identify the students' participation in two- or four-year, in- or out-of-state, and

public or private institutions for the year following completion of their community college award. If a graduate was matched (i.e., found) within the NSC database, they were placed into the "Pursuing Further Education" cohort for further analysis. If they were not matched within the NSC database, they were placed into the "Workforce" cohort. Furthermore, each of those who entered the workforce the year following his or her award was re-matched to the NSC database to ascertain whether he or she entered a postsecondary institution in subsequent years.

Of the 1,149 students that received awards at HCC in AY 2014, 510 recipients went on to further their education within Iowa and 26 left Iowa to continue their education in the year following their initial awards. The percentages of those in-and out-of-state has remained steady throughout the five years (AY 2010 through AY 2014 cohorts).

**Figure 22. Status of Graduates First Year After Award**





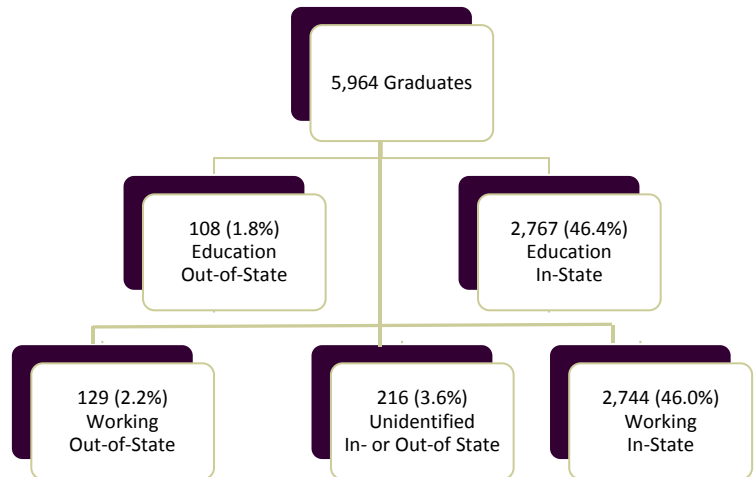
## Retention and Migration

The vast majority of HCC graduates remained in Iowa within the first year after completing their programs (92.4 percent) (see Figure 23). Just under half (48.2 percent) continued their education in the year following completion with most students remaining in Iowa (46.4 percent). However, a very small percentage of graduates transferred to a college or sought employment outside of Iowa (1.8 percent and 2.2 percent respectively). The following sections of this report will provide more detail for each of these groups.

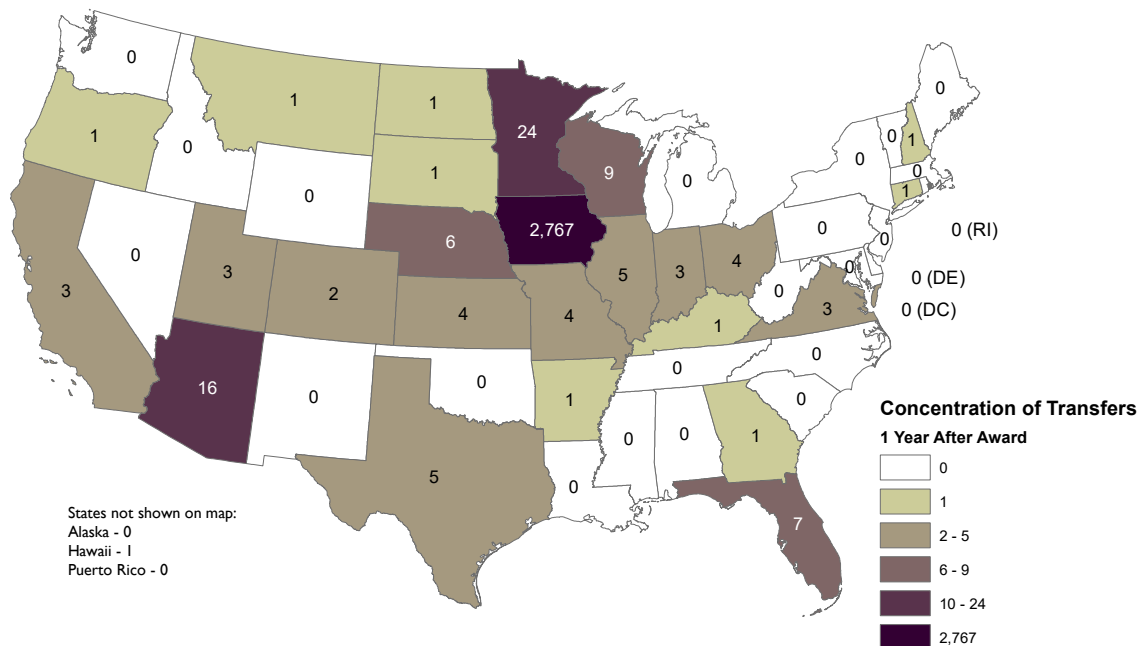
Of those students who continued their education at institutions outside of Iowa, most enrolled in one of Iowa's contiguous states such as Minnesota. For those that who ventured further away, higher concentrations of graduates enrolled within one year following their awards at institutions in Arizona (16) or Florida (7).

Figure 24 represents aggregate numbers for those who continued their education either in- or out-of-state one year after their award (AY 2010 to AY 2014).

**Figure 23. AY 2010 to AY 2014 Retention and Transfers, First Year Following Award**



**Figure 24. AY 2010 to AY 2014 Cohorts Educational Migration One-Year After Award**





## Pursuing Further Education Cohort

Using the National Student Clearinghouse (NSC) database, the Department of Education (DE) was able to determine the types and locations of postsecondary institutions where within the first fiscal year after their graduation. Figure 25 illustrates the distribution of HCC graduates broken down by type of transfer institution and whether the institutions were located in- or out-of-state.

Using the AY 2014 cohort as an example, 510 of the 536 students continued their education at an in-state institution the academic year after graduation, whereas 26 students continued their education at an out-of-state institution. Of those who continued their education, 45.7 percent continued their education at a two-year, in-state, public colleges and 38.4 percent transferred to an in-state, four-year, public colleges.

**Figure 25. AY 2010 to AY 2014 Further Education, First Year Following Award**

Academic Year of Enrollment After Award	Characteristics of Institution		Continued Education In-State		Continued Education Out-of-State	
	2yr / 4yr	Public/Private	#	%	#	%
<b>2010 Cohort</b>						
2011	2	Private	0	0.0%	1	0.2%
		Public	229	42.9%	4	0.7%
	4	Private	49	9.2%	9	1.7%
		Public	234	43.8%	8	1.5%
Total 2010 Cohort			512	95.9%	22	4.1%
<b>2011 Cohort</b>						
2012	2	Private	0	0.0%	0	0.0%
		Public	297	48.2%	4	0.6%
	4	Private	63	10.2%	6	1.0%
		Public	234	38.0%	12	1.9%
Total 2011 Cohort			594	96.4%	22	3.6%
<b>2012 Cohort</b>						
2013	2	Private	0	0.0%	0	0.0%
		Public	299	50.2%	4	0.7%
	4	Private	50	8.4%	10	1.7%
		Public	225	37.8%	8	1.3%
Total 2012 Cohort			574	96.3%	22	3.7%
<b>2013 Cohort</b>						
2014	2	Private	0	0.0%	0	0.0%
		Public	332	56.0%	2	0.3%
	4	Private	56	9.4%	10	1.7%
		Public	189	31.9%	4	0.7%
Total 2013 Cohort			577	97.3%	16	2.7%
<b>2014 Cohort</b>						
2015	2	Private	0	0.0%	0	0.0%
		Public	245	45.7%	4	0.7%
	4	Private	59	11.0%	8	1.5%
		Public	206	38.4%	14	2.6%
Total 2014 Cohort			510	95.1%	26	4.9%

## Workforce Cohort

After analyzing the data regarding the Hawkeye Community College graduates who continued their education, a cohort was developed to analyze the employment trends of the remaining graduates.

Both in- and out-of-state employment data were gathered using the Iowa Unemployment Insurance (UI) database and the Wage Record Interchange System (WRIS). Unfortunately, out-of-state wage data was not available for the entirety of AY 2011 for this analysis, nor was it available for awards consisting of less than 22 credits and a small number of other awardees prior to 2013-Q3 (July-September, 2013). However, Iowa UI records were available to identify in-state employment for all periods of time.

The next sections of this report provide analyses of in- and out-of-state employment regarding the industries of those employed and their annual wages. Out-of-state employment was measured using WRIS, which, as mentioned above, was not available for AY 2011. Therefore, out-of-state wage data for the AY 2010 cohort is incomplete. Consequently, the number of unmatched records encompasses those who could not be matched to out-of-state records, those employed by employers who do not pay unemployment insurance tax, and those who were unemployed for the described uncovered periods of time.

Due to the availability of five years of wage data for the AY 2010 cohort, it is used as an example in Figure 26. This table illustrates the aggregate employment and wages for the AY 2010 cohort in the first five years of data available after graduation.

The data show that in 2011 (October 1, 2010 to September 30, 2011), 591 graduates remained after transfers were excluded.

Of those, 538 were matched to the Iowa UI wage records, representing 91.0 percent of the non-transfer cohort. In order to compare wages from AY 2011 to current wages (AY 2015), a cost of living adjustment was applied and documented in the *Adjusted Median Wage* columns in figures 26 and 27 (a detailed explanation is contained in the Employment and Wage Record Methodology section). This adjustment was used to determine whether real wages increased over the study period.

The increased rate of matched records in AY 2012 through AY 2015 reflects the out-of-state employment data gap being filled by the availability of WRIS records.

**Figure 26. Five Year Employment and Wage Trend for AY 2010 Cohort**

Year of Employment <sup>1</sup>	% Matched to Employment	Adjusted Median Wage	% with Previous Degree <sup>2</sup>	% Earning More than One Award <sup>2</sup>
2011*	91.0%	\$27,273	65.6%	5.2%
2012	92.6%	\$31,079	66.6%	5.4%
2013	89.9%	\$33,942	66.7%	5.7%
2014	90.1%	\$35,956	67.1%	5.9%
2015	87.7%	\$38,355	66.9%	6.3%

**Figure 27. Each Cohort's Employment and Wages, First Year Following Award**

Cohort Year	Year of Employment <sup>1</sup>	% Matched to Employment	Adjusted Median Wage	% with Previous Degree <sup>2</sup>	% Earning More than One Award <sup>2</sup>
2010	2011*	91.0%	\$27,273	65.6%	5.2%
2011	2012	93.3%	\$27,221	5.8%	16.6%
2012	2013	94.2%	\$27,892	6.0%	19.5%
2013	2014	92.5%	\$26,572	7.2%	18.2%
2014	2015	93.8%	\$28,644	6.1%	20.0%

<sup>1</sup> ex. 2011 defined as October 1, 2010 through September 30, 2011

<sup>2</sup> Percentage calculated of those matching employment in that year

\* Out-of-state data not available

## Employment and Wages by State

The Wage Record Interchange System (WRIS) was used to identify individuals who were employed out-of-state the year following graduation based on primary employment. Though the records do not identify hours (full- or part-time), overtime, or occupation, they do identify the number of graduates working in other states.

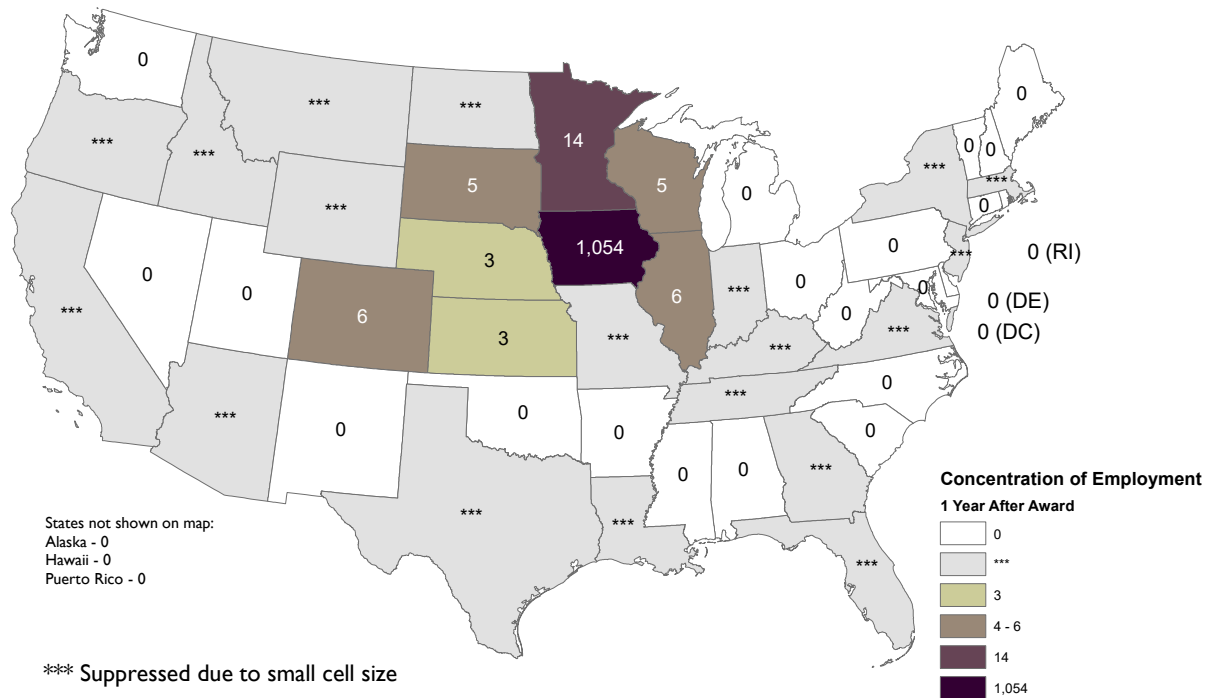
Figure 28 illustrates that the majority (94.1%) of those who received awards in AY 2013 and 2014, and were matched to employment data in the first year following award, remained in Iowa. Similar to those who continued their education, most graduates who were employed outside of Iowa were employed in contiguous states.

It is important to note that when analyzing wage data, all industries are encompassed.

Some industries (e.g. manufacturing) pay higher wages than others; therefore if a state has a higher concentration of manufacturing jobs it would likely show higher wages. Conversely, if a state has a high number of retail establishments, the median wages may be lower. For example, the median annual wage for all Iowa AY 2014 graduates the year following award in Iowa's manufacturing industry sector was \$36,997. The median annual wage in the healthcare industry sector in Iowa was \$31,994. The median annual wage in the retail trade industry sector in Iowa, however, was \$20,978.

Due to limited historical data for out-of-state employment reporting (past eight quarters), the data is limited for the AY 2010 cohort. Detailed tables relating to all cohorts can be found in Appendix A.

**Figure 28. AY 2013 to AY 2014 Cohorts, Primary Employment by State, First Year Following Award**



## Employment and Wages by Award Type

Figures 29 and 30 reflect the employment and wages, in aggregate, for those in the AY 2014 cohort who were employed in the year following graduation. Of the 349 AAS degree recipients from HCC who did not continue their education the year after graduation, 94.3 percent matched employment within that year and earned median wages of \$32,183 (see AAS row in Figure 29). All award types exceed 90.0 percent matched to employment in the first year after graduation, which is higher than comparable statewide community college rates. Diploma recipients (greater than or equal to 22 credits) earned a median wage of \$33,332, which is substantially higher than the statewide median of \$26,696.

**Figure 29. AY 2014 Cohort, AY 2015 Employment and Wages by Award Type**

Award Type	Year of Employment <sup>1</sup>	# in Cohort (not enrolled)	Matched to Employment		Adjusted Median Wage	% with Previous Degree	% Earning More than One Award
			#	%			
AA	2015	104	95	91.3%	\$21,790	2.1%	4.2%
AS	2015	1	****	****	****	****	****
ASCO	2015	0	-	-	-	-	-
APS	2015	0	-	-	-	-	-
AGS	2015	1	****	****	****	****	****
AAA	2015	53	51	96.2%	\$19,457	7.8%	0.0%
AAS	2015	349	329	94.3%	\$32,183	7.0%	25.8%
Diploma (>= 22 cr.)	2015	53	49	92.5%	\$33,332	10.2%	16.3%
Certificate (>= 22 cr.)	2015	23	****	****	****	****	****
Cert./Dipl. (< 22 cr.)	2015	29	28	96.6%	\$29,720	0.0%	0.0%

Associate of Arts (AA)  
Associate of Applied Arts (AAA)  
Associate of General Studies (AGS)

Associate of Science (AS)  
Associate of Applied Science (AAS)  
Associate of Science/Career Option (ASCO)

Associate of Professional Studies (APS)

Comparatively, Figure 30 shows the total of all AY 2014 associate degree recipients (across all types) had a 93.9 percent employment match in the first year after graduation. Diploma and certificate (22 or more credits) recipients had a 92.1 percent employment match rate, while diploma and certificate (less than 22 credits) recipients had an 96.6 percent employment match rate. Though the AAS degree (two-year program) has higher wages than all but diploma when analyzed separately, the data in aggregate shows that the associate degree median wage is \$3,602 lower than the combined diploma or certificate graduate (22 or more credits) median wage in the first year after graduation.

**Figure 30. AY 2014 Cohort, AY 2015 Employment and Wages by Award Type Aggregate**

Award Type (Aggregated)	Year of Employment <sup>1</sup>	# in Cohort (not enrolled)	Matched to Employment		Adjusted Median Wage	% with Previous Degree	% Earning More than One Award
			#	%			
Certificate/Diploma (< 22 cr.)	2015	29	28	96.6%	\$29,720	0.0%	0.0%
Certificate/Diploma (>= 22 cr.)	2015	76	70	92.1%	\$31,638	8.6%	37.1%
Associate	2015	508	477	93.9%	\$28,036	6.1%	18.7%

<sup>1</sup> 2015 defined as October 1, 2014 through September 30, 2015

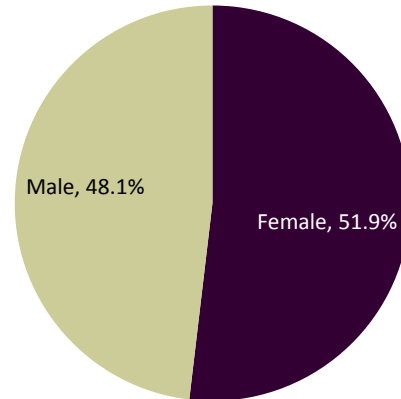
## Employment and Wages by Gender

For the five cohorts in this study, there was a larger number of females than males received awards from HCC. Of the 1,149 award recipients in the AY 2014 cohort, 51.9 percent were female (Figure 31). Furthermore, the distribution of awards and programs varied significantly by gender but it is not further examined as it is beyond the scope of this report.

Figure 32 provides the employment and wages of AY 2014 award recipients who entered the workforce in the first year after graduation (i.e., did not continue their education). Females matched employment at a higher rate (96.3%) than males (91.1%).

Employment data showed that the adjusted median wage for males (\$31,335) was substantially higher than that of females (\$25,658). A more serious analysis of the gender wage gap among recent HCC graduates would require other factors, such as program and award type, to be controlled. Factors, such as age and previous education; may also need to be taken into account. Overall, 7.7 percent of female awardees who matched employment had an associate's degree or higher prior to receiving this award, however males with previously awarded associate's degrees represented 4.2 percent of students analyzed.

**Figure 31. Percent of Awards by Gender AY 2014 Cohort**



**Figure 32. AY 2014 Cohort, Employment and Wages by Gender, First Year Following Award**

Gender	Year of Employment <sup>1</sup>	# in Cohort (not enrolled)	Matched to Employment		Adjusted Median Wage	% with Previous Degree	% Earning More than One Award
			#	%			
Female	2015	322	310	96.3%	\$25,658	7.7%	18.4%
Male	2015	291	265	91.1%	\$31,335	4.2%	21.9%

<sup>1</sup> 2015 defined as October 1, 2014 through September 30, 2015

## Employment and Wages by Industry Sector

Figure 33 shows the employment and median wages by industry sector for the AY 2014 cohort in the first year after award completion. The industry sectors displayed are from the North American Industry Classification System (NAICS) code included in the Iowa UI and WRIS wage data.

Industry sectors are defined by the type of business that an employer engages in, not the occupation of an employee (defined by the day-to-day tasks the employee performs). As an example, a person who received a degree in health science could be a pharmaceutical technician working in the pharmacy of a large retail store. While he or she is doing work related to the health care field, and specific to his or her training, are technically employed in the retail trade sector.

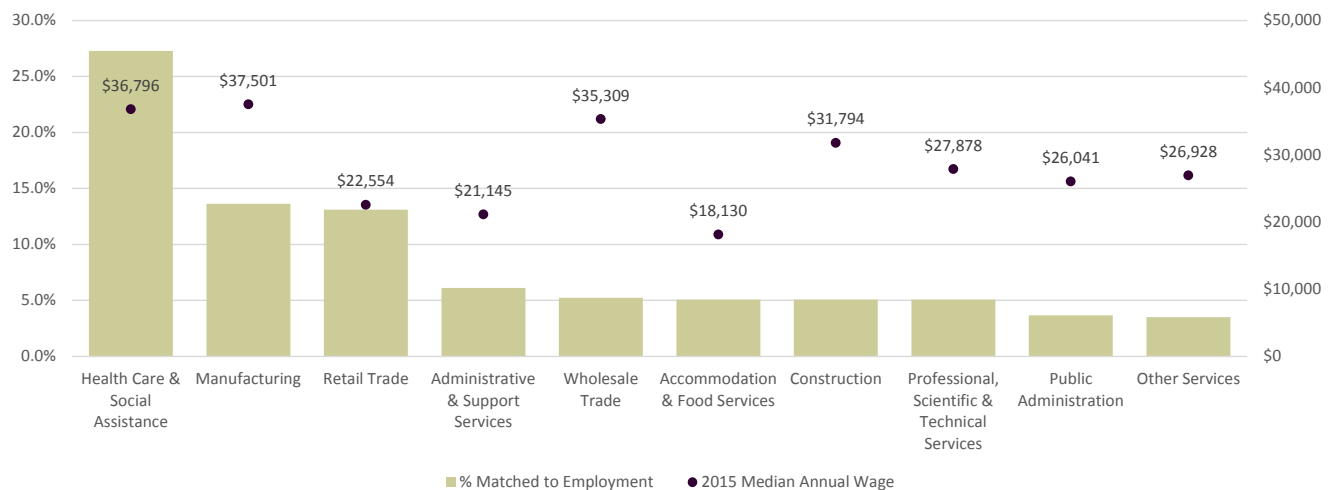
Figure 33 illustrates that employers in the health care and social assistance industry sector employ twice the number of AY 2014 HCC graduates (27.1%) than the next largest industry sector (manufacturing - 13.6%). The next largest industry sectors, by employment, are retail trade (13.0%),

administrative and support services (6.1%), and wholesale trade (5.2%). As expected, these proportions tend to change over time. For instance, the five largest industry sectors of employment for AY 2010 graduates in AY 2015 (i.e., five years after award completion) are health care and social assistance, manufacturing, retail trade, wholesale trade, and construction.

Among the industry sectors employing 25 or more AY 2014 graduates, those with the highest median wages in the year after award were manufacturing (\$37,501), health care and social assistance (\$36,796), and wholesale trade (\$35,309). However, it is important to note that wages vary widely depending on the type of program the graduates completed. In addition, some of the data can be misleading due to the employees' occupation not directly matching the industry as discussed above.

Complete industry data for all cohorts and all years can be found in Appendix A.

**Figure 33. AY 2014 Cohort, Median Wages by Industry, First Year Following Award (Top Ten Industries by Employment)**



## Employment and Wages by Award Type and Industry

Figure 34 shows the employment and adjusted median wages by award type and industry sector for the AY 2014 cohort in the first year after graduation. While only the top three industry sectors by employment are shown per award type, the complete data for all cohorts and all years can be found in Appendix A.

As illustrated below, wages vary substantially within the same industry sector across award types and vice versa. For instance, Associate of

Arts (AA) recipients in the health care and social assistance industry sector have a median wage of \$16,913, while those with Associate of Applied Sciences (AAS) degrees earned \$39,321. However, as noted on the previous page, wage levels vary widely by award program and occupations within industry sectors.

A more in-depth analysis of wages by program is available on the following page.

**Figure 34. AY 2014 Cohort, AY 2015 Industry Median Wages by Award Type**

Award Type	Year of Employment <sup>1</sup>	Industry Sector of Employment	# Matched to Emp.	Adjusted Median Wage
AA	2015	Retail Trade	19	\$25,555
AA	2015	Health Care & Social Assistance	16	\$16,913
AA	2015	Accommodation & Food Services	13	\$18,717
AAA	2015	Retail Trade	17	\$18,526
AAA	2015	Information	4	\$19,752
AAA	2015	Professional, Scientific & Technical Services	4	\$16,264
AAS	2015	Health Care & Social Assistance	125	\$39,321
AAS	2015	Retail Trade	33	\$23,656
AAS	2015	Manufacturing	32	\$38,766
Diploma (>= 22 cr.)	2015	Manufacturing	18	\$39,571
Diploma (>= 22 cr.)	2015	Health Care & Social Assistance	10	\$31,916
Diploma (>= 22 cr.)	2015	Other Services	4	\$20,811
Certificate (>= 22 cr.)	2015	Manufacturing	13	\$40,815
Certificate (>= 22 cr.)	2015	Administrative & Support Services	3	\$14,489
Certificate (>= 22 cr.)	2015	Construction	****	****
Cert./Dipl. (< 22 cr.)	2015	Transportation & Warehousing	8	\$32,933
Cert./Dipl. (< 22 cr.)	2015	Construction	7	\$20,924
Cert./Dipl. (< 22 cr.)	2015	Wholesale Trade	5	\$36,228

<sup>1</sup> 2015 defined as October 1, 2014 through September 30, 2015

## Employment and Wages by CIP

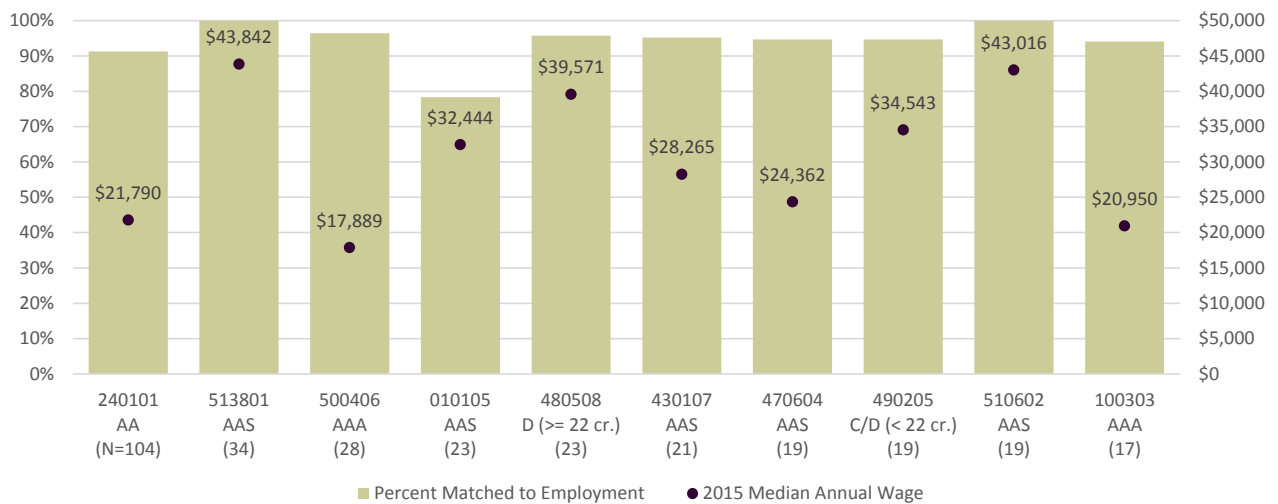
When analyzing wage and employment data, it is important to note the restrictions and limitations of the Iowa UI and WRIS data, as explained in the *Process and Methodology* section of this report. Two important factors that impact the data are (1) the wage data only represent employees of companies that pay unemployment insurance tax, and (2) the number of hours worked are not reported within the data, making it impossible to identify part- versus full-time employment. This lack of distinction between part- and full-time employment is the main reason the median annual wage is utilized for analysis, as this approach mitigates the effects of outliers to provide a more accurate representation of the typical employee's wages, particularly for comparison purposes.

Using the AY 2014 cohort of students who did not continue their education in the year following their award, recipients were matched to Iowa UI

and WRIS data to determine if they obtained employment within the first year after their award. Figure 35 illustrates the data for the top ten programs by number of graduates who did not enroll in further education. The bars represent the percent of graduates within the cohort who matched employment records and the dots represent the AY 2015 median annual wages. For example, 100.0 percent of students who received an AAS degree in the registered nurse program (CIP 513801) in AY 2014 matched employment and earned a median annual wage of \$43,842; while 96.4 percent of those in the commercial photography AAS program (CIP 500406) matched employment and earned a median annual wage of \$17,889.

The programs with the most graduates not continuing their education in the first year after award are shown in Figure 35. Data for all other programs can be found in Appendix A.

**Figure 35. AY 2014 Cohort, Employment and Wages by Program (CIP), First Year Following Award**



**Award CIP Legend:**

- 240101: General Studies
- 500406: Commercial Photography
- 480508: Welding Technology/Welder
- 470604: Automobile/Automotive Mechanics Technology/Technician
- 510602: Dental Hygiene/Hygienist

- 513801: Registered Nursing/Registered Nurse
- 010105: Agricultural/Farm Supplies Retailing and Wholesaling
- 430107: Criminal Justice/Police Science
- 490205: Truck/Bus Driver/Commercial Vehicle Operator/Instr.
- 100303: Prepress/Desktop Publishing and Digital Imaging Design

C/D: Certificate/Diploma

See Appendix A for other CIP codes and data not represented above.



## Career Clusters

Career and technical education (CTE) in Iowa consists of educational programs offering courses that are designed to prepare individuals for employment in current or emerging occupations. These programs involve competency-based, applied learning which contributes to a student's academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability, and occupational-specific skills.

CTE programs at the community college level are organized according to the national career cluster framework. Each career cluster represents a distinct grouping of occupations and industries based on the knowledge and skills required. The following sixteen career clusters and related career pathways provide an important organizing tool for schools to develop more effective programs of study and curriculum:

### **Agriculture, Food, and Natural Resources**

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources.

### **Architecture and Construction**

Careers in designing, planning, managing, building and maintaining the built environment.

### **Arts, A/V Technology, and Communications**

Designing, producing, exhibiting, performing, writing, and publishing multimedia content.

### **Business, Management, and Administration**

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

### **Education and Training**

Planning, managing and providing education and training services, and related learning support services.

### **Finance**

Planning and related services for financial and investment planning, banking, insurance, and business financial management.

### **Government and Public Administration**

Planning and executing government functions at the local, state and federal levels.

### **Health Science**

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

### **Hospitality and Tourism**

Preparing individuals for employment related to restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement and attractions.

### **Human Services**

Preparing individuals for employment that relates to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.

### **Information Technology**

Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

### **Law, Public Safety, Corrections, and Security**

Planning, managing, and providing legal, public safety, protective services and homeland security.

### **Marketing**

Planning, managing, and performing marketing activities to reach organizational objectives such as brand management, professional sales, merchandising, marketing communications and market research.

### **Manufacturing**

Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities.

### **Science, Technology, Engineering, and Mathematics (STEM)**

Planning, managing, and providing scientific research and professional and technical services including laboratory and testing services, and research and development services. *Please note that most STEM occupations are embedded in other career clusters.*

### **Transportation, Distribution, and Logistics**

The planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

## Awards by Career Cluster

Career clusters are designed to prepare students for success in their areas of interest by concentrating on developing particular skill sets that will help them attain meaningful employment. However, when researching career clusters, it is important to note that each cluster represents multiple industries and a variety of occupations.

Figure 36 illustrates the number of awards earned by HCC students by career cluster from AY 2010 to AY 2014. The list also includes awards earned by students in the college parallel/liberal arts (AA and AS degrees) programs. Although some of these AA and AS degree programs focus somewhat on specific fields, such as Criminal Justice or Business, the courses are unlike those of CTE program courses in that they are not focused on direct employment skills.

College parallel/liberal arts and the health science cluster awards account for the majority of awards earned at HCC. As previously discussed, most students in college parallel/liberal arts programs will transfer to continue their education, therefore this category has been separated from the clusters for this analysis. Most of the career cluster graduates move directly into the workforce and therefore, are the focus of the employment and wage research conducted for this report.

*Note: Only 15 of the 16 career clusters are listed in Figure 36 because data was not available for the Government and Public Administration career cluster.*

**Figure 36. AY 2010 - AY 2014 Awards by Career Cluster**

Cluster Name	2010 Awards	2011 Awards	2012 Awards	2013 Awards	2014 Awards	Total Awards
College Parallel/Liberal Arts	378	388	356	371	372	1,865
Health Science Cluster	239	269	250	251	202	1,211
Manufacturing Career Cluster	107	162	209	171	171	820
Agriculture, Food and Natural Resource Cluster	90	105	119	102	106	522
Transportation, Distribution, and Logistics Cluster	76	84	73	69	63	365
Arts, Audio/Video Technology and Communications Cluster	53	56	51	34	53	247
Information Technology Cluster	32	36	36	42	40	186
Architecture and Construction Cluster	38	32	34	29	34	167
Law, Public Safety, Corrections and Security Cluster	32	52	32	26	24	166
Business, Management and Administration Cluster	27	21	29	33	24	134
Human Service Cluster	17	25	24	26	27	119
Marketing Sales and Service Cluster	20	19	17	12	19	87
Finance Cluster	14	9	18	15	14	70
Science, Technology, Engineering and Mathematics Cluster	2	2	-	1	-	5
Education and Training Cluster	-	-	-	-	-	-
Hospitality and Tourism Cluster	-	-	-	-	-	-
<b>Total</b>	<b>1,125</b>	<b>1,260</b>	<b>1,248</b>	<b>1,182</b>	<b>1,149</b>	<b>5,964</b>

## Employment by Career Cluster

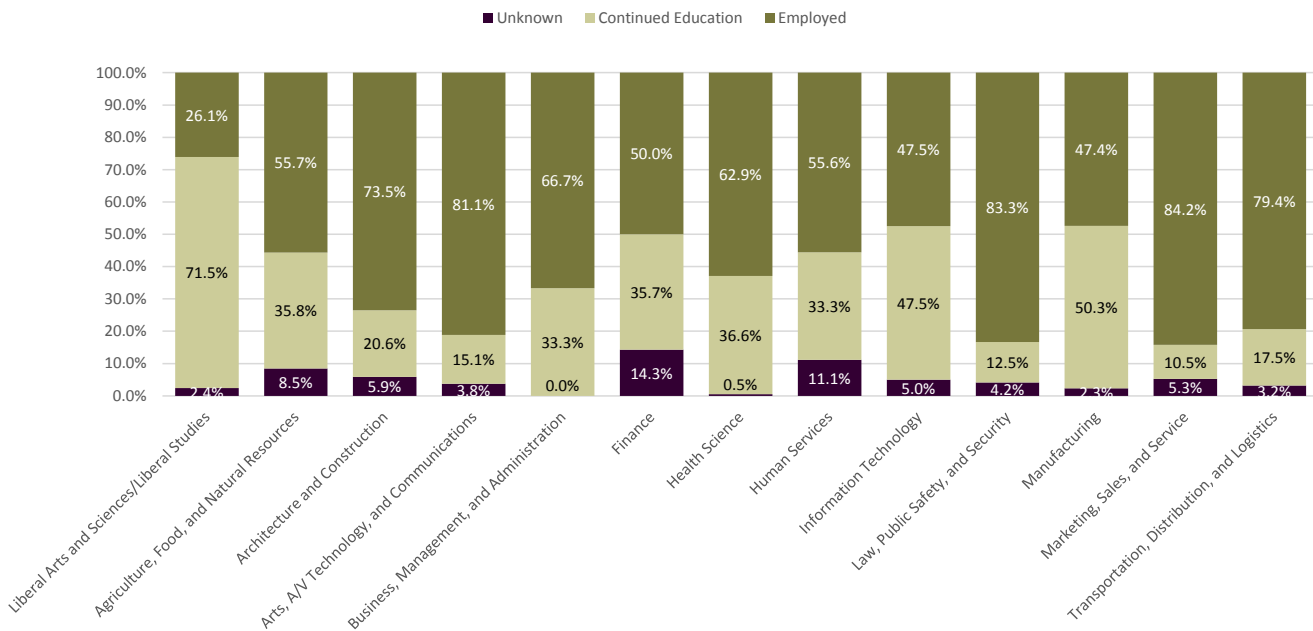
By analyzing and charting each career cluster based on the percentage of students who continued their education versus those who became employed, it is evident which clusters are designed for direct employment.

Using the AY 2014 cohort as an example, Figure 37 illustrates that, within the first year following award completion, approximately three-fourths of the architecture and construction (73.5 percent) and transportation, distribution and logistics (79.4 percent) graduates became employed. In each cluster, 20.6 and 17.5 percent, respectively, continued their education, while a small percentage of completers could not be found in the National Student Clearinghouse or the Unemployment Insurance wage records. These award completers are denoted as “Unknown” in Figure 37.

Not surprisingly, the liberal arts and sciences cluster, which is designed for transfer to a four-year institution, has the highest rate of graduates continuing their education (71.5 percent). Naturally, this is accompanied by a lower rate of graduates entering employment after graduation.

Similar data were analyzed for other cohorts and are available in Appendix A. It is important to reiterate that out-of-state (WRIS) data was not available for the entirety of AY 2011. Therefore, when analyzing employment data one year following the award, the AY 2010 cohort data is incomplete.

**Figure 37. AY 2014 Cohort, Enrollment and Employment Status by Career Cluster, First Year Following Award**



## Transition into the Workforce

In the previous sections, career clusters and primary industry sectors of employment were analyzed independently. However, of particular interest is the cross-tabulation of these two variables, accomplished by tracking completers within each career cluster to the industry sectors in which they secured employment.

Figure 38 relates these two variables for the AY 2010 through 2014 cohorts, in aggregate, utilizing Circos, a software that uses polar coordinate mapping to illustrate data relationships. The Iowa Unemployment Insurance (UI) wage record database and the Wage Record Interchange System (WRIS) provided the industry information for each graduate.

The colored bars on the left side of the circle represent the career clusters and college parallel/liberal arts in which students earned awards. The gray bars on the right side represent the industry sectors in which the graduates became employed. Each gray bar corresponds to one of the twenty aggregate industry sectors listed on the right.

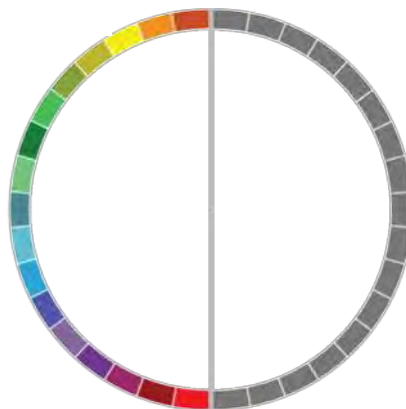
Figure 39 on the next page illustrates the relationship between career clusters and industry sectors via hundreds of ribbons connecting the career cluster graduates (left) to their industry sectors of employment (right). The width of the bars on both sides illustrates the size of the overall number of graduates (left bars) and employment within each sector (right bars). It is important to note that bars/ribbons representing data cells that were suppressed were removed from the visualization, resulting in less colored and gray bars in Figure 39 than there are in Figure 38.

Another important thing to keep in mind is that the data show the industry sectors in which completers were primarily employed, not their actual occupations. For instance, a person who received a degree in health science could be a pharmaceutical technician employed by the pharmacy of a large retail store. While he or she is doing work related to the health care field, he or she is technically employed in the retail trade sector. The distinction between occupation and industry sector is important to consider when analyzing the flow from education to industry shown in Figures 39 and 40 on the next pages.

### Career Cluster

- College Parallel/Liberal Arts
- Agriculture, Food and Natural Resource
- Architecture and Construction
- Arts, Audio/Video Technology and Comm.
- Business, Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Service
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing Career
- Marketing Sales and Service
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution, and Logistics

Figure 38. Circos Visualization



### Industry Sector

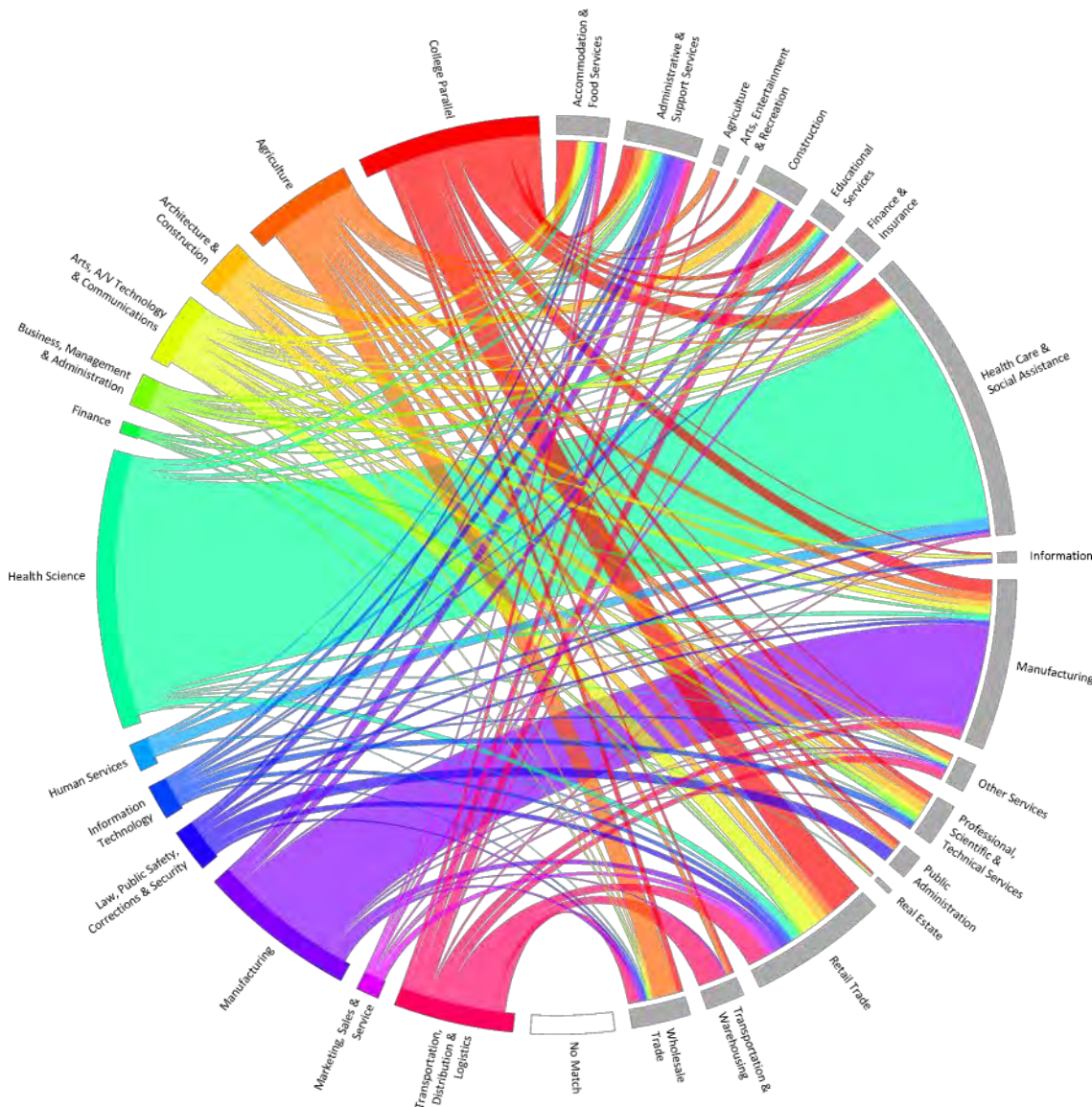
- Accommodation and Food Services
- Admin. Support, Waste Mgmt. and Remediation
- Agriculture, Forestry, Fishing and Hunting
- Arts, Entertainment and Recreation
- Construction
- Educational Services
- Finance and Insurance
- Health Care and Social Assistance
- Information
- Management of Companies and Enterprises
- Manufacturing
- Mining
- Other Services
- Professional, Scientific and Tech. Services
- Public Administration
- Real Estate, Rental and Leasing
- Retail Trade
- Transportation and Warehousing
- Utilities
- Wholesale Trade

# Cluster to Industry

As previously mentioned, students who chose the college parallel/liberal arts program of study and the health science career cluster represent the largest portion of AY 2010 to AY 2014 graduates, which explains why the red and green sectors on the left of Figure 39 are so wide. Graduates who neither furthered his or her education within one year of graduation are graphically represented in this figure, with the “No Match” section corresponding to those graduates who did not

match UI wage records. This diagram illustrates that the majority of health science completers obtained employment within the health care and social assistance industry, this career cluster also provided workers for nearly every industry. The college parallel completers were largely disbursed as well, with their largest industry sectors of employment being retail trade, health care and social assistance, and manufacturing.

**Figure 39. Cluster to Industry Mapping for AY 2010-AY 2014  
Hawkeye Community College Graduates**



Note: Ribbons representing cells that are suppressed in the data are not shown in this visualization



The circular graphics in Figure 40 illustrate each award category (i.e., career clusters and college parallel programs) on the left side of the circle aligning with the industries in which graduates were working. This is simply Figure 39 separated into 13 individual graphics for each career cluster to make distinguishing industry patterns within a cluster easier to visualize.

**Figure 40. Industry Mapping by Cluster, AY 2010-AY 2014 Community College Graduates**



*Note: Ribbons representing cells that are suppressed in the data are not shown in this visualization*

## Employment and Wage Record Methodology

- All wages for this report originate either from the Iowa Unemployment Insurance (UI) wage database or the Wage Record Interchange System (WRIS) network of state UI wage databases.
- Both the actual wage earned (“Unadjusted Median Wage”) and the wage adjusted for inflation (“Adjusted Median Wage”) are included in all wage related tables. Wages are adjusted for inflation to academic year 2015 (October 2014 - September 2015) levels (CPI-u=236.7417) in order to make longitudinal comparisons more legitimate using the Consumer Price Index (CPI-u) as calculated by the U.S. Bureau of Labor Statistics. The formula used for adjusting wages is as follows:

$$W_{adj} = \frac{CPI_t}{CPI_{base}} * W_t$$

where  $CPI_{base}$  is the CPI value of the base time period (AY 2015),  $CPI_t$  is the CPI value of the time period being adjusted from, and  $W_t$  is the wage of the time period being adjusted from. Wages are adjusted after they have been aggregated by academic year (using academic year average CPI values).

- The aggregate wages reported throughout this report do not include those graduates who did not match with a record in the UI wage database (i.e. the median wages only include those who had wages covered by employer UI tax during that year).
- To protect individual identities, small sample size cells were suppressed using the following rules:
  1. Suppress cell if number of employed in cell is less than three
  2. If the sum of employed individuals across all suppressed subgroups is less than three, suppress the next smallest subgroup (to ensure the number of suppressed individuals is three or greater)
- Out-of-state (WRIS) data was not available for the entirety of AY 2011 due to the available data within the WRIS system (8 quarters) during this reporting period.

## References

- Krzywinski, M. et al. “Circos: an Information Aesthetic for Comparative Genomics.”, <http://www.circos.ca/>
- Institute of Educational Sciences, National Center for Education Statistics, “Classification of Instructional Programs”, <http://nces.ed.gov/>

## Appendix A – Contents

Below is a list of the detailed data tables for this report. The separate Excel spreadsheets for each cohort (AY2010, AY2011, AY2012, AY2013, and AY2014) were e-mailed directly to the college with this report. The statewide comparison can be accessed at <https://www.educateiowa.gov/community-colleges>.

Table 1: Overall Employment and Wages

Table 2: Overall Employment and Wages by State of Employment

Table 3: Overall Employment and Wages by Industry Sector of Employment

Table 4: Overall Employment and Wages by State and Industry Sector of Employment

Table 5: Employment and Wages by Gender

Table 6: Employment and Wages by Award Type (Aggregated)

Table 7: Employment and Wages by Award Type (Aggregated) by State of Employment

Table 8: Employment and Wages by Award Type (Aggregated) by Industry Sector of Employment

Table 9: Employment and Wages by Award Type (Aggregated) by State and Industry Sector of Employment

Table 10: Employment and Wages by Specific Award Type

Table 11: Employment and Wages by Specific Award Type and State of Employment

Table 12: Employment and Wages by Specific Award Type and Industry Sector of Employment

Table 13: Employment and Wages by Specific Award Type, State and Industry Sector of Employment

Table 14: Employment and Wages by Program (CIP) and Specific Award Type

Table 15: Employment and Wages by Program (CIP), Specific Award Type and State of Employment

Table 16: Employment and Wages by Program (CIP), Specific Award Type and Industry Sector of Employment

Table 17: Employment and Wages by Career Cluster



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# 2016 Community College Transfer Report



**Table 1: Assorted Metrics for Students Transferring from Hawkeye Community College to a Regent University by Transfer Credits (Average of 2010-11 to 2014-15 Entry Cohorts)**

CC Credit Hours Transferred	Credit Hours Earned Prior to Transfer to Regent University		GPA Earned Prior to Transfer to Regent University		First Term Credit Hours Completed at Regent University		First Term GPA Earned at Regent University		First Year Credit Hours Completed at Regent University		First Year GPA Earned at Regent University		Retained 1 Year after Transfer to Regent University	
	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC
<b>0-30 CC credit hours</b>	<b>24.0</b> <small>75</small>	<b>23.4</b> <small>714</small>	<b>2.97</b> <small>75</small>	<b>2.94</b> <small>714</small>	<b>11.3</b> <small>75</small>	<b>12.0</b> <small>714</small>	<b>2.41</b> <small>75</small>	<b>2.18</b> <small>714</small>	<b>22.3</b> <small>75</small>	<b>23.2</b> <small>714</small>	<b>2.30</b> <small>75</small>	<b>2.28</b> <small>714</small>	<b>75%</b> <small>75</small>	<b>69%</b> <small>714</small>
<b>31-45 CC credit hours</b>	<b>38.8</b> <small>114</small>	<b>38.2</b> <small>1314</small>	<b>3.12</b> <small>114</small>	<b>2.97</b> <small>1314</small>	<b>11.2</b> <small>114</small>	<b>12.2</b> <small>1314</small>	<b>2.64</b> <small>114</small>	<b>2.32</b> <small>1314</small>	<b>22.7</b> <small>114</small>	<b>24.1</b> <small>1314</small>	<b>2.58</b> <small>114</small>	<b>2.41</b> <small>1314</small>	<b>77%</b> <small>114</small>	<b>77%</b> <small>1314</small>
<b>46-60 CC credit hours</b>	<b>53.2</b> <small>149</small>	<b>54.0</b> <small>1679</small>	<b>2.87</b> <small>149</small>	<b>2.95</b> <small>1679</small>	<b>10.7</b> <small>149</small>	<b>12.2</b> <small>1679</small>	<b>2.34</b> <small>149</small>	<b>2.35</b> <small>1679</small>	<b>20.4</b> <small>149</small>	<b>23.9</b> <small>1679</small>	<b>2.45</b> <small>149</small>	<b>2.43</b> <small>1679</small>	<b>75%</b> <small>149</small>	<b>78%</b> <small>1679</small>
<b>61+ CC credit hours, no degree</b>	<b>71.0</b> <small>151</small>	<b>73.5</b> <small>1685</small>	<b>2.87</b> <small>151</small>	<b>2.93</b> <small>1685</small>	<b>11.1</b> <small>151</small>	<b>12.4</b> <small>1685</small>	<b>2.47</b> <small>151</small>	<b>2.46</b> <small>1685</small>	<b>22.8</b> <small>151</small>	<b>25.2</b> <small>1685</small>	<b>2.56</b> <small>151</small>	<b>2.61</b> <small>1685</small>	<b>78%</b> <small>151</small>	<b>77%</b> <small>1685</small>
<b>Associate in Applied Science (AAS)</b>	<b>68.3</b> <small>111</small>	<b>77.1</b> <small>510</small>	<b>3.15</b> <small>111</small>	<b>3.14</b> <small>510</small>	<b>11.5</b> <small>111</small>	<b>11.6</b> <small>510</small>	<b>2.77</b> <small>111</small>	<b>2.82</b> <small>510</small>	<b>22.9</b> <small>111</small>	<b>23.9</b> <small>510</small>	<b>2.81</b> <small>111</small>	<b>2.79</b> <small>510</small>	<b>81%</b> <small>111</small>	<b>86%</b> <small>510</small>
<b>Associate in Arts (AA)</b>	<b>67.1</b> <small>693</small>	<b>67.6</b> <small>5000</small>	<b>3.02</b> <small>693</small>	<b>3.09</b> <small>5000</small>	<b>11.1</b> <small>693</small>	<b>12.3</b> <small>5000</small>	<b>2.72</b> <small>693</small>	<b>2.70</b> <small>5000</small>	<b>21.9</b> <small>693</small>	<b>24.3</b> <small>5000</small>	<b>2.79</b> <small>693</small>	<b>2.70</b> <small>5000</small>	<b>86%</b> <small>693</small>	<b>87%</b> <small>5000</small>
<b>Associate in Science (AS)</b>	<b>73.0</b> <small>10</small>	<b>71.8</b> <small>550</small>	<b>2.92</b> <small>10</small>	<b>3.08</b> <small>550</small>	<b>11.3</b> <small>10</small>	<b>12.2</b> <small>550</small>	<b>2.19</b> <small>10</small>	<b>2.60</b> <small>550</small>	<b>24.1</b> <small>10</small>	<b>24.3</b> <small>550</small>	<b>2.47</b> <small>10</small>	<b>2.59</b> <small>550</small>	<b>80%</b> <small>10</small>	<b>85%</b> <small>550</small>
<b>AVERAGE</b>	<b>61.2</b> <small>1303</small>	<b>61.0</b> <small>11452</small>	<b>3.00</b> <small>1303</small>	<b>3.03</b> <small>11452</small>	<b>11.1</b> <small>1303</small>	<b>12.2</b> <small>11452</small>	<b>2.63</b> <small>1303</small>	<b>2.54</b> <small>11452</small>	<b>22.0</b> <small>1303</small>	<b>24.3</b> <small>11452</small>	<b>2.68</b> <small>1303</small>	<b>2.59</b> <small>11452</small>	<b>82%</b> <small>1303</small>	<b>82%</b> <small>11452</small>

\*\* = Number suppressed due to small cell size n < 10

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**CC Credit Hours Transferred** represent the number of college credit hours that a student transferred into a Regent university. Not all credit hours were necessarily earned at Iowa CC from which a student transferred.

**First Term/Year GPA/Credits** represent grades and credit hours earned at the Regent university after transfer from an Iowa community college.

**Retention 1 Year after Transfer** represents the percentage of CC transfer students who enrolled at a Regent university one year after first enrolling at a Regent university. Calculated by dividing the number of unique CC transfers enrolled one year after entering a Regent university by the number of unique CC who first enrolled in a Regent university for a given cohort or aggregation of cohorts.

**GPA Earned Prior to Transfer** represents the cumulative GPA for a transfer student prior to entering their current Regent university.

**All Other Iowa Community Colleges** averages are based on data from all Iowa CC except for the CC profiled in this table.

2016 Community College Transfer Report created by Board of Regents, State of Iowa 4/22/2016 4:00:31 PM



# 2016 Community College Transfer Report



**Table 2: Assorted Metrics for Students Transferring from Hawkeye Community College to a Regent University by Academic Area (Average of 2010-11 to 2014-15 Entry Cohorts)**

Academic Area	Credit Hours Earned Prior to Transfer to Regent University		GPA Earned Prior to Transfer to Regent University		First Term Credit Hours Completed at Regent University		First Term GPA Earned at Regent University		First Year Credit Hours Completed at Regent University		First Year GPA Earned at Regent University		Retained 1 Year after Transfer to Regent University	
	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC	HCC	All Other IA CC
<b>Agriculture</b>	<b>66.2</b> 60	<b>63.6</b> 872	<b>3.05</b> 60	<b>2.93</b> 872	<b>12.9</b> 60	<b>13.2</b> 872	<b>2.47</b> 60	<b>2.37</b> 872	<b>26.3</b> 60	<b>26.7</b> 872	<b>2.53</b> 60	<b>2.43</b> 872	<b>93%</b> 60	<b>88%</b> 872
<b>Arts, Design &amp; Humanities</b>	<b>56.9</b> 168	<b>59.0</b> 1772	<b>3.00</b> 168	<b>2.98</b> 1772	<b>11.2</b> 168	<b>12.2</b> 1772	<b>2.72</b> 168	<b>2.54</b> 1772	<b>21.1</b> 168	<b>23.9</b> 1772	<b>2.71</b> 168	<b>2.59</b> 1772	<b>81%</b> 168	<b>80%</b> 1772
<b>Business</b>	<b>63.0</b> 239	<b>61.6</b> 1909	<b>2.97</b> 239	<b>3.04</b> 1909	<b>10.3</b> 239	<b>11.9</b> 1909	<b>2.28</b> 239	<b>2.45</b> 1909	<b>20.3</b> 239	<b>23.7</b> 1909	<b>2.35</b> 239	<b>2.50</b> 1909	<b>77%</b> 239	<b>80%</b> 1909
<b>Education</b>	<b>60.0</b> 126	<b>62.9</b> 939	<b>3.14</b> 126	<b>3.12</b> 939	<b>12.4</b> 126	<b>12.5</b> 939	<b>3.00</b> 126	<b>2.92</b> 939	<b>24.9</b> 126	<b>25.0</b> 939	<b>3.14</b> 126	<b>3.02</b> 939	<b>85%</b> 126	<b>81%</b> 939
<b>Engineering</b>	<b>63.1</b> 91	<b>64.0</b> 750	<b>2.97</b> 91	<b>3.09</b> 750	<b>11.0</b> 91	<b>12.6</b> 750	<b>2.56</b> 91	<b>2.53</b> 750	<b>22.7</b> 91	<b>24.9</b> 750	<b>2.57</b> 91	<b>2.59</b> 750	<b>77%</b> 91	<b>85%</b> 750
<b>Health &amp; Medicine</b>	<b>59.3</b> 65	<b>63.4</b> 474	<b>3.29</b> 65	<b>3.31</b> 474	<b>10.6</b> 65	<b>10.4</b> 474	<b>2.76</b> 65	<b>2.93</b> 474	<b>22.3</b> 65	<b>22.1</b> 474	<b>3.01</b> 65	<b>2.94</b> 474	<b>76%</b> 65	<b>76%</b> 474
<b>Human Sciences</b>	<b>60.1</b> 112	<b>58.8</b> 1364	<b>2.90</b> 112	<b>2.96</b> 1364	<b>11.6</b> 112	<b>12.2</b> 1364	<b>2.69</b> 112	<b>2.50</b> 1364	<b>22.8</b> 112	<b>24.6</b> 1364	<b>2.74</b> 112	<b>2.57</b> 1364	<b>94%</b> 112	<b>86%</b> 1364
<b>Journalism &amp; Communication</b>	<b>60.3</b> 89	<b>58.3</b> 610	<b>2.88</b> 89	<b>2.96</b> 610	<b>11.1</b> 89	<b>12.2</b> 610	<b>2.75</b> 89	<b>2.55</b> 610	<b>22.4</b> 89	<b>24.6</b> 610	<b>2.80</b> 89	<b>2.58</b> 610	<b>92%</b> 89	<b>89%</b> 610
<b>Mathematics &amp; Computer Science</b>	<b>60.9</b> 54	<b>60.3</b> 336	<b>3.02</b> 54	<b>3.03</b> 336	<b>9.7</b> 54	<b>11.9</b> 336	<b>2.47</b> 54	<b>2.52</b> 336	<b>19.2</b> 54	<b>23.3</b> 336	<b>2.65</b> 54	<b>2.50</b> 336	<b>73%</b> 54	<b>82%</b> 336
<b>Natural Sciences</b>	<b>61.3</b> 66	<b>61.5</b> 677	<b>3.06</b> 66	<b>3.09</b> 677	<b>10.9</b> 66	<b>11.9</b> 677	<b>2.65</b> 66	<b>2.41</b> 677	<b>20.4</b> 66	<b>24.0</b> 677	<b>2.62</b> 66	<b>2.50</b> 677	<b>73%</b> 66	<b>75%</b> 677
<b>Other</b>	<b>66.4</b> 19	<b>62.1</b> 322	<b>3.03</b> 19	<b>2.90</b> 322	<b>12.2</b> 19	<b>12.1</b> 322	<b>2.52</b> 19	<b>2.24</b> 322	<b>24.4</b> 19	<b>22.7</b> 322	<b>2.53</b> 19	<b>2.35</b> 322	<b>83%</b> 19	<b>77%</b> 322
<b>Social &amp; Behavioral Sciences</b>	<b>62.1</b> 214	<b>60.2</b> 1423	<b>2.96</b> 214	<b>3.01</b> 1423	<b>10.9</b> 214	<b>12.4</b> 1423	<b>2.70</b> 214	<b>2.53</b> 1423	<b>21.6</b> 214	<b>24.3</b> 1423	<b>2.72</b> 214	<b>2.56</b> 1423	<b>82%</b> 214	<b>83%</b> 1423
<b>AVERAGE</b>	<b>61.2</b> 1303	<b>61.0</b> 11448	<b>3.00</b> 1303	<b>3.03</b> 11448	<b>11.1</b> 1303	<b>12.2</b> 11448	<b>2.63</b> 1303	<b>2.54</b> 11448	<b>22.0</b> 1303	<b>24.3</b> 11448	<b>2.68</b> 1303	<b>2.59</b> 11448	<b>82%</b> 1303	<b>82%</b> 11448

\*\* = Number suppressed due to small cell size n < 10

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**CC Credit Hours Transferred** represent the number of college credit hours that a student transferred into a Regent university. Not all credit hours were necessarily earned at Iowa CC from which a student transferred.

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**Retention 1 Year after Transfer** represents the percentage of CC transfer students who enrolled at a Regent university one year after first enrolling at a Regent university. Calculated by dividing the number of unique CC transfers enrolled one year after entering a Regent university by the number of unique CC who first enrolled in a Regent university for a given cohort or aggregation of cohorts.

**GPA Earned Prior to Transfer** represents the cumulative GPA for a transfer student prior to entering their current Regent university.

**All Other Iowa Community Colleges** averages are based on data from all Iowa CC except for the CC profiled in this table.

**Academic Area** uses the first two digits of the CIP code from a student's current first major to place them into a general academic area of study.



# 2016 Community College Transfer Report



**Table 3: University Graduation Rates 3 Years After Entry to a Regent University for Transfers from Hawkeye Community College by Academic Area**

Academic Area	2009-10			2010-11			2011-12			2012-13			Average of Cohorts
	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	
Agriculture	50% 16	66% 127	64% 143	75% 12	59% 143	60% 155	70% 10	60% 159	60% 169	50% 20	61% 188	60% 208	61% 675
Arts, Design & Humanities	36% 28	43% 331	42% 359	27% 30	40% 377	39% 407	32% 37	42% 406	41% 443	34% 32	44% 353	44% 385	41% 1594
Business	61% 57	59% 342	59% 399	49% 49	50% 382	50% 431	51% 47	53% 344	53% 391	48% 46	50% 359	50% 405	53% 1626
Education	52% 23	48% 185	49% 208	50% 14	52% 184	52% 198	50% 32	47% 184	48% 216	33% 30	36% 179	36% 209	46% 831
Engineering	67% 12	27% 115	31% 127	14% 14	26% 144	25% 158	52% 21	34% 138	36% 159	25% 16	33% 125	32% 141	31% 585
Health & Medicine	**	55% 60	59% 66	33% 12	37% 78	37% 90	75% 16	52% 104	55% 120	45% 11	49% 80	48% 91	50% 367
Human Sciences	36% 22	54% 159	52% 181	59% 17	53% 228	53% 245	63% 24	55% 226	56% 250	48% 27	50% 300	50% 327	53% 1003
Journalism & Communication	48% 23	58% 104	56% 127	50% 16	59% 112	58% 128	70% 23	65% 122	66% 145	46% 13	59% 143	58% 156	59% 556
Mathematics & Computer Science	**	29% 45	28% 50	42% 12	37% 62	38% 74	36% 11	39% 61	39% 72	27% 11	24% 62	25% 73	33% 269
Natural Sciences	20% 15	35% 105	33% 120	35% 20	32% 117	33% 137	0% 12	28% 137	26% 149	50% 12	41% 127	42% 139	33% 545
Other	**	51% 41	51% 43	**	44% 62	45% 66	**	43% 74	44% 77	**	42% 69	43% 74	45% 260
Social & Behavioral Sciences	41% 39	57% 232	55% 271	49% 37	49% 298	49% 335	47% 60	56% 295	54% 355	51% 49	57% 298	56% 347	54% 1308
<b>AVERAGE</b>	<b>48%</b> 248	<b>50%</b> 1846	<b>50%</b> 2094	<b>44%</b> 237	<b>46%</b> 2187	<b>46%</b> 2424	<b>50%</b> 296	<b>49%</b> 2250	<b>49%</b> 2546	<b>43%</b> 272	<b>48%</b> 2283	<b>48%</b> 2555	<b>48%</b> 9619

\*\* = Number suppressed due to small cell size n < 10

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Graduation rates** are calculated by dividing the number of Iowa CC transfers who earned a first Bachelor's degree at a Regent university within 3 years of entry by the number of Iowa CC transfers who entered a Regent university during the same cohort.

**Academic Area** uses the first two digits of the CIP code from a student's current first major to place them into a general academic area of study.



# 2016 Community College Transfer Report



**Table 4: First Semester University GPA for Hawkeye Community College by Transfer Credit Hours & University Cohort**

CC Credit Hours Transferred	2010-11			2011-12			2012-13			2013-14			2014-15		
	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC
0-30 CC credit hours	2.72 12	2.20 135	2.24 147	2.43 15	2.09 122	2.13 137	2.12 11	2.24 133	2.23 144	2.41 17	2.18 146	2.20 163	2.39 20	2.19 178	2.21 198
31-45 CC credit hours	2.63 22	2.30 257	2.33 279	3.01 29	2.29 243	2.37 272	2.63 18	2.38 250	2.40 268	2.30 28	2.28 279	2.28 307	2.61 17	2.36 285	2.38 302
46-60 CC credit hours	2.41 22	2.28 358	2.29 380	2.08 35	2.40 359	2.37 394	2.47 28	2.36 326	2.37 354	2.26 31	2.29 304	2.29 335	2.53 33	2.39 332	2.41 365
61+ CC credit hours, no degree	2.39 30	2.48 351	2.47 381	2.64 45	2.42 309	2.45 354	2.59 31	2.40 340	2.42 371	2.15 23	2.51 333	2.49 356	2.49 22	2.47 352	2.47 374
Associate in Applied Science (AAS)	2.39 19	2.61 73	2.56 92	2.65 25	2.70 111	2.69 136	2.83 27	2.91 97	2.89 124	3.03 13	2.93 108	2.94 121	2.97 27	2.86 121	2.88 148
Associate in Arts (AA)	2.63 130	2.66 935	2.66 1065	2.78 145	2.72 985	2.73 1130	2.75 155	2.63 1039	2.65 1194	2.69 138	2.72 1030	2.71 1168	2.73 125	2.78 1011	2.78 1136
Associate in Science (AS)	**	2.47 80	2.47 82	**	2.56 121	2.55 123	**	2.66 100	2.64 102	**	2.63 123	2.62 125	**	2.64 126	2.64 128
<b>AVERAGE</b>	<b>2.57</b> 237	<b>2.49</b> 2189	<b>2.50</b> 2426	<b>2.67</b> 296	<b>2.53</b> 2250	<b>2.55</b> 2546	<b>2.67</b> 272	<b>2.52</b> 2285	<b>2.54</b> 2557	<b>2.54</b> 252	<b>2.55</b> 2323	<b>2.55</b> 2575	<b>2.67</b> 246	<b>2.59</b> 2405	<b>2.60</b> 2651

\*\* = Number suppressed due to small cell size n < 10

**First Semester University GPA** represents the Grade Point Average earned by Iowa CC transfer students during their first semester/term at a Regent university. It does not include GPA or course grades earned prior to transfer.

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**CC Credit Hours Transferred** represent the number of college credit hours that a student transferred into a Regent university. Not all credit hours were necessarily earned at Iowa CC from which a student transferred.

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# 2016 Community College Transfer Report



**Table 5: First Semester University Credit Hours for Hawkeye Community College by Transfer Credit Hours & University Cohort**

CC Credit Hours Transferred	2010-11			2011-12			2012-13			2013-14			2014-15		
	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC
0-30 CC credit hours	<b>9.2</b> <small>12</small>	<b>12.1</b> <small>135</small>	<b>11.9</b> <small>147</small>	<b>12.6</b> <small>15</small>	<b>11.8</b> <small>122</small>	<b>11.9</b> <small>137</small>	<b>11.8</b> <small>11</small>	<b>12.2</b> <small>133</small>	<b>12.2</b> <small>144</small>	<b>11.8</b> <small>17</small>	<b>12.0</b> <small>146</small>	<b>12.0</b> <small>163</small>	<b>10.8</b> <small>20</small>	<b>11.9</b> <small>178</small>	<b>11.7</b> <small>198</small>
31-45 CC credit hours	<b>10.5</b> <small>22</small>	<b>12.4</b> <small>257</small>	<b>12.3</b> <small>279</small>	<b>11.4</b> <small>29</small>	<b>12.3</b> <small>243</small>	<b>12.2</b> <small>272</small>	<b>12.2</b> <small>18</small>	<b>12.3</b> <small>250</small>	<b>12.3</b> <small>268</small>	<b>10.4</b> <small>28</small>	<b>12.2</b> <small>279</small>	<b>12.0</b> <small>307</small>	<b>11.8</b> <small>17</small>	<b>11.8</b> <small>285</small>	<b>11.8</b> <small>302</small>
46-60 CC credit hours	<b>10.7</b> <small>22</small>	<b>11.7</b> <small>358</small>	<b>11.6</b> <small>380</small>	<b>9.9</b> <small>35</small>	<b>12.5</b> <small>359</small>	<b>12.3</b> <small>394</small>	<b>12.0</b> <small>28</small>	<b>12.4</b> <small>326</small>	<b>12.4</b> <small>354</small>	<b>11.1</b> <small>31</small>	<b>12.2</b> <small>304</small>	<b>12.1</b> <small>335</small>	<b>10.3</b> <small>33</small>	<b>12.0</b> <small>332</small>	<b>11.8</b> <small>365</small>
61+ CC credit hours, no degree	<b>10.4</b> <small>30</small>	<b>12.3</b> <small>351</small>	<b>12.2</b> <small>381</small>	<b>11.1</b> <small>45</small>	<b>12.6</b> <small>309</small>	<b>12.4</b> <small>354</small>	<b>11.6</b> <small>31</small>	<b>12.1</b> <small>340</small>	<b>12.1</b> <small>371</small>	<b>11.5</b> <small>23</small>	<b>12.5</b> <small>333</small>	<b>12.4</b> <small>356</small>	<b>10.7</b> <small>22</small>	<b>12.4</b> <small>352</small>	<b>12.3</b> <small>374</small>
Associate in Applied Science (AAS)	<b>12.1</b> <small>19</small>	<b>11.9</b> <small>73</small>	<b>11.9</b> <small>92</small>	<b>11.7</b> <small>25</small>	<b>12.4</b> <small>111</small>	<b>12.3</b> <small>136</small>	<b>11.8</b> <small>27</small>	<b>11.5</b> <small>97</small>	<b>11.6</b> <small>124</small>	<b>12.5</b> <small>13</small>	<b>10.8</b> <small>108</small>	<b>11.0</b> <small>121</small>	<b>10.3</b> <small>27</small>	<b>11.5</b> <small>121</small>	<b>11.3</b> <small>148</small>
Associate in Arts (AA)	<b>10.7</b> <small>130</small>	<b>11.9</b> <small>935</small>	<b>11.7</b> <small>1065</small>	<b>11.1</b> <small>145</small>	<b>12.5</b> <small>985</small>	<b>12.3</b> <small>1130</small>	<b>10.9</b> <small>155</small>	<b>12.4</b> <small>1039</small>	<b>12.1</b> <small>1194</small>	<b>11.3</b> <small>138</small>	<b>12.4</b> <small>1030</small>	<b>12.3</b> <small>1168</small>	<b>11.6</b> <small>125</small>	<b>12.2</b> <small>1011</small>	<b>12.2</b> <small>1136</small>
Associate in Science (AS)	**	<b>12.4</b> <small>80</small>	<b>12.4</b> <small>82</small>	**	<b>12.2</b> <small>121</small>	<b>12.1</b> <small>123</small>	**	<b>12.2</b> <small>100</small>	<b>12.3</b> <small>102</small>	**	<b>12.5</b> <small>123</small>	<b>12.5</b> <small>125</small>	**	<b>11.8</b> <small>126</small>	<b>11.7</b> <small>128</small>
<b>AVERAGE</b>	<b>10.7</b> <small>237</small>	<b>12.0</b> <small>2189</small>	<b>11.9</b> <small>2426</small>	<b>11.1</b> <small>296</small>	<b>12.4</b> <small>2250</small>	<b>12.3</b> <small>2546</small>	<b>11.3</b> <small>272</small>	<b>12.3</b> <small>2285</small>	<b>12.2</b> <small>2557</small>	<b>11.3</b> <small>252</small>	<b>12.3</b> <small>2323</small>	<b>12.2</b> <small>2575</small>	<b>11.1</b> <small>246</small>	<b>12.1</b> <small>2405</small>	<b>12.0</b> <small>2651</small>

\*\* = Number suppressed due to small cell size n < 10

**First Semester University Credit Hours** represent the number of credit hours completed by a student during their first semester/term of enrollment at a Regent university.

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**CC Credit Hours Transferred** represent the number of college credit hours that a student transferred into a Regent university. Not all credit hours were necessarily earned at Iowa CC from which a student transferred.

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# 2016 Community College Transfer Report



**Table 6: First Year University GPA for Hawkeye Community College by Transfer Credit Hours & University Cohort**

CC Credit Hours Transferred	2010-11			2011-12			2012-13			2013-14			2014-15		
	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC
0-30 CC credit hours	<b>2.51</b> 12	<b>2.22</b> 135	<b>2.25</b> 147	<b>2.28</b> 15	<b>2.25</b> 122	<b>2.25</b> 137	<b>2.11</b> 11	<b>2.34</b> 133	<b>2.32</b> 144	<b>2.16</b> 17	<b>2.26</b> 146	<b>2.25</b> 163	<b>2.45</b> 20	<b>2.34</b> 178	<b>2.35</b> 198
31-45 CC credit hours	<b>2.69</b> 22	<b>2.35</b> 257	<b>2.37</b> 279	<b>2.91</b> 29	<b>2.41</b> 243	<b>2.46</b> 272	<b>2.57</b> 18	<b>2.45</b> 250	<b>2.46</b> 268	<b>2.13</b> 28	<b>2.39</b> 279	<b>2.37</b> 307	<b>2.58</b> 17	<b>2.44</b> 285	<b>2.45</b> 302
46-60 CC credit hours	<b>2.46</b> 22	<b>2.41</b> 358	<b>2.42</b> 380	<b>2.27</b> 35	<b>2.46</b> 359	<b>2.45</b> 394	<b>2.56</b> 28	<b>2.49</b> 326	<b>2.50</b> 354	<b>2.40</b> 31	<b>2.30</b> 304	<b>2.31</b> 335	<b>2.56</b> 33	<b>2.49</b> 332	<b>2.50</b> 365
61+ CC credit hours, no degree	<b>2.46</b> 30	<b>2.59</b> 351	<b>2.58</b> 381	<b>2.61</b> 45	<b>2.62</b> 309	<b>2.62</b> 354	<b>2.63</b> 31	<b>2.57</b> 340	<b>2.58</b> 371	<b>2.43</b> 23	<b>2.68</b> 333	<b>2.67</b> 356	<b>2.60</b> 22	<b>2.60</b> 352	<b>2.60</b> 374
Associate in Applied Science (AAS)	<b>2.67</b> 19	<b>2.65</b> 73	<b>2.65</b> 92	<b>2.80</b> 25	<b>2.69</b> 111	<b>2.71</b> 136	<b>2.69</b> 27	<b>2.86</b> 97	<b>2.82</b> 124	<b>3.07</b> 13	<b>2.82</b> 108	<b>2.85</b> 121	<b>2.90</b> 27	<b>2.87</b> 121	<b>2.88</b> 148
Associate in Arts (AA)	<b>2.74</b> 130	<b>2.68</b> 935	<b>2.69</b> 1065	<b>2.84</b> 145	<b>2.71</b> 985	<b>2.72</b> 1130	<b>2.82</b> 155	<b>2.63</b> 1039	<b>2.65</b> 1194	<b>2.73</b> 138	<b>2.67</b> 1030	<b>2.68</b> 1168	<b>2.83</b> 125	<b>2.81</b> 1011	<b>2.81</b> 1136
Associate in Science (AS)	**	<b>2.50</b> 80	<b>2.51</b> 82	**	<b>2.54</b> 121	<b>2.54</b> 123	**	<b>2.61</b> 100	<b>2.59</b> 102	**	<b>2.59</b> 123	<b>2.59</b> 125	**	<b>2.69</b> 126	<b>2.69</b> 128
<b>AVERAGE</b>	<b>2.66</b> 237	<b>2.55</b> 2189	<b>2.56</b> 2426	<b>2.72</b> 296	<b>2.59</b> 2250	<b>2.61</b> 2546	<b>2.70</b> 272	<b>2.57</b> 2285	<b>2.59</b> 2557	<b>2.59</b> 252	<b>2.57</b> 2323	<b>2.57</b> 2575	<b>2.73</b> 246	<b>2.67</b> 2405	<b>2.67</b> 2651

\*\* = Number suppressed due to small cell size n < 10

**First Year University GPA** represents the Grade Point Average earned by by Iowa CC transfer students during their first year enrolled at a Regent university. It does not include GPA or course grades earned prior to transfer.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts (numbers in small font within cells)** represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.

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# 2016 Community College Transfer Report



**Table 7: First Year University Credit Hours for Hawkeye Community College by Transfer Credit Hours & University Cohort**

CC Credit Hours Transferred	2010-11			2011-12			2012-13			2013-14			2014-15		
	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC
0-30 CC credit hours	<b>24.1</b> 12	<b>23.3</b> 135	<b>23.4</b> 147	<b>25.0</b> 15	<b>23.3</b> 122	<b>23.5</b> 137	<b>22.4</b> 11	<b>23.7</b> 133	<b>23.6</b> 144	<b>22.3</b> 17	<b>23.5</b> 146	<b>23.4</b> 163	<b>18.6</b> 20	<b>22.3</b> 178	<b>21.9</b> 198
31-45 CC credit hours	<b>23.4</b> 22	<b>24.2</b> 257	<b>24.1</b> 279	<b>25.0</b> 29	<b>24.6</b> 243	<b>24.6</b> 272	<b>23.2</b> 18	<b>24.8</b> 250	<b>24.7</b> 268	<b>19.3</b> 28	<b>23.7</b> 279	<b>23.3</b> 307	<b>23.1</b> 17	<b>23.4</b> 285	<b>23.4</b> 302
46-60 CC credit hours	<b>21.9</b> 22	<b>24.0</b> 358	<b>23.9</b> 380	<b>19.2</b> 35	<b>24.4</b> 359	<b>24.0</b> 394	<b>23.8</b> 28	<b>24.2</b> 326	<b>24.2</b> 354	<b>19.4</b> 31	<b>23.3</b> 304	<b>23.0</b> 335	<b>18.9</b> 33	<b>23.7</b> 332	<b>23.2</b> 365
61+ CC credit hours, no degree	<b>21.6</b> 30	<b>25.2</b> 351	<b>24.8</b> 381	<b>22.6</b> 45	<b>25.1</b> 309	<b>24.8</b> 354	<b>25.0</b> 31	<b>25.5</b> 340	<b>25.5</b> 371	<b>26.1</b> 23	<b>25.9</b> 333	<b>25.9</b> 356	<b>18.7</b> 22	<b>24.4</b> 352	<b>24.0</b> 374
Associate in Applied Science (AAS)	<b>23.4</b> 19	<b>24.3</b> 73	<b>24.1</b> 92	<b>25.9</b> 25	<b>25.4</b> 111	<b>25.5</b> 136	<b>25.0</b> 27	<b>24.0</b> 97	<b>24.2</b> 124	<b>24.0</b> 13	<b>23.1</b> 108	<b>23.2</b> 121	<b>17.5</b> 27	<b>22.8</b> 121	<b>21.7</b> 148
Associate in Arts (AA)	<b>21.7</b> 130	<b>23.8</b> 935	<b>23.5</b> 1065	<b>22.6</b> 145	<b>25.0</b> 985	<b>24.7</b> 1130	<b>21.8</b> 155	<b>24.0</b> 1039	<b>23.7</b> 1194	<b>22.8</b> 138	<b>24.4</b> 1030	<b>24.3</b> 1168	<b>20.2</b> 125	<b>24.4</b> 1011	<b>23.9</b> 1136
Associate in Science (AS)	**	<b>25.0</b> 80	<b>25.0</b> 82	**	<b>23.7</b> 121	<b>23.6</b> 123	**	<b>24.7</b> 100	<b>24.7</b> 102	**	<b>24.8</b> 123	<b>24.9</b> 125	**	<b>23.7</b> 126	<b>23.7</b> 128
<b>AVERAGE</b>	<b>22.2</b> 237	<b>24.1</b> 2189	<b>23.9</b> 2426	<b>22.8</b> 296	<b>24.7</b> 2250	<b>24.5</b> 2546	<b>22.8</b> 272	<b>24.3</b> 2285	<b>24.2</b> 2557	<b>22.4</b> 252	<b>24.3</b> 2323	<b>24.1</b> 2575	<b>19.7</b> 246	<b>23.9</b> 2405	<b>23.5</b> 2651

\*\* = Number suppressed due to small cell size n < 10

**First Year University Credit Hours** represent the number of credit hours completed by a student during their first year of enrollment at a Regent university.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts (numbers in small font within cells)** represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.

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# 2016 Community College Transfer Report



**Table 8: Retention 1 Year After Transferring to a Regent University by CC Transfer Credit Hours for Hawkeye Community College**

CC Credit Hours Transferred	2010-11			2011-12			2012-13			2013-14			2014-15		
	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC	HCC	All Other IA CC	All Iowa CC
0-30 CC credit hours	83% 12	66% 135	67% 147	80% 15	71% 122	72% 137	82% 11	74% 133	74% 144	82% 17	68% 146	69% 163	50% 20	64% 178	63% 198
31-45 CC credit hours	77% 22	82% 257	81% 279	83% 29	74% 243	75% 272	89% 18	81% 250	81% 268	64% 28	78% 279	77% 307	71% 17	72% 285	72% 302
46-60 CC credit hours	77% 22	78% 358	78% 380	66% 35	81% 359	79% 394	82% 28	82% 326	82% 354	71% 31	75% 304	74% 335	85% 33	76% 332	77% 365
61+ CC credit hours, no degree	80% 30	79% 351	79% 381	80% 45	78% 309	78% 354	74% 31	78% 340	78% 371	87% 23	79% 333	80% 356	67% 22	72% 352	72% 374
Associate in Applied Science (AAS)	89% 19	89% 73	89% 92	84% 25	85% 111	85% 136	81% 27	92% 97	90% 124	77% 13	85% 108	84% 121	71% 27	81% 121	79% 148
Associate in Arts (AA)	86% 130	87% 935	87% 1065	89% 145	90% 985	90% 1130	85% 155	86% 1039	86% 1194	83% 138	88% 1030	88% 1168	90% 125	87% 1011	87% 1136
Associate in Science (AS)	**	84% 80	83% 82	**	85% 121	85% 123	**	83% 100	83% 102	**	87% 123	87% 125	**	86% 126	85% 128
<b>AVERAGE</b>	<b>84%</b> 237	<b>82%</b> 2189	<b>82%</b> 2426	<b>83%</b> 296	<b>83%</b> 2250	<b>83%</b> 2546	<b>83%</b> 272	<b>83%</b> 2285	<b>83%</b> 2557	<b>80%</b> 252	<b>82%</b> 2323	<b>82%</b> 2575	<b>80%</b> 246	<b>79%</b> 2405	<b>79%</b> 2651

\*\* = Number suppressed due to small cell size n < 10

**Retention 1 Year after Transfer** represents the percentage of CC transfer students who enrolled at a Regent university one year after first enrolling at a Regent university. Calculated by dividing the number of unique CC transfers enrolled one year after entering a Regent university by the number of unique CC who first enrolled in a Regent university for a given cohort or aggregation of cohorts.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts (numbers in small font within cells)** represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.

2016 Community College Transfer Report created by Board of Regents, State of Iowa 4/22/2016 4:00:31 PM



# 2016 Community College Transfer Report



**Table 9: First Semester Regent University GPA Trends by Community College, University & University Cohort**

Community College	ISU						SUI						UNI						CC Avg.
	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	
<b>Des Moines Area Community College</b>	<b>2.26</b> <small>391</small>	<b>2.34</b> <small>433</small>	<b>2.38</b> <small>486</small>	<b>2.46</b> <small>559</small>	<b>2.43</b> <small>575</small>	<b>2.39</b> <small>2444</small>	<b>2.46</b> <small>88</small>	<b>2.55</b> <small>90</small>	<b>2.60</b> <small>87</small>	<b>2.59</b> <small>73</small>	<b>2.59</b> <small>89</small>	<b>2.56</b> <small>427</small>	<b>2.78</b> <small>94</small>	<b>2.79</b> <small>75</small>	<b>2.83</b> <small>53</small>	<b>2.60</b> <small>61</small>	<b>2.87</b> <small>64</small>	<b>2.77</b> <small>347</small>	<b>2.45</b> <small>3218</small>
<b>Eastern Iowa Community College District</b>	<b>2.60</b> <small>42</small>	<b>2.47</b> <small>27</small>	<b>2.74</b> <small>32</small>	<b>2.32</b> <small>44</small>	<b>2.45</b> <small>62</small>	<b>2.50</b> <small>207</small>	<b>2.55</b> <small>75</small>	<b>2.68</b> <small>75</small>	<b>2.50</b> <small>87</small>	<b>2.52</b> <small>65</small>	<b>2.59</b> <small>72</small>	<b>2.57</b> <small>374</small>	<b>2.75</b> <small>40</small>	<b>3.04</b> <small>20</small>	<b>2.64</b> <small>30</small>	<b>2.86</b> <small>28</small>	<b>2.92</b> <small>39</small>	<b>2.83</b> <small>157</small>	<b>2.61</b> <small>738</small>
<b>Ellsworth Community College</b>	<b>2.22</b> <small>32</small>	<b>2.01</b> <small>26</small>	<b>2.25</b> <small>18</small>	<b>2.31</b> <small>40</small>	<b>2.35</b> <small>32</small>	<b>2.23</b> <small>148</small>	**	**	**	**	**	<b>2.25</b> <small>33</small>	<b>2.55</b> <small>29</small>	<b>2.50</b> <small>18</small>	<b>2.60</b> <small>24</small>	<b>3.01</b> <small>18</small>	<b>2.74</b> <small>17</small>	<b>2.65</b> <small>106</small>	<b>2.39</b> <small>287</small>
<b>Hawkeye Community College</b>	<b>2.47</b> <small>31</small>	<b>2.54</b> <small>43</small>	<b>2.54</b> <small>47</small>	<b>2.08</b> <small>49</small>	<b>2.46</b> <small>21</small>	<b>2.40</b> <small>191</small>	**	<b>2.68</b> <small>20</small>	<b>2.56</b> <small>13</small>	<b>2.18</b> <small>14</small>	<b>2.65</b> <small>17</small>	<b>2.59</b> <small>73</small>	<b>2.57</b> <small>197</small>	<b>2.69</b> <small>233</small>	<b>2.70</b> <small>212</small>	<b>2.69</b> <small>189</small>	<b>2.69</b> <small>208</small>	<b>2.67</b> <small>1039</small>	<b>2.63</b> <small>1303</small>
<b>Indian Hills Community College</b>	<b>2.24</b> <small>29</small>	<b>2.76</b> <small>22</small>	<b>2.41</b> <small>32</small>	<b>2.61</b> <small>37</small>	<b>2.78</b> <small>29</small>	<b>2.54</b> <small>149</small>	<b>2.90</b> <small>18</small>	<b>2.52</b> <small>33</small>	<b>2.89</b> <small>15</small>	<b>2.97</b> <small>26</small>	<b>2.45</b> <small>22</small>	<b>2.70</b> <small>114</small>	<b>2.84</b> <small>24</small>	<b>2.88</b> <small>42</small>	<b>3.02</b> <small>20</small>	<b>2.59</b> <small>25</small>	<b>2.81</b> <small>15</small>	<b>2.83</b> <small>126</small>	<b>2.68</b> <small>389</small>
<b>Iowa Central Community College</b>	<b>2.27</b> <small>93</small>	<b>2.19</b> <small>80</small>	<b>2.26</b> <small>98</small>	<b>2.54</b> <small>91</small>	<b>2.46</b> <small>101</small>	<b>2.35</b> <small>463</small>	<b>2.50</b> <small>24</small>	<b>2.47</b> <small>22</small>	<b>2.69</b> <small>25</small>	<b>2.87</b> <small>23</small>	<b>2.58</b> <small>29</small>	<b>2.61</b> <small>123</small>	<b>2.60</b> <small>79</small>	<b>2.72</b> <small>64</small>	<b>2.72</b> <small>78</small>	<b>2.68</b> <small>77</small>	<b>2.86</b> <small>74</small>	<b>2.71</b> <small>372</small>	<b>2.52</b> <small>958</small>
<b>Iowa Lakes Community College</b>	<b>2.39</b> <small>34</small>	<b>2.27</b> <small>20</small>	<b>2.35</b> <small>23</small>	<b>2.35</b> <small>42</small>	<b>2.60</b> <small>22</small>	<b>2.39</b> <small>141</small>	**	**	<b>2.47</b> <small>18</small>	**	**	<b>2.73</b> <small>47</small>	<b>2.77</b> <small>25</small>	<b>2.52</b> <small>20</small>	<b>2.99</b> <small>19</small>	<b>2.79</b> <small>15</small>	<b>3.27</b> <small>17</small>	<b>2.86</b> <small>96</small>	<b>2.59</b> <small>284</small>
<b>Iowa Western Community College</b>	<b>2.47</b> <small>32</small>	<b>2.06</b> <small>36</small>	<b>2.49</b> <small>46</small>	<b>2.23</b> <small>44</small>	<b>2.29</b> <small>45</small>	<b>2.32</b> <small>203</small>	<b>1.93</b> <small>11</small>	<b>2.72</b> <small>27</small>	<b>2.28</b> <small>11</small>	<b>2.73</b> <small>16</small>	<b>2.41</b> <small>10</small>	<b>2.52</b> <small>75</small>	<b>2.65</b> <small>16</small>	<b>2.65</b> <small>14</small>	<b>2.73</b> <small>11</small>	<b>2.65</b> <small>15</small>	<b>2.58</b> <small>14</small>	<b>2.65</b> <small>70</small>	<b>2.42</b> <small>348</small>
<b>Kirkwood Community College</b>	<b>2.26</b> <small>102</small>	<b>2.54</b> <small>137</small>	<b>2.47</b> <small>147</small>	<b>2.41</b> <small>158</small>	<b>2.59</b> <small>136</small>	<b>2.46</b> <small>680</small>	<b>2.54</b> <small>311</small>	<b>2.46</b> <small>372</small>	<b>2.38</b> <small>353</small>	<b>2.57</b> <small>327</small>	<b>2.59</b> <small>336</small>	<b>2.51</b> <small>1699</small>	<b>2.73</b> <small>174</small>	<b>2.89</b> <small>150</small>	<b>2.74</b> <small>133</small>	<b>2.71</b> <small>109</small>	<b>2.73</b> <small>127</small>	<b>2.76</b> <small>693</small>	<b>2.56</b> <small>3072</small>
<b>Marshalltown Community College</b>	<b>2.16</b> <small>29</small>	<b>2.05</b> <small>32</small>	<b>2.39</b> <small>31</small>	<b>2.46</b> <small>48</small>	<b>2.73</b> <small>25</small>	<b>2.35</b> <small>165</small>	**	**	<b>2.03</b> <small>10</small>	<b>2.68</b> <small>10</small>	**	<b>2.49</b> <small>44</small>	<b>2.84</b> <small>32</small>	<b>2.88</b> <small>17</small>	<b>2.73</b> <small>22</small>	<b>2.60</b> <small>17</small>	<b>3.02</b> <small>24</small>	<b>2.83</b> <small>112</small>	<b>2.53</b> <small>321</small>
<b>North Iowa Area Community College</b>	<b>2.60</b> <small>53</small>	<b>2.58</b> <small>60</small>	<b>2.59</b> <small>72</small>	<b>2.31</b> <small>62</small>	<b>2.63</b> <small>80</small>	<b>2.54</b> <small>327</small>	<b>2.73</b> <small>19</small>	<b>2.94</b> <small>14</small>	<b>2.54</b> <small>26</small>	<b>2.64</b> <small>18</small>	<b>2.56</b> <small>19</small>	<b>2.66</b> <small>96</small>	<b>2.64</b> <small>86</small>	<b>2.70</b> <small>86</small>	<b>2.85</b> <small>72</small>	<b>2.90</b> <small>70</small>	<b>2.93</b> <small>52</small>	<b>2.79</b> <small>366</small>	<b>2.67</b> <small>789</small>
<b>Northeast Iowa Community College</b>	<b>2.34</b> <small>29</small>	<b>2.37</b> <small>12</small>	<b>2.52</b> <small>17</small>	<b>2.76</b> <small>22</small>	<b>2.70</b> <small>23</small>	<b>2.54</b> <small>103</small>	<b>3.01</b> <small>10</small>	<b>2.62</b> <small>20</small>	<b>2.58</b> <small>15</small>	**	<b>2.75</b> <small>19</small>	<b>2.75</b> <small>73</small>	<b>2.60</b> <small>32</small>	<b>2.56</b> <small>34</small>	<b>2.88</b> <small>31</small>	<b>2.69</b> <small>24</small>	<b>2.70</b> <small>17</small>	<b>2.68</b> <small>138</small>	<b>2.64</b> <small>314</small>
<b>Northwest Iowa Community College</b>	0	**	**	<b>2.39</b> <small>10</small>	**	<b>2.68</b> <small>21</small>	**	**	**	**	**	<b>3.21</b> <small>12</small>	0	**	**	**	**	<b>3.01</b> <small>12</small>	<b>2.89</b> <small>45</small>
<b>Southeastern Community College</b>	<b>2.10</b> <small>10</small>	<b>2.92</b> <small>11</small>	<b>2.52</b> <small>12</small>	<b>2.61</b> <small>12</small>	<b>2.85</b> <small>16</small>	<b>2.63</b> <small>61</small>	<b>2.54</b> <small>34</small>	<b>2.63</b> <small>22</small>	<b>2.75</b> <small>31</small>	<b>2.95</b> <small>24</small>	<b>2.50</b> <small>36</small>	<b>2.65</b> <small>147</small>	<b>2.96</b> <small>16</small>	<b>2.91</b> <small>19</small>	<b>2.98</b> <small>13</small>	<b>2.74</b> <small>10</small>	<b>2.64</b> <small>26</small>	<b>2.83</b> <small>84</small>	<b>2.70</b> <small>292</small>
<b>Southwestern Community College</b>	<b>2.07</b> <small>11</small>	<b>2.41</b> <small>26</small>	<b>2.07</b> <small>17</small>	<b>2.12</b> <small>16</small>	<b>2.74</b> <small>24</small>	<b>2.35</b> <small>94</small>	**	**	**	**	<b>3.31</b> <small>10</small>	<b>2.86</b> <small>30</small>	**	**	**	**	**	<b>2.95</b> <small>18</small>	<b>2.52</b> <small>142</small>
<b>Western Iowa Tech Community College</b>	<b>2.31</b> <small>13</small>	<b>2.47</b> <small>27</small>	<b>2.10</b> <small>15</small>	<b>2.27</b> <small>22</small>	<b>2.47</b> <small>33</small>	<b>2.36</b> <small>110</small>	**	<b>2.93</b> <small>13</small>	<b>2.33</b> <small>14</small>	<b>2.82</b> <small>10</small>	<b>2.59</b> <small>18</small>	<b>2.62</b> <small>60</small>	<b>2.27</b> <small>11</small>	**	**	**	**	<b>2.64</b> <small>39</small>	<b>2.48</b> <small>209</small>
<b>AVERAGE</b>	<b>2.31</b> <small>931</small>	<b>2.38</b> <small>996</small>	<b>2.41</b> <small>1098</small>	<b>2.42</b> <small>1256</small>	<b>2.49</b> <small>1226</small>	<b>2.41</b> <small>5507</small>	<b>2.54</b> <small>633</small>	<b>2.56</b> <small>737</small>	<b>2.48</b> <small>717</small>	<b>2.64</b> <small>638</small>	<b>2.59</b> <small>702</small>	<b>2.56</b> <small>3427</small>	<b>2.68</b> <small>857</small>	<b>2.75</b> <small>804</small>	<b>2.76</b> <small>732</small>	<b>2.72</b> <small>671</small>	<b>2.79</b> <small>711</small>	<b>2.74</b> <small>3775</small>	<b>2.55</b> <small>12709</small>

\*\* = Number suppressed due to small cell size n < 10

**First Semester University GPA** represents the Grade Point Average earned by Iowa CC transfer students during their first semester/term at a Regent university. It does not include GPA or course grades earned prior to transfer.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts (numbers in small font within cells)** represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.



# 2016 Community College Transfer Report



**Table 10: First Semester Regent University Credit Hour Trends by Community College, University & University Cohort**

Community College	ISU						SUI						UNI						CC Avg.
	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	
Des Moines Area Community College	<b>12.1</b> 391	<b>12.5</b> 433	<b>12.1</b> 486	<b>12.0</b> 559	<b>12.1</b> 575	<b>12.1</b> 2444	<b>12.4</b> 88	<b>12.3</b> 90	<b>11.7</b> 87	<b>12.9</b> 73	<b>12.0</b> 89	<b>12.2</b> 427	<b>11.3</b> 94	<b>11.9</b> 75	<b>10.8</b> 53	<b>12.1</b> 61	<b>10.5</b> 64	<b>11.3</b> 347	<b>12.1</b> 3218
Eastern Iowa Community College District	<b>12.4</b> 42	<b>13.3</b> 27	<b>13.0</b> 32	<b>12.6</b> 44	<b>12.5</b> 62	<b>12.7</b> 207	<b>12.2</b> 75	<b>12.0</b> 75	<b>12.4</b> 87	<b>12.6</b> 65	<b>11.9</b> 72	<b>12.2</b> 374	<b>11.6</b> 40	<b>12.4</b> 20	<b>11.3</b> 30	<b>12.3</b> 28	<b>11.9</b> 39	<b>11.8</b> 157	<b>12.3</b> 738
Ellsworth Community College	<b>12.4</b> 32	<b>12.2</b> 26	<b>13.4</b> 18	<b>12.5</b> 40	<b>12.3</b> 32	<b>12.5</b> 148	**	**	**	**	**	<b>12.3</b> 33	<b>11.2</b> 29	<b>10.9</b> 18	<b>11.1</b> 24	<b>12.0</b> 18	<b>10.5</b> 17	<b>11.1</b> 106	<b>12.0</b> 287
Hawkeye Community College	<b>13.0</b> 31	<b>12.2</b> 43	<b>12.4</b> 47	<b>12.3</b> 49	<b>12.8</b> 21	<b>12.5</b> 191	**	<b>11.0</b> 20	<b>12.1</b> 13	<b>12.2</b> 14	<b>11.7</b> 17	<b>11.7</b> 73	<b>10.3</b> 197	<b>10.9</b> 233	<b>11.0</b> 212	<b>11.0</b> 189	<b>10.9</b> 208	<b>10.8</b> 1039	<b>11.1</b> 1303
Indian Hills Community College	<b>12.2</b> 29	<b>14.2</b> 22	<b>12.5</b> 32	<b>13.3</b> 37	<b>11.6</b> 29	<b>12.7</b> 149	<b>10.7</b> 18	<b>11.3</b> 33	<b>14.0</b> 15	<b>11.9</b> 26	<b>11.9</b> 22	<b>11.8</b> 114	<b>11.8</b> 24	<b>12.3</b> 42	<b>11.3</b> 20	<b>11.9</b> 25	<b>12.5</b> 15	<b>12.0</b> 126	<b>12.2</b> 389
Iowa Central Community College	<b>12.6</b> 93	<b>12.5</b> 80	<b>12.0</b> 98	<b>12.6</b> 91	<b>12.7</b> 101	<b>12.5</b> 463	<b>11.7</b> 24	<b>12.2</b> 22	<b>10.9</b> 25	<b>12.1</b> 23	<b>10.7</b> 29	<b>11.4</b> 123	<b>11.2</b> 79	<b>11.4</b> 64	<b>11.7</b> 78	<b>12.5</b> 77	<b>12.2</b> 74	<b>11.8</b> 372	<b>12.1</b> 958
Iowa Lakes Community College	<b>13.2</b> 34	<b>13.4</b> 20	<b>12.2</b> 23	<b>12.8</b> 42	<b>13.9</b> 22	<b>13.1</b> 141	**	**	<b>14.0</b> 18	**	**	<b>11.9</b> 47	<b>12.7</b> 25	<b>12.4</b> 20	<b>12.8</b> 19	<b>13.4</b> 15	<b>13.0</b> 17	<b>12.8</b> 96	<b>12.8</b> 284
Iowa Western Community College	<b>13.2</b> 32	<b>12.3</b> 36	<b>12.6</b> 46	<b>12.0</b> 44	<b>12.7</b> 45	<b>12.5</b> 203	<b>11.0</b> 11	<b>13.0</b> 27	<b>13.0</b> 11	<b>13.3</b> 16	<b>12.0</b> 10	<b>12.8</b> 75	<b>13.1</b> 16	<b>12.7</b> 14	<b>11.9</b> 11	<b>10.9</b> 15	<b>12.1</b> 14	<b>12.2</b> 70	<b>12.5</b> 348
Kirkwood Community College	<b>13.3</b> 102	<b>13.4</b> 137	<b>13.1</b> 147	<b>12.4</b> 158	<b>13.1</b> 136	<b>13.0</b> 680	<b>11.0</b> 311	<b>12.2</b> 372	<b>12.5</b> 353	<b>12.4</b> 327	<b>11.3</b> 336	<b>11.9</b> 1699	<b>11.9</b> 174	<b>12.1</b> 150	<b>12.0</b> 133	<b>12.4</b> 109	<b>11.9</b> 127	<b>12.1</b> 693	<b>12.2</b> 3072
Marshalltown Community College	<b>12.0</b> 29	<b>12.3</b> 32	<b>12.2</b> 31	<b>11.7</b> 48	<b>11.7</b> 25	<b>12.0</b> 165	**	**	<b>10.3</b> 10	<b>13.2</b> 10	**	<b>11.8</b> 44	<b>11.7</b> 32	<b>10.7</b> 17	<b>12.5</b> 22	<b>11.3</b> 17	<b>12.6</b> 24	<b>11.8</b> 112	<b>11.9</b> 321
North Iowa Area Community College	<b>13.1</b> 53	<b>13.1</b> 60	<b>12.7</b> 72	<b>12.9</b> 62	<b>13.1</b> 80	<b>13.0</b> 327	<b>10.8</b> 19	<b>12.4</b> 14	<b>11.5</b> 26	<b>11.3</b> 18	<b>12.6</b> 19	<b>11.8</b> 96	<b>11.6</b> 86	<b>12.8</b> 86	<b>12.7</b> 72	<b>12.5</b> 70	<b>12.6</b> 52	<b>12.4</b> 366	<b>12.6</b> 789
Northeast Iowa Community College	<b>13.2</b> 29	<b>10.8</b> 12	<b>12.4</b> 17	<b>13.2</b> 22	<b>13.2</b> 23	<b>12.8</b> 103	<b>12.0</b> 10	<b>12.5</b> 20	<b>11.5</b> 15	**	<b>11.1</b> 19	<b>11.6</b> 73	<b>11.2</b> 32	<b>12.2</b> 34	<b>12.5</b> 31	<b>12.7</b> 24	<b>12.1</b> 17	<b>12.1</b> 138	<b>12.3</b> 314
Northwest Iowa Community College	0	**	**	<b>14.0</b> 10	**	<b>14.0</b> 21	**	**	**	**	**	<b>11.7</b> 12	0	**	**	**	**	<b>12.3</b> 12	<b>13.0</b> 45
Southeastern Community College	<b>12.8</b> 10	<b>14.2</b> 11	<b>13.4</b> 12	<b>12.1</b> 12	<b>12.9</b> 16	<b>13.1</b> 61	<b>12.3</b> 34	<b>13.2</b> 22	<b>13.0</b> 31	<b>10.8</b> 24	<b>11.8</b> 36	<b>12.2</b> 147	<b>12.0</b> 16	<b>12.2</b> 19	<b>13.0</b> 13	<b>11.5</b> 10	<b>12.4</b> 26	<b>12.3</b> 84	<b>12.4</b> 292
Southwestern Community College	<b>13.1</b> 11	<b>12.4</b> 26	<b>12.2</b> 17	<b>12.1</b> 16	<b>13.0</b> 24	<b>12.6</b> 94	**	**	**	**	<b>12.3</b> 10	<b>11.5</b> 30	**	**	**	**	**	<b>12.4</b> 18	<b>12.4</b> 142
Western Iowa Tech Community College	<b>12.7</b> 13	<b>12.8</b> 27	<b>12.7</b> 15	<b>12.3</b> 22	<b>12.2</b> 33	<b>12.5</b> 110	**	<b>12.2</b> 13	<b>11.2</b> 14	<b>10.1</b> 10	<b>11.4</b> 18	<b>11.1</b> 60	<b>9.9</b> 11	**	**	**	**	<b>11.8</b> 39	<b>12.0</b> 209
<b>AVERAGE</b>	<b>12.5</b> 931	<b>12.7</b> 996	<b>12.4</b> 1098	<b>12.3</b> 1256	<b>12.4</b> 1226	<b>12.5</b> 5507	<b>11.5</b> 633	<b>12.2</b> 737	<b>12.3</b> 717	<b>12.3</b> 638	<b>11.5</b> 702	<b>12.0</b> 3427	<b>11.3</b> 857	<b>11.8</b> 804	<b>11.7</b> 732	<b>11.9</b> 671	<b>11.6</b> 711	<b>11.6</b> 3775	<b>12.1</b> 12709

\*\* = Number suppressed due to small cell size n < 10

**First Semester University Credit Hours** represent the number of credit hours completed by a student during their first semester/term of enrollment at a Regent university.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.



# 2016 Community College Transfer Report



**Table 11: First Year Regent University GPA Trends by Community College, University & University Cohort**

Community College	ISU						SUI						UNI						CC Avg.
	2010-11	2011-12	2012-13	2013-14	2014-15	Regent Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	Regent Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	Regent Avg.	
Des Moines Area Community College	<b>2.39</b> 391	<b>2.47</b> 433	<b>2.48</b> 486	<b>2.57</b> 559	<b>2.57</b> 575	<b>2.50</b> 2444	<b>2.45</b> 88	<b>2.51</b> 90	<b>2.63</b> 87	<b>2.67</b> 73	<b>2.56</b> 89	<b>2.56</b> 427	<b>2.85</b> 94	<b>2.86</b> 75	<b>3.00</b> 53	<b>2.71</b> 61	<b>3.03</b> 64	<b>2.89</b> 347	<b>2.55</b> 3218
Eastern Iowa Community College District	<b>2.62</b> 42	<b>2.53</b> 27	<b>2.63</b> 32	<b>2.40</b> 44	<b>2.46</b> 62	<b>2.52</b> 207	<b>2.56</b> 75	<b>2.46</b> 75	<b>2.48</b> 87	<b>2.23</b> 65	<b>2.61</b> 72	<b>2.47</b> 374	<b>2.79</b> 40	<b>3.08</b> 20	<b>2.58</b> 30	<b>2.93</b> 28	<b>2.96</b> 39	<b>2.85</b> 157	<b>2.56</b> 738
Ellsworth Community College	<b>2.44</b> 32	<b>2.16</b> 26	<b>2.32</b> 18	<b>2.54</b> 40	<b>2.56</b> 32	<b>2.41</b> 148	**	**	**	**	**	<b>2.24</b> 33	<b>2.55</b> 29	<b>2.53</b> 18	<b>2.51</b> 24	<b>2.91</b> 18	<b>2.95</b> 17	<b>2.66</b> 106	<b>2.48</b> 287
Hawkeye Community College	<b>2.58</b> 31	<b>2.55</b> 43	<b>2.57</b> 47	<b>2.29</b> 49	<b>2.65</b> 21	<b>2.51</b> 191	**	<b>2.75</b> 20	<b>2.63</b> 13	<b>1.96</b> 14	<b>2.74</b> 17	<b>2.53</b> 73	<b>2.68</b> 197	<b>2.76</b> 233	<b>2.74</b> 212	<b>2.72</b> 189	<b>2.74</b> 208	<b>2.73</b> 1039	<b>2.68</b> 1303
Indian Hills Community College	<b>2.27</b> 29	<b>2.74</b> 22	<b>2.53</b> 32	<b>2.65</b> 37	<b>3.02</b> 29	<b>2.63</b> 149	<b>2.78</b> 18	<b>2.48</b> 33	<b>2.75</b> 15	<b>2.83</b> 26	<b>2.45</b> 22	<b>2.64</b> 114	<b>2.67</b> 24	<b>2.96</b> 42	<b>3.02</b> 20	<b>2.42</b> 25	<b>2.88</b> 15	<b>2.80</b> 126	<b>2.68</b> 389
Iowa Central Community College	<b>2.28</b> 93	<b>2.44</b> 80	<b>2.46</b> 98	<b>2.69</b> 91	<b>2.57</b> 101	<b>2.49</b> 463	<b>2.54</b> 24	<b>2.54</b> 22	<b>2.61</b> 25	<b>2.72</b> 23	<b>2.49</b> 29	<b>2.58</b> 123	<b>2.62</b> 79	<b>2.63</b> 64	<b>2.63</b> 78	<b>2.72</b> 77	<b>2.91</b> 74	<b>2.70</b> 372	<b>2.58</b> 958
Iowa Lakes Community College	<b>2.64</b> 34	<b>2.59</b> 20	<b>2.46</b> 23	<b>2.42</b> 42	<b>2.44</b> 22	<b>2.51</b> 141	**	**	<b>2.66</b> 18	**	**	<b>2.76</b> 47	<b>2.85</b> 25	<b>2.58</b> 20	<b>3.10</b> 19	<b>2.83</b> 15	<b>3.40</b> 17	<b>2.93</b> 96	<b>2.70</b> 284
Iowa Western Community College	<b>2.38</b> 32	<b>2.36</b> 36	<b>2.61</b> 46	<b>2.35</b> 44	<b>2.43</b> 45	<b>2.44</b> 203	<b>2.03</b> 11	<b>2.77</b> 27	<b>2.02</b> 11	<b>2.51</b> 16	<b>2.56</b> 10	<b>2.46</b> 75	<b>2.70</b> 16	<b>2.82</b> 14	<b>2.82</b> 11	<b>2.51</b> 15	<b>2.27</b> 14	<b>2.61</b> 70	<b>2.48</b> 348
Kirkwood Community College	<b>2.41</b> 102	<b>2.63</b> 137	<b>2.59</b> 147	<b>2.43</b> 158	<b>2.70</b> 136	<b>2.56</b> 680	<b>2.52</b> 311	<b>2.50</b> 372	<b>2.41</b> 353	<b>2.39</b> 327	<b>2.55</b> 336	<b>2.47</b> 1699	<b>2.86</b> 174	<b>2.92</b> 150	<b>2.79</b> 133	<b>2.82</b> 109	<b>2.78</b> 127	<b>2.84</b> 693	<b>2.57</b> 3072
Marshalltown Community College	<b>2.15</b> 29	<b>2.28</b> 32	<b>2.42</b> 31	<b>2.59</b> 48	<b>2.80</b> 25	<b>2.44</b> 165	**	**	<b>1.67</b> 10	<b>2.42</b> 10	**	<b>2.37</b> 44	<b>2.90</b> 32	<b>3.10</b> 17	<b>2.69</b> 22	<b>2.69</b> 17	<b>3.07</b> 24	<b>2.90</b> 112	<b>2.60</b> 321
North Iowa Area Community College	<b>2.65</b> 53	<b>2.62</b> 60	<b>2.71</b> 72	<b>2.55</b> 62	<b>2.78</b> 80	<b>2.67</b> 327	<b>2.47</b> 19	<b>2.90</b> 14	<b>2.70</b> 26	<b>2.72</b> 18	<b>2.67</b> 19	<b>2.68</b> 96	<b>2.72</b> 86	<b>2.76</b> 86	<b>2.89</b> 72	<b>2.89</b> 70	<b>2.96</b> 52	<b>2.83</b> 366	<b>2.74</b> 789
Northeast Iowa Community College	<b>2.42</b> 29	<b>2.31</b> 12	<b>2.81</b> 17	<b>2.72</b> 22	<b>2.85</b> 23	<b>2.61</b> 103	<b>2.94</b> 10	<b>2.50</b> 20	<b>2.70</b> 15	**	<b>2.89</b> 19	<b>2.75</b> 73	<b>2.61</b> 32	<b>2.66</b> 34	<b>2.91</b> 31	<b>2.83</b> 24	<b>2.78</b> 17	<b>2.75</b> 138	<b>2.70</b> 314
Northwest Iowa Community College	0	**	**	<b>2.56</b> 10	**	<b>2.75</b> 21	**	**	**	**	**	<b>3.25</b> 12	0	**	**	**	**	<b>3.00</b> 12	<b>2.95</b> 45
Southeastern Community College	<b>2.58</b> 10	<b>2.80</b> 11	<b>2.44</b> 12	<b>2.85</b> 12	<b>2.79</b> 16	<b>2.70</b> 61	<b>2.71</b> 34	<b>2.57</b> 22	<b>2.64</b> 31	<b>2.75</b> 24	<b>2.46</b> 36	<b>2.62</b> 147	<b>3.02</b> 16	<b>2.78</b> 19	<b>2.92</b> 13	<b>2.66</b> 10	<b>2.68</b> 26	<b>2.80</b> 84	<b>2.69</b> 292
Southwestern Community College	<b>2.31</b> 11	<b>2.49</b> 26	<b>2.20</b> 17	<b>2.15</b> 16	<b>2.67</b> 24	<b>2.40</b> 94	**	**	**	**	<b>3.28</b> 10	<b>2.99</b> 30	**	**	**	**	**	<b>3.27</b> 18	<b>2.63</b> 142
Western Iowa Tech Community College	<b>2.26</b> 13	<b>2.48</b> 27	<b>2.54</b> 15	<b>2.26</b> 22	<b>2.46</b> 33	<b>2.40</b> 110	**	<b>2.82</b> 13	<b>2.43</b> 14	<b>2.71</b> 10	<b>2.72</b> 18	<b>2.64</b> 60	<b>2.28</b> 11	**	**	**	**	<b>2.65</b> 39	<b>2.52</b> 209
<b>AVERAGE</b>	<b>2.41</b> 931	<b>2.50</b> 996	<b>2.52</b> 1098	<b>2.53</b> 1256	<b>2.61</b> 1226	<b>2.52</b> 5507	<b>2.53</b> 633	<b>2.54</b> 737	<b>2.49</b> 717	<b>2.47</b> 638	<b>2.58</b> 702	<b>2.52</b> 3427	<b>2.75</b> 857	<b>2.80</b> 804	<b>2.79</b> 732	<b>2.77</b> 671	<b>2.85</b> 711	<b>2.79</b> 3775	<b>2.60</b> 12709

\*\* = Number suppressed due to small cell size n < 10

**First Year University GPA** represents the Grade Point Average earned by by Iowa CC transfer students during their first year enrolled at a Regent university. It does not include GPA or course grades earned prior to transfer.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts (numbers in small font within cells)** represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.





# 2016 Community College Transfer Report



**Table 12: First Year Regent University Credit Hour Trends by Community College, University & University Cohort**

Community College	ISU						SUI						UNI						CC Avg.
	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	
Des Moines Area Community College	<b>24.5</b> 391	<b>25.0</b> 433	<b>24.8</b> 486	<b>24.7</b> 559	<b>24.6</b> 575	<b>24.7</b> 2444	<b>24.3</b> 88	<b>24.0</b> 90	<b>23.5</b> 87	<b>23.6</b> 73	<b>24.1</b> 89	<b>23.9</b> 427	<b>23.3</b> 94	<b>24.7</b> 75	<b>23.0</b> 53	<b>23.5</b> 61	<b>18.7</b> 64	<b>22.7</b> 347	<b>24.4</b> 3218
Eastern Iowa Community College District	<b>24.9</b> 42	<b>26.1</b> 27	<b>26.7</b> 32	<b>24.8</b> 44	<b>25.3</b> 62	<b>25.5</b> 207	<b>23.1</b> 75	<b>23.9</b> 75	<b>23.3</b> 87	<b>21.0</b> 65	<b>23.8</b> 72	<b>23.0</b> 374	<b>24.2</b> 40	<b>26.2</b> 20	<b>23.4</b> 30	<b>22.9</b> 28	<b>21.9</b> 39	<b>23.5</b> 157	<b>23.8</b> 738
Ellsworth Community College	<b>25.1</b> 32	<b>24.3</b> 26	<b>25.8</b> 18	<b>25.3</b> 40	<b>25.5</b> 32	<b>25.1</b> 148	**	**	**	**	**	<b>22.6</b> 33	<b>22.0</b> 29	<b>22.1</b> 18	<b>20.7</b> 24	<b>22.9</b> 18	<b>22.2</b> 17	<b>21.9</b> 106	<b>23.6</b> 287
Hawkeye Community College	<b>26.2</b> 31	<b>25.3</b> 43	<b>25.9</b> 47	<b>25.2</b> 49	<b>26.6</b> 21	<b>25.7</b> 191	**	<b>25.4</b> 20	<b>23.5</b> 13	<b>21.4</b> 14	<b>26.8</b> 17	<b>24.3</b> 73	<b>21.4</b> 197	<b>22.1</b> 233	<b>22.0</b> 212	<b>21.8</b> 189	<b>18.5</b> 208	<b>21.2</b> 1039	<b>22.0</b> 1303
Indian Hills Community College	<b>23.7</b> 29	<b>27.3</b> 22	<b>25.4</b> 32	<b>27.0</b> 37	<b>24.9</b> 29	<b>25.7</b> 149	<b>24.5</b> 18	<b>23.8</b> 33	<b>24.7</b> 15	<b>24.1</b> 26	<b>21.3</b> 22	<b>23.7</b> 114	<b>23.0</b> 24	<b>25.1</b> 42	<b>25.3</b> 20	<b>21.9</b> 25	<b>21.8</b> 15	<b>23.7</b> 126	<b>24.5</b> 389
Iowa Central Community College	<b>25.2</b> 93	<b>25.3</b> 80	<b>24.4</b> 98	<b>25.5</b> 91	<b>25.3</b> 101	<b>25.1</b> 463	<b>23.1</b> 24	<b>23.1</b> 22	<b>23.8</b> 25	<b>22.6</b> 23	<b>21.3</b> 29	<b>22.7</b> 123	<b>21.9</b> 79	<b>23.8</b> 64	<b>24.1</b> 78	<b>24.1</b> 77	<b>21.8</b> 74	<b>23.1</b> 372	<b>24.0</b> 958
Iowa Lakes Community College	<b>26.5</b> 34	<b>27.3</b> 20	<b>27.3</b> 23	<b>25.3</b> 42	<b>27.5</b> 22	<b>26.5</b> 141	**	**	<b>22.1</b> 18	**	**	<b>22.8</b> 47	<b>25.2</b> 25	<b>24.3</b> 20	<b>26.1</b> 19	<b>25.1</b> 15	<b>23.3</b> 17	<b>24.8</b> 96	<b>25.3</b> 284
Iowa Western Community College	<b>26.6</b> 32	<b>25.8</b> 36	<b>26.5</b> 46	<b>24.8</b> 44	<b>25.4</b> 45	<b>25.8</b> 203	<b>24.3</b> 11	<b>25.4</b> 27	<b>24.5</b> 11	<b>24.4</b> 16	<b>28.6</b> 10	<b>25.1</b> 75	<b>23.6</b> 16	<b>24.9</b> 14	<b>24.0</b> 11	<b>24.9</b> 15	<b>17.9</b> 14	<b>23.0</b> 70	<b>25.1</b> 348
Kirkwood Community College	<b>26.7</b> 102	<b>26.8</b> 137	<b>26.4</b> 147	<b>25.8</b> 158	<b>26.2</b> 136	<b>26.3</b> 680	<b>22.8</b> 311	<b>23.6</b> 372	<b>22.8</b> 353	<b>23.1</b> 327	<b>23.4</b> 336	<b>23.1</b> 1699	<b>24.9</b> 174	<b>25.4</b> 150	<b>24.7</b> 133	<b>24.5</b> 109	<b>22.4</b> 127	<b>24.4</b> 693	<b>24.1</b> 3072
Marshalltown Community College	<b>25.3</b> 29	<b>23.8</b> 32	<b>24.4</b> 31	<b>23.6</b> 48	<b>24.8</b> 25	<b>24.2</b> 165	**	**	<b>18.6</b> 10	<b>24.1</b> 10	**	<b>21.9</b> 44	<b>24.2</b> 32	<b>23.7</b> 17	<b>25.6</b> 22	<b>24.9</b> 17	<b>23.9</b> 24	<b>24.4</b> 112	<b>24.0</b> 321
North Iowa Area Community College	<b>26.6</b> 53	<b>26.7</b> 60	<b>26.0</b> 72	<b>25.9</b> 62	<b>26.2</b> 80	<b>26.3</b> 327	<b>22.6</b> 19	<b>25.5</b> 14	<b>22.0</b> 26	<b>22.6</b> 18	<b>24.1</b> 19	<b>23.2</b> 96	<b>22.5</b> 86	<b>24.6</b> 86	<b>24.8</b> 72	<b>25.5</b> 70	<b>23.2</b> 52	<b>24.1</b> 366	<b>24.9</b> 789
Northeast Iowa Community College	<b>25.6</b> 29	<b>21.9</b> 12	<b>25.0</b> 17	<b>25.6</b> 22	<b>26.1</b> 23	<b>25.2</b> 103	<b>24.6</b> 10	<b>22.8</b> 20	<b>25.5</b> 15	**	<b>24.6</b> 19	<b>24.4</b> 73	<b>22.6</b> 32	<b>22.9</b> 34	<b>24.1</b> 31	<b>26.0</b> 24	<b>23.5</b> 17	<b>23.7</b> 138	<b>24.3</b> 314
Northwest Iowa Community College	0	**	**	<b>27.7</b> 10	**	<b>26.9</b> 21	**	**	**	**	**	<b>28.0</b> 12	0	**	**	**	**	<b>19.7</b> 12	<b>25.4</b> 45
Southeastern Community College	<b>25.6</b> 10	<b>28.5</b> 11	<b>26.2</b> 12	<b>25.2</b> 12	<b>27.8</b> 16	<b>26.8</b> 61	<b>22.5</b> 34	<b>25.2</b> 22	<b>23.9</b> 31	<b>22.0</b> 24	<b>25.4</b> 36	<b>23.8</b> 147	<b>24.7</b> 16	<b>23.9</b> 19	<b>25.9</b> 13	<b>21.9</b> 10	<b>23.6</b> 26	<b>24.0</b> 84	<b>24.5</b> 292
Southwestern Community College	<b>26.3</b> 11	<b>25.0</b> 26	<b>25.6</b> 17	<b>24.2</b> 16	<b>27.3</b> 24	<b>25.7</b> 94	**	**	**	**	<b>21.8</b> 10	<b>23.8</b> 30	**	**	**	**	**	<b>25.8</b> 18	<b>25.3</b> 142
Western Iowa Tech Community College	<b>26.0</b> 13	<b>26.5</b> 27	<b>24.1</b> 15	<b>24.0</b> 22	<b>24.9</b> 33	<b>25.1</b> 110	**	<b>24.5</b> 13	<b>20.5</b> 14	<b>21.3</b> 10	<b>24.3</b> 18	<b>22.6</b> 60	<b>20.3</b> 11	**	**	**	**	<b>23.5</b> 39	<b>24.1</b> 209
<b>AVERAGE</b>	<b>25.3</b> 931	<b>25.5</b> 996	<b>25.3</b> 1098	<b>25.1</b> 1256	<b>25.3</b> 1226	<b>25.3</b> 5507	<b>23.2</b> 633	<b>24.0</b> 737	<b>23.0</b> 717	<b>22.9</b> 638	<b>23.6</b> 702	<b>23.3</b> 3427	<b>23.1</b> 857	<b>23.9</b> 804	<b>23.6</b> 732	<b>23.6</b> 671	<b>20.9</b> 711	<b>23.0</b> 3775	<b>24.1</b> 12709

\*\* = Number suppressed due to small cell size n < 10

**First Year University Credit Hours** represent the number of credit hours completed by a student during their first year of enrollment at a Regent university.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.

### Table 13: University Graduation Rate Trends 3 Years After Transferring to a Regent University

Community College	ISU				SUI				UNI				CC Avg.
	2010-11	2011-12	2012-13	3 Year Avg.	2010-11	2011-12	2012-13	3 Year Avg.	2010-11	2011-12	2012-13	3 Year Avg.	
Des Moines Area Community College	<b>44%</b> 391	<b>46%</b> 433	<b>46%</b> 486	<b>45%</b> 1310	<b>49%</b> 88	<b>46%</b> 90	<b>46%</b> 87	<b>47%</b> 265	<b>40%</b> 94	<b>47%</b> 75	<b>51%</b> 53	<b>45%</b> 222	<b>46%</b> 1797
Eastern Iowa Community College District	<b>33%</b> 42	<b>44%</b> 27	<b>50%</b> 32	<b>42%</b> 101	<b>52%</b> 75	<b>45%</b> 75	<b>51%</b> 87	<b>49%</b> 237	<b>50%</b> 40	<b>50%</b> 20	<b>43%</b> 30	<b>48%</b> 90	<b>47%</b> 428
Ellsworth Community College	<b>47%</b> 32	<b>62%</b> 26	<b>50%</b> 18	<b>53%</b> 76	**	**	**	<b>47%</b> 19	<b>34%</b> 29	<b>44%</b> 18	<b>50%</b> 24	<b>42%</b> 71	<b>48%</b> 166
Hawkeye Community College	<b>48%</b> 31	<b>42%</b> 43	<b>47%</b> 47	<b>45%</b> 121	**	<b>35%</b> 20	<b>38%</b> 13	<b>43%</b> 42	<b>43%</b> 197	<b>52%</b> 233	<b>43%</b> 212	<b>46%</b> 642	<b>46%</b> 805
Indian Hills Community College	<b>45%</b> 29	<b>55%</b> 22	<b>41%</b> 32	<b>46%</b> 83	<b>39%</b> 18	<b>48%</b> 33	<b>53%</b> 15	<b>47%</b> 66	<b>21%</b> 24	<b>52%</b> 42	<b>70%</b> 20	<b>48%</b> 86	<b>47%</b> 235
Iowa Central Community College	<b>42%</b> 93	<b>43%</b> 80	<b>37%</b> 98	<b>40%</b> 271	<b>38%</b> 24	<b>68%</b> 22	<b>68%</b> 25	<b>58%</b> 71	<b>49%</b> 79	<b>44%</b> 64	<b>33%</b> 78	<b>42%</b> 221	<b>43%</b> 563
Iowa Lakes Community College	<b>53%</b> 34	<b>40%</b> 20	<b>48%</b> 23	<b>48%</b> 77	**	**	<b>50%</b> 18	<b>59%</b> 29	<b>60%</b> 25	<b>60%</b> 20	<b>58%</b> 19	<b>59%</b> 64	<b>54%</b> 170
Iowa Western Community College	<b>44%</b> 32	<b>25%</b> 36	<b>57%</b> 46	<b>43%</b> 114	<b>36%</b> 11	<b>44%</b> 27	<b>18%</b> 11	<b>37%</b> 49	<b>44%</b> 16	<b>36%</b> 14	<b>36%</b> 11	<b>39%</b> 41	<b>41%</b> 204
Kirkwood Community College	<b>42%</b> 102	<b>61%</b> 137	<b>59%</b> 147	<b>55%</b> 386	<b>49%</b> 311	<b>50%</b> 372	<b>48%</b> 353	<b>49%</b> 1036	<b>57%</b> 174	<b>55%</b> 150	<b>49%</b> 133	<b>54%</b> 457	<b>51%</b> 1879
Marshalltown Community College	<b>38%</b> 29	<b>47%</b> 32	<b>52%</b> 31	<b>46%</b> 92	**	**	<b>30%</b> 10	<b>52%</b> 25	<b>72%</b> 32	<b>35%</b> 17	<b>50%</b> 22	<b>56%</b> 71	<b>51%</b> 188
North Iowa Area Community College	<b>45%</b> 53	<b>57%</b> 60	<b>58%</b> 72	<b>54%</b> 185	<b>37%</b> 19	<b>64%</b> 14	<b>42%</b> 26	<b>46%</b> 59	<b>49%</b> 86	<b>53%</b> 86	<b>58%</b> 72	<b>53%</b> 244	<b>53%</b> 488
Northeast Iowa Community College	<b>41%</b> 29	<b>42%</b> 12	<b>41%</b> 17	<b>41%</b> 58	<b>50%</b> 10	<b>35%</b> 20	<b>33%</b> 15	<b>38%</b> 45	<b>38%</b> 32	<b>41%</b> 34	<b>52%</b> 31	<b>43%</b> 97	<b>42%</b> 200
Northwest Iowa Community College	0	**	**	**	**	**	**	**	0	**	**	**	<b>43%</b> 21
Southeastern Community College	<b>20%</b> 10	<b>45%</b> 11	<b>42%</b> 12	<b>36%</b> 33	<b>44%</b> 34	<b>55%</b> 22	<b>52%</b> 31	<b>49%</b> 87	<b>50%</b> 16	<b>42%</b> 19	<b>38%</b> 13	<b>44%</b> 48	<b>45%</b> 168
Southwestern Community College	<b>45%</b> 11	<b>58%</b> 26	<b>53%</b> 17	<b>54%</b> 54	**	**	**	<b>50%</b> 16	**	**	**	<b>55%</b> 11	<b>53%</b> 81
Western Iowa Tech Community College	<b>31%</b> 13	<b>30%</b> 27	<b>27%</b> 15	<b>29%</b> 55	**	<b>46%</b> 13	<b>50%</b> 14	<b>50%</b> 32	<b>9%</b> 11	**	**	<b>16%</b> 25	<b>32%</b> 112
<b>AVERAGE</b>	<b>43%</b> 931	<b>48%</b> 996	<b>48%</b> 1098	<b>46%</b> 3025	<b>48%</b> 633	<b>49%</b> 737	<b>48%</b> 717	<b>48%</b> 2087	<b>47%</b> 857	<b>50%</b> 804	<b>47%</b> 732	<b>48%</b> 2393	<b>47%</b> 7505

\*\* = Number suppressed due to small cell size n < 10

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.

**Graduation rates** are calculated by dividing the number of Iowa CC transfers who earned a first Bachelor's degree at a Regent university within 3 years of entry by the number of Iowa CC transfers who entered a Regent university during the same cohort.



# 2016 Community College Transfer Report



**Table 14: Average College Credit Hours Earned Prior to Transfer to a Regent University**

Community College	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	CC Avg.
Des Moines Area Community College	<b>57.6</b> 421	<b>60.5</b> 573	<b>61.4</b> 598	<b>60.4</b> 626	<b>61.5</b> 693	<b>61.9</b> 728	<b>60.8</b> 3639
Eastern Iowa Community College District	<b>57.1</b> 134	<b>56.0</b> 157	<b>58.4</b> 122	<b>60.2</b> 149	<b>51.5</b> 137	<b>53.4</b> 173	<b>56.0</b> 872
Ellsworth Community College	<b>68.5</b> 38	<b>63.0</b> 70	<b>66.8</b> 51	<b>65.5</b> 45	<b>61.7</b> 66	<b>61.5</b> 55	<b>64.1</b> 325
Hawkeye Community College	<b>61.2</b> 250	<b>62.3</b> 237	<b>60.3</b> 296	<b>62.7</b> 272	<b>59.5</b> 252	<b>61.2</b> 246	<b>61.2</b> 1553
Indian Hills Community College	<b>64.1</b> 83	<b>62.5</b> 71	<b>64.2</b> 97	<b>62.0</b> 67	<b>62.4</b> 88	<b>63.5</b> 66	<b>63.2</b> 472
Iowa Central Community College	<b>61.7</b> 205	<b>63.7</b> 196	<b>62.2</b> 166	<b>62.5</b> 201	<b>60.1</b> 191	<b>64.8</b> 204	<b>62.6</b> 1163
Iowa Lakes Community College	<b>67.3</b> 50	<b>61.9</b> 63	<b>69.2</b> 47	<b>68.1</b> 60	<b>67.3</b> 66	<b>66.6</b> 48	<b>66.6</b> 334
Iowa Western Community College	<b>60.6</b> 57	<b>59.9</b> 59	<b>56.3</b> 77	<b>61.5</b> 68	<b>58.9</b> 75	<b>57.9</b> 69	<b>59.0</b> 405
Kirkwood Community College	<b>60.2</b> 587	<b>61.8</b> 587	<b>62.6</b> 659	<b>64.1</b> 633	<b>58.0</b> 594	<b>58.4</b> 599	<b>60.9</b> 3659
Marshalltown Community College	<b>58.2</b> 63	<b>63.8</b> 67	<b>58.7</b> 58	<b>64.7</b> 63	<b>62.3</b> 75	<b>66.1</b> 58	<b>62.3</b> 384
North Iowa Area Community College	<b>60.7</b> 134	<b>60.3</b> 158	<b>61.6</b> 160	<b>61.6</b> 170	<b>61.9</b> 150	<b>60.6</b> 151	<b>61.1</b> 923
Northeast Iowa Community College	<b>54.2</b> 55	<b>57.8</b> 71	<b>62.7</b> 66	<b>61.8</b> 63	<b>56.4</b> 55	<b>64.6</b> 59	<b>59.7</b> 369
Northwest Iowa Community College	**	**	**	<b>59.7</b> 11	<b>57.1</b> 16	**	<b>58.0</b> 51
Southeastern Community College	<b>57.0</b> 60	<b>60.2</b> 60	<b>59.8</b> 52	<b>56.6</b> 56	<b>55.4</b> 46	<b>59.4</b> 78	<b>58.2</b> 352
Southwestern Community College	<b>58.9</b> 18	<b>60.2</b> 22	<b>65.6</b> 34	<b>70.9</b> 25	<b>70.0</b> 24	<b>61.6</b> 37	<b>64.7</b> 160
Western Iowa Tech Community College	<b>56.6</b> 32	<b>46.4</b> 29	<b>58.3</b> 45	<b>59.1</b> 38	<b>53.1</b> 37	<b>53.1</b> 60	<b>54.7</b> 241
<b>AVERAGE</b>	<b>59.9</b> 2193	<b>61.0</b> 2421	<b>61.6</b> 2537	<b>62.3</b> 2547	<b>59.7</b> 2565	<b>60.5</b> 2639	<b>60.8</b> 14902

\*\* = Number suppressed due to small cell size n < 10

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**CC Credit Hours Transferred** represent the number of college credit hours that a student transferred into a Regent university. Not all credit hours were necessarily earned at Iowa CC from which a student transferred.





# 2016 Community College Transfer Report



**Table 15: GPA Earned Prior to Transfer to a Regent University by Community College, University & University Cohort**

Community College	ISU						SUI						UNI						CC Avg.
	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	2010-11	2011-12	2012-13	2013-14	2014-15	5 Year Avg.	
Des Moines Area Community College	<b>2.85</b> 391	<b>2.86</b> 433	<b>2.89</b> 486	<b>2.92</b> 559	<b>2.93</b> 575	<b>2.89</b> 2444	<b>2.93</b> 88	<b>3.03</b> 90	<b>3.11</b> 87	<b>3.06</b> 73	<b>3.12</b> 89	<b>3.05</b> 427	<b>2.97</b> 94	<b>3.01</b> 75	<b>3.08</b> 53	<b>3.07</b> 61	<b>2.99</b> 64	<b>3.02</b> 347	<b>2.93</b> 3218
Eastern Iowa Community College District	<b>3.12</b> 42	<b>3.02</b> 27	<b>3.03</b> 32	<b>2.99</b> 44	<b>2.95</b> 62	<b>3.01</b> 207	<b>3.26</b> 75	<b>3.18</b> 75	<b>3.10</b> 87	<b>3.13</b> 65	<b>3.24</b> 72	<b>3.18</b> 374	<b>3.16</b> 40	<b>3.27</b> 20	<b>3.07</b> 30	<b>3.20</b> 28	<b>3.24</b> 39	<b>3.18</b> 157	<b>3.13</b> 738
Ellsworth Community College	<b>2.99</b> 32	<b>3.08</b> 26	<b>3.05</b> 18	<b>3.28</b> 40	<b>3.12</b> 32	<b>3.12</b> 148	**	**	**	**	**	<b>3.10</b> 33	<b>3.17</b> 29	<b>3.19</b> 18	<b>3.04</b> 24	<b>3.26</b> 18	<b>3.21</b> 17	<b>3.17</b> 106	<b>3.13</b> 287
Hawkeye Community College	<b>3.10</b> 31	<b>3.01</b> 43	<b>3.08</b> 47	<b>2.90</b> 49	<b>3.09</b> 21	<b>3.02</b> 191	**	<b>3.29</b> 20	<b>3.31</b> 13	<b>2.96</b> 14	<b>3.23</b> 17	<b>3.22</b> 73	<b>2.95</b> 197	<b>2.98</b> 233	<b>2.91</b> 212	<b>3.08</b> 189	<b>3.02</b> 208	<b>2.99</b> 1039	<b>3.00</b> 1303
Indian Hills Community College	<b>3.14</b> 29	<b>3.18</b> 22	<b>3.09</b> 32	<b>3.20</b> 37	<b>3.21</b> 29	<b>3.16</b> 149	<b>3.09</b> 18	<b>3.38</b> 33	<b>3.14</b> 15	<b>3.39</b> 26	<b>3.09</b> 22	<b>3.25</b> 114	<b>3.09</b> 24	<b>3.32</b> 42	<b>3.35</b> 20	<b>3.06</b> 25	<b>3.10</b> 15	<b>3.20</b> 126	<b>3.20</b> 389
Iowa Central Community College	<b>3.10</b> 93	<b>3.10</b> 80	<b>3.05</b> 98	<b>3.19</b> 91	<b>3.06</b> 101	<b>3.10</b> 463	<b>3.20</b> 24	<b>3.36</b> 22	<b>3.30</b> 25	<b>3.35</b> 23	<b>3.27</b> 29	<b>3.29</b> 123	<b>3.09</b> 79	<b>3.08</b> 64	<b>3.13</b> 78	<b>3.10</b> 77	<b>3.16</b> 74	<b>3.11</b> 372	<b>3.13</b> 958
Iowa Lakes Community College	<b>3.11</b> 34	<b>3.10</b> 20	<b>3.07</b> 23	<b>2.86</b> 42	<b>2.95</b> 22	<b>3.01</b> 141	**	**	<b>3.23</b> 18	**	**	<b>3.33</b> 47	<b>3.19</b> 25	<b>3.06</b> 20	<b>3.31</b> 19	<b>3.05</b> 15	<b>3.34</b> 17	<b>3.19</b> 96	<b>3.12</b> 284
Iowa Western Community College	<b>3.15</b> 32	<b>3.09</b> 36	<b>3.03</b> 46	<b>2.90</b> 44	<b>3.14</b> 45	<b>3.06</b> 203	<b>3.11</b> 11	<b>3.33</b> 27	<b>3.27</b> 11	<b>3.00</b> 16	<b>2.99</b> 10	<b>3.18</b> 75	<b>3.13</b> 16	<b>3.16</b> 14	<b>3.18</b> 11	<b>3.15</b> 15	<b>3.12</b> 14	<b>3.14</b> 70	<b>3.10</b> 348
Kirkwood Community College	<b>2.89</b> 102	<b>2.88</b> 137	<b>2.88</b> 147	<b>2.88</b> 158	<b>2.95</b> 136	<b>2.90</b> 680	<b>3.04</b> 311	<b>3.00</b> 372	<b>2.98</b> 353	<b>3.05</b> 327	<b>3.07</b> 336	<b>3.03</b> 1699	<b>2.97</b> 174	<b>2.99</b> 150	<b>3.00</b> 133	<b>2.93</b> 109	<b>3.01</b> 127	<b>2.98</b> 693	<b>2.99</b> 3072
Marshalltown Community College	<b>2.91</b> 29	<b>2.88</b> 32	<b>3.06</b> 31	<b>3.09</b> 48	<b>3.13</b> 25	<b>3.02</b> 165	**	**	<b>2.80</b> 10	<b>3.11</b> 10	**	<b>3.00</b> 44	<b>3.17</b> 32	<b>3.34</b> 17	<b>3.18</b> 22	<b>3.01</b> 17	<b>3.25</b> 24	<b>3.19</b> 112	<b>3.08</b> 321
North Iowa Area Community College	<b>2.95</b> 53	<b>3.00</b> 60	<b>2.98</b> 72	<b>2.84</b> 62	<b>2.96</b> 80	<b>2.95</b> 327	<b>2.97</b> 19	<b>3.19</b> 14	<b>3.23</b> 26	<b>3.25</b> 18	<b>3.27</b> 19	<b>3.18</b> 96	<b>2.96</b> 86	<b>2.99</b> 86	<b>2.98</b> 72	<b>3.11</b> 70	<b>3.11</b> 52	<b>3.02</b> 366	<b>3.01</b> 789
Northeast Iowa Community College	<b>2.98</b> 29	<b>3.04</b> 12	<b>3.21</b> 17	<b>3.19</b> 22	<b>3.11</b> 23	<b>3.10</b> 103	<b>3.36</b> 10	<b>2.94</b> 20	<b>3.37</b> 15	**	<b>3.16</b> 19	<b>3.19</b> 73	<b>3.15</b> 32	<b>3.11</b> 34	<b>3.03</b> 31	<b>3.17</b> 24	<b>3.14</b> 17	<b>3.12</b> 138	<b>3.13</b> 314
Northwest Iowa Community College	0	**	**	<b>2.99</b> 10	**	<b>3.15</b> 21	**	**	**	**	**	<b>3.41</b> 12	0	**	**	**	**	<b>3.29</b> 12	<b>3.26</b> 45
Southeastern Community College	<b>2.83</b> 10	<b>2.95</b> 11	<b>2.92</b> 12	<b>3.25</b> 12	<b>3.09</b> 16	<b>3.02</b> 61	<b>3.13</b> 34	<b>3.26</b> 22	<b>3.24</b> 31	<b>3.24</b> 24	<b>3.15</b> 36	<b>3.19</b> 147	<b>3.23</b> 16	<b>3.08</b> 19	<b>3.17</b> 13	<b>3.00</b> 10	<b>3.10</b> 26	<b>3.12</b> 84	<b>3.14</b> 292
Southwestern Community College	<b>3.09</b> 11	<b>3.16</b> 26	<b>3.18</b> 17	<b>3.03</b> 16	<b>3.24</b> 24	<b>3.15</b> 94	**	**	**	**	<b>3.58</b> 10	<b>3.44</b> 30	**	**	**	**	**	<b>3.23</b> 18	<b>3.22</b> 142
Western Iowa Tech Community College	<b>3.05</b> 13	<b>3.10</b> 27	<b>2.95</b> 15	<b>2.93</b> 22	<b>3.00</b> 33	<b>3.01</b> 110	**	<b>3.29</b> 13	<b>3.35</b> 14	<b>3.21</b> 10	<b>3.24</b> 18	<b>3.28</b> 60	<b>3.02</b> 11	**	**	**	**	<b>3.00</b> 39	<b>3.08</b> 209
<b>AVERAGE</b>	<b>2.95</b> 931	<b>2.95</b> 996	<b>2.96</b> 1098	<b>2.97</b> 1256	<b>2.98</b> 1226	<b>2.96</b> 5507	<b>3.08</b> 633	<b>3.10</b> 737	<b>3.08</b> 717	<b>3.11</b> 638	<b>3.13</b> 702	<b>3.10</b> 3427	<b>3.02</b> 857	<b>3.04</b> 804	<b>3.03</b> 732	<b>3.07</b> 671	<b>3.08</b> 711	<b>3.05</b> 3775	<b>3.02</b> 12709

\*\* = Number suppressed due to small cell size n < 10

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**GPA Earned Prior to Transfer** represents the cumulative GPA for a transfer student prior to entering their current Regent university.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Table 16: Retention 1 Year After Transferring to a Regent University  
(Average of 2010-11 through 2014-15 Entry Cohorts) by Community College Credit Hours**

Regent university	CC Credits Transferred	Des Moines Area Community College	Eastern Iowa Community College District	Ellsworth Community College	Hawkeye Community College	Indian Hills Community College	Iowa Central Community College	Iowa Lakes Community College	Iowa Western Community College	Kirkwood Community College	Marshalltown Community College	North Iowa Area Community College	Northeast Iowa Community College	Northwest Iowa Community College	Southeastern Community College	Southwestern Community College	Western Iowa Tech Community College	Average
ISU	0-30 CC credit hours	73% 189	73% 31	**	79% 25	**	78% 23	80% 10	56% 18	67% 72	**	100% 14	67% 15	**	**	**	68% 19	71% 450
	31-45 CC credit hours	79% 356	80% 42	79% 14	79% 28	85% 20	71% 49	64% 11	69% 39	83% 89	61% 23	89% 27	95% 20	**	88% 16	**	76% 26	79% 770
	46-60 CC credit hours	81% 405	71% 35	72% 19	88% 26	76% 17	73% 82	71% 17	80% 25	81% 121	57% 14	74% 40	100% 17	**	**	**	82% 23	79% 860
	61+ CC credit hours, no degree	76% 598	88% 50	67% 20	74% 39	62% 30	71% 127	64% 14	63% 44	86% 199	71% 19	66% 35	79% 20	**	79% 14	53% 20	71% 26	75% 1261
	Associates Degree	93% 896	94% 49	91% 90	97% 73	94% 77	86% 182	90% 89	92% 77	95% 199	90% 102	93% 211	84% 31	**	100% 15	82% 51	93% 16	92% 2166
SUI	0-30 CC credit hours	48% 24	65% 29	**	**	**	**	0	**	84% 67	**	**	**	**	**	0	**	70% 158
	31-45 CC credit hours	73% 45	69% 46	**	67% 12	62% 14	**	**	78% 10	84% 136	**	67% 12	**	**	91% 12	**	**	77% 317
	46-60 CC credit hours	77% 72	78% 61	**	**	67% 12	75% 20	**	68% 19	85% 290	**	**	**	0	77% 14	**	91% 11	81% 529
	61+ CC credit hours, no degree	91% 25	95% 19	**	**	**	**	0	**	88% 100	**	**	**	**	**	**	**	89% 181
	Associates Degree	80% 261	77% 219	75% 26	77% 45	75% 84	84% 88	79% 43	80% 38	85% 1106	71% 37	83% 73	88% 45	**	87% 110	71% 22	88% 36	82% 2242
UNI	0-30 CC credit hours	56% 25	64% 11	**	75% 45	**	**	**	**	67% 41	**	75% 13	50% 14	**	**	0	**	65% 174
	31-45 CC credit hours	72% 33	82% 30	78% 18	77% 74	**	64% 36	**	69% 13	73% 67	**	70% 20	80% 15	0	78% 10	**	**	75% 335
	46-60 CC credit hours	69% 50	73% 22	**	71% 117	64% 14	77% 37	**	70% 11	79% 79	**	61% 39	67% 21	**	**	**	**	72% 432
	61+ CC credit hours, no degree	64% 42	92% 13	78% 10	81% 107	**	54% 30	79% 20	**	87% 105	**	85% 20	71% 14	**	**	**	**	79% 393
	Associates Degree	86% 197	87% 81	79% 68	85% 696	89% 98	84% 262	89% 65	86% 37	92% 401	85% 89	88% 274	90% 74	**	87% 63	75% 10	95% 19	87% 2441
College Average		82% 3218	79% 738	79% 287	82% 1303	80% 389	79% 958	84% 284	78% 348	85% 3072	79% 321	85% 789	82% 314	82% 45	85% 292	76% 142	81% 209	82% 12709

\*\* = Number suppressed due to small cell size n < 10

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**Retention 1 Year after Transfer** represents the percentage of CC transfer students who enrolled at a Regent university one year after first enrolling at a Regent university. Calculated by dividing the number of unique CC transfers enrolled one year after entering a Regent university by the number of unique CC who first enrolled in a Regent university for a given cohort or aggregation of cohorts.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Table 17: Graduation Rates 3 Years After Transferring to a Regent University (Average of 2009-10 through 2011-12 Entry Cohorts) by Community College Credit Hours**

Regent university	CC Credits Transferred	Des Moines Area Community College	Eastern Iowa Community College District	Ellsworth Community College	Hawkeye Community College	Indian Hills Community College	Iowa Central Community College	Iowa Lakes Community College	Iowa Western Community College	Kirkwood Community College	Marshalltown Community College	North Iowa Area Community College	Northeast Iowa Community College	Northwest Iowa Community College	Southeastern Community College	Southwestern Community College	Western Iowa Tech Community College	Average	
ISU	0-30 CC credit hours	10% 90	8% 13	**	0% 12	**	0% 13	**	**	7% 29	**	**	**	**	**	**	0% 11	8% 222	
	31-45 CC credit hours	26% 174	38% 21	**	29% 14	25% 12	26% 31	27% 11	9% 22	23% 47	19% 16	40% 10	**	**	30% 10	**	31% 16	25% 401	
	46-60 CC credit hours	45% 201	27% 22	**	40% 15	36% 14	22% 50	**	50% 16	44% 66	44% 16	25% 16	54% 13	**	**	**	**	41% 462	
	61+ CC credit hours, no degree	47% 288	52% 25	27% 11	48% 25	35% 17	46% 74	**	28% 25	69% 108	**	40% 20	50% 14	**	**	**	30% 10	18% 17	48% 662
	Associates Degree	64% 381	67% 21	69% 48	67% 42	66% 35	62% 102	63% 43	53% 36	65% 107	58% 43	59% 102	47% 17	0	**	**	82% 22	**	63% 1014
SUI	0-30 CC credit hours	0% 15	9% 11	**	**	**	**	0	**	3% 38	**	**	**	0	**	0	0	4% 84	
	31-45 CC credit hours	37% 27	33% 24	**	50% 12	25% 12	**	**	**	24% 55	0	**	**	0	**	0	**	27% 160	
	46-60 CC credit hours	53% 57	56% 45	**	**	**	45% 20	**	30% 10	46% 212	**	**	**	**	15% 13	**	**	47% 394	
	61+ CC credit hours, no degree	43% 21	80% 15	**	**	**	**	**	**	72% 67	**	**	**	0	**	**	0	65% 132	
	Associates Degree	53% 117	49% 125	44% 16	53% 19	49% 55	63% 46	67% 18	52% 25	53% 626	75% 16	56% 41	35% 26	**	56% 59	45% 11	50% 10	53% 1214	
UNI	0-30 CC credit hours	0% 16	**	0	10% 20	0	**	**	**	10% 21	**	**	0% 13	0	**	0	**	6% 99	
	31-45 CC credit hours	32% 19	25% 12	**	29% 48	0	8% 13	**	**	35% 52	**	24% 17	20% 15	0	**	**	**	25% 215	
	46-60 CC credit hours	29% 38	21% 14	**	30% 77	0% 10	32% 31	**	**	40% 47	**	21% 24	25% 12	**	50% 10	**	**	30% 295	
	61+ CC credit hours, no degree	53% 32	**	**	49% 82	**	53% 15	67% 15	**	49% 89	**	85% 13	**	0	**	**	**	52% 281	
	Associates Degree	57% 116	70% 53	57% 46	55% 407	47% 81	54% 157	51% 39	58% 19	69% 269	65% 55	56% 180	67% 42	**	56% 34	**	**	58% 1516	
<b>College Average</b>		<b>46%</b> 1592	<b>47%</b> 413	<b>51%</b> 159	<b>47%</b> 783	<b>43%</b> 251	<b>46%</b> 567	<b>51%</b> 160	<b>37%</b> 193	<b>52%</b> 1833	<b>51%</b> 188	<b>50%</b> 452	<b>40%</b> 192	<b>38%</b> 16	<b>44%</b> 172	<b>51%</b> 74	<b>30%</b> 106	<b>48%</b> 7151	

\*\* = Number suppressed due to small cell size n < 10

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts

**Graduation rates** are calculated by dividing the number of Iowa CC transfers who earned a first Bachelor's degree at a Regent university within 3 years of entry by the number of Iowa CC transfers who entered a Regent university during the same cohort.

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).



# 2015 Community College Transfer Report



**Table 18: University Graduation Rates 3 Years After Transferring to a Regent University (Average of 2009-10 through 2011-12 Entry Cohorts) by Community College & Academic Area**

Community College	Agriculture	Arts, Design & Humanities	Business	Education	Engineering	Health & Medicine	Human Sciences	Journalism & Communication	Mathematics & Computer Science	Natural Sciences	Other	Social & Behavioral Sciences	CC Avg.
<b>Des Moines Area Community College</b>	<b>56%</b>	<b>40%</b>	<b>52%</b>	<b>56%</b>	<b>21%</b>	<b>39%</b>	<b>56%</b>	<b>64%</b>	<b>26%</b>	<b>24%</b>	<b>43%</b>	<b>48%</b>	<b>47%</b>
<small>114</small>	<small>257</small>	<small>343</small>	<small>128</small>	<small>87</small>	<small>38</small>	<small>164</small>	<small>75</small>	<small>31</small>	<small>101</small>	<small>63</small>	<small>173</small>	<small>1574</small>	
<b>Eastern Iowa Community College District</b>	<b>71%</b>	<b>42%</b>	<b>63%</b>	<b>50%</b>	<b>23%</b>	<b>50%</b>	<b>66%</b>	<b>64%</b>	<b>45%</b>	<b>19%</b>	<b>**</b>	<b>52%</b>	<b>49%</b>
<small>14</small>	<small>72</small>	<small>54</small>	<small>44</small>	<small>35</small>	<small>22</small>	<small>29</small>	<small>28</small>	<small>22</small>	<small>21</small>	<small>**</small>	<small>52</small>	<small>398</small>	
<b>Ellsworth Community College</b>	<b>70%</b>	<b>57%</b>	<b>42%</b>	<b>63%</b>	<b>**</b>	<b>**</b>	<b>48%</b>	<b>**</b>	<b>**</b>	<b>55%</b>	<b>**</b>	<b>58%</b>	<b>52%</b>
<small>27</small>	<small>21</small>	<small>26</small>	<small>16</small>	<small>**</small>	<small>**</small>	<small>25</small>	<small>**</small>	<small>**</small>	<small>11</small>	<small>**</small>	<small>12</small>	<small>157</small>	
<b>Hawkeye Community College</b>	<b>63%</b>	<b>32%</b>	<b>54%</b>	<b>51%</b>	<b>45%</b>	<b>65%</b>	<b>52%</b>	<b>56%</b>	<b>36%</b>	<b>21%</b>	<b>**</b>	<b>46%</b>	<b>48%</b>
<small>38</small>	<small>95</small>	<small>153</small>	<small>69</small>	<small>47</small>	<small>34</small>	<small>63</small>	<small>62</small>	<small>28</small>	<small>47</small>	<small>**</small>	<small>136</small>	<small>781</small>	
<b>Indian Hills Community College</b>	<b>57%</b>	<b>36%</b>	<b>33%</b>	<b>40%</b>	<b>37%</b>	<b>71%</b>	<b>59%</b>	<b>50%</b>	<b>**</b>	<b>29%</b>	<b>**</b>	<b>61%</b>	<b>44%</b>
<small>14</small>	<small>61</small>	<small>27</small>	<small>25</small>	<small>19</small>	<small>14</small>	<small>22</small>	<small>10</small>	<small>**</small>	<small>14</small>	<small>**</small>	<small>33</small>	<small>248</small>	
<b>Iowa Central Community College</b>	<b>53%</b>	<b>41%</b>	<b>58%</b>	<b>31%</b>	<b>29%</b>	<b>59%</b>	<b>41%</b>	<b>58%</b>	<b>**</b>	<b>43%</b>	<b>45%</b>	<b>52%</b>	<b>46%</b>
<small>36</small>	<small>74</small>	<small>97</small>	<small>61</small>	<small>38</small>	<small>32</small>	<small>75</small>	<small>24</small>	<small>**</small>	<small>21</small>	<small>22</small>	<small>73</small>	<small>562</small>	
<b>Iowa Lakes Community College</b>	<b>67%</b>	<b>53%</b>	<b>48%</b>	<b>46%</b>	<b>36%</b>	<b>**</b>	<b>59%</b>	<b>40%</b>	<b>**</b>	<b>46%</b>	<b>**</b>	<b>70%</b>	<b>52%</b>
<small>21</small>	<small>17</small>	<small>27</small>	<small>13</small>	<small>11</small>	<small>**</small>	<small>22</small>	<small>10</small>	<small>**</small>	<small>13</small>	<small>**</small>	<small>10</small>	<small>157</small>	
<b>Iowa Western Community College</b>	<b>36%</b>	<b>39%</b>	<b>26%</b>	<b>53%</b>	<b>10%</b>	<b>**</b>	<b>56%</b>	<b>60%</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>41%</b>	<b>38%</b>
<small>11</small>	<small>36</small>	<small>31</small>	<small>19</small>	<small>21</small>	<small>**</small>	<small>16</small>	<small>10</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>22</small>	<small>190</small>	
<b>Kirkwood Community College</b>	<b>67%</b>	<b>42%</b>	<b>64%</b>	<b>52%</b>	<b>46%</b>	<b>46%</b>	<b>55%</b>	<b>66%</b>	<b>37%</b>	<b>36%</b>	<b>51%</b>	<b>56%</b>	<b>53%</b>
<small>113</small>	<small>372</small>	<small>269</small>	<small>134</small>	<small>107</small>	<small>63</small>	<small>140</small>	<small>130</small>	<small>57</small>	<small>80</small>	<small>45</small>	<small>283</small>	<small>1793</small>	
<b>Marshalltown Community College</b>	<b>57%</b>	<b>44%</b>	<b>56%</b>	<b>41%</b>	<b>30%</b>	<b>**</b>	<b>42%</b>	<b>**</b>	<b>**</b>	<b>32%</b>	<b>**</b>	<b>73%</b>	<b>51%</b>
<small>14</small>	<small>27</small>	<small>34</small>	<small>17</small>	<small>10</small>	<small>**</small>	<small>19</small>	<small>**</small>	<small>**</small>	<small>19</small>	<small>**</small>	<small>22</small>	<small>187</small>	
<b>North Iowa Area Community College</b>	<b>68%</b>	<b>43%</b>	<b>50%</b>	<b>44%</b>	<b>27%</b>	<b>45%</b>	<b>69%</b>	<b>48%</b>	<b>38%</b>	<b>42%</b>	<b>**</b>	<b>67%</b>	<b>51%</b>
<small>25</small>	<small>81</small>	<small>76</small>	<small>45</small>	<small>26</small>	<small>20</small>	<small>49</small>	<small>21</small>	<small>16</small>	<small>24</small>	<small>**</small>	<small>60</small>	<small>449</small>	
<b>Northeast Iowa Community College</b>	<b>83%</b>	<b>31%</b>	<b>41%</b>	<b>41%</b>	<b>0%</b>	<b>17%</b>	<b>42%</b>	<b>**</b>	<b>**</b>	<b>33%</b>	<b>**</b>	<b>47%</b>	<b>40%</b>
<small>18</small>	<small>26</small>	<small>32</small>	<small>17</small>	<small>11</small>	<small>12</small>	<small>12</small>	<small>**</small>	<small>**</small>	<small>15</small>	<small>**</small>	<small>32</small>	<small>190</small>	
<b>Northwest Iowa Community College</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>**</b>	<b>**</b>	<b>38%</b>
<small>16</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>0</small>	<small>0</small>	<small>0</small>	<small>**</small>	<small>**</small>	<small>16</small>	
<b>Southeastern Community College</b>	<b>**</b>	<b>42%</b>	<b>61%</b>	<b>65%</b>	<b>**</b>	<b>50%</b>	<b>50%</b>	<b>**</b>	<b>**</b>	<b>25%</b>	<b>**</b>	<b>40%</b>	<b>45%</b>
<small>36</small>	<small>18</small>	<small>17</small>	<small>**</small>	<small>10</small>	<small>20</small>	<small>**</small>	<small>**</small>	<small>12</small>	<small>**</small>	<small>30</small>	<small>166</small>		
<b>Southwestern Community College</b>	<b>**</b>	<b>20%</b>	<b>50%</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>50%</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>52%</b>
<small>10</small>	<small>16</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>10</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>73</small>	
<b>Western Iowa Tech Community College</b>	<b>**</b>	<b>50%</b>	<b>33%</b>	<b>**</b>	<b>0%</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>21%</b>	<b>**</b>	<b>23%</b>	<b>30%</b>
<small>20</small>	<small>15</small>	<small>**</small>	<small>**</small>	<small>12</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>**</small>	<small>14</small>	<small>**</small>	<small>13</small>	<small>106</small>	
<b>AVERAGE</b>	<b>61%</b>	<b>41%</b>	<b>54%</b>	<b>49%</b>	<b>31%</b>	<b>50%</b>	<b>54%</b>	<b>61%</b>	<b>36%</b>	<b>30%</b>	<b>46%</b>	<b>52%</b>	<b>48%</b>
<small>467</small>	<small>1207</small>	<small>1219</small>	<small>622</small>	<small>444</small>	<small>275</small>	<small>673</small>	<small>396</small>	<small>196</small>	<small>405</small>	<small>185</small>	<small>958</small>	<small>7047</small>	

\*\* = Number suppressed due to small cell size n < 10

**Cohorts** identify when an Iowa CC transfer student first enrolled at a Regent university (e.g., 2009-10 Cohort = entered a Regent university during Summer or Fall of 2009 or Spring of 2010).

**Student counts** (numbers in small font within cells) represent the count of unique transfer students who enrolled in a Regent university for a specific cohort or aggregation of cohorts.

**Graduation rates** are calculated by dividing the number of Iowa CC transfers who earned a first Bachelor's degree at a Regent university within 3 years of entry by the number of Iowa CC transfers who entered a Regent university for that cohort.

**Academic Area** uses the first two digits of the CIP code from a student's current first major to place them into a general academic area of study.



**Appendix W:**  
**Most Recent**  
**Comprehensive Evaluation Reports**  
**from**  
**Institutional Accrediting Agencies**

The most recent comprehensive visit by the Iowa Department of Education occurred February 18-20, 2015. The College received continued accreditation status with no non-compliance findings noted in the final report.

- Link to Continued Accreditation Letter:  
<http://www.hawkeyecollege.edu/webres/File/about/accreditation/iowa-doe-interim-accreditation-visit-approval-letter.pdf>
- Link to Accreditation Visit Report:  
<http://www.hawkeyecollege.edu/webres/File/about/accreditation/iowa-doe-interim-accreditation-visit-report.pdf>

The most recent visit from the Higher Learning Commission was March 25-27, 2009. The results of the visit as report in the Quality Checkup Report stated “In the team’s judgment, the institution presented satisfactory evidence that it met the goal of the Quality Checkup.”

- Link to Statement of Affiliation  
<https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=1236>
- Link to Quality Checkup Report  
<http://www.hawkeyecollege.edu/webres/File/about/accreditation/quality-check-up-visit-report-2009.pdf>

## **Relationships with Specialized, Professional, or Institutional Accreditors**

### **Action Letters and Comprehensive Evaluation Reports**

Please see the following pages

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**OCCUPATIONAL THERAPY ASSISTANT**



**ACOTE**

The Accreditation Council for Occupational Therapy Education (ACOTE®)

*presents this*

# CERTIFICATE OF ACCREDITATION

for a period of 5 years from academic year 2011/2012 to 2016/2017

*to the*

Occupational Therapy Assistant Program at

**HAWKEYE COMMUNITY COLLEGE**

*For substantial compliance with the Accreditation Standards for an Educational Program for the Occupational Therapy Assistant*



*Neil Van*

Director of Accreditation and Academic Affairs,  
American Occupational Therapy Association

August 2, 2012

Date



Accreditation Council for Occupational Therapy Education (ACOTE®)  
**American Occupational Therapy Association, Inc.**  
 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449  
 (301) 652-2682 (240) 762-5140 (fax) E-mail: accred@aota.org

**REPORT OF ACOTE ACTION**  
 Meeting of December 4-6, 2015

**Program Reviewed:**

Hawkeye Community College  
 OTA program (associate degree)  
 Waterloo, Iowa

**Program Director Credentials Reviewed:**

Cindy Koehn, OTR/L  
 Interim Program Director, Occupational Therapy Assistant Program

**Compliance with Standards:**

Full compliance with Standard A.2.3 of the 2011 *Accreditation Standards for an Associate-Degree-Level Educational Program for the Occupational Therapy Assistant*.

**Noncompliance with Standards:**

Noncompliance with the following Standards:

<b>Area of Noncompliance</b>	<b>ACOTE Comment</b>
<p>A.2.1: Evidence must be submitted that the program director is assigned to the program on a full-time basis and has sufficient release time to ensure that the needs of the program are being met.</p> <p><u>A.2.1. Full-time Program Director:</u>  <i>The program must identify an individual as the program director who is assigned to the occupational therapy educational program on a full-time basis. The director may be assigned other institutional duties that do not interfere with the management and administration of the program. The institution must document that the program director has sufficient release time to ensure that the needs of the program are being met.</i></p>	<p>The individual identified as the interim program director is also serving as the academic fieldwork coordinator, which is her full-time appointment. The interim program director is provided with 3 credits of release time for the academic fieldwork coordinator role.</p>
<p>A.2.2: Documentation must be submitted that the program director holds a minimum of a master's degree.</p> <p><u>A.2.2. Program Director's Credentials:</u>  <i>The program director must be an initially certified occupational therapist or occupational therapy assistant who is licensed or otherwise regulated according to regulations in the state(s) or jurisdiction(s) in which the program is located. The program director must hold a minimum of a master's degree awarded by an institution that is accredited by a regional or national accrediting body recognized by the U.S. Department of Education (USDE). The master's degree is not limited to a master's degree in</i></p>	<p>The individual identified as the interim program director currently holds a baccalaureate degree.</p>

<p><i>occupational therapy.</i></p> <p>A.2.5: The program must have at least one full-time equivalent faculty position. This position may be shared by up to three individuals who teach as adjunct faculty. These individuals must have one or more additional responsibilities related to student advisement, supervision, committee work, program planning, evaluation, recruitment, and marketing activities.</p> <p><i><u>A.2.5. Additional FTE Faculty:</u></i>  <i>In addition to the program director, the program must have at least one full-time equivalent (FTE) faculty position at each accredited location where the program is offered. This position may be shared by up to three individuals who teach as adjunct faculty. These individuals must have one or more additional responsibilities related to student advisement, supervision, committee work, program planning, evaluation, recruitment, and marketing activities.</i></p>	<p>The program has 2 adjunct faculty members in addition to the individual identified as the interim program director and academic fieldwork coordinator. The program does not have a second full-time equivalent (FTE) faculty at this time.</p>
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**Accreditation Status:** ACCREDITATION

**Next Report Requested:** Plan of Correction relative to noncompliance with Standards A.2.1, A.2.2, and A.2.5

**Report Due Date:** February 16, 2016

**Report Submission Instructions:**

The report must be prepared using the Plan of Correction form which may be downloaded from the “Accreditation Surveys, Forms, and Templates” section of the ACOTE Web site: [www.acoteonline.org](http://www.acoteonline.org).

Submit one scanned signed copy of the Plan of Correction with any attachments by e-mail to: [accred@aota.org](mailto:accred@aota.org).

For each area, provide a **description of the plan** for bringing the program into compliance with the Standard, a **projected time line**, a description of the **documentation to be submitted** to demonstrate compliance, and **progress on actions** (if any) implemented to date.

The plan must include a schedule for correcting the cited areas of noncompliance within the following time limit:

- 12 months if the program is less than 1 year in length;
- 18 months if the program is at least 1 year in length, but less than 2 years in length; or
- 2 years if the program is at least 2 years in length.

Please ensure that you are using planned report submission dates that correspond to the ACOTE due dates for upcoming meetings: February 16<sup>th</sup> (April ACOTE meeting), June 25<sup>th</sup> (August ACOTE meeting), or October 20<sup>th</sup> (December ACOTE meeting).

To avoid the potential for Probationary Accreditation status, it is strongly recommended that the program plan to correct all cited areas at least 4 months prior to the end of the allowable time limit.

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**RESPIRATORY CARE**





COMMISSION ON ACCREDITATION FOR  
RESPIRATORY CARE

November 30, 2015

Jamie Bute, BS, RRT, Program Director  
Respiratory Care Program  
Hawkeye Community College  
1501 E Orange Rd  
Waterloo, IA 50704

RE: Program Number 200457

Dear Ms. Bute:

Thank you for submitting your 2015 Annual Report of Current Status and Resource Assessment Matrix. The Commission on Accreditation for Respiratory Care (CoARC) reviews this information to determine ongoing compliance with accreditation Standards and CoARC Accreditation Policies and Procedures. Based on the outcomes you reported, your program has met or exceeded all currently set "thresholds" for success on each of the required outcome measures.

This is an accomplishment of which you, your staff, and institution should be proud. No further action is required on your part. Please continue your current program "Resource Assessment" and "Outcomes Assessment" activities in preparation for your next Annual Report due July 1, 2016.

Should you have specific questions or concerns involving the annual reporting process and/or the Commission's feedback on your Annual Report of Current Status, please do not hesitate to contact the CoARC Executive Office.

The Commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in programmatic accreditation.

Sincerely,

Thomas R. Smalling, PhD, RRT, RPFT, RPSGT, FAARC  
Executive Director

cc: Arlyn Ristau, DA, Dean (emailed)  
Linda Allen, PhD, President (emailed)



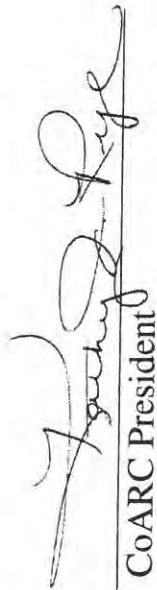
## CERTIFICATE OF ACCREDITATION

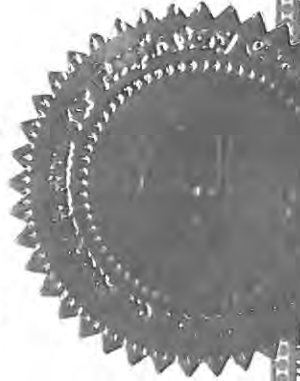
Date of Issue: November 21, 2014

This Certificate of Accreditation is hereby issued by the Commission on Accreditation for Respiratory Care (CoARC), in accordance with the Accreditation Standards for the Profession of Respiratory Care and CoARC Accreditation Policies and Procedures.

**Hawkeye Community College  
Respiratory Care Program  
Waterloo, IA  
AAS Degree  
CoARC ID#: 200457**

This Certificate of Accreditation is valid until **11/30/2019**. The program will be notified of the next comprehensive evaluation approximately two (2) years prior to the date above.

  
CoARC President



  
CoARC Executive Director

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**PHYSICAL THERAPIST ASSISTANT**

**Commission on Accreditation in Physical Therapy Education  
American Physical Therapy Association**

**SUMMARY OF ACTION**

Physical Therapist Assistant Program  
Hawkeye Community College  
1501 East Orange Road  
PO Box 8015  
Waterloo, IA 50704-8015

On November 12, 2014, the Commission on Accreditation in Physical Therapy Education made the following decision regarding the Physical Therapist Assistant education program at Hawkeye Community College.

**Status:** ACCREDITATION

**Action Taken:** Remove Probation and Continue Accreditation

**Effective Date:** November 12, 2014

**Information Used to**

**Make Decisions:** Compliance Report received 9/14/2014

**Reason for Decision:** The Commission's decision to remove probation and continue accreditation status is based on the program's demonstration of general compliance with the intent of the Evaluative Criteria and on the professional manner in which the program has addressed the Commission's previous concerns.

The program is reminded that the status of accreditation has been continued based on the program described in the materials reviewed by the Commission. The institution and program are responsible for notifying CAPTE of all substantive changes in the program prior to implementation. Unexpected substantive changes are to be reported immediately after they occur. (See Part 9 of CAPTE's Rules of Practice and Procedure for more information about reporting changes.)

**Next Activity:** Self-Study Report and On-site Visit in Fall 2017

**Notices:** The program is advised to heed the following notices which are appended:

**NOTICES**

**ACCURATE PUBLIC DISCLOSURE OF THIS DECISION BY THE INSTITUTION**

The institution and program must make accurate public disclosure of the accreditation or preaccreditation status awarded to the program. Further, the United States Department of Education (USDE) requires all recognized accrediting agencies to provide for the public correction of incorrect or misleading information an institution or program releases about accreditation or preaccreditation status, contents of reports of on-site reviews, and accreditation or preaccreditation actions with respect to the institution or



program. [34 CFR 602.23(d) and 602.23(e)] If the institution or program chooses to disclose any additional information, beyond the accreditation or preaccreditation status that is within the scope of the USDE rule, such disclosure also must be accurate. Any public disclosure of information within the scope of the rule must include the agency's street address, email address and phone number: Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, Virginia 22314; accreditation@apta.org; (703) 684-2782 or (703) 706-3245. If the Department of Accreditation finds that an institution or program has released incorrect or misleading information within the scope of the USDE rule, then, acting on behalf of CAPTE the Department will make public correction, and reserves the right to disclose this Summary of Action in its entirety for that purpose.

#### **REQUIRED STATEMENT OF ACCREDITATION STATUS**

Once a program has been accredited, and for as long as it remains accredited, the program must use the following statement on all educational and promotional materials, including the institution/program web site, where the program's accreditation status is disclosed:

[Name of Program] at [Name of Institution] is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: <a href="mailto:accreditation@apta.org">accreditation@apta.org</a> ; website: <a href="http://www.capteonline.org">www.capteonline.org</a> .
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NOTE: If the institution offers other physical therapy programs not subject to accreditation by CAPTE (e.g., transitional DPT, post-professional degree program, residency or fellowship), the above statement must be edited to clearly indicate that the additional programs are not accredited by CAPTE. Additionally, the information available to the public regarding these programs must clearly state that they are not accredited by CAPTE.

#### **PUBLIC NOTICE OF DECISIONS BY CAPTE**

Following all decisions, including decisions to place a program on warning, probation or show cause, or to deny candidacy, withdraw candidacy, withhold accreditation, or withdraw accreditation, the Department of Accreditation will, within 24 hours of notifying the programs and institutions of the decisions, provide notice to the public by placing notice of the decisions on its web site.

#### **PUBLIC NOTICE OF REASONS FOR DECISIONS**

Effective November 2014, pursuant to expectations of the Council for Higher Education Accreditation, CAPTE will provide public notice of the reasons for its decisions to grant candidacy, or grant or reaffirm accreditation. These notices will be in addition to the notices of reasons for probation and for final adverse actions as required by the US Department of Education.

#### **RESPONSIBILITY TO REPORT CHANGE(S)**

The institution and program are responsible for notifying CAPTE of all reportable changes in the program prior to implementation. Unexpected changes are to be reported immediately after they occur. Reportable changes, some of which may require pre-approval, are described in Part 9 of CAPTE's *Rules of Practice and Procedure* (<http://www.capteonline.org/AccreditationHandbook/>). **It is the program's responsibility to be familiar with these expectations and to provide notification of program changes as required.**

**Commission's Findings:**

The Commission on Accreditation in Physical Therapy Education judged the program to be in compliance with the intent of the following previously cited evaluative criteria: 1.1.7.3; 3.2.6; 3.3.3.1; and 4.2.

The Commission has now deemed the program to be in compliance with the intent of all of the Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapist Assistants. The Commission appreciates the thorough and professional manner in which these obligations have been addressed.

**Consultative Comments:**

The Commission notes that the syllabi submitted by the program highlight a change in the grading scale that is not logical. It states that the "C" range is 70-75% but that students who receive "<75%" will receive an "F". The program may have intended for the "C" range to be 75-79%, in which case this error on the syllabus and it should be corrected. The Commission expects that the program correct the grading scale so that it is clear whether a student who earns 70-74% has passed or failed. (1.1.7.3 and 3.2.6)

# Commission on Accreditation in Physical Therapy Education

*Be it known that the*

**Physical Therapist Assistant Education Program  
Hawkeye Community College**

*having demonstrated substantial compliance with the Evaluative Criteria for Accreditation  
has been granted*

**Accreditation**

**July 18, 2012 – December 31, 2017**

*In the interest of continuous quality improvement that the accreditation process  
serves, maintenance of accreditation status throughout the period noted is  
contingent on the program's ability to demonstrate continuing quality by  
satisfactorily completing all required Compliance Reports and Annual  
Accreditation Reports.*



*Martha R. Anderson*  
Chair

*Mary Jane Lewis*  
Director, Department of Accreditation

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**DENTAL ASSISTING  
&  
DENTAL HYGIENE**



Commission on Dental Accreditation

August 24, 2016

Dr. Linda Allen  
President  
Hawkeye Community College  
1501 East Orange Road  
Waterloo, IA 50704

RE: Hawkeye Community College, Waterloo, Iowa  
Dental Assisting and Hygiene Programs

Dear President Allen:

At its August 4, 2016 meeting, the Commission on Dental Accreditation (CODA) granted the dental assisting and dental hygiene programs the accreditation statuses of “approval with reporting requirements” and “approval without reporting requirements,” respectively. The definitions of accreditation classifications are enclosed. Below is a summary of actions and additional information.

#### **Dental Assisting Progress Report**

The Commission considered the May 2016 progress report on the dental assisting program.

Following careful review of the information provided, the Commission adopted a resolution to continue the program’s accreditation status of “approval with reporting requirements.”

Based on a review of the report, the Commission determined that the following recommendations contained in the site visit report adopted February 2016 remain unmet: 4 and 8. The Commission specified that continued accreditation of the program will be dependent upon the remaining recommendations being met and the program achieving full compliance no later than August 2017. When Accreditation Standards are revised during the period in which the program is submitting progress reports, the program will be responsible for demonstrating compliance with the new standards.

#### **Dental Hygiene Progress Report**

At its August 4, 2016 meeting, the Commission on Dental Accreditation considered the May 2016 progress report on the dental hygiene program.

Following careful review of the information provided, the Commission determined that the recommendations cited in the February 2016 site visit report have been met and adopted a resolution to change the program’s accreditation status to “approval without reporting requirements.”

No additional information is requested from the program at this time. The next site visit for the program is scheduled for **2022**.



### **Requested Information for February 2, 2017 Meeting**

The “Summary of Recommendations and Required Documentation” found at the end of this letter includes the stated recommendation and required documentation to submit with the progress report to demonstrate compliance.

For the dental assisting program, the Commission requests one (1) paper copy and requires one (1) identical electronic copy of a detailed report addressing the concerns noted in this letter be submitted by November 15, 2016 for consideration at the Dental Assisting Education Review Committee’s January 12-13, 2017 meeting and the Commission’s February 2, 2017 meeting. Instructions to assist you in developing the report and providing an electronic copy are enclosed. The Commission will assess a fee to the program if it fails to provide an electronic version of its report.

Attached please find Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations to assist you in developing a focused, concise response to the Commission’s recommendations. Please note that reports that fail to adhere to the stated guidelines may be returned to the program and may not be reviewed at the assigned time. The Commission’s timelines for demonstration of full compliance will not be modified due to a delayed review resulting from improperly formatted reports.

### **General Information**

In taking this action, the Commission stipulated that expects the institution to keep the Commission informed as soon as possible of anticipated changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum.

The Commission on Dental Accreditation monitors increases in enrollment. The purpose for monitoring increases in enrollment through review of existing and projected program resources (faculty, patient availability, and variety of procedures, physical/clinical facilities, and allied support services) is to ensure that program resources exist to support the intended enrollment increase. Failure to comply with the policy will jeopardize the program’s accreditation status. The Commission’s policy and guidelines for reporting program changes are attached.

All institutions offering programs accredited by the Commission are expected to adhere to deadlines for requests for program information. If an institution fails to comply with the Commission's request, or a prescribed deadline, it will be assumed that the institution no longer wishes to participate in the accreditation program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the accreditation of the program(s) at its next scheduled meeting.

***Institutions/Programs are expected to follow Commission policy and procedure on privacy and data security related to compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Commission’s statement on HIPAA, as well as the Privacy and Data Security Summary for Institutions/Programs (PDF), are found in the Policies/Guidelines section of the***

Commission's website at <http://www.ada.org/en/coda/policies-and-guidelines/hipaa/>. Programs that fail to comply with CODA's policy will be assessed a penalty fee of \$1000.

It should be noted that Commission policy allows for the program to appear before the Dental Assisting Education Review Committee to supplement the written information contained in your progress report. A written request for a special appearance should be submitted to Dr. Sherin Tooks, director, Commission on Dental Accreditation, by **December 1, 2016**.

If the special appearance request is approved, a representative of the institution will be permitted to appear before the Dental Assisting Education Review Committee to present additional information. The special appearance will occur at a specified date and time period prior to the committee's consideration of the program's accreditation classification. If additional written materials will be presented, one (1) paper and one (1) identical electronic copy should be submitted by the institution to this office no later than five (5) business days prior to the meeting. If additional information will be presented at the special appearance, **ten (10) copies** should be provided.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The programs in dental assisting and dental hygiene are accredited by the Commission on Dental Accreditation [*and have been granted the accreditation statuses of "approval with reporting requirements" and "approval without reporting requirements," respectively*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

The staff of the Commission on Dental Accreditation is available for consultation to all educational programs which fall within the Commission's accreditation purview. Educational institutions sponsoring dental education programs are encouraged to obtain such staff counsel and guidance by written or telephone request. Consultation is provided on request prior to, as well as subsequent to, the Commission's granting accreditation to specific programs. The Commission expects to be reimbursed if substantial costs are incurred.

If this office can be of any assistance to you, please contact the Allied accreditation managers, Ms. Alyson Ackerman at [ackermana@ada.org](mailto:ackermana@ada.org) or 1-800-621-8099, extension 4660, or Ms. Patrice Renfrow at [renfrowp@ada.org](mailto:renfrowp@ada.org) or 1-800-621-8099 extension 2695.

President Allen  
August 24, 2016  
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Sincerely,



Alyson Ackerman, M.P.A.  
Manager, Allied Dental Education  
Commission on Dental Accreditation

AA/ja

Enclosures:

Sent via e-mail

CODA Accreditation Status Definitions  
Guidelines for Preparation of Reports and Documentation Guidelines for Selected  
Recommendations  
Electronic Submission Guidelines for Responses to Site Visits & Progress  
Reports  
Guidelines for Reporting Program Changes in Accredited Programs  
Electronic Submission Guidelines for General Correspondence

cc: Dr. Gene Leutsinger, dean, School of Health Sciences  
Ms. Emily Boge, administrative chair, Dental Assisting and Dental Hygiene  
Mr. Herman Bounds, Jr., director, Accreditation Division, U.S. Department of Education  
(via CODA website)  
State Boards of Dentistry (via CODA website)  
Institutional Accreditors (via CODA website)  
Dr. Karen West, chair, CODA  
Dr. Sherin Tooks, director, CODA  
Ms. Patrice Renfrow, manager, Allied Dental Education, CODA



**Summary of Recommendations and Required Documentation**  
**Hawkeye Community College**  
**Waterloo, IA**  
**Dental Assisting**

Please review the following paragraphs that include the stated recommendations and required documentation to submit with the progress report to demonstrate compliance.

**Recommendation #4:** It is recommended that curriculum content include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions: l) Provide patient preventive education and oral hygiene instruction; o) Maintain accurate patient treatment records; and o) Identify and respond to medical and dental emergencies. It is further recommended that prior to performing these skills/functions in a clinical setting, students demonstrate knowledge of, and laboratory/preclinical competence in the program facility. (DA Standard 2-8, l and o)

The Commission reviewed documentation for didactic and laboratory/preclinical objectives for medical emergencies and didactic objectives for patient preventive education and oral hygiene instruction. However, the Commission could not verify didactic and laboratory/preclinical objectives for o) identifies and responds to dental emergencies or laboratory/preclinical objectives for l) patient preventive education and oral hygiene instruction.

To demonstrate compliance with Recommendation #4 (DA Standard 2-8, l and o), the Commission requests the program submit evidence of laboratory/preclinical objectives in l) Provide patient preventive education and oral hygiene instruction and didactic and laboratory/preclinical objectives in o) Identify and respond to dental emergencies. Please provide the evaluation sheet for brushing and didactic objectives and skill evaluation(s) for responding to dental emergencies.

**Recommendation #8:** It is recommended that prior to exposing dental images during extramural clinical assignments, students demonstrate competence, under faculty supervision, in exposing diagnostically acceptable full-mouth dental image surveys on a minimum of two patients in the program, or contracted facility. (DA Standard 2-17)

The Commission reviewed the program's evaluation methods and policies on exposing full-mouth dental surveys on two (2) patients in the program facility prior to extramural clinical assignments. However, the Commission noted the performance criteria focuses on the process of setting up the patient and positioning the sensor, and does not evaluate whether or not the full-mouth dental image survey is diagnostically acceptable.

To demonstrate compliance with Recommendation #8 (DA Standard 2-17), the Commission requests documentation that prior to exposing dental images during extramural clinical assignments, students demonstrate competence in exposing diagnostically acceptable full-mouth

President Allen  
August 24, 2016  
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dental image surveys in the program facility. Please provide the evaluation mechanism(s) used to evaluate radiographs and determine student competence in exposing radiographs.

**FORMAL REPORT OF THE COMMISSION ON DENTAL ACCREDITATION  
TO THE ADMINISTRATION OF HAWKEYE COMMUNITY COLLEGE  
ON THE EVALUATION OF THE DENTAL ASSISTING AND DENTAL HYGIENE  
EDUCATION PROGRAMS  
Waterloo, Iowa\***

**Introduction**

An evaluation of the dental assisting and dental hygiene programs offered by Hawkeye Community College was conducted on October 27-29, 2015 by a committee of the Commission on Dental Accreditation composed of Dr. Keith Dickey, allied-dentist consultant; Ms. Linda Joleen VanBibber, consultant in dental assisting; Ms. Rebecca Tabor, consultant in dental hygiene; and Dr. Mary Elizabeth Kaz, site visit chair.

The Commission believes that educational institutions offering curricula supportive to the dental profession assume the obligation and responsibility of affording quality educational opportunities which are based on sound educational principles. Commission objectives are also based on the premise that allied dental education programs should strive continually to improve standards of scholarship and teaching consistent with the purpose and methods of postsecondary education. To assist the institution in appraising its educational effectiveness and identifying ways and means by which its endeavors can be strengthened, allied dental programs are reviewed periodically by peers in relation to predetermined standards. This peer review of the educational process is based on the programs' self-study and conferences with persons involved in the various components of the programs.

This report represents the visiting committee's findings and conclusions in the form of recommendations that directly relate to accreditation standards. These are found, as appropriate, under headings that parallel the Commission's Standards for dental assisting and dental hygiene education programs. The recommendation is indented and numbered in the report. Only those standards that warrant one of the aforementioned types of comments are included; in all other cases, the visiting committee found that the program met or exceeded the minimum standards.

The Commission on Dental Accreditation has discontinued the use of commendations, effective July 26, 2007. As a result, commendations will no longer be cited within site visit reports for programs under the Commission's purview.

**Accreditation History**

The dental assisting and dental hygiene programs offered by Hawkeye Community College were initiated in 1968 and 1975, respectively. This was the Commission's seventh site evaluation of

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\*As approved by the Commission on Dental Accreditation for transmittal on February 4, 2016.

the dental assisting and the dental hygiene programs. At the time of the site visit, the accreditation status for the dental assisting and dental hygiene education programs was “approval without reporting requirements.” Information on the Commission’s previous accreditation of the program follows:

<u>Date</u>	<u>Discipline</u>	<u>Basis of Action</u>	<u>Action</u>
May 1969	Dental Assisting	Application	Preliminary Provisional Approval
May 1970	Dental Assisting	Site Visit	Approval
December 1972	Dental Hygiene	Application	Accreditation Eligible Withheld
May 1973	Dental Hygiene	Application	Accreditation Eligible Withheld
May 1974	Dental Hygiene	Application	Accreditation Eligible Withheld
December 1974	Dental Hygiene	Application	Accreditation Eligible Withheld
May 1975	Dental Hygiene	Application	Accreditation Eligible Withheld
December 1975	Dental Hygiene	Site Visit	Accreditation Eligible
May 1977	Dental Assisting	Site Visit	Approval
May 1977	Dental Hygiene	Site Visit	Provisional Approval
May 1978	Dental Hygiene	Progress Report	Approval
December 1985	Dental Assisting	Site Visit	Approval
December 1985	Dental Hygiene	Site Visit	Approval
July 1995	Dental Assisting	Site Visit	Approval
July 1995	Dental Hygiene	Site Visit	Approval

<u>Date</u>	<u>Discipline</u>	<u>Basis of Action</u>	<u>Action</u>
July 2001	Dental Assisting	Site Visit	Approval <u>with</u> Reporting Requirements
July 2001	Dental Hygiene	Site Visit	Approval <u>with</u> Reporting Requirements
November 2003	Dental Assisting	Progress Report	Approval <u>without</u> Reporting Requirements
November 2003	Dental Hygiene	Progress Report	Approval <u>without</u> Reporting Requirements
July 2009	Dental Assisting	Site Visit	Approval <u>with</u> Reporting Requirements
July 2009	Dental Hygiene	Site Visit	Approval <u>without</u> Reporting Requirements
February 2010	Dental Assisting	Progress Report	Approval <u>without</u> Reporting Requirements
February 2013	Dental Hygiene	Program Change	Approval <u>without</u> Reporting Requirements
January 2014	Dental Hygiene	Program Change	Approval <u>without</u> Reporting Requirements

### **Review of Recommendations Cited in the Program's Previous Site Visit Report**

At the time of the Commission's last evaluation of the program in November 2008, eleven recommendations were cited in the areas of Institutional Effectiveness, Educational Program, Administration, Faculty and Staff, and Patient Care Services. During this evaluation, the visiting committee reviewed these areas and found that the program has not demonstrated continued

compliance with the previous recommendations in the area of Educational Program. Detailed information regarding the visiting committee's findings is noted elsewhere in this report.

### **Compliance with Commission Policies**

At the time of the site visit, the visiting committee determined that the program was in compliance with the Commission on Dental Accreditation's policies on "Third Party Comments," "Complaints," "Program Changes," and "Distance Education."

Through review of the programs' complaint records, there are no patterns or themes related to the programs' compliance with the Accreditation Standards.

### **Standard 1. Institutional Commitment and Program Effectiveness**

***Dental Assisting:*** The program has documented its effectiveness using a formal and ongoing outcomes assessment process to include measures of dental assisting student achievement. Based on a review of the program's outcomes assessment process and student achievement measures, the visiting committee found the program has demonstrated positive programmatic student achievement outcomes through positive outcomes measures noted below.

The site visit team assessed the program's overall performance through student achievement measures such as national assessment scores, licensure or certification examinations results, program retention, and/or employment rates. A summary explaining how the program measures its effectiveness relative to student achievement is provided below.

#### **Dental Assisting Program Retention:**

Class of 2009: 65%

Class of 2010: 96%

Class of 2011: 65%

Class of 2012: 41%

Class of 2013: 38%

Class of 2014: 79%

Class of 2015: 91%

Class of 2016: To be determined

#### **Program Employment Rates:**

Hawkeye Community College sends surveys from the Career Services Center on campus. Rachel Evans, who documents and catalogs this research, stated that although surveys were sent to all graduates, the department sent only 1 Dental Assisting response from 2012-2014. The team at Career Services is currently working on an improved method for gathering responses. The Dental Assisting Program distributes its own survey on the final day of classes, and of 14 (total 2015) graduates 13 had full-time employment, and 1 was seeking employment.

The results from the employer surveys, graduate surveys, program evaluations, faculty calibration, and externship sites are on paper file.

**Effectiveness:**

The Dental Assisting Program measures its effectiveness relative to student achievements through the curriculum management plan enclosed in the Self-Study Exhibits. Faculty bring forth ideas to the Dental Administrative Chair (DAC) and the DAC brings them to the Dean of Health Sciences for discussion. It is then discussed with the Advisory Committee to ascertain the practicality of making changes in the program in the practicing dental community. The results of examinations, clinical competencies, and National and State testing guides program changes.

Some program changes that have been made, based on collection and analysis of student achievement data, include The Dental Advisory Committee recommendation that the course, DEA302-Dental Radiography, be revised. Because the course was assessed as having excessive lab time, but not enough lecture time, lecture hours were increased from one to two hours per week and lab hours were decreased from four to two hours per week. The Dental Advisory Committee also recommended that the course, DEA258-Dental Anatomy, be revised for the same reasons as the course referenced above, i.e., it was assessed as having excessive lab time, but not enough lecture time. Lecture hours were increased from two to five hours per week and lab hours were decreased from four to two hours per week. The advisory board members came to a similar consensus on a CAR (Course Amnesty Review) for DEA258-Dental Anatomy. The contact hours were changed from six to five. The lecture hours were changed from two to five hours per week. The lab contact hours were changed from four to two hours per week.

The Dental Clinic changed to an electronic (paperless) documentation/audit system that insures greater documentation accuracy on a timely basis, the same day as treatment. Unlike the previous system where the review of paper records could be postponed to a later time, the review of the electronic record is required prior to closing it out in the system. This change in documentation made a documentation audit form necessary; for use in tracking student's "same-day" documentation of patient care.

The visiting committee determined that the following standards that received recommendation directly relate to student achievement:

- Standard 2-6 b & c
- Standard 2-7
- Standard 2-8 a, c, f, i, j, k, l, m, n, & o
- Standard 2-9 c, d, e, f, g, & h
- Standard 2-11 a, d, e, f & g
- Standard 2-15 g & h
- Standard 2-17
- Standard 2-21
- Standard 2-28
- Standard 3-2
- Standard 3-3

#### Standard 4-6 c, e, f & g

There must be an active advisory committee to serve as a liaison between the program, local dental and allied dental professionals and the community. Dentists and dental assistants must be equally represented.

Through review of the self-study documents and on-interviews, the visiting committee determined that the dental assisting and dental hygiene programs share a joint advisory committee that provides a mutual exchange of information for program enhancement. The visiting committee determined that the dental advisory committee membership includes three (3) dentists, four (4) registered dental hygienists, and one (1) dental assistant. An unequal distribution of dental assistants on the advisory committee could affect the programs ability to address program and community needs.

1. It is recommended that there be an active advisory committee to serve as a liaison between the program, local dental and allied dental professionals and the community, and dentists and dental assistants are to be equally represented. (DA Standard 1-7)

**Dental Hygiene:** The program has documented its effectiveness using a formal and ongoing outcomes assessment process to include measures of dental hygiene student achievement. Based on a review of the program's outcomes assessment process and student achievement measures, the visiting committee found the program has demonstrated positive programmatic student achievement outcomes through measures noted below:

The site visit team assessed the program's overall performance through student achievement measures to include: national assessment scores, licensure or certification examinations results, program retention, and/or employment rates. A summary of those findings are listed. Additionally, provide examples of program changes made based on collection and analysis of student achievement data.

#### **Program Retention**

Class of 2010: 81%

Class of 2011: 85%

Class of 2012: 95%

Class of 2013: 86%

Class of 2014: 100%

Class of 2015: 82%

Class of 2016: To be determined

#### **Program Employment Rates**

Hawkeye Community College sends surveys from the Career Services Center on campus. Rachel Evans, who documents and catalogs this research, stated that although surveys were sent to all graduates, the department sent me only 1 Dental Assisting and 12 Dental Hygiene responses from 2012-2014. The team at Career Services is currently working on an improved method for gathering responses.



## **Effectiveness**

The Dental Hygiene Program measures its effectiveness relative to student achievements through the curriculum management plan enclosed in the Self-Study Exhibits. Faculty bring forth ideas to the Dental Administrative Chair (DAC) and the DAC brings them to the Dean of Health Sciences for discussion. It is then discussed with the Advisory Committee to ascertain the practicality of making changes in the program in the practicing dental community. The results of patient satisfaction surveys, examinations, clinical competencies, CRDTS, and NBDHE testing guide program changes.

National Board Dental Hygiene Examination First Time Pass Rates:

2015: 100%

2014: 100%

Clinical Board Examination First Time Pass Rates:

2015: 100%

2014: 72%

Some program changes that have been made, based on collection and analysis of student achievement data, include Advisory Committee members coming to a consensus on modifying the courses, DHY255-Community Oral Health and DHY260-Oral Health Education. Each course eliminated one credit hour to provide the two credit hours necessary to add HSC108-Introduction to Health Professions to list of prerequisite courses for the program. The curriculum change became effective Fall 2015.

The Dental Clinic changed to an electronic (paperless) documentation/audit system that insures greater documentation accuracy on a timely basis, the same day as treatment. Unlike the previous system where the review of paper records could be postponed to a later time, the review of the electronic record is required prior to closing it out in the system. This change in documentation made a documentation audit form necessary; for use in tracking student's "same-day" documentation of patient care.

## **Standard 2. Educational Program**

***Dental Assisting:*** The dental assisting program is presented in three (3), 16-week semesters. Upon completion of the program, graduates are awarded Diplomas in Dental Assisting.

Written documentation of each course in the curriculum must be provided to students at the start of each course and include: b) Course content outline including topics to be presented; and c) Specific instructional objectives for each topic presented

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that the course title, number, description, faculty presenting course contact information, learning experiences with associated assessment mechanisms, course

schedule including time allocated for didactic, laboratory, and clinical learning experiences and specific evaluation procedures for course grade calculation are utilized. It was determined that specific instructional objectives for each topic to be presented and course content outlines including topics to be presented were not available in the following courses: DEA 412 Dental Materials I, DEA 417 Dental Materials II, DEA 513 Chairside Assisting I, DEA 514 Chairside Assisting II, and DEA 702 Dental Office Procedures.

2. It is recommended that written documentation of each course in the curriculum be provided to students at the start of each course and include course content outline including topics to be presented and specific instructional objectives for each topic presented in DEA 412 Dental Materials I, DEA 417 Dental Materials II, DEA 513 Chairside Assisting I, DEA 514 Chairside Assisting II, and DEA 702 Dental Office Procedures. (DA Standard 2-6, b and c)

Objective student evaluation methods must be utilized to measure all defined course objectives to include: b) Specific criteria for measuring levels of competence for each component of a given procedure

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that didactic, laboratory, preclinical, and clinical content are being taught. In addition, student performance elevates as student's progress through the curriculum. It was also determined that the following courses do not have specific criteria for measuring levels of competence for each component of a given procedure: DEA 103 Dental Orientation, DEA 258 Dental Anatomy, DEA 263 Dental Science II, DEA 412 Dental Materials I, DEA 417 Dental Materials II, DEA 513 Chairside Assisting I, DEA 514 Chairside Assisting II, DEA 556 Assisting Clinic, DEA 577 Dental Assisting Clinic II, DEA 591 Dental Assisting Seminar, DEA 603 Dental Specialties, DEA 702 Dental Office Procedures.

3. It is recommended that student evaluation methods be utilized to measure all defined course objectives to include specific criteria for measuring levels of competence for each component of a given procedure in the following courses: DEA 103 Dental Orientation, DEA 258 Dental Anatomy, DEA 263 Dental Science II, DEA 412 Dental Materials I, 417 Dental Materials II, DEA 513 Chairside Assisting I, DEA 514 Chairside Assisting II, DEA 556 Assisting Clinic, DEA 577 Dental Assisting Clinic II, DEA 591 Dental Assisting Seminar, DEA 603 Dental Specialties, DEA 702 Dental Office Procedures. (DA Standard 2-7, b)

Curriculum content must include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions: a) Take/review and record medical and dental histories; c) Assist with and/or perform soft tissue extra/intra oral examinations; f) Prepare tray set-ups for a variety of procedures and specialty areas; i) Maintain clear field of vision including isolation techniques; k) Utilize appropriate chairside assistant ergonomics; l) Provide patient preventive education and oral hygiene instruction; m) Provide pre-and post-operative instructions prescribed by a dentist; o) Maintain accurate patient treatment records; and o) Identify and respond to medical and dental emergencies. Prior to performing these skills/functions in a clinical setting,

students must demonstrate knowledge of, and laboratory/preclinical competence in the program facility.

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that the course DEA 513 Chairside Assisting I teaches some of the essential dental assisting skills but does not teach the following skills to laboratory/preclinical competence: a) Take/review and record medical and dental histories; c) Assist with and/or perform soft tissue extra/intra oral examinations; f) Prepare tray set-ups for a variety of procedures and specialty areas; i) Maintain clear field of vision including isolation techniques; k) Utilize appropriate chairside assistant ergonomics; l) Provide patient preventive education and oral hygiene instruction; m) Provide pre-and post-operative instructions prescribed by a dentist; o) Maintain accurate patient treatment records; and o) Identify and respond to medical and dental emergencies.

4. It is recommended that curriculum content include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions: a) Take/review and record medical and dental histories; c) Assist with and/or perform soft tissue extra/intra oral examinations; f) Prepare tray set-ups for a variety of procedures and specialty areas; i) Maintain clear field of vision including isolation techniques; k) Utilize appropriate chairside assistant ergonomics; l) Provide patient preventive education and oral hygiene instruction; m) Provide pre-and post-operative instructions prescribed by a dentist; o) Maintain accurate patient treatment records; and o) Identify and respond to medical and dental emergencies. It is further recommended that prior to performing these skills/functions in a clinical setting, students demonstrate knowledge of, and laboratory/preclinical competence in the program facility. (DA Standard 2-8, a, c, f, i, k, l, m, n, and o)

Curriculum content must include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions: c) Assist with and/or apply fluoride agents; d) Assist with and/or apply bases, liners, and bonding agents; e) Assist with and/or place, fabricate, and remove provisional restorations; f) Assist with and/or place and remove matrix retainers, matrix bands, and wedges; g) Assist with and/or remove excess cement or bonding agents; and h) Assist with a direct permanent restoration. Prior to performing these skills/functions in a clinical setting, students must demonstrate knowledge of, and laboratory/preclinical competence in the program facility.

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that the courses DEA 412 Dental Materials I, DEA 417 Dental Materials II, and DEA 514 Chairside Assisting I that teach dental materials and chairside dental assisting skills do not teach the following skills to laboratory/preclinical competence: c) Assist with and/or apply fluoride agents; d) Assist with and/or apply bases, liners, and bonding agents; e) Assist with and/or place, fabricate, and remove provisional restorations; f) Assist with and/or place and remove matrix retainers, matrix bands, and wedges; g) Assist with and/or remove excess cement or bonding agents; and h) Assist with a direct permanent restoration

5. It is recommended that curriculum content include didactic and laboratory/preclinical objectives in the following dental assisting skills and functions: c) Assist with and/or apply fluoride agents; d) Assist with and/or apply bases, liners, and bonding agents; e) Assist with and/or place, fabricate, and remove provisional restorations; f) Assist with and/or place and remove matrix retainers, matrix bands, and wedges; g) Assist with and/or remove excess cement or bonding agents; and h) Assist with a direct permanent restoration. It is further recommended that prior to performing these skills/functions in a clinical setting, students demonstrate knowledge of, and laboratory/preclinical competence in the program facility. (DA Standard 2-9, c, d, e, f, g, and h)

Students must demonstrate competence in the knowledge at the familiarity level in dental practice management: a) Computer and dental software; d) Inventory systems and supply ordering; e) Maintenance and retention of business records; f) Management of patient information; and g) Recall systems

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that the DEA 703 Dental Office Procedures course does not address several of the required competences and the course has not undergone revision and updating since the new dental assisting standards were adopted in January 2014.

6. It is recommended that students demonstrate competence in the knowledge at the familiarity level in dental practice management to include: a) Computer and dental software; d) Inventory systems and supply ordering; e) Maintenance and retention of business records; f) Management of patient information; and g) Recall systems (DA Standard 2-11, a, d, e, f, and g)

The curriculum must include content at the in-depth level in dental materials. Students must demonstrate knowledge of the properties, and competence in the uses and manipulation of, dental materials to include: g) Fabrication of casts, temporary crown and/or bridge; and h) Abrasive agents used to polish coronal surfaces and appliance

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that DEA 412 Dental Materials I and DEA 417 Dental Materials II provides instruction in most of the required topics but do not teach the following items to competence in the uses and manipulation of dental materials: g) Fabrication of casts, temporary crown and/or bridge; and h) Abrasive agents used to polish coronal surfaces and appliance

7. It is recommended that the curriculum include content at the in-depth level in dental materials and that students demonstrate knowledge of the properties, and competence in the uses and manipulation of, dental materials to include: g) Fabrication of casts, temporary crown and/or bridge; and h) Abrasive agents used to polish coronal surfaces and appliances. (DA Standard 2-15, g and h)

Prior to exposing dental images during extramural clinical assignments, students must demonstrate competence, under faculty supervision, in exposing diagnostically acceptable full-mouth dental image surveys on a minimum of two patients in the program, or contracted facility.

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that the students are not exposing diagnostically acceptable full-mouth dental images on two patients in the program prior to their extramural clinical assignments. ***The recommendation related to DA Standard 2-17 was cited at the previous site visit.***

8. It is recommended that prior to exposing dental images during extramural clinical assignments, students demonstrate competence, under faculty supervision, in exposing diagnostically acceptable full-mouth dental image surveys on a minimum of two patients in the program, or contracted facility. (DA Standard 2-17)

Clinical experience assisting a dentist must be an integral part of the educational program designed to perfect students' competence in performing chairside assisting functions, rather than to provide basic instruction. Students must have a minimum of 300 hours of clinical experience.

Through review of the self-study documents and on-site interviews the visiting committee determined that students complete their clinical externships during the final eight (8) weeks (4 days per week) summer semester. In addition, the team confirmed that students spend a total of 6.5 hours per day during this experience. In combination, this provides the students approximately 208 hours of total clinical externship experience.

9. It is recommended that the clinical experience assisting a dentist be an integral part of the educational program designed to perfect students' competence in performing chairside assisting functions, rather than to provide basic instruction and students have a minimum of 300 hours of clinical experience. (DA Standard 2-21)

Objective evaluation criteria must be utilized by faculty and office or clinical personnel to evaluate students' competence in performing specified procedures during clinical experience.

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that the externship evaluation mechanism does not have objective evaluation criteria. The evaluation documents states the following grading criteria: 3 Points=Exceed Expectations, 2 Points Meets Expectations, 1 Point = Below Expectations and 0 Points= No Participation by student. The team noted that although point values are assigned, the rubric does not provide a definition of these terms. ***The recommendation related to DA Standard 2-28 was cited at the previous site visit.***

10. It is recommended that objective evaluation criteria be utilized by faculty and office or clinical personnel to evaluate students' competence in performing specified procedures during clinical experience. (DA Standard 2-28)

***Dental Hygiene:*** The dental hygiene program is presented in five (5), 16-week semesters. Upon completion of the program, graduates are awarded Associate of Applied Science in Dental Hygiene degrees. The curriculum has been defined in terms of program goals, general instructional objectives, learning experiences designed to achieve the goals and objectives and evaluation procedures to assess student attainment of the goals and objectives.

### **Standard 3. Administration, Faculty and Staff**

The program administrator must have a full-time commitment to the institution and an appointment which provides time for program operation, evaluation and revision. The program administrator must have the authority and responsibilities for: e) Supervision and evaluation of faculty

Through review of the self-study document and on-site interviews, the visiting committee confirmed that the program administrator is responsible for all aspects of program administration with the exception of supervision and evaluation of the dental assisting and hygiene faculty. In accordance with the faculty bargaining unit, only the dean of the instructional area may conduct annual performance evaluations, and the process does not include input by the dental assisting/dental hygiene program administrator.

11. It is recommended that the program administrator have authority and responsibilities for supervision and input into the evaluation of faculty. (DA Standard 3-2, e)

The program administrator must be a Dental Assisting National Board “Certified Dental Assistant” or dentist licensed to practice in the state of the program location\*, with occupational experience in the application of fourhanded dentistry principles, either as a dental assistant or working with a chairside assistant.

Through review of the self-study document and on-site interviews, the visiting committee concluded that the dental assisting program administrator completed the Dental Assisting National Board certification examination in 2000 and has not maintained or recertified the CDA national certification with the national board. In addition, the visiting committee was unable to verify whether the program administrator has the necessary occupational experience in the application of four-handed dentistry.

12. It is recommended that the program administrator be a Dental Assisting National Board “Certified Dental Assistant”, with occupational experience in the application of fourhanded dentistry principles, either as a dental assistant or working with a chairside assistant. (DA Standard 3-3)

The program administrator must have the authority and responsibility necessary to fulfill program goals including: b) faculty recruitment, assignments and supervision; and c) input into faculty evaluation;

Through review of the self-study documents and on-site interviews, the visiting committee confirmed that the program administrator is responsible for all aspects of program administration with the exception of supervision and evaluation of the dental assisting and hygiene faculty. In accordance with the faculty bargaining unit, only the dean of the instructional area may conduct annual performance evaluations, and the process does not include input by the dental assisting/dental hygiene program administrator.

13. It is recommended that the program administrator have authority and responsibilities for supervision and input into the evaluation of faculty. (DH Standard 3-4, b and c)

#### **Standard 4. Educational Support Services**

A multipurpose laboratory facility must be provided for effective instruction and allow for required laboratory activities. If the laboratory capacity requires that two or more sections be scheduled, time for all students to obtain required laboratory experience must be provided.

Laboratory facilities must contain the following: a) placement and location of equipment that is conducive to efficient and safe utilization.

Through review of self-study documents and on-site observations, the visiting committee noted that the dental materials laboratory and lab adjacent to the clinic have multiple stone trimmers for student use. However, each of the stone trimmers lacked eye shield guards that may pose hazardous risks during use to the student, faculty, and staff.

14. It is recommended that the laboratory facilities contain placement and location of equipment that is conducive to efficient and safe utilization. (DH Standard 4-3, a)

Instruments and appropriate models and armamentaria must be provided to accommodate students' needs in learning to identify, exchange, prepare procedural trays and assist in procedures including: c) Surgical; e) Orthodontic; f) Removable and fixed prosthodontics; and e) Endodontic.

Through review of the self-study document, documents presented on-site and on-site interviews, the visiting committee identified that the program provides appropriate armamentaria for most of the dental specialty areas but does not have sufficient number of instruments to accommodate students' needs in learning to identify, exchange, prepare procedural trays and assist with procedures in the following areas: c) Surgical; e) Orthodontic; f) Removable and fixed prosthodontics; and e) Endodontic.

15. It is recommended that the instruments and appropriate models and armamentaria be provided to accommodate students' needs in learning to identify, exchange, prepare procedural trays and assist in procedures including: c) Surgical; e) Orthodontic; f) Removable and fixed prosthodontics; and e) Endodontic. (DA Standard 4-6, c, e, f, and g)

A sufficient multipurpose laboratory facility must be provided for effective instruction which allows for required laboratory activities and can accommodate all scheduled students simultaneously. There must be an appropriate number of student stations, equipment, supplies, instruments and space for individual student performance of laboratory procedures with faculty supervision.

Through review of self-study documents and on-site observations, the visiting committee noted that the dental materials laboratory and lab adjacent to the clinic have multiple stone trimmers for student use. However, each of the stone trimmers lacked eye shield guards that may pose hazardous risks during use to the student, faculty, and staff.

16. It is recommended that there be an appropriate number of student stations, equipment, supplies, instruments and space for individual student performance of laboratory procedures with faculty supervision. (DA Standard 4-9)

### **Standard 5. Health and Safety Provisions**

All students, faculty and support staff must be currently certified in basic life support procedures, including cardiopulmonary resuscitation with an Automated External Defibrillator (AED), prior to the direct provision of patient care.

Through review of the self-study documents, on-site interviews and information provided on-site, the site team confirmed that faculty, staff, and second year dental hygiene students have current certification in basic life support. The visiting committee confirmed that although the new, incoming first year dental assisting and hygiene students had completed a BLS course, actual documentation of certification was not available.

17. It is recommended that all students, faculty and support staff be currently certified in basic life support procedures, including cardiopulmonary resuscitation with an Automated External Defibrillator (AED), prior to the direct provision of patient care. (DA Standard 5-4)

### **Standard 6. Patient Care Services**

All students, faculty and support staff involved with the direct provision of patient care must be continuously recognized/certified in basic life support procedures, including healthcare provider cardiopulmonary resuscitation with an Automated External Defibrillator (AED).

Through review of the self-study documents, on-site interviews and information provided on-site, the site team confirmed that faculty, staff, and second year dental hygiene students have current certification in basic life support. The visiting committee confirmed that although the new, incoming first year dental assisting and hygiene students had completed a BLS course, actual documentation of certification was not available.



18. It is recommended that all students, faculty and support staff be currently certified in basic life support procedures, including cardiopulmonary resuscitation with an Automated External Defibrillator (AED), prior to the direct provision of patient care. (DH Standard 6-5)

**Off-Campus Sites (For Didactic and Clinical Activity):** List the names and addresses of the off-campus sites, purposes of the site, amount of time each student is assigned to the site and indicate by checkmark if the team visited the site.

Name and Address	Purpose	Duration	Site Visited (√)
N/A			

### **Accreditation Status**

At its February 4, 2016 meeting, the Commission on Dental Accreditation adopted a resolution to change the accreditation statuses of the dental assisting and dental hygiene programs offered by Hawkeye Community College from “approval without reporting requirements” to “approval with reporting requirements.”

### **Publication of Accreditation**

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in *italics* below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting and dental hygiene are accredited by the Commission on Dental Accreditation [*and have been granted the accreditation status of “approval with reporting requirements” and “approval with reporting requirements,” respectively]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is: <http://www.ada.org/en/coda>.*

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**EMERGENCY MEDICAL SERVICES**



**Committee on Accreditation**  
of Educational Programs for the EMS Professions

8301 Lakeview Pkwy  
Suite #111-312  
Rowlett, TX 75088  
Main 214-703-8445  
Fax 214-703-8992  
www.coaemsp.org

December 16, 2013

## LETTER OF REVIEW

Linda Allen, PhD, President  
Hawkeye Community College  
EMT – Paramedic Program  
1501 Orange Road  
Waterloo, IA 50704

Re: Program Number: 600725

Dear Dr. Allen:

After assessment of the core information of the Letter of Review Self Study Report (LSSR) including all other pertinent information, the Chairman and Executive Director of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), have authorized issuing this Letter of Review (LoR) for the Paramedic educational program at **Hawkeye Community College** effective as of the above date.

It is the determination of the CoAEMSP that the program has demonstrated satisfactory core information of the *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CoAEMSP Letter of Review is **NOT** a CAAHEP accreditation status and is not a guarantee of eventual accreditation. An Executive Analysis (EA) for an LSSR will **not** be issued.

Under the authority of this LoR, the Paramedic program graduates will meet the eligibility requirement of the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination related to "graduation from a CAAHEP accredited Paramedic program". All other NREMT requirements for admission to the Paramedic examination must be met by the individual.

In addition to maintaining on-going compliance with the Standards, the program must meet all administrative requirements specified in Appendix A of the *Standards and Guidelines*. One of those requirements is to "file all reports in a timely manner...in accordance with CoAEMSP policy" (A.3.f). As long as the program remains active as an LoR program, the required Annual Report will be due **on or no later than April 1, starting in 2014 and each subsequent April 1 until the program receives accreditation or the LoR is revoked**. Accordingly, accredited programs must electronically file an Annual Report each year due on or before December 1. The Executive Office will be contacting the program to provide the specifics of setting up, completing, and submitting the Annual Report.

**The date on which the next class will be admitted and the on-time graduation date for that class must be reported to CoAEMSP within fourteen (14) calendar days of receipt of this LoR.**

Since a complete Initial Self Study Report (ISSR) was not submitted originally, then a subsequent step in the "becoming accredited" process will be to prepare the complete ISSR and submit it to the CoAEMSP within 180 days following the graduation of the first class of students admitted after the date of this LoR.

When the ISSR is submitted and the CoAEMSP deems the ISSR is satisfactory, the Executive Office will schedule an on-site visit with the program as specified in the CoAEMSP policies and procedures.

If the complete ISSR is not satisfactory, the program will have thirty (30) days after the receipt of the Executive Analysis (EA) to provide additional information to address the deficiencies, otherwise the LoR may be revoked. The LoR may also be revoked if the six (6) month submission deadline is not met. Other situations such as, but not limited to, failure to respond to requests from the Executive Office, failure to make payments to maintain the LoR as well as failure to meet the Standards, can cause the LoR to be revoked immediately.

Additionally, the Office of EMS (OEMS) in your state will be notified and kept apprised of the LoR status that your program holds. Any changes to the LoR status of your program, including revocation or issues of non-compliance, will be communicated to your State OEMS as well as the NREMT. You **MUST** comply with all rules and regulations in your state to maintain your program in good standing as well as those with NREMT. The LoR status of your program will be posted in "real time" to the CAAHEP website for review and verification by prospective students, OEMS officials, NREMT, and the public.

CoAEMSP commends you and your colleagues for your commitment to quality Paramedic education, as demonstrated by your participation in CAAHEP programmatic accreditation. Please do not hesitate to contact me, if you have any questions. **Email the date of the next entering class and on-time graduation date to: [lynn@coaemsp.org](mailto:lynn@coaemsp.org) within 14 calendar days of receipt of this letter.**

EXPIRATION DATE:

Sincerely,



George W. Hatch, Jr., EdD, LP, EMT-P  
Executive Director

cc: Bryan Renfro, MEd, Dean  
Johnathan Cockrell, MEd, NREMT-P, Program Director  
Douglas K. York, NREMT-P, PS, CoAEMSP Chair  
CAAHEP  
NREMT  
IA State EMS Director  
IA State EMS Training Coordinator





August 18, 2016

The Findings Letter is based on the 2015 CAAHEP Standards

Johnathan Cockrell, MEd, NRP, Program Director  
EMS Professions Program  
Hawkeye Community College  
1501 E Orange Rd  
Waterloo IA 50704

Program Number: 600725

Dear Mr. Cockrell,

The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) would like to thank the EMS Professions Program sponsored by Hawkeye Community College, Waterloo, Iowa, for hosting an on-site visit June 27-28, 2016, with Mr. Jeff Grunow and Mr. Eric Allmon as part of a comprehensive review in the **INITIAL** accreditation process. This letter is a compilation of the site visit findings and a review of the documentation submitted prior to the site visit, and may have additions, deletions, or modifications from the Site Visit Report.

Please review this letter to either:

1. Confirm the factual accuracy of the report and agree with the content -or-
2. Identify specific factual errors at the time of site visit and submit documentation to support your position.

Your response of either #1 or #2 above must be sent electronically by email to [jennifer@coaemsp.org](mailto:jennifer@coaemsp.org) within **14 calendar days**, which is not later than **September 1, 2016**, as a **single, complete pdf document in the format specified (see attached)**.

Also, you must submit an **online** CAAHEP Request for Accreditation Services (RAS) on or before **September 1, 2016**; the RAS is available at [www.caahep.org](http://www.caahep.org).

In addition, the program **must** respond to each potential CAAHEP *Standards* violations listed below **based on the 2015 CAAHEP Standards and Guidelines for the EMS Professions**. That response may be either of the following and may be different, as appropriate, for each of the various potential *Standards* violations:

1. new information documenting corrective actions (even if not completely corrected), and/or
2. a description of the plan that the program intends to pursue to address the potential *Standards* violation.

Programs are required to submit the "Program's Response to the Findings Letter" to CoAEMSP using the format specified (**see attached**). Once the Program has prepared its response, the Program's response must be submitted as a **single, complete pdf document**, sent via email to [karen@coaemsp.org](mailto:karen@coaemsp.org) on or before **September 1, 2016**. (In the event your submission is too large to send via email, email [karen@coaemsp.org](mailto:karen@coaemsp.org) for instructions.) The CoAEMSP will evaluate the Program's response during its **November 4, 2016**, meeting. **If the Program's response to this findings letter is received after the September 1 date, then the Program's review will be postponed to the February 2017 meeting. In addition, if no response is received, the Program's Letter of Review status may be revoked.**

The program exhibits strengths in the following areas:

- Strong and supportive higher administration that recognized the need to restart the Paramedic program.
- Program has strong medical direction, including taking each student on clinical rounds in the ED.
- Dedicated program director that has given the Hawkeye program significant success in a short period of time.
- Program had significant access to the college allied health and nursing high fidelity simulation suites.
- Advisory committee was interactive and totally committed to program survival, regeneration and growth.
- Program has access to outstanding clinical opportunities that provides significant quantity and quality of patients
- Program has strong field internship opportunities especially with Waterloo Fire Department.
- The Hawkeye Paramedic program and the college administration are to be commended for the provision of faculty continuing education opportunities.
- Program pays for the NREMT written exam using vouchers, which apparently encourages students taking the exam in a timely fashion and presumably raising the pass rate.

As of January 1, 2016, all programs are required to comply with the 2015 **CAAHEP Standards and Guidelines for the EMS Professions**; therefore, all potential violations have been transitioned from the 2005 CAAHEP Standards to the 2015 CAAHEP Standards. The following were identified by the site visit team as potential Standards violations. You may submit new information documenting corrective actions taken by the program following the site visit:

- No potential violations noted by the site visit team.

The following points are comments provided by the site visitors. They do not currently reflect violations of the CAAHEP Standards, but consideration by the CoAEMSP may result in additions, deletions, or modifications:

- Program should consider relocating the EMS Ops class in order to meet the 2015 Standards whereby all coursework is completed prior to field internship.
- With increasing enrollment, program might consider developing a more defensible, objective admissions process.
- Program should consider a formal mechanism to convey to what skills a student has been reviewed upon and is proficient.
- Program might consider using the standard CoAEMSP advisory committee minutes template which would make it easier for site visit teams to review on future site visits.
- Program might consider a procedure whereby the last 72 – 96 hours of field internship be with a single preceptor. This would allow for unity of evaluation in the last portion of field internship.

The Program will be on the agenda of the CoAEMSP Board November 6, 2016, meeting. At that time, CoAEMSP will consider the entire accreditation record compiled during this comprehensive review to assess the program's compliance with the CAAHEP Standards. In its deliberation of the accreditation record, the Board may add, delete or modify what has been presented in the Findings Letter. CoAEMSP will formulate an accreditation recommendation to the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CoAEMSP bases its recommendation to CAAHEP on the accreditation record of the program compiled during this review, which includes the: self study report, supplemental information submitted for the self study report, site visit report, findings letter, program's verification of factual accuracy, and the program's response to the findings letter. After CAAHEP acts on the recommendation, CAAHEP will send the Program a letter containing its action taken, Standards citations, if any, and the due date for a Progress Report to CoAEMSP, if applicable.

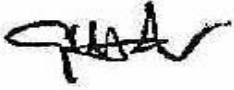
Hawkeye Community College

August 18, 2016

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Thank you for participating in the accreditation process and the program's commitment to continuous quality improvement in education. If you have questions or comments, contact the CoAEMSP Executive Office.

Sincerely,



George W. Hatch, Jr, EdD, LP, EMT-P  
Executive Director

Encl: Site Visit Report  
Response to Findings Letter form  
Factual Accuracy Confirmation form  
Keys to a Successful Findings Letter Response or Submission of a Progress Report 02.2012

cc: Bryan Renfro, MEd, Dean  
Linda Allen, PhD, President  
Rebecca Curtiss, State EMS Director  
Joseph Ferrell, State EMS Training Coordinator  
Jeff Grunow, MSN, NRP, NCEE, CoAEMSP Site Visit Team Captain  
Eric Allmon, MEd, NRP, NCEE, CoAEMSP Site Visit Team



# SITE VISIT REPORT

<b>Sponsoring Institution:</b>	<b>Hawkeye Community College</b>	<b>Program Number:</b>	600725
<b>Program Location:</b>	Waterloo, IA	<b>Site Visit Date:</b>	June 27-28, 2016
<b>Names of the Site Visit Team Members:</b>	Team Captain: Jeff Grunow, MSN, NRP, NCEE Team Member: Eric Allmon, MEd, NRP, NCEE		

## FINDINGS

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
<b>I. Sponsorship</b>					
<b>A. Sponsoring Institution</b>					
I.A.1.	Post-secondary institution accredited by an institutional accreditor		X		Higher Learning Commission, site visit later in 2016.
I.A.2.	Foreign post-secondary academic institution		NA		
I.A.3.	Hospital, Clinical or Medical Center		NA		
I.A.4.	Branch of US Armed Forces or other governmental educational or medical service		NA		
<b>B. Consortium Sponsor</b>					
I.B.1.	Entity consisting of 2 or more members with at least one member meets I.A.		NA	___ Verification of I.A eligibility	
I.B.2.	Clearly documented with a formal affiliation agreement or memorandum of understanding, including governance and lines of authority		NA	___ Affiliation agreement or Memorandum of Understanding	
<b>C. Responsibilities of Sponsor</b>					
I.C.	Assure provisions of <i>Standards</i> are met.		X		



Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
<b>II. Program Goals</b>					
<b>A. Program Goals and Outcomes</b>					
II.A.	<p>Written statement of program’s goals and learning domains</p> <p>Consistent with and responsive to demonstrated needs and expectations of communities of interest served by the program.</p> <p>Communities of interest served by the program include, but are not limited to: students, graduates, faculty, sponsor administration, hospital/clinic representatives, physicians, employers, police and fire services, key governmental officials, the public, and nationally accepted standards for roles and functions.</p>		<b>X</b>		
II.A.	<p>Program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation.</p> <p>Such goals and learning domains must be compatible with both the mission of the sponsoring institution(s) and the expectations of the communities of interest.</p> <p>Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program.</p>		<b>X</b>		
<b>B. Appropriateness of Goals and Learning Domains</b>					
II.B.	<p>Advisory Committee meets at least annually, assists in formulating and revising appropriate goals and learning domains, monitors needs and expectations, and ensures responsiveness to change</p>		<b>X</b>	<p><u>  X  </u> Reviewed meeting minutes: activities and actions documented</p> <p><u>  X  </u> Evidence that Advisory Committee reviews program goals and outcomes</p>	
II.B.	<p>Advisory Committee includes appropriate representatives: hospital, physicians, employers, other</p>		<b>X</b>	<p><u>  X  </u> Reviewed membership</p>	

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
<b>C. Minimum Expectations</b>					
II.C.	Following goal(s) defining minimum expectations:  To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.		X		
<b>III. Resources</b>					
<b>A. Type and Amount</b>					
<b>1. Program Resources</b>					
III.A.1.	Faculty		X	<u>  </u> Adequate number	
III.A.1.	Clerical/support staff		X	<u>  </u> Adequate amount <u>  </u> Evidence that program functions are not performed due to lack of clerical support <u>  </u> Adequate student support	
III.A.1.	Curriculum		X	<u>  </u> Current national standard <u>  </u> Updated and local enhancements	
III.A.1.	Finances		X	<u>  </u> Operating & capital budget adequate	
III.A.1.	Classroom/laboratory facilities		X	<u>  </u> Adequate size & number for students	Facilities were greatly improved from self-study to site visit.
III.A.1.	Ancillary student facilities		X	<u>  </u> Adequate facilities to support students	
III.A.1.	Hospital/clinical affiliations		X	<u>  </u> Adequate number and variety to meet experience requirements	
III.A.1.	Field internship affiliations		X	<u>  </u> Adequate number and variety to meet experience requirements	
III.A.1.	Equipment/supplies		X	<u>  </u> Adequate quantity, quality, & type <u>  </u> Inspection of labs	
III.A.1.	Computer resources		X	<u>  </u> Adequate access to internet & LMS <u>  </u> Adequate number of computers accessible to students	All classrooms have either I-pads or laptop computers for student use.

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
III.A.1.	Instructional reference materials		X	<u>X</u> Access to program library <u>X</u> Onsite resources <u>X</u> databases (may be online) <u>X</u> journals (may be online)	
III.A.1.	Faculty and staff continuing education		X	<u>X</u> Minimum of CE annually for staff <u>X</u> Sponsor support for participation	Numerous examples of instructor CE.
<b>2. Hospital/Clinical Affiliations and Field/Internship Affiliations</b>					
III.A.2.	Students have access to adequate numbers of patients, proportionally distributed by illness, injury, gender, age, and common problems encountered for the level of care being trained		X	<u>X</u> Evidence of adequate number of patients through tracking system <u>X</u> Evidence of adequate distribution of patients through tracking system	
III.A.2.	Hospital /clinical / Field Internship experiences		X	<u>X</u> Clinical sites demonstrate adequate volume.	
III.A.2.	Airway management patients (e.g. OR)		X	<u>X</u> Interview with Medical Director	
III.A.2.	Critical Care patients (e.g. ICU /CCU)		X	<u>X</u> Interview with clinical preceptors <u>X</u> Interview with field internship preceptors	
III.A.2.	Obstetric patients (e.g. Labor and Delivery)		X	<u>X</u> Interview with students	
III.A.2.	Pediatric patients (including age subgroups)		X		
III.A.2.	Psychiatric patients		X		
III.A.2.	Geriatric patients		X		
III.A.2.	Other <i>[specify in Rationale column]</i>		X		PMD rotation required of all students.
<b>B. Personnel</b>					
III.B.	The sponsor must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions and to achieve the program's stated goals and outcomes.		X	Job Descriptions: <u>X</u> Written Program Director <u>X</u> Written Medical Director <u>X</u> Written Faculty	
<b>1. Program Director</b>					
<b>a. Responsibilities:</b> The Program Director must be responsible for all aspects of the program, including, but not limited to:					
III.B.1.a.1)	Administration, organization, supervision of the education program		X	<u>X</u> Verified by job description <u>X</u> Confirmed number of hours per week <u>X</u> Confirmed adequate time allotted to each aspect of program	

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
				<input checked="" type="checkbox"/> Evidence that Program Director is responsible for: course scheduling, teaching assignments, evaluations, testing, curriculum review & revision, evaluation of faculty & instructors, budgeting, & student records <input checked="" type="checkbox"/> Evidence of a preceptor training program <input checked="" type="checkbox"/> Dates of orientations <input checked="" type="checkbox"/> Roster of attendees <input checked="" type="checkbox"/> List of preceptors and their locations <input checked="" type="checkbox"/> Evidence of completion of orientation program by each preceptor	
III.B.1.a.2)	Continuous quality improvement of the education program		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Evidence of resource assessment analysis and action plans <input checked="" type="checkbox"/> Evidence of outcomes analysis and action plans <input checked="" type="checkbox"/> Evidence of periodic assessment & review of evaluations of student, faculty, employer, preceptor, clinical & field sites	
III.B.1.a.3)	Long range planning and ongoing development of the program		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Reviewed/discussed long range plans <input checked="" type="checkbox"/> Evidence of implementation of recommendations received <input checked="" type="checkbox"/> Evidence of curriculum updates	
III.B.1.a.4)	Effectiveness of the program with systems in place to demonstrate program effectiveness		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Reviewed/discussed evaluation methods of program effectiveness	
III.B.1.a.5)	Cooperative involvement with the Medical Director		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Communicates with Medical Director on a regular basis <input checked="" type="checkbox"/> Evidence that Medical Director has adequate participation in program	
III.B.1.a.6)	Adequate controls to assure the quality of delegated responsibilities		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Evidence of adequate communication among faculty & documentation of decisions, changes	
<b>b. Qualifications</b>					
III.B.1.b.1)	Minimum of a Bachelor's degree		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Verified by transcript	
III.B.1.b.2)	Appropriate medical or allied health education, training, experience		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Verified by resume	

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
III.B.1.b.3)	Knowledgeable about methods of instruction, testing, evaluation of students		X	<u>  X  </u> Verified by discussion	
III.B.1.b.4)	Field experience in delivery of out-of-hospital emergency care		X	<u>  X  </u> Verified by resume <u>  X  </u> Verified by discussion	
III.B.1.b.5)	Academic training & preparation related to emergency medical services at least equivalent to program graduates		X	<u>  X  </u> Verified by resume	
III.B.1.b.6)	Knowledgeable concerning current: national curricula, accreditation, registration, and state certification or licensure		X	<u>  X  </u> Verified with Program Director <u>  X  </u> Verified with faculty	
<b>2. Medical Director</b>					
<b>a. Responsibilities:</b> The Medical Director is responsible for all medical aspects of the program					
III.B.2.a.1)	Review & approval of educational content for appropriateness & medical content		X	<u>  X  </u> Verified by emails <u>  X  </u> Verified by signature on curriculum	
III.B.2.a.2)	Review & approval of quality of medical instruction, supervision, & evaluation of students in all areas		X	<u>  X  </u> Review program evaluation reviews <u>  X  </u> Evidence that Medical Director reviews student, program, clinical, field, graduate, & employer surveys	
III.B.2.a.3)	Review & approval of progress of each student throughout the program: assist in development of corrective measures		X	<u>  X  </u> Evidence of process for Medical Director review and approval	
III.B.2.a.4)	Assurance of competency of each graduate in cognitive, psychomotor, & affective domains		X	<u>  X  </u> Evidence that the Medical Director attests that students meet terminal competencies <u>  X  </u> Signed Terminal Competency forms	
III.B.2.a.5)	Responsible for cooperative involvement with Program Director		X	<u>  X  </u> Communicates with Program Director on a regular basis	
III.B.2.a.6)	Adequate controls to assure quality of delegated responsibilities		X	<u>  X  </u> Regular communication with Asst or Associate Medical Directors <u>    </u> Exercise of supervision of Asst or Associate Medical Directors fulfilling their responsibilities <u>  X  </u> Overall verification by Medical Director of duties 2, 3, and 4 for all program graduates	

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
<b>b. Qualifications</b>					
III.B.2.b.1)	Currently licensed to practice medicine in the US, authorized in the local region with experience & current knowledge of emergency care		X	<u>X</u> Verified by resume <u>X</u> State license <u>X</u> Verified with Medical Director	
III.B.2.b.2)	Adequate training or experience in delivery of out of hospital emergency care including proper care & transport, medical direction, QI in EMS systems		X	<u>X</u> Verified by resume <u>X</u> Verified with Medical Director	
III.B.2.b.3)	Active member of local medical community & participate in professional activities		X	<u>X</u> Verified by resume <u>X</u> Verified with Medical Director	
III.B.2.b.4)	Knowledgeable about EMS education including professional, legislative, regulatory issues		X	<u>X</u> Verified with Medical Director <u>X</u> Verified with Program Director & Faculty	
<b>3. Faculty</b>					
<b>a. Responsibilities</b>					
III.B.3.a.	Designated Faculty to coordinate supervision & provide frequent assessments on progress toward meeting requirements in each component of the program		X	<u>X</u> Evidence of adequate number of faculty for the number of enrolled students <u>X</u> Evidence of adequate faculty assigned to monitor students in clinical & field areas <u>X</u> Review of schedules for teaching load	
<b>b. Qualifications</b>					
III.B.3.b.	Knowledgeable in course content & effective in teaching;		X	<u>X</u> Verified by resume <u>X</u> Verified by discussion	
III.B.3.b.	Capable through academic preparation, training & experience		X	<u>X</u> Verified by resume <u>X</u> Verified by clinical & educational credentials	
<b>C. Curriculum</b>					
III.C.1.	Ensures achievement of program goals & teaching domains;		X	<u>X</u> Reviewed program goals	
III.C.1.	Appropriate sequence of classroom, laboratory, clinical, & field internship activities;		X	<u>X</u> Reviewed schedule for didactic, lab, clinical, field component <u>X</u> Verified scheduling of components in appropriate sequence <u>X</u> Evidence that the majority of the field	

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
				internship occurs following the didactic & clinical phases	
III.C.1.	Instruction based on clearly written course syllabi describing learning goals, course objectives, & competencies;		X	<input checked="" type="checkbox"/> Reviewed course syllabus <input checked="" type="checkbox"/> Evidence of complete lesson plans for the curricula <input checked="" type="checkbox"/> Evidence of complete list terminal competencies	
III.C.1.	Meets or exceeds content & competency of current national standards documents		X	<input checked="" type="checkbox"/> Reviewed schedule <input checked="" type="checkbox"/> Reviewed a sample of lesson plans <input checked="" type="checkbox"/> Verified with employers <input checked="" type="checkbox"/> Academic credit provided	
III.C.2.	Tracks number of times each student successfully performs each of the competencies required according to patient age, pathology, complaint, gender, & interventions		X	<input checked="" type="checkbox"/> Reviewed tracking system to verify the system's capability to allow determination of the students meeting required elements <input checked="" type="checkbox"/> Tracking system defines the Minimum requirements for completion or method to determine competency and mechanism to insure that all students meet the standard <input checked="" type="checkbox"/> Tracking system documents the successful performance of the required competencies for each student. <input checked="" type="checkbox"/> Pediatric age subgroups are tracked	
III.C.3.	Field internship provides opportunity to serve as team leader in a variety of ALS situations		X	<input checked="" type="checkbox"/> Reviewed field internship documentation for verification of team leader performance for each student <input checked="" type="checkbox"/> Discussion with students & graduates of team leader performance <input checked="" type="checkbox"/> Discussion with field preceptors of team leader performance <input checked="" type="checkbox"/> Discussion with employers <input checked="" type="checkbox"/> Evidence of consistent preceptor assignments for effective team leader performance	
<b>D. Resource Assessment</b>					
III.D.	Annually assess appropriateness & effectiveness of required resources;		X	<input checked="" type="checkbox"/> Completed Resource Assessment Matrix <input checked="" type="checkbox"/> Raw surveys administered to all students at least annually	

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
III.D.	Assessment results are the basis for planning & change;		X	<u>  </u> X Evidence of documentation of implemented changes	
III.D.	Action plan developed when deficiencies identified		X	<u>  </u> X Evidence of action plans	
III.D.	Documentation of action plan and measurement of results		X	<u>  </u> X Evidence of review of the results from the action plans	
<b>IV. Student and Graduate Evaluation/Assessment</b>					
<b>A. Student Evaluation</b>					
<b>1. Frequency &amp; Purpose</b>					
IV.A.1.	Evaluation conducted on a recurrent basis, sufficient frequency to provide students & faculty with valid & timely indications of progress toward achievement of competencies & learning domains		X	<u>  </u> X Validity and reliability assessments of program exams <u>  </u> X Feedback mechanisms by program to students indicating progress toward achievement of competencies <u>  </u> X Evidence of demonstration of skill mastery prior to entering clinical areas <u>  </u> X Reviewed a sample of exams for content validity, quality <u>  </u> X Evidence of summative program evaluation at the end of the course of study <u>  </u> X Documentation of summative competency assessment for cognitive, clinical, & field components <u>  </u> X Evidence of adequate clinical & field internship supervision by faculty <u>  </u> X Reviewed process for grading, remediation	
<b>2. Documentation</b>					
IV.A.2.	Records maintained in sufficient detail to document learning progress & achievements		X	<u>  </u> X Reviewed student records <u>  </u> X Reviewed attendance policy	
<b>B. Outcomes</b>					
<b>1. Outcomes Assessment</b>					
IV.B.1.	Periodically assesses effectiveness in achieving stated goals & learning domains;		X	<b>DATA REQUIRED FOR CAAHEP ACCREDITED PROGRAMS ONLY - <i>meets threshold</i></b>	This is an initial accreditation:



Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
IV.B.1.	Results reflected in the review & timely revision of program		X	<input type="checkbox"/> Retention <input type="checkbox"/> National or State licensing exam results <input type="checkbox"/> Positive placement <input type="checkbox"/> Reviewed completed graduate and employer surveys <input type="checkbox"/> Graduate and employer surveys	The first time pass rate for the first class was 86%.
IV.B.1.	Assessments include: exit point completion, graduate satisfaction, employer satisfaction, job placement, state licensing or national registration results		X		Retention rate was 79% for the first class and on track for 76% this year.
<b>2. Outcomes Reporting</b>					
IV.B.2.	Periodically submits goals, learning domains, evaluations systems, outcomes, analysis of outcomes & appropriate action plan		X	<input checked="" type="checkbox"/> Evidence of implemented changes, if they were needed	
<b>V. Fair Practices</b>					
<b>A. Publications &amp; Disclosure</b>					
V.A.1.	Announcements, catalogs, advertising are accurate		X	<input checked="" type="checkbox"/> Reviewed school catalog <input checked="" type="checkbox"/> Reviewed student handbook, course syllabi for required content <input checked="" type="checkbox"/> Reviewed web site <input checked="" type="checkbox"/> Verified with students & graduates	
V.A.2.	Make known to applicants and students: accreditation status		X		
V.A.2.	accrediting agency contact information		X		
V.A.2.	admissions policies & practices		X		
V.A.2.	technical standards of functional job analysis		X		
V.A.2.	policies on advanced placement		X		
V.A.2.	transfer of credits		X		
V.A.2.	credits for experiential learning		X		
V.A.2.	number of credits for completion		X		
V.A.2.	tuition/fees required		X		
V.A.2.	policies & processes for withdrawal & refunds		X		
V.A.3.	Make known to students: Academic calendar		X		<input checked="" type="checkbox"/> Reviewed student handbook, college catalog <input checked="" type="checkbox"/> Reviewed web site <input checked="" type="checkbox"/> Reviewed course syllabi <input checked="" type="checkbox"/> Reviewed clinical orientation process <input checked="" type="checkbox"/> Verified with students & graduates
V.A.3.	Student grievance procedure		X		
V.A.3.	Criteria for successful completion of each program segment & graduation		X		

Standard Reference	Standard	Not Met	Met	Possible Evidence May Include	Rationale for "Not Met" OR Comment if Consideration or Clarification is Needed
V.A.3.	Policies regarding performing clinical work		X		
<b>B. Lawful and Non-discriminatory Practices:</b>					
V.B.	Student & Faculty recruitment, student admission, and Faculty employment practices are non-discriminatory & in accordance with Federal & state requirements;		X	<input checked="" type="checkbox"/> Reviewed student handbook <input checked="" type="checkbox"/> Reviewed college catalog <input checked="" type="checkbox"/> Reviewed Faculty handbook	
V.B.	Faculty grievance procedure known to all paid faculty		X	<input checked="" type="checkbox"/> Interview with paid Faculty <input checked="" type="checkbox"/> Written Faculty grievance policy	
<b>C. Safeguards</b>					
V.C.	Health & safety of patients, students, & Faculty is safeguarded;		X	<input checked="" type="checkbox"/> Evidence of preventative health screening, appropriate immunizations <input checked="" type="checkbox"/> Evidence of post exposure plan	
	Students are not substituted for paid staff		X	<input checked="" type="checkbox"/> Evidence that students are always 3 <sup>rd</sup> rider	
<b>D. Student Records</b>					
V.D.	Satisfactory records must be maintained for Student admission		X	<input checked="" type="checkbox"/> Review of the sponsoring institution's student records	
V.D.	Advisement		X	<input checked="" type="checkbox"/> Reviewed a sample of student records (e.g. enrolled, graduated, attrition) for: content, organization, completeness, transcript	
V.D.	Counseling		X		
V.D.	Evaluation		X		
V.D.	Grades & credits are recorded on a transcript & permanently maintained		X	<input checked="" type="checkbox"/> Reviewed grade book or other records <input checked="" type="checkbox"/> Interview regarding permanent storage	
<b>E. Substantive Change</b>					
V.E.	Reports substantive changes in a timely manner: change in program status; sponsorship, or administrative personnel		X	Change since submission of self study report <input checked="" type="checkbox"/> State approval <input checked="" type="checkbox"/> Sponsorship <input checked="" type="checkbox"/> President, Dean, Program Director, and/or Medical Director	
<b>F. Agreements</b>					
V.F.	Formal affiliation agreements or MOU's exist between the sponsor and all entities that participate in education of students describing relationship, role, and responsibilities of sponsor and entity		X	<input checked="" type="checkbox"/> Reviewed all agreements for currency, appropriate content, & appropriate signatures	

## SUMMARY OF FINDINGS

### DISCLAIMER FOR EXIT SUMMATION

Site Visitors, you must read the following disclaimer statement at the beginning of the Exit Summation:

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**“Site visitors do not make an accreditation recommendation nor do they imply what CoAEMSP’s recommendation might be. The program will be required to respond to the accuracy of the findings of the site visit at a later date. The CoAEMSP Board may add, delete, modify or request clarification to the site visit summation in its Findings Letter, which is sent to the program following this site visit. CoAEMSP bases its recommendation to CAAHEP on the accreditation record of the program compiled during this review, which includes the Self Study Report, the Site Visit Report, the Findings Letter, and the program’s response to the Findings Letter. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) determines the final status of public recognition. These are our [site visitors’] impressions of the strengths and potential Standards violations of the program...”***Strengths, Potential Standards Violations & Recommendations*

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List all strengths and potential *Standards* violations. Potential *Standards* violations include any areas listed as “Not Met”. All potential *Standards* violations must be identified by the appropriate *Standard*. Include all potential *Standards* violations identified in the body of the report.

1. List the **STRENGTHS** of the program:

- SVT noted the PD diligently prepared all of the required files and documents.
- Strong and supportive higher administration that recognized the need to restart the paramedic program.
- Program has strong medical direction who takes each student on clinical rounds in the ED.
- Dedicated program director that has given the Hawkeye program significant success in a short period of time.
- Program had significant access to the college allied health and nursing high fidelity simulation suites.
- Advisory committee was interactive and totally committed to program survival, regeneration and growth.
- Program has access to outstanding clinical opportunities that provides significant quantity and quality of patients
- Program has strong field internship opportunities especially with Waterloo Fire Department.
- The Hawkeye paramedic program (and HCC administration) is to be commended for the provision of faculty continuing education opportunities.
- Program pays for the NREMT written exam using vouchers, which apparently encourages students taking the exam in a timely fashion and presumably raising the pass rate.

2. List all **POTENTIAL STANDARDS VIOLATIONS** noted in this report, stating the Standard heading (i.e., III.B.1.a.1) and a rationale why it is not met.

- No potential violations noted by the site visit team

3. **RECOMMENDATIONS** that may not reflect *Standards* violations, but the program is encouraged to consider.
- Program should consider relocating the EMS Ops class in order to meet the 2015 Standards whereby all coursework is completed prior to field internship.
  - With increasing enrollment, program might consider developing a more defensible, objective admissions process.
  - Program should consider a formal mechanism to convey to what skills a student has been reviewed upon and is proficient.
  - Program might consider using the standard CoAEMSP advisory committee minutes template which would make it easier for site visit teams to review on future site visits.
  - Program might consider a procedure whereby the last 72 – 96 hours of field internship be with a single preceptor. This would allow for unity of evaluation in the last portion of field internship.

## PRESENT AT EXIT SUMMATION

List the names and their titles of those present at the summation conference.

- Eric Allmon, TM
- Jane Bradley, VP of Academic Affairs
- John Cockrell, PD
- Jeff Grunow, TC
- Greg Helmuth, Faculty
- Joe Ferrell, Iowa EMS
- Brian Refro, Dean
- Amy Rieck, Secretary

## SIGNATURES OF SITE VISIT TEAM MEMBERS

Site Visit Report prepared by: Jeff Grunow and Eric Allmon

### Team Captain

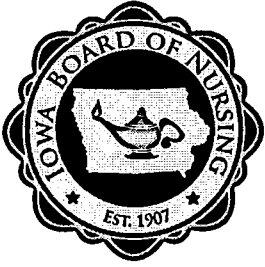
Jeffrey R. Grunow                      June, 27-28, 2015  
 \_\_\_\_\_  
 Print name  
 801-626-6521                              jgrunow@weber.edu  
 \_\_\_\_\_  
 Phone number                              Email

### Team Member

Eric Allmon                                      June, 27-28, 2016  
 \_\_\_\_\_  
 Print name  
 260-701-3742  
 \_\_\_\_\_  
 Phone number                              Email

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**PRACTICAL NURSING  
&  
ASSOCIATE DEGREE NURSING**



# STATE OF IOWA

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Governor Terry E. Branstad  
Lt. Governor Kim Reynolds

BOARD OF NURSING  
Kathleen R. Weinberg, MSN, RN  
Interim Executive Director

October 2, 2013

Linda Allen, PhD  
President  
Hawkeye Community College  
1501 E Orange Rd.  
P.O. Box 8015  
Waterloo, IA 50316

Dear Dr. Allen:

On September 18, 2013, the Iowa Board of Nursing reviewed Hawkeye Community College Nursing Education Program Report.

The Board voted to grant full approval to the program for a period of six years as defined in the 655 IAC 2.3(6). A copy of the final Nursing Education Program Report and response to the recommendations are enclosed.

Thank you for your participation in the Iowa Board of Nursing program approval process. Please feel free to contact me at 515-281-4822 if you have questions.

Sincerely,

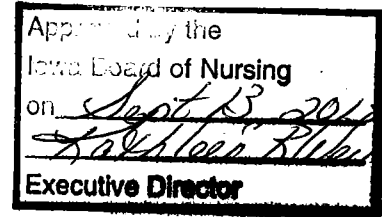
Kathleen R. Weinberg, MSN, RN  
Executive Director

kw

Encs.

cc: Anne Cook

**Iowa Board of Nursing**  
RiverPoint Business Park  
400 S.W. 8th Street Suite B  
Des Moines, IA 50309-4685



**NURSING EDUCATION PROGRAM REPORT**

**DATE OF SITE VISIT:** March 26, 2013

**VISITORS:** Sandra Caligiuri, R.N-BC, MS  
Diane Burkert, R.N., BSN

**NURSING PROGRAM OR COMMUNITY COLLEGE DISTRICT**

**Name and Address:**

Hawkeye Community College  
1501 E. Orange Rd.  
PO Box 8015  
Waterloo, IA 50704-8015

**HEAD OF NURSING PROGRAM(S)**

**Name:** Anne B. Cook, RN, MSN, PA-C  
**Official Title:** Administrative Program Chair for Nursing

**ACCREDITATION**

**(Please indicate last accreditation date, if applicable.)**

**Higher Learning Commission of the North Central Association of Colleges and Schools**

**Date of last accreditation:** March 2009

**Iowa Department of Education**

**Date of last accreditation:** March 2008

**National League for Nursing**

**Date of last accreditation:** N/A

**Commission on Collegiate Nursing Education**

**Date of last accreditation:** N/A

**Other (Please specify):**

**Date of last accreditation:** N/A

**Iowa Board of Nursing**

**Date of last site visit:** November 1, 2007

**655—2.6(152) Organization and administration of the program.**

**2.6(1)** The program shall meet the following criteria:

*a. Authorization.* Authorization for conducting a program is granted in accordance with Iowa Code chapter 261B. Such authorization is provided by the Iowa Secretary of State.

**[X] Requirement met if not one of exceptions in 261B(11).**

*b. Authority and administrative responsibility.* The authority and administrative responsibility of the program shall be vested in the head of the program that is responsible to the controlling institution.

**[X] Head of program job description denotes authority and responsibility to the controlling institution.**

*c. Organizational chart.* The organization chart(s) shall clearly indicate the lines of authority and communication within the program and with the central administration, other units within the controlling institution, cooperating agencies, and advisory committees.

**[X] Organizational chart indicates lines of authority, communication and includes advisory committee.**

*d. Finances.*

(1) The controlling institution shall allocate adequate funds to carry out the purposes of the program.

**[X] Budget allocates adequate funds to nursing program.**

(2) The head of the program shall prepare the budget with the assistance of the faculty.

**[X] Provide a brief description of how faculty is included in budget preparation and where this process is documented.**

College administration and the Iowa legislature provide financial support for both the practical nursing and associate degree nursing programs. Faculty input into the program budget is encouraged during faculty meetings. Faculty is included in discussions for use of grant funding related to the virtual hospital. Faculty is involved in requests for equipment and educational materials through membership in the equipment and technology faculty subcommittee. Faculty is included in the discussion for allocation of Perkin's funds during School of Health Sciences meetings.

The policy for budget preparation is available from the business office.

Minutes of the equipment and technology committee will be available for review during the site visit.

*e. Ethical practices.* Ethical practices and standards, including those for recruitment and advertising, shall be consistent with those of the controlling institution and shall be made available to students and prospective students.



**[X] Cite where documentation of ethical practices is located.**

Every nursing student signs a confidentiality statement, and attends HIPAA training annually. Documentation of both is in their student file for the nursing program. Faculty attend annual HIPAA training and documentation of this is in the professional file in the nursing program. Our advertising is evidence-based. We publish the curriculum map with tuition and fees so students know program requirements and costs.

*f. Contractual agreements.* Written contractual agreements shall exist between the program and the clinical facilities. The agreements shall include:

- (1) Identification of responsibilities of both parties related to patient or client services.
- (2) Faculty control, selection and guidance of student learning experiences.
- (3) Provision for termination of the agreement.
- (4) Provision for annual review.
- (5) Documentation that the facility is in good standing with its regulatory agency.

**[X] Contractual agreements are all inclusive of items (1) through (5) as listed.**

*g. Accrediting and approving agencies.*

- (1) The controlling institution or program shall be accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
- (2) When the program is located in a community college, the controlling institution shall be approved by the Iowa department of education.
- (3) When the program is offered under the auspices of the United States armed forces, it shall be accredited by the U.S. Department of the Army.

**[X] List applicable agencies for which letters of accreditation or approval will be provided on site.**

Higher Learning Commission of the North Central Association of Colleges and Schools  
Iowa Department of Education

**[X] Letters of accreditation reviewed.**

*h. Philosophy/mission and outcomes.* The faculty shall develop a philosophy or mission statement and outcomes that shall be:

- (1) Consistent with the philosophy or mission of the controlling institution.

**[X] Provide a brief description of how philosophy/mission and outcomes of the nursing program are consistent with the philosophy or mission of the controlling institution.**

The nursing program's philosophy and the college's mission, institutional goals and pledge are consistent. The nursing program and the college believe that education is a continuous developmental process and both support lifelong learning. The college mission and goals also affirm differences in meeting educational needs. The nursing programs philosophy is reviewed through the systematic program review committee.

A copy of the college mission statement is included in this document.

(2) Reflective of faculty beliefs about nursing, education and professional standards.

**[X] Provide a brief description of how philosophy/mission and outcomes of the program reflect the faculty's beliefs about nursing, education and professional standards.**

Our nursing philosophy states that students are unique individuals capable of growth and learning. The nursing philosophy is faculty designed and implemented. It is reflective of the faculty's beliefs about nursing education and society's standards. A copy of the nursing faculty philosophy of nursing education is included in this report.

(3) A guide in the development, implementation and evaluation of the program.

**[X] Provide a brief description of how philosophy/mission and outcomes of the program guide development, implementation and evaluation of the program.**

The nursing philosophy functions as a guide when curriculum is reviewed and revised. The program's approach to nursing education and to the teaching/learning/evaluation process reflects the basic beliefs and principles stated in the philosophy. Program purpose, goals and objectives are included in the nursing student handbook and are reviewed or revised annually. These statements also guide curriculum development, implementation and evaluation. NCLEX scores, clinical experiences, the workplace, national trends, IBON reports and meetings, student input, and advisory committee input are all taken into consideration when curriculum is reviewed and revised.

(4) Available to students and prospective students.

**[X] Cite where documentation of philosophy/mission and outcomes of the program is located.**

The philosophy, mission and outcomes are in the nursing student handbook on pages 7-9, and reflect the view of the nursing faculty that nursing education is an on-going, active, life-long process.

*i. Program evaluation.* A written plan shall outline the evaluation process for all aspects of the program and identify the methodology, tools, responsible parties and time frame. Evidence of implementation shall reflect achievement of program outcomes.

### **REQUIREMENT PARTIALLY MET**

Subsequent to the November 11, 2007 Iowa Board of Nursing site visit it was recommended that the program's systematic evaluation plan should include a plan of action to address the low ADN NCLEX scores and that there should be actions which would be included in the overall program's systematic evaluation. Rationale was provided for this recommendation. An extensive NCLEX Plan for the Associate Nursing Program was developed, implemented, and continues to be used. Additionally, use of ATI products has been incorporated throughout the curriculums of both programs and the virtual hospital for simulation was completed and is now in use with all students. Comments from both faculty and students were positive about these changes. Prior to February 2008 all full time faculty completed the National Council State Boards of Nursing Learning Extension online course "Test Assessment and Item Writing."

It was noted the associate degree program continues to have NCLEX scores below 95 percent of the national passing percentage for the years 2007, 2008, 2009, 2011, and 2012; however, the scores have begun to trend upward.

The program's systematic evaluation plan identifies the essential components, related outcomes, assistive questions, evidence to be acquired, individual(s) responsible for a given section of the evaluation, and the frequency for evaluation. A summary of findings following evaluation of program outcomes was not found.

#### **Recommendation:**

- Continue use of the NCLEX Plan and integrate the criteria related to outcomes into the HCC Nursing Programs Systematic Evaluation Plan.
- Include within the systematic evaluation a plan to evaluate variables which impact NCLEX results: admission requirements and prerequisites, the curriculum, and progression through the programs.
- Expand the HCC Nursing Programs Systematic Evaluation Plan to include findings of the evaluation and provide an action plan for areas of identified deficiencies.

**[X] Provide a brief description of the evaluation plan, i.e., systematic evaluation or program assessment and how it is utilized to meet program outcomes.**

The nursing programs have 2 formal processes of evaluation: Systematic Program Evaluation (SPE) and academic program review (APR). The evaluation plan serves as a stimulus for improvement and monitoring of the nursing program. Both processes are designed to identify strengths and areas for continuous improvement. The APR is required by the college. The process is comprehensive in scope and evaluates multiple factors that impact and influence the overall quality of the nursing programs. The process is linked to implementation of the College's mission and goals. The SPE was developed by the nursing program faculty. The SPE addresses all aspects of the program and reflects the bylaws and committee structure of the nursing faculty organization. Through the SPE process the faculty is able to identify, implement and evaluate changes necessary for the continuous improvement of the nursing programs.

The College, faculty and staff participate in the Academic Quality Improvement Program (AQIP). AQIP infuses the principles and benefits of continuous improvement into the culture of colleges and universities by providing an alternative process through which an already-accredited institution can maintain its accreditation from the Higher Learning Commission. With AQIP an institution demonstrates that it meets accreditation standards and expectations through sequences of events that align with those ongoing activities characteristic of organizations striving to improve their performance.

**[X] Provide a brief description of how evaluation process results in programmatic changes.**

As a result of SPE and APR the following programmatic changes have been made:

- The college was awarded grant monies to construct the virtual hospital to expand the use of simulation. This allows for expanded clinical learning experiences, including the use of electronic health records, in a safe and structured environment.
- The nursing programs implemented Assessment Technology Institute (ATI) products throughout the curriculum. These products and assessments serve to better prepare students for NCLEX and provide a means to identify weak areas in the curriculum.
- Clinical sites for both programs have been expanded beyond the immediate Waterloo/Cedar Falls area to provide students with experiences in a variety of facilities and settings.
- Curriculum revision is underway to assure the programs meet current workplace needs, care standards, and with an eye to seamless articulation with higher nursing education (RN to BSN).

**2.6(2)** The head of a program shall meet the following requirements:

- a. Current licensure as a registered nurse in Iowa. An individual is currently licensed when licensed in another state and recognized for licensure in this state pursuant to the nurse licensure compact contained in Iowa Code chapter 152E.
- b. Two years of experience in clinical nursing.
- c. Two years of experience in nursing education.
- d. Academic qualifications:

(1) The head of a program who was employed on July 1, 1992, shall be considered adequately prepared as long as that person remains in that position.

(2) The head of a program hired after July 1, 1992, shall have a master's or doctoral degree with a major in nursing at either level at the time of hire. A first professional degree as defined in rule 2.1(152) does not meet this requirement. The date of hire is the first day employed as head of the program with compensation at a particular nursing education program.

(3) If a program offers a baccalaureate or higher degree in nursing, the head of the program shall have a doctoral degree at the time of hire.

e. Submission of qualifications to the board office within one month of appointment.

**[X] Résumés and educational transcripts are all inclusive of requirements a. through e.**

**2.6(3)** A nursing education program shall have one head of the program.

**[X] Organizational chart indicates one head of the nursing program.**

**655—2.7(152) Resources of the controlling institution.** The controlling institution is responsible for provision of resources adequate to meet program needs.

**2.7(1)** Human resources. Human resources shall include the following:

a. Head of program.

**[X] Resources are adequate per job description, résumé and educational transcripts of head of program.**

b. Faculty.

**[X] Resources are adequate per job description, résumés and educational transcripts of faculty.**

c. Secretarial and other support and staff services to ensure appropriate use of faculty time and expertise.

**[X] Provide a brief description of how staff services are adequately provided for program operation.**

The School of Health Sciences has been without an administrative assistant since 2-17-12. The position was eliminated and because of this action the position is ineligible for replacement for a period of 1 year. In the interim, the school has shared time with 2 administrative assistants from other schools within the college. In addition a work study position to handle clerical issues and filing has been hired. Additionally with the hire of a new dean, the school is in the process of hiring a full-time administrative assistant and has appointed a full-time coordinator for the school, and continues the use of 1 work study, and shared administrative assistants.

- 2.7(2) Physical resources.** Physical resources may include the following:
- Classrooms, conference rooms, laboratories, offices, and equipment.
  - Student facilities.

**[X] Provide a brief description of how the physical resources requirement is met.**

The nursing program is housed in lower Grundy Hall on the main campus. The building meets all ADA standards for access.

Major capital improvements since the 2007 site visit include the remodeling of an existing classroom and adjacent office space into the virtual hospital, with 7 high fidelity patient simulators (HPS) representing patients throughout the lifespan, and a media control room for the computer equipment used to operate the HPSs.

There are 3 classrooms with a capacity of 50 students, and 2 combination classroom/labs with a capacity of 32. All classrooms and labs are equipped with tables and chairs appropriate to room size, teaching station with computer including internet access, DVD/VHS player, document camera, projector and screen and white board.

In addition to the above, nursing labs have updated equipment and supplies to reflect current practice. Recent additions to the nursing labs included headwalls for suction and oxygen, and basic health assessment equipment at bedside.

Each nursing faculty has a private office with phone, computer and adequate storage and work-space. Printer/copies are in the hallway adjacent to offices, as well as in the school's administrative area.

The program director's office is within the main School of Health Sciences office. It is equipped similarly to faculty offices.

**REQUIREMENTS PARTIALLY MET**

**It is reported the program uses the services of a work study student and shared administrative assistants. Prior to 2-17-12 there was an administrative assistant for the School of Health Sciences. In conversations with faculty it was expressed that they have overload assignments and though this has recently improved "some" it could be better. Faculty continues to have responsibility for some secretarial tasks. Adjunct faculties in the program were identified as having BSNs. A significant number of adjunct faculty folders reviewed were found to be incomplete in required records provided. There continues to be concern about the availability of classroom space for the nursing department. This was also addressed in the 11-11-07 site visit report.**

**RECOMMENDATION:**

- **Evaluate the present number of full-time faculty in relationship to student enrollment and program resources. Implement a plan to increase the number of full-time faculty to meet the needs of the student population and sustain a quality educational program.**
- **A current copy of adjunct faculties' transcripts shall be included in their personnel file, verifying academic credentials.**
- **Administration, in collaboration with members of the nursing department, continues to plan and implement allocation for on-campus resources, such as support staff and classrooms.**

**2.7(3)** Learning resources. Learning resources shall include the following:

- a. Library.
- b. Print media.
- c. Computer-mediated resources.

**[X] Provide a brief description of how the learning resources requirement is met.**

Library: Hawkeye Community College is a member of the Cedar Valley Library consortium comprised of 6 public and private libraries that share a single catalog of books and videos. Interlibrary loan services are available to students and staff at no cost. The HCC Library, completed in 1999, has study areas and classrooms on the upper level and its collection of texts, monographs, AV materials, and journals on the main level. The library subscribes to numerous online databases, many of which are full-text. Online resources are searchable from any campus location without a password. Off-campus searches may be conducted using a password. The library is open Monday-Thursday 7 am to 8 pm, Friday 7 am to 4:40 pm, and Sunday noon to 8 pm.

Print media: The Hawkeye Bookstore has all required course materials available for purchase. Students with financial aid may use this to purchase texts and other supplies. The bookstore also has a variety of other supplies and electronic accessories. Students can print and copy from printers and copiers located throughout the campus. The print shop, located in the physical plant on the main campus, allows faculty quick and economical large-job printing for classes, labs, and clinicals.

Computer-mediated resources: These services are provided by 2 departments within the college, Communication and Information Services (CIS), and The Student Tutoring and Computer Lab:

The mission of CIS is to provide innovative, contemporary and accessible technology in computing, media and telephone services to enable students, faculty and staff to effectively meet their goals as a learning community.

The Student Tutoring and Computer Lab provides learning assistance and support to all current credit students. Services are designed to help with academic and job-related activities; and help develop the educational skills and strategies essential for academic achievement.

In addition, the Make-Up Testing Center, located in the Hawkeye Center is available to students for taking assessments missed due to absence, and for testing for student with accommodations due to special needs.

The Career Services Center, located in Bremer Hall provides assistance to students in finding employment both while in school and upon graduation.

**2.7(4)** Financial resources. Financial resources shall be adequate to support and carry out mission of the controlling institution.

**[X] Provide a brief description of how financial resources are adequate within the nursing program.**

Through funding sources identified above in the budgeting process, the nursing programs receive financial resources adequate for program needs. Program fees are currently being reviewed and revised to reflect current program expenses.

**655—2.8(152) Curriculum.**

**2.8(1)** The curriculum of a program shall:

- a. Reflect the philosophy/mission and program outcomes supported by the nursing faculty.
- b. Identify program outcomes and define how learning experiences support outcomes.
- c. Reflect current standards of nursing practice and education.
- d. Be consistent with the laws governing the practice of nursing.
- e. Ensure sufficient preparation for the safe and effective practice of nursing.
- f. Include learning experiences and strategies that meet program outcomes.

**REQUIREMENT PARTIALLY MET**

The nursing program submitted a report to the Iowa Board of Nursing (IBON) on February 25, 2008. This report addressed the plan of the college for compliance with recommendations from the November, 2007, IBON site visit. In response to the second recommendation (Include within the systematic evaluation a plan to evaluate variables, which impact NCLEX results, not limited to: admission requirements and prerequisites, the curriculum, progression through the program, admission numbers and faculty size and workload) it was stated the nursing faculty had met and reviewed the ADN curriculum to evaluate areas of improvement, common threads, and clinical needs. Faculty minutes from the past two years reflect that further review and identification of needed revisions has been deferred due to administrative changes and several faculty turnovers. The Administrative Program Chair for Nursing verified this is accurate and stated that support staff unavailability has also contributed to the need to defer action. She anticipates action on this recommendation will continue this fall.

**RECOMMENDATION:** Nursing administration and faculty resume activities in reviewing the curriculums of the nursing programs and implement revisions as needed in order to meet criteria identified in 2.8(1).

**REQUIREMENT PARTIALLY MET** (specific to clinical experiences)

Nursing students in the PN and ADN programs report that many times clinical adjunct faculty do not have a clear understanding of the expectations for student functioning in the clinical setting. Additionally, the Administrative Program Chair for Nursing and nursing faculty report that few of the adjunct faculties attend the orientation program offered for them at the beginning of the academic year.

**Recommendation:**

- Explore options to increase clinical adjunct faculty participation in the orientation program provided by the nursing education program.
- Examine ways for faculty to provide continued mentoring of adjunct faculty.
- Develop and implement a policy for communication between the didactic instructor and the adjunct clinical instructor in courses with a clinical component to facilitate the coordination and consistency between theory and the clinical learning experience.



**[X] Cite where documentation of curriculum plan is located and available for students.**

The curriculum plan, located in the college catalog on the college website at <http://www.hawkeyecollege.edu/program/health>, and in the nursing student handbook maps out the courses required by semester so each student has an appropriate guide. Upon admission to the nursing program the students are provided with a curriculum plan specific to their program of study and are assigned a nursing faculty advisor.

**[X] Provide a brief description of how the curriculum interfaces with a. through f.**

- a). The curriculum comes from a variety of nursing and educational theories to form a conceptual framework that reflects the philosophy and objectives of the nursing programs, as outlined on page 4, (2) of this report.
- b). The curriculum identifies behavioral outcomes for the nursing programs, as listed on pages 8 & 9 of the nursing student handbook. There are 8 outcomes identified for the Practical Nursing Program, last reviewed In March 2007 as part of the SPE. The Associate Degree Program has 14 outcomes, reviewed and updated in November 2009 for the SPE.
- c). The curriculum of the programs reflects the Code of the National Federation of Licensed Practical Nursing (NFLPN) National Association for Practical Nurse Education and Services (NAPNES), ANA Code for Professional Nurses, and ANA Core Performance Standards. Curriculum is reviewed as a component of the SPE and the curriculum committee.
- d). The nursing programs are in compliance with the Iowa Administrative Code. The content of the rules is discussed in both programs.
- e). The nursing faculty plan classroom and clinical education to provide sufficient time and experience in direct patient care. Critical behaviors are identified in the clinical evaluation tools and students are closely monitored to ensure safe patient care. All students participate in a comprehensive predictor assessment during their final semester of the program to assess readiness for the NCLEX. The faculty analyzes the data from the comprehensive predictor assessment and compares it with NCLEX pass rates, program GPA, failure/withdrawal from courses, and length of time for program completion. The TEAS test has been implemented as admission criteria for the PN program. A dedicated tutor and a retention specialist have been hired by the college to assist nursing students.
- f). Student learning experiences include lecture, discussion, demonstration, practice, case studies, student presentations, scenarios in the virtual hospital and patient care in a variety of clinical settings. Both face-to-face and online formats are used. Learning is student-centered, appropriate to the level of the student, and takes into account diverse learning styles.

g. When offered within a college or university:

- (1) Be comparable to the quality and requirements of other degree programs within the college or university.

**[X] Provide a brief description of how college requirements are comparable. Cite where documentation of college requirements is located.**

All program curricula are vetted through the college curriculum committee to assure comparability of quality and requirements. The Academic Affairs Division supervises all instructional offerings. The Curriculum Coordinating Committee reviews and evaluates curriculum proposals and makes recommendations to the Vice President of Academic Affairs. Requirements are specified and published for all degrees, diploma and certificate programs.

(2) Be planned within the college or university calendar.

**[X] Cite where college calendar and program curriculum plan are published.**

Both are available on the college website, <http://www.hawkeyecollege.edu>

(3) Assign credit hours for learning experiences that are consistent with the college or university pattern.

**[X] Cite where documentation of credit hours is located.**

Credit hours are documented on the college website in the catalog, in printed materials available in the program office and student services, and on course guides and course syllabi.

**2.8(2) Prelicensure programs.**

a. The curriculum of a program leading to eligibility for initial licensure as a licensed practical nurse or registered nurse shall include:

(1) Content that is consistent with the practice of nursing as defined in Iowa Code section 152.1.

(2) Content in medical, surgical, gerontological, mental health, and nursing of childbearing families and children that reflects current nursing practice and that encompasses health needs throughout the life span.

(3) Opportunity to participate in the nursing process and to develop skill in direct patient care, problem solving methodologies, clinical judgment, communication, and use of current equipment and technology.

(4) Content in nursing history and trends, including professional, legal, and ethical aspects.

(5) Supporting content from the natural and social sciences.

**[X] Provide a brief description how requirements (1) through (5) are addressed in the program's curriculum. (Limit responses to one paragraph for each requirement.)**

(1) PN program: The student is prepared to perform services in the provision of supportive or restorative care under the supervision of a registered nurse or physician. Legal and ethical aspects of the role of the LPN are addressed in all courses and emphasized in PNN 161 *Introduction to Client Care* and PNN 311 *Issues and Trends in Nursing*.

ADN program: The student is prepared to formulate nursing diagnoses and conduct nursing treatment of human responses to actual or potential health problem through a variety of services. The clinical experiences provide an opportunity to execute regimens prescribed by physicians, advanced practice nurses and physician assistants. Classroom activities and clinical experiences provide opportunities for supervision and delegation of other personnel in the performance of activities relating to nursing care. The legal and ethical responsibilities of the RN are addressed in all courses and emphasized in ADN 121 *Transitions to Professional Nursing* and ADN 331 *Issues in Nursing Management*. Course content and outcomes are reflective and consistent with the Iowa Code section 152.1.

(2) PN program: In the first semester of the program student have clinical experiences with geriatric clients in long-term care settings. In the second semester students have clinical experiences in acute care settings with adult patients with a wide range of health needs. During the summer term, students have clinical experiences with families, including pre- and perinatal care, during their maternal/child course. Additionally during the summer term they have another acute care experience with adult clients in PNN 341 *Nursing Practicum*.

ADN program: In the first semester of the program students have clinical experiences in acute care settings with adult clients with a wide variety of acute and chronic health needs. In the second semester students continue these acute care experiences in Advanced Adult Health Nursing II. Additionally in the second semester students have care experiences with families, including pre- and perinatal care. Psychiatric nursing experiences are provided through Mental Health Nursing taken at MHI in Independence, IA.

(3) PN program: Students participate in classroom, lab and clinical experiences throughout the program. Fundamental nursing skills are taught in PNN 132 & 133 *Fundamentals of Nursing I & II* and more advanced skills are taught in PNN 543 *Foundations for Clinical Practice*. The nursing process is threaded throughout the curriculum. Critical thinking skills are developed through case studies, and scenarios in the virtual hospital with feedback. COM 781 *Written Communication in the Workplace* or ENG 105 *Composition I* are required of all PN students and is supplemented with therapeutic communication skills taught in *Fundamentals*.

ADN program: Students participate in classroom, lab and clinical experiences throughout the program. Emphasis of the RN role and nursing process is integrated throughout the curriculum and emphasized in ADN 121 *Transitions to Professional Nursing* and ADN 331 *Issues in Nursing Management*. Students are exposed to a variety of equipment and technology, including electronic health records (EHR), in the clinical setting. They are provided experiences in delegation and team leading. SPC 101 *Fundamentals of Oral Communication* is required of all ADN students and communication with clients and members of the healthcare team is addressed in all courses.

(4) PN program: History, trends, legal and ethical issue are addressed in PNN 311 *Issues and Trends in Practical Nursing*. The course provides an overview of the role of the LPN in Iowa. This course introduces students to the history, educational preparation, legal and ethical requirements, and cultural and spiritual sensitivity. Levels of practice, career opportunities, and beginning the job search are addressed.

ADN program: ADN 121 *Transitions to Professional Nursing* focuses on the transition from the LPN to the RN role. This course includes ethical, legal and professional role and responsibilities of the RN, history of nursing, nursing process and critical thinking as well as an introduction to APA writing style and research. ADN 331 *Issues in Nursing Management* focuses on the study and application of the managerial and leadership aspects of professional nursing, including leadership styles, delegation, budgeting, group process, supervision, and evaluation. Preparation for the licensing exam is also included. The course provides experience in team leading with peers. Students present a patient case study in a post-conference with PN students. Both programs include the Iowa Administrative Rules, standards of care, licensure, professional conduct, principles of nursing ethics and ethical decision making strategies

(5)PN program: Program requirements are BIO 159 *Fundamentals of Anatomy and Physiology*, PSY 111 *Introduction to Psychology* and COM 781 *Written Communication in the workplace* or ENG 105 *Composition I*.

ADN program: Program requirements are BIO 163 *Essentials of Anatomy and Physiology*, SPC 101 *Fundamental of Oral Communication*, BIO 185 *Microbiology with lab*, and SOC 110 *Introduction to Sociology*. Chemistry is an admission requirement.

b. In addition to the requirements identified in paragraph "a," the curriculum of a program leading to a diploma in practical nursing and to eligibility to apply for practical nurse licensure by examination shall:

- (1) Be consistent with the legal implications within the scope of practice of a licensed practical nurse as outlined in rules 655—6.3(152) and 655—6.6(152).
- (2) Focus on supportive or restorative care provided under the supervision of a registered nurse or physician pursuant to Iowa Code section 152.1(4).
- (3) Provide learning experiences in medical, surgical, and gerontological nursing.
- (4) Provide content in nursing of childbearing families and children and mental health that is supported by one or more of the following: clinical instruction, lab/simulation, or observation experiences adequate to meet program outcomes.

**[X] Provide a brief description how requirements (1) through (4) are addressed in the program's curriculum. (Limit responses to one paragraph for each requirement.) Cite pages of college catalog for applicable course descriptions.**

(1) The scope of practice and legal and ethical issues are threaded throughout the program but specifically in Issues and Trends in Practical Nursing. This course provides an overview of the role of the licensed practical nurse in Iowa. This course introduces students to the history, educational preparation, legal and ethical requirements, and cultural and spiritual sensitivity. Levels of practice, career opportunities, and beginning the job search are addressed. Iowa Administrative Rules (655 IAC) and Iowa Code section 152 is referenced and discussed.

(2) Supportive and restorative care is consistently presented through the didactic and clinical aspects of the program. The role of the LPN is more specifically discussed in the course Issues and Trends in Practical Nursing, and Iowa Administrative Rules (655 IAC) is referenced.

(3) A summary of didactic and clinical content by course is as follows:

PNN 161 *Introduction to Client Care* provides students with an introduction to clinical nursing, focusing on the geriatric client in the long term care setting.

PNN 541 *Medical Surgical Nursing A* examines the care of adult clients with alterations of the musculoskeletal, respiratory, neurologic, endocrine and immune systems, and the eye and ear. Clinical experiences are provided in acute care settings. Pharmacology and gerontological considerations are integrated throughout the course.

PNN 542 *Medical-Surgical Nursing B* examines the care of adult clients with alterations of the cardiovascular, hematologic, gastrointestinal, urinary, reproductive and integumentary systems. Clinical experiences are provided in acute care settings. Pharmacology and gerontological considerations are integrated throughout the course.

PNN 341 *Nursing Practicum* provides students with clinical experiences and opportunities to demonstrate proficiency in performance of skills and application of the nursing process in acute care settings.

(4) Content and learning experiences for families and children, including pre- and perinatal care, are included in:

PNN 343 *Nursing Perspectives Throughout the Lifespan* examines the stages of normal growth and development including physical, behavioral, and personality development from conception to death. Special emphasis is placed on phases and processes of aging.

PNN 433 *Maternal Child Nursing* examines the study of the human reproductive process during the gestational period, care of the mother, infant, and growing child in health and illness. The course includes basic principles of family centered nursing, applicable pharmacology, and clinical experiences in acute care and outpatient settings.

Course descriptions are found on the college website

<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>

c. In addition to the requirements identified in paragraph "a," the curriculum of a program leading to a degree in nursing and to eligibility to apply for registered nurse licensure by examination shall:

(1) Be consistent with the legal implications within the scope of practice of a registered nurse as outlined in rules 655—6.2(152) and 655—6.7(152).

(2) Focus on attaining, maintaining, and regaining health and safety for individuals and groups by utilizing principles of leadership, management, nursing informatics, and client education.

(3) Provide learning experiences in medical, surgical, mental health, and gerontological nursing.

(4) Provide content in nursing of childbearing families and children and mental health that is supported by one or more of the following: clinical instruction, lab/simulation, or observation experiences adequate to meet program outcomes.

(5) Provide content in nursing research when the program leads to a baccalaureate, master's or doctoral degree.

(6) Provide learning experiences in community health nursing when the program leads to a baccalaureate, master's or doctoral degree.

**[X] Provide a brief description how requirements (1) through (6) are addressed in the program's curriculum. (Limit responses to one paragraph for each requirement.) Cite pages of college catalog for applicable course descriptions.**

(1) The scope of practice and legal and ethical issues are threaded throughout the program but specifically in:

ADN 121 *Transitions to Professional Nursing* focuses on the associate degree nurse as transition occurs from the role of the licensed practical nurse to that of the registered nurse. This course includes an overview of ethical, legal and professional roles and responsibilities of the registered nurse, history of nursing, nursing process, and critical thinking, as well as an introduction to APA writing style and research.

ADN 331 *Issues in Nursing Management* focuses on the study and application of the managerial and leadership aspects of professional nursing, including leadership styles, delegation, budgeting, group process, supervision, and evaluation.

(2) See courses noted in (1) above. The principles of leadership, management, nursing informatics and client education are integrated throughout the program and in the clinical setting.

(3) Didactic and clinical content in the associate degree program specific to health promotion, illness prevention and rehabilitation is threaded throughout the curriculum. Gerontological nursing is integrated throughout the nursing program in both the classroom and clinical settings.

ADN 531 *Advanced Adult Health Nursing I* presents the concepts of health and illness and the nursing process when providing comprehensive nursing care for adults with shock; stress; immunologic disorders; fluid, electrolyte and acid base balance abnormalities; and eye, ear, respiratory, endocrine, reproductive, and musculoskeletal system disorders. Clinical experiences are provided in acute care settings.

ADN 532 *Advanced Adult Health II*, a continuation of *Advanced Adult Health I* places emphasis on the following: comprehensive care of the complex medical-surgical patient with cardiac, peripheral vascular, digestive, hematologic, oncologic, urinary, and neurologic disorders. Clinical experiences are provided in acute care and community settings. Selected experience in the nurse manager role is included.

ADN 477 *Psychiatric Nursing* focuses on the study and application of modern concepts of psychiatric nursing and effective interactions with people. The student will respond therapeutically to patients with maladaptive behaviors through use of the nursing process, while applying the principle of mental health and psychiatric nursing. Mental health concepts are applied to all clients throughout the program of study.

(4) Nursing care of childbearing families and children is presented in ADN 410 *Advanced Nursing in OB & Peds*. This course presents comprehensive care for childbearing families and pediatric clients in wellness and illness with special emphasis on health interruptions and variations and the nursing process needed to meet these variations. Clinical experiences are provided in acute care and community settings.

(5)N/A

(6)N/A

Course descriptions are found on the college website  
<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>

**2.8(3)** Postlicensure programs for registered nurses who do not hold a baccalaureate degree in nursing.

a. The curriculum of a program that leads to a baccalaureate degree in nursing shall include learning experiences in nursing that will enable the student to achieve competencies comparable to outcomes of the prelicensure baccalaureate education, including content in nursing research and learning experiences in community health nursing.

**[NA] Provide a brief description how above requirement is addressed in the program's curriculum. (Limit response to one paragraph.) Cite pages of college catalog for applicable course descriptions.**

N/A

b. The curriculum of a program that leads to a master's degree in nursing shall include content and learning experiences in nursing that will enable the student to achieve competencies comparable to outcomes of the prelicensure baccalaureate education and master's education, including content in nursing research and learning experiences in community health nursing.

**[NA] Provide a brief description how above requirement is addressed in the program's curriculum. (Limit response to one paragraph.) Cite pages of college catalog for applicable course descriptions.**

N/A

**2.8(4)** Master's, post-master's, and doctoral programs for registered nurses who hold a baccalaureate degree in nursing.

a. The curriculum of a program leading to a master's or doctoral degree in nursing shall include in-depth study of:

- (1) Nursing science, which includes content, practicum experiences and research.
- (2) Advanced role areas in nursing.

**[NA] Provide a brief description how requirements (1) and (2) are addressed in the program's curriculum. (Limit responses to one paragraph for each requirement.) Cite pages of college catalog for applicable course descriptions.**

N/A



b. The curriculum of a program leading to a master's degree or post-master's certificate in a nursing clinical specialty area, eligibility to apply for certification in the specialty area by a national professional nursing organization approved by the board, and registration as an advanced registered nurse practitioner shall:

(1) Be consistent with the legal implications within the scope of practice of the advanced registered nurse practitioner as described in 655—Chapter 7.

(2) Include advanced learning experiences in a specialty area of nursing.

**[NA] Provide a brief description how requirements (1) and (2) are addressed in the program's curriculum. (Limit responses to one paragraph for each requirement.) Cite pages of college catalog for applicable course descriptions.**

N/A

**2.8(5)** Nursing courses with a clinical component. The nursing program shall notify students and prospective students in writing that nursing courses with a clinical component may not be taken by a person:

a. Who has been denied licensure by the board.

b. Whose license is currently suspended, surrendered or revoked in any United States jurisdiction.

c. Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

**[X] Cite where notification of licensure regulations for clinical component of program is documented.**

The following statement is under program of study from the college website at <http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/sequence-of-study.aspx>

"As a student in a health program at Hawkeye Community College you will be required to complete the following background screenings to participate in clinicals:

Criminal background check

Sex offender registry

Child abuse registry

Dependent adult registry

The outcome could possibly affect your opportunity to participate in the clinical setting."

Page 16 of the nursing student handbook also addresses this.

**655—2.9(152) Faculty.**

**2.9(1) Program requirements.** The program shall provide:

a. A sufficient number of faculty who satisfy the requirements in subrule 2.9(2).

**[X] The faculty list clearly identifies number of faculty with adequate requirements.**

b. Written personnel policies and position descriptions.

**[X] Cite where personnel policies and job descriptions are located.**

Personnel policies are available in the college personnel handbook, located on the college website at

<https://my.hawkeyecollege.edu/dept/HRS/Personnel%20Handbook/Personnel%20Handbook%20%20January%202013.pdf>

Job descriptions are maintained and available from Human Resources, located in the Hawkeye Center on the main campus.

c. A faculty development program that furthers the competence of individual faculty members and the faculty as a whole.

**[X] Provide a brief description of the faculty development program.**

The Brobst Center for Teaching and Learning (formerly the Teaching and Learning Center), located in Tama Hall on the main campus provides support and resources for all faculty, and conducts the induction process for all new faculty, both full-time and adjuncts. College-wide opportunities for all faculty include diversity training and awareness, employee development day, faculty in-service day, and training in ANGEL, the online learning management system. E-mails are sent to all faculty announcing upcoming educational opportunities offered through the Brobst Center.

The nursing faculty participate in both in- and out-of-state conferences and continuing education programs.

**[X] Cite where the faculty development program is outlined.**

The Quality Faculty Plan is located on the college website at

<https://my.hawkeyecollege.edu/dept/DrAllen/Quality%20Faculty%20Plan/Forms/AllItems.aspx>

d. A written teaching-load policy.

**[X] Cite where teaching load policy is located.**

The teaching load policy is located on page 20 of the Master Agreement, located on the college website at <https://my.hawkeyecollege.edu/dept/HRS/Shared%20Documents/HPEA%202012-2013%20Master%20Agreement.pdf>

e. A nursing faculty organization that operates according to written bylaws and meets on a regular basis. Minutes shall be available for reference.

**[X] Minutes of nursing faculty organization meetings are documented.**

f. In a prelicensure program, a ratio of one faculty member to a maximum of eight students in practice situations involving clinical instruction.

**[X] Cite where documentation of faculty/student ratio is located.**

All clinical courses are loaded into sections of 8 students to assure the 8 students per 1 clinical instructor ratio is not exceeded. Clinical assignments for faculty and clinical adjuncts also reflect this.

**2.9(2) Faculty member requirements.** A faculty member who teaches nursing shall meet the following requirements:

a. Current licensure as a registered nurse in Iowa prior to teaching. An individual is currently licensed when licensed in another state and recognized for licensure in Iowa pursuant to the nurse licensure compact contained in Iowa Code chapter 152E.

b. Two years of experience in clinical nursing.

c. Academic qualifications:

(1) A faculty member who was employed on July 1, 1992, shall be considered adequately prepared as long as that faculty member remains in that position. A faculty member who was hired to teach in a prelicensure registered nurse program after July 1, 1992, shall have at least a baccalaureate degree with a major in nursing or in an applicable field at the time of hire. This person shall make annual progress toward the attainment of a master's or doctoral degree with a major in nursing or in an applicable field. An individual who has earned a first professional degree as defined in rule 2.1(152), but does not hold a master's degree as defined in rule 2.1(152), must meet the requirement for annual progress. One degree shall be in nursing.

1. Applicable fields include but are not limited to education, counseling, psychology, sociology, health education, health administration, and public health. A person who wishes to fulfill this requirement with education in an applicable field not listed may petition the board for a determination of applicability.

2. The date of hire is the first day of employment with compensation at a particular nursing education program.

3. "Annual progress" means a minimum of one course per year taken as part of an organized plan of study. A written plan of study shall be kept in the employee's file.

(2) A faculty member who was hired to teach after July 1, 1992, in a practical nursing program or at the first level of an associate degree nursing program with a ladder concept shall have a baccalaureate or higher degree in nursing or in an applicable field at the time of hire.

(3) A registered nurse hired to teach in a master's program shall hold a master's or doctoral degree with a major in nursing at the time of hire. A first professional degree as defined in rule 2.1(152) does not meet this requirement. A registered nurse teaching in a clinical specialty area shall hold a master's degree with a major in nursing, advanced level certification by a national professional nursing organization approved by the board in the clinical specialty area in which the individual teaches, and current registration as an advanced registered nurse practitioner according to the laws of the state(s) in which the individual teaches. Faculty preparation at the doctoral or terminal degree level shall be consistent with the mission of the program.

(4) A faculty member hired only to teach in the clinical setting shall be exempt from subparagraphs (1) and (2) if the faculty member is closely supervised to ensure proper integration of didactic content into the clinical setting. If hired after July 1, 1992, a faculty member hired to

teach only in the clinical setting shall have a baccalaureate degree in nursing or in an applicable field or shall make annual progress toward the attainment of such a degree.

(5) Pursuant to 655—Chapter 15, the head of a program may petition the board for a waiver of the requirements in subrules 2.6(2) and 2.9(2). Following review of the circumstances and efforts by the program to meet the requirements, the board may issue a waiver for a specified period of time and indicate conditions that must be met.

**[X] Faculty list—Résumés/curriculum vitae and educational transcripts of faculty and head of the program clearly identify requirements as stated in 2.9(2).**

**2.9(3) Functions of faculty.** Faculty members shall:

a. Develop, implement, and evaluate the purpose, philosophy/mission, and outcomes of the program.

**[X] Cite where documentation of the above is located.**

The nursing student handbook outlines the purpose (p. 6), the philosophy of nursing education (p. 7), and the program outcomes (p.9).

b. Design, implement, evaluate, and revise the curriculum.

**[X] Cite where documentation of the above is located.**

As cited in the faculty by-laws, the nursing program curriculum committee leads the full faculty for the purpose of implementing, evaluating and revising curriculum. The input of graduates, students, clinical partners, and the advisory board is considered when changes are proposed.

c. Provide students with written policies as specified in subrule 2.10(1).

**[X] Provide a brief description of how students are provided written policies.**

Written policies are provided to students in the college and nursing program handbooks. Additional policies specific to each course are in the course syllabus.

d. Participate in academic advising and guidance of students.

**[X] Provide a brief description of how faculty participate in academic advising.**

Faculty are assigned advisees from both the PN and ADN programs. Issues related to a specific program course are first addressed by the faculty teaching the course, and then the faculty advisor, program director, or dean as needed. If a student is having personal challenges counselors from Student Services may be involved in addition.

**[X] Cite how and where documentation of academic advising is located.**

General academic advising is available to all students through the Student Services office. Information is available on the college website at

<http://www.hawkeyecollege.edu/students/services/advising.aspx>.

Documentation of concerns of students in the PN and ADN programs is done with the "Notice of Concern" form, which is signed by both the faculty advisor and the student and placed in the students files, which are locked in the main School of Health Sciences office.

e. Provide for admission, progression, and graduation of students.

**[X] Cite where documentation of the above is located.**

The nursing faculty develop standards for admission, progression, and graduation in accordance with college policy. Documentation can be found:

Admission requirements for the PN program are found on the college website at:

<http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/admission.aspx>

Admission requirements for the ADN program are found on the college website at:

<http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/admission.aspx>

The progression policy for both PN and ADN programs is on page 14 of the nursing student handbook.

Graduation requirements are found on the college website at:

<http://www.hawkeyecollege.edu/students/graduation/requirements-awards.aspx>

The records and registration office in the Hawkeye Center keeps the official transcripts of graduates of both programs.

f. Provide for student evaluation, self-evaluation, and peer evaluation of teaching effectiveness.

**[X] Cite where process for student, self and peer evaluation of teaching effectiveness is located.**

Students complete a standard evaluation tool to assess course and teacher effectiveness. Faculty evaluations are done by the Dean of the School of Health Sciences, according to the master contract, which is available under the Human Resources section of My Hawkeye online. Self-evaluation and peer review is voluntary and must be requested by the person being reviewed. The Brobst Center for Teaching and Learning provides support to all faculty through workshops, mentoring and informal peer evaluation.

g. Participate in activities to ensure competency in area(s) of responsibility.

**[X] Provide a brief description of how faculty participates in the above.**

Faculty participate in nursing continuing education programs as required for licensure by the State of Iowa. In addition to the annual faculty development offerings of the college, faculty with clinical assignments participate in training at clinical sites as needed and offered. Faculty are encouraged to participate in and are reimbursed for professional development activities. Nursing faculty have participated in out of state conferences and the annual Health Educators Conference.

**655—2.10(152) Program responsibilities.**

**2.10(1) Policies affecting students.** Programs shall provide for the development, implementation and communication of the following student policies:

- a. Admission/enrollment. Licensure if applicable according to 655—subrule 3.2(1).
- b. Transfer or readmission.
- c. Withdrawal.
- d. Progression.
- e. Grading system.
- f. Suspension or dismissal.
- g. Graduation.
- h. Health.
  
- i. Counseling.
- j. Grievance procedure.

**[X] Cite where documentation of a. through j. (indicate each) is documented.**

- a. <http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/admission.aspx> and <http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/admission.aspx>
- b. <http://www.hawkeyecollege.edu/students/handbook/credits/default.aspx>, <http://www.hawkeyecollege.edu/admissions/suspended-expelled-students-readmission.aspx>, <http://www.hawkeyecollege.edu/academics/transfer/default.aspx>
- c. <http://www.hawkeyecollege.edu/students/handbook/courses/drop-withdraw-from-a-course.aspx>, and p. 14 of nursing student handbook.
- d. p.14 of nursing student handbook
- e. course syllabi and <http://www.hawkeyecollege.edu/students/handbook/grades/default.aspx>
- f. <http://www.hawkeyecollege.edu/students/handbook/grades/academic-suspension.aspx>
- g. <http://www.hawkeyecollege.edu/students/graduation/application.aspx>
- h. <http://www.hawkeyecollege.edu/students/services/health/default.aspx>
- i. <http://www.hawkeyecollege.edu/students/services/counseling/default.aspx>
- j. <http://www.hawkeyecollege.edu/students/handbook/student-rights/complaint-policy.aspx>

**2.10(2) Information about the program and controlling institution.** The following information shall be published at least every two years:

- a. Philosophy/mission and outcomes of the program.
- b. General description of the program.
- c. Curriculum plan.
- d. Course descriptions.
- e. Resources.
- f. Faculty.
- g. Tuition, fees and refund policies.
- h. Ethical practices, including recruitment and advertising.
- i. Official dates.

**[X] Cite where documentation and date of publication for a. through i. (indicate each) is located.**

a. nursing student handbook, revised 12/2012 and published 1/2013

b. nursing student handbook, pgs. 30-31, same dates. College catalog at <http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/default.aspx> and <http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/default.aspx>

c. <http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/sequence-of-study.aspx> and <http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/sequence-of-study.aspx>

d. <https://my.hawkeyecollege.edu/portal/Pages/WebAdvisor.aspx?title=Search+for+Sections&pid=ST-WESTS12A> , updated each semester.

e. <http://www.hawkeyecollege.edu/students/default.aspx> and nursing student handbook, see dates above.

f. <http://www.hawkeyecollege.edu/contact-us/faculty-directory/default.aspx> , nursing student handbook pg. 33, course syllabi, updated each semester.

g. <http://www.hawkeyecollege.edu/students/paying-for-college/default.aspx>, <http://www.hawkeyecollege.edu/students/paying-for-college/tuition-refunds.aspx>

h. <http://www.hawkeyecollege.edu/about/equal-opportunity/default.aspx>, <http://www.hawkeyecollege.edu/students/handbook/student-rights/default.aspx>

i. <http://www.hawkeyecollege.edu/calendars/academics/default.aspx>, available through August 2014.

**2.10(3) Program records.** The following records shall be dated and maintained according to the policies of the controlling institution:

- a. Course syllabi.
- b. Minutes.
- c. Faculty personnel records.
- d. Catalogs and program bulletins.



**[X] Provide a brief description of policy for dating and maintaining records a. through d. and cite where records are maintained.**

a. Current course syllabi are submitted to the coordinator for the School of Health Sciences each semester, and are published on the share drive.

b. Minutes for faculty meetings are maintained by the program director and each faculty member receives a copy.

c. Personnel records are maintained by Human Resources, located in the Hawkeye Center on the main campus. The program director maintains clinical requirements for faculty and clinical adjuncts in a locked file in the program office.

d. The college catalog is on the college website at:

<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>

Program bulletins are maintained in the School of Health Sciences main office by the administrative secretary.

**2.10(4) *Student and graduate records.***

a. Policies shall specify methods for permanent maintenance and protection of records against loss, destruction, and unauthorized use.

**[X] Provide a brief description of the policies of permanent maintenance and protection of records.**

Student files, including the summative evaluation, are maintained in locked files in the School of Health Sciences main office. Old files (more than 3 years after graduation) are disposed using secured commercial shredding/disposal services. The college maintains final grades and graduations of all students in Records and Registration in the Hawkeye Center on the main campus.

b. The final record shall include the official transcript and a summative performance statement.

(1) The final official transcript shall include:

1. Legal name of student.
2. Dates of admission, completion of the program and graduation.
3. Courses that were accepted for transfer.
4. Evidence of authenticity.

(2) The final official transcript shall be maintained permanently.

(3) The summative performance statement shall relate the performance of the student at the time of graduation to the program outcomes and shall be maintained for three years.

**[X] Graduate files include the official transcript and a summative performance statement, which reflects the program's outcomes.**

**655—2.11(152) Student criminal history checks.**

**2.11(1)** The program shall initiate criminal history and child and dependent adult abuse record checks of students and prospective students to ensure a student's ability to complete the clinical education component of the program in accordance with Iowa Code section 152.5.

**[X] Provide a brief description of the program's policy and procedure for the initiation of the criminal history and child and dependent adult abuse record checks process or if a written policy and procedure is in place, provide with requested materials.**

This may be found in the nursing student handbook, page 16, and the college website at <http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/sequence-of-study.aspx>

**655—2.12(152) Clinical facilities.**

**2.12(1)** The clinical facilities shall provide learning experiences that meet curriculum objectives and outcomes.

**[X] Provide a brief overall description of how clinical facilities meet curriculum objectives and outcomes.**

Clinical sites and experiences are paired to align with course content.

**2.12(2)** The program shall provide information to the board about clinical facilities used for learning experiences.

a. The clinical facilities shall be accredited/approved by the appropriate agencies and shall have evidence of good standing by their regulatory body.

b. There shall be evidence that student experiences are coordinated when more than one program uses the same facility.

**[X] Provide a brief description of how a. and b. are met.**

a. The annual report to the Board of Nursing lists all clinical facilities used by our students. All clinical sites are accredited by the appropriate accrediting body. Clinical sites provide to the college documentation of accreditation upon request by the college.

b. Multiple colleges share clinical facilities in the area. The program director works with clinical coordinators at each facility to ensure the appropriate number of students are at a clinical site at scheduled times.

**655—2.13(152) Preceptorship.**

**2.13(1)** A preceptor shall be selected by the nursing program in collaboration with a clinical facility to provide supportive learning experiences consistent with program outcomes.

**2.13(2)** The qualifications of a preceptor shall be appropriate to support the philosophy/mission and outcomes of the program.

a. The preceptor shall be employed by or maintain a current written agreement with the clinical facility in which a preceptor experience occurs.

b. The preceptor shall be currently licensed as a registered nurse or licensed practical nurse according to the laws of the state in which the preceptor practices.

c. The preceptor shall function according to written policies for selection, evaluation and re-appointment developed by the program. Written qualifications shall address educational preparation, experience, and clinical competence.

d. The program shall be responsible for informing the preceptor of the responsibilities of the preceptor, faculty and students. The program shall retain ultimate responsibility for student learning and evaluation.

**2.13(3)** The program shall inform the board of preceptorship learning experiences.

a. Written preceptorship agreements shall be reviewed annually by the program.

b. The board may conduct a site visit to settings in which preceptorship experiences occur.

c. The rationale for the ratio of students to preceptors shall be documented by the program.

**2.13(4)** An individual who is not a registered nurse or a licensed practical nurse may serve as a preceptor when appropriate to the philosophy/mission and outcomes of the program.

**[NA] The program has a written preceptorship policy and procedure, which is all inclusive of 2.13 and is made available to students, the preceptorship site and the preceptor.**

**[NA] Cite where policy and procedure and preceptor agreements are located.**

We do not currently have preceptor experiences for our students.

**[NA] Preceptorship agreements are current.**

**655—2.14(152) Results of graduates who take the licensure examination for the first time.**

The program shall notify the board when the program or district national licensure examination passing percentage is lower than 95 percent of the national passing percentage for two consecutive calendar years. The NCLEX® passing percentage shall be based on all first-time applicants for registered nurse or licensed practical nurse licensure in any jurisdiction who take the examination within six months of graduation. Upon notification by the program, the board shall implement the following process:

**2.14(1)** The program shall submit to the board within six months an institutional plan for assessment and improvement of NCLEX® results, including outcomes and time lines. The plan shall address administration, faculty, students, curriculum, resources, policies and the nursing advisory committee.

**2.14(2)** The program shall submit annual progress reports to the board while the NCLEX® passing percentage remains below 95 percent of the national passing percentage.

**2.14(3)** The program shall provide a brief description including outcomes of all institutional plans submitted to the board in the nursing education program report during the reapproval process, if applicable.

**[X] If your program has submitted an institutional plan within six years, provide a brief description and date/s of the plan/s and outcomes.**

The associate degree program remained below 95 percent of the national passing percentage for the years 2007, 2008, 2009, and 2011. An institutional plan was submitted in 2009 and 2010, both accepted by the Board of Nursing. During this time, Arnett testing phased out and ATI products and comprehensive predictor have been incorporated throughout the curriculum of both programs. The virtual hospital for simulation has been constructed, equipped and staffed and is used throughout the curriculum of both programs.

### DEMOGRAPHIC DATA

Student Enrollment		*Nursing Faculty	
First Year	128	Full-time	6
Second Year	64	Part-time	0
Third Year		Adjunct	24
Fourth Year			
RN-BSN Completion			
Masters in Nursing			
Post-Master's Certificate			
Doctoral			

### NCLEX® PASSING PERCENTAGE FOR FIVE (5) YEARS (FOR FIRST-TIME TESTERS)

Registered Nurse			Practical Nurse		
	# Candidates	% Passed		# Candidates	% Passed
1/08-12/08	63	70	1/08-12/08	97	94
1/09-12/09	61	75	1/09-12/09	88	90
1/10-12/10	60	87	1/10-12/10	81	94
1/11-12/11	61	79	1/11-12/11	100	92
1/12-12/12	61	82	1/12-12/12	90	92

### ADVANCED PRACTICE CERTIFICATION EXAMINATIONS FOR FIVE (5) YEARS

Certifying Agency:			Certifying Agency:		
	# Candidates	% Passed		# Candidates	% Passed
1/08-12/08			1/08-12/08		
1/09-12/09			1/09-12/09		
1/10-12/10			1/10-12/10		
1/11-12/11			1/11-12/11		
1/12-12/12			1/12-12/12		

Certifying Agency:			Certifying Agency:		
	# Candidates	% Passed		# Candidates	% Passed
1/08-12/08			1/08-12/08		
1/09-12/09			1/09-12/09		
1/10-12/10			1/10-12/10		
1/11-12/11			1/11-12/11		
1/12-12/12			1/12-12/12		

\*Full-time faculty - position which meets full-time employment requirements and receives full-time benefits.

Part-time faculty - position which meets part-time employment requirements and receives part-time benefits.

Adjunct faculty - position which does not meet full-time or part-time requirements.

## FACULTY LIST

NAME	IA LICENSE NUMBER & EXPIRATION DATE	STATUS FT/PT	POSITION	TEACHING RESPONSIBILITIES	EDUCATION PREPARATION	CURRENT ENROLLMENT TYPE OF PROGRAM AND PROJECTED COMPLETION DATE	DATE OF HIRE
Boyer, Barbara	045017 1-15-14	Adjunct	AD	Classroom and clinical	BSN		Contracted employee 1-12
Buhrow, Shawn	084997 9-15-14	FT	PN & AD	Classroom and clinical	BSN, MSN		
Butler, Betty	057827 4-15-14	FT	PN & AD	Classroom and clinical	BSN, MA		8-97
Cook, Anne	066111 8-15-13	FT	Program director	Classroom AD	BSN, MSN, PA-C		8-06
Culbertson, Russell	096925 10-15-13	FT	PN & AD	Classroom and clinical	BSN, MHA, MSN		01-00
Cummings, Elizabeth	117267 9-15-15	Adjunct	PN	Clinical	BSN, MSN		1-12
Davis, Jan	121394 1-15-15	Adjunct	PN & AD	Clinical	BSN	Allen College, ARNP, 5-13	8-12
Duncan, Karen	117025 6-15-15	Adjunct	AD	Clinical	BSN, MSN		8-12
Elliott, Tracy	A-089231 1-15-14	FT	PN & AD	Classroom and clinical	BSN, MSN, ARNP		1-12
Feaker, Brianne	114122 1-15-15	Adjunct	PN & AD	Clinical	BSN		5-11
Ficken, Michelle	068181 11-15-15	Adjunct	AD	Clinical	BSN		Contracted employee 01-01
Fitken, Jan	052172 11-15-15	Adjunct	AD	Clinical	BSN		01-01
Gaede, Ruth	057256 7-15-15	FT	PN & AD	Classroom and clinical	BSN, MSN		8-02
Gallatin, Beverly	046995 11-15-15	Adjunct	PN	Classroom and clinical	BSN, MS		10-12
Gronoski, Jenny	103157 12-15-13	Adjunct	PN & AD	Clinical	BSN	Kaplan, MSN, 2-14	3-11
Graves, Kristal	105230 11-15-15	Adjunct	PN & AD	Clinical	BSN	Kaplan, MSN, 12-14	01-12
Herrera, Jane	109219 5/15/15	FT	PN & AD	Classroom and clinical	BSN, MSN		01-13
Hileman, Valerie	121667 1-15-15	Adjunct	PN & AD	Clinical	BSN		2-12
Holman, Gina	098263 5-15-15	Adjunct	PN & AD	Clinical	BSN, MSN		01-01
	121400	Adjunct	AD	Clinical	BSN		8-12



**CONTRACTUAL AGREEMENTS**

<b>Clinical Agency</b>	<b>Date of Last Review/Renewal</b>
Wheaton Franciscan Healthcare of Iowa	August 2012
Allen Memorial Hospital	August 2012
Waverly Health Center	July 2012
Visiting Nurses Association	August 2012
Mental Health Institute, Independence	November 2012
Peoples Community Health Clinic	August 2012
Grundy County Memorial Hospital	August 2012
HCR-ManorCare of Waterloo	October 2012
Western Home Communities	September 2012
New Aldaya Lifescapes	August 2012
Freeburg Child Care	August 2012
Virginia Gay Hospital	September 2012
Tri-County Head Start	August 2012
Denver Community School District	November 2012

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**MEDICAL LABORATORY TECHNOLOGY**



# NAACLS

**National Accrediting Agency  
for Clinical Laboratory Sciences**

*A NON-PROFIT ORGANIZATION*

October 3, 2012

Linda Allen  
President  
Hawkeye Community College  
1501 East Orange Road  
PO Box 8015  
Waterloo, IA 50704-8015

Dear President Allen:

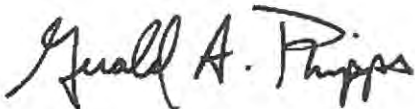
Enclosed is the NAACLS Board of Directors' official accreditation award for your Medical Laboratory Technician program's accreditation as decided at the September 21, 2012 meeting.

The Board of Directors' award is based on the continuing accreditation review process that included a site visit of your program in Spring 2012.

Accreditation for your program will continue until October 31, 2019. As a result, your program will commence the continuing accreditation process with submission of the Self-Study Report on October 1, 2018 and the scheduling of a site visit during Spring 2019. We provide this information to assist you in your program's administrative and financial planning.

This letter and the accompanying award represent formal accreditation by NAACLS. The NAACLS Certificate of Accreditation will be forwarded to the Program Director.

Sincerely,



Gerald A. Phipps  
President, NAACLS Board of Directors

cc: Amy R. Kapanka, MS, MT(ASCP)SC, Program Director  
Sarah Turner, Dean

# The National Accrediting Agency for Clinical Laboratory Sciences

presents this

## CERTIFICATE OF ACCREDITATION

to

*Hawkeye Community College  
Waterloo, IA*

for being in compliance with the  
Standards of Accredited Educational Programs  
for the Medical Laboratory Technician

*Awarded Continuing Accreditation for Seven Years  
October 31, 2012*

*Arnold A. Phipps*

President, Board of Directors



*Dianne M. Carlock*

Chief Executive Officer

## NAACLS BOARD OF DIRECTORS' ACCREDITATION AWARD

The MLT Program of **Hawkeye Community College** in **Waterloo, IA** is awarded Continuing Accreditation for **seven (7) years**.

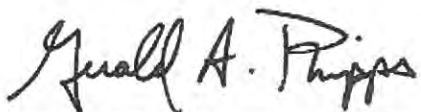
Amy R. Kapanka, MS, MT(ASCP)SC is recognized as Program Director.

The following institutions are recognized as clinical affiliates of the program:

Allen Memorial Hospital	Waterloo, Iowa
Buchanon County Health Center	Independence, Iowa
Covenant Health Center	Waterloo, Iowa
Floyd County Medical Center	Charles City, Iowa
Mercy Medical Center	Cedar Rapids, Iowa
Mercy Medical Center, N. Iowa	Mason City
Mercy Hospital	Iowa City, Iowa
Mercy Hospital	Oelwein, Iowa
Mitchell County Regional Health Center	Osage, Iowa
Winneshiek Med. Center	Decorah, Iowa

The following institutions are recognized as academic affiliates of the program:

Kirkwood Community College	Cedar Rapids, Iowa
North Iowa Community College	Peosta and Calmar, Iowa
North Iowa Area Community College	Mason City, Iowa



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Gerald A. Phipps  
President, NAACLS Board of Directors



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Dianne M. Cearlock, PhD  
Chief Executive Officer

September 21, 2012

## SITE VISIT REPORT

### Clinical Laboratory Technician/Medical Laboratory Technician

Name of Program: Hawkeye Community College

City, State: Waterloo, Iowa

Program Director: Amy Kapanka

If visiting a consortium program, please list what participating entities are visited:  NA

Participating Entity	City/State	Consortium Education Coordinator

### I. SPONSORSHIP

CLINICAL AFFILIATES:  None

Affiliate Name	City/State	Current Signed Agreement	
		YES	NO
<i>Allen Memorial Hospital</i>	<i>Waterloo, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Buchanon County Health Center</i>	<i>Independence, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Covenant Health Center</i>	<i>Waterloo, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Floyd County Medical Center</i>	<i>Charles City, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Mercy Medical Center</i>	<i>Cedar Rapids, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Mercy Medical Center, N. Iowa</i>	<i>Mason City</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Mercy Hospital</i>	<i>Iowa City, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Mercy Hospital</i>	<i>Oelwein, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Mitchell County Regional Health Center</i>	<i>Osage, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Winneshiek Med. Center</i>	<i>Decorah, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

ACADEMIC AFFILIATES:  None

Affiliate Name	City/State	Current Signed Agreement	
		YES	NO
<i>Kirkwood Community College</i>	<i>Cedar Rapids, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>North Iowa Community College</i>	<i>Peosta and Calmar, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# SITE VISIT REPORT

## Clinical Laboratory Technician/Medical Laboratory Technician

<i>North Iowa Area Community College</i>	<i>Mason City, Iowa</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: *An amended program fact sheet was provided as part of the response to the paper review and this included clinical affiliate accreditations..*

**CLT/MLT Site Visit Report**

1. The sponsoring institution (or at least one participating entity in the case of a consortium or joint venture) is accredited by recognized regional and/or national agencies.  YES  NO
- The clinical and/or academic affiliates are accredited by recognized regional and/or national agencies.  YES  NO  NA
- All provisions of the agreement(s) are active (current) with written documentation of the following items:  NA
- A. General:
- 1. Reason for agreement  YES  NO
  - 2. Responsibilities of the academic facility  YES  NO
  - 3. Responsibilities of the clinical facility  YES  NO
  - 4. Joint responsibilities  YES  NO
- B. Specific:
- 1. Supervisory responsibilities for the students  YES  NO
  - 2. Student professional liability coverage  YES  NO
  - 3. Student health and safety policies  YES  NO
  - 4. Provision for renewal  YES  NO
  - 5. Termination clause providing for program completion of enrolled students  YES  NO

COMMENTS:

2. The educational program is established in a:
- College or University
  - Hospital or medical center
  - Medical laboratory
  - Consortia or Joint Venture
  - Other institution that meets comparable standards for education in clinical laboratory sciences

COMMENTS:

3. The sponsor (and participating entities, in cases of consortia) assumes primary responsibility for:
- Planning curriculum  YES  NO
  - Selecting course content  YES  NO
  - Coordinating classroom teaching  YES  NO
  - Coordinating applied education  YES  NO
  - Appointing faculty to the program  YES  NO
  - Receiving and processing applications for admission  YES  NO
  - Granting the associate degree or certificate  YES  NO



**CLT/MLT Site Visit Report**

COMMENTS:

- 3A. The sponsor (and participating entities, in cases of consortia) is responsible for providing assurance that the activities assigned to students in the clinical setting are educational. YES NO NA

COMMENTS:

- 3B. There is documented, active, ongoing communication between the sponsor (and participating entities, in cases of consortia) and the affiliate(s) to: NA

- Exchange information YES NO  
Coordinate the program YES NO

COMMENTS: **Site visitors verified that there is ongoing communication between the program and affiliates.**

**II. RESOURCES**

4. Personnel resources of the program support the number of students admitted. YES NO

- The instructor to student ratio is adequate to achieve the program goals. YES NO

COMMENTS: **Instructor to student ratio is: 1:24 lecture; 1:12 lab; 1:1 clinical**

5. Financial resources are adequate for the continued operation of the educational program. YES NO

- The budget is institutionally approved, **OR** there is a written statement of continued financial support for the educational program from an executive officer of the sponsor (and participating entities, in cases of consortia). YES NO

COMMENTS:

- 6A. The classrooms/lecture areas are adequate. YES NO  
The administrative offices are adequate. YES NO  
The student laboratories are adequate. YES NO NA  
The clinical facilities are adequate. YES NO NA

- Student laboratories are equipped for safety. YES NO NA  
Clinical facilities are equipped for safety. (Only required if the facility is not accredited by JCAHO, and/or CAP, and/or COLA) YES NO NA

**CLT/MLT Site Visit Report**

COMMENTS: *Each clinical facility fact sheet contained the required information.*

6B.

<u>Student Laboratories</u>		<u>Clinical Facilities</u>	
	<input type="checkbox"/> NA		<input type="checkbox"/> NA
YES	NO	YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Students have access to modern equipment and supplies.

Students have experience with modern equipment and supplies.

COMMENTS:

6C. Students have access to information resources containing current editions of books, periodicals and other reference materials in contemporary formats related to all content areas of the curriculum.

YES  NO

COMMENTS:

6D. Adequate instructional resources are available to facilitate each student's attainment of entry level competencies.

YES  NO

COMMENTS:

6E. Students have access to and experience with contemporary computer technology.

YES  NO

COMMENTS:

### III. STUDENTS

7. Applicants and/or students are provided with a clear description of the program and its content.

YES  NO

Announcements accurately reflect the program offered.

YES  NO

Current publications include:

- A. Program mission statement
- B. Program goals and competencies
- C. Course objectives
- D. Applied education assignments

YES  NO

YES  NO

YES  NO

YES  NO  NA



CLT/MLT Site Visit Report

- E. Admission criteria both academic and non-academic  YES  NO
- F. A list of course descriptions  YES  NO
- G. Names and academic rank or title of Program Director and faculty  YES  NO
- H. Tuition and fees with refund policy  YES  NO
- I. Causes for dismissal  YES  NO
- J. Rules and regulations, including appeal procedures  YES  NO
- K. A listing of clinical facilities  YES  NO  NA
- L. Essential functions  YES  NO
- M. Policies and procedures when applied experience cannot be guaranteed  YES  NO  NA
- N. **"AT LEAST ONE** current outcomes measure in the program's published materials. (*Effective for Self-Studies received September 1, 2012 or later*)  YES  NO  NA

COMMENTS:

- 8. Admissions policies and procedures are in accordance with the clearly defined and published practices of the institution.  YES  NO

Academic standards and essential functions required for admission to the program are:

- Clearly defined  YES  NO
- Published  YES  NO
- Provided to prospective students  YES  NO
- Evidenced by signature page  YES  NO
- Made available to the public  YES  NO

COMMENTS: ***Essential functions are located in the MLT student handbook and the program website.***

- 9. Rules and regulations governing acceptable personal and academic conduct for all academic and clinical settings are:
  - Clearly defined  YES  NO
  - Provided to students upon entering the program  YES  NO

COMMENTS:

- 10. Student records are maintained according to any governmental regulations and the regulations of any other accrediting agencies for:
  - Admissions  YES  NO

**CLT/MLT Site Visit Report**

Evaluation

YES  NO

Counseling or advising sessions

YES  NO

Individual grades and credits for courses are recorded and permanently maintained by the sponsor (and participating entities, in cases of consortia).

YES  NO

COMMENTS:

11. Students are informed of, and have access to the usual student health care services of the sponsoring institution.

YES  NO

The health and safety of students, faculty and patients associated with the educational activities are adequately safeguarded.

YES  NO

Emergency medical care is available for students while they are in attendance.

YES  NO

COMMENTS:

12. Guidance is available:

To assist students in understanding and observing program policies and practices

YES  NO

For advising on professional and career issues

YES  NO

For providing counseling or referral for personal and financial problems that may interfere with progress in the program

YES  NO

Confidentiality and impartiality are maintained in dealing with student problems.

YES  NO

COMMENTS:

13. Appeals procedures:  
Are distributed to students upon entering the program.  
Include provisions for academic types of grievances.  
Include provisions for non-academic types of grievances.  
Include a mechanism for neutral evaluation that ensures due process and fair disposition.

YES  NO

YES  NO

YES  NO

YES  NO

COMMENTS:

**IV. OPERATIONAL POLICIES**

- 14A. Programmatic announcements accurately reflect the program offered.

YES  NO

CLT/MLT Site Visit Report

Programmatic announcements include NAACLS' name, address and telephone number.

YES NO

COMMENTS:

14B. Student recruitment and admission policies are non-discriminatory.

YES NO

COMMENTS:

14C. Faculty recruitment and employment practices are non-discriminatory.

YES NO

COMMENTS:

14D. Academic credits and costs are accurately stated, published and made known to all applicants.

YES NO

COMMENTS:

14E. Policies and procedures for student withdrawal are published and made known to all applicants.

YES NO

Policies and procedures for refunds of tuition and fees are published and made known to all applicants.

YES NO NA

COMMENTS:

14F. If more than one level of clinical laboratory science program is offered by the sponsor, the sponsor demonstrates that each program is being conducted to assure appropriate instruction for the students at different educational levels.

YES NO NA

COMMENTS:

14G. The program culminates in an associate degree or a certificate.

YES NO

Granting of the degree/certificate **IS NOT** contingent upon the students passing any type of external certification or licensure examination.

YES NO

Academic standards for the program are acceptable to the institution that grants the degree.

YES NO NA

COMMENTS:

14H. Records of formal student complaints and resolution are maintained.

YES NO

CLT/MLT Site Visit Report

COMMENTS:

- 14l. Program evaluation information is available to NAACLS. YES NO

COMMENTS:

V. PROGRAM EVALUATION

- 15. The program has a documented, formal evaluation plan for continually and systematically reviewing the effectiveness of the program. YES NO

COMMENTS:

- 16. Outcomes measures from the last three active years are: NA
  - documented YES NO
  - analyzed YES NO
  - used in program evaluation YES NO

COMMENTS:

- 17. A review of graduation rates is: NA
  - documented YES NO
  - analyzed YES NO
  - used in program evaluation YES NO

A review of employment rates is:

- documented YES NO NA
- analyzed YES NO NA
- used in program evaluation YES NO NA

COMMENTS: **Review of advisory board minutes showed that there was analysis of employment and graduation rates and the results were used to recommend changes to the program such as reinstating the laboratory mathematics course.**

- 18. The results of program evaluations are: NA
  - Documented YES NO NA
  - Reflected in ongoing curriculum development and program modification YES NO NA
  - Followed by an analysis of the effectiveness of any changes implemented YES NO NA



CLT/MLT Site Visit Report

COMMENTS: *The program changed the policy on course repeats and changed the minimum GPA in 2010. The new policies have not been in place long enough for their effect on ASCP pass rates to be measurable.*

19. Administrative. No information is needed.

## VI. Unique Standards

### Resources

20A1. Program Director Faculty Fact Sheet is complete.  YES  NO

COMMENTS:

20A2. The Program Director is responsible for program:

Organization	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Administration	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Periodic review	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Planning	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Development	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Evaluation	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
General effectiveness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The program director has input into budget preparation.  YES  NO

COMMENTS:

20A3. The program director's qualifications are:

Nationally certified clinical laboratory scientist/ medical technologist	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Master's or doctoral degree	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
At least three years of experience in clinical laboratory science education	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Date approved by NAACLS:	<u>July 22, 2002</u>	

Experiences in clinical laboratory science education include:

Teaching courses	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Conducting and managing learning experiences	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Evaluating student achievement	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Providing input into curriculum development	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Formulating policies and procedures	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Evaluating program effectiveness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

COMMENTS:

**CLT/MLT Site Visit Report**

The program director has knowledge of education methods and administration.

YES  NO

The program director has knowledge of current accreditation and certification procedures.

YES  NO

COMMENTS:

20A4. The program director has a faculty appointment at the sponsoring institution or at each affiliated academic institution.

YES  NO

COMMENTS:

20B1. There is an advisory committee from the community of interest that has knowledge of clinical laboratory science education.

YES  NO

COMMENTS:

20B2. Advisory committee meeting minutes verify that the committee has input into any aspects of the program/curriculum that relate to its current relevancy and effectiveness.

YES  NO

COMMENTS:

21A. Faculty responsibilities include participation in:

Teaching courses

YES  NO

Supervising applied laboratory learning experiences

YES  NO

Evaluating student achievement

YES  NO

Developing curriculum

YES  NO

Formulating policies and procedures

YES  NO

Evaluating program effectiveness

YES  NO

COMMENTS:

21B. Faculty demonstrate adequate knowledge and proficiency in their content areas.

YES  NO

Faculty demonstrate the ability to teach effectively at the appropriate level.

YES  NO

COMMENTS:

21C. There is documentation of ongoing professional development to fulfill the instructional responsibilities of:

**CLT/MLT Site Visit Report**

Didactic faculty  
Clinical faculty

YES  NO  
 YES  NO

**COMMENTS:**

21D1. If a participating entity of a consortium program, the consortium education coordinator is responsible for:

Coordinating classroom teaching and applied education  YES  NO  NA  
Evaluating program effectiveness  YES  NO  NA  
Appropriate communications with the Program Director  YES  NO  NA

21D2. If a participating entity of a consortium program, the consortium education coordinator's qualifications are:

Nationally recognized certification equivalent to that required of program director  YES  NO  NA  
Academic degree appropriate to program level  YES  NO  NA  
At least one year of experience in clinical laboratory science education  YES  NO  NA

**III. CURRICULUM**

22A. Instruction:

Follows a planned curriculum or sequence of courses  YES  NO  
Includes applied (clinical/laboratory) education  YES  NO  
Includes course schedules  YES  NO  
Includes clinical significance and correlation  YES  NO  
Has clearly written program goals and competencies  YES  NO  
Has syllabi which include individual course goals and behavioral objectives  YES  NO

Course objectives show progression to the level consistent with entry into the profession.  YES  NO

Applied courses are taught in a clinically equipped student laboratory on the college campus, in an affiliated clinical facility, or in both facilities sufficient for developing basic skills, understanding principles, and mastering the procedures involved.  YES  NO

Cognitive Objectives	Are Present		At the Appropriate Taxonomic Level		Contain Measurable Action Verbs and Outcomes	
	YES	NO	YES	NO	YES	NO

**CLT/MLT Site Visit Report**

Hematology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hemostasis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microbiology:						
Bacteriology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mycology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parasitology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Urinalysis/Body Fluids/Microscopy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunology/Serology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunochemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phlebotomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Psychomotor Objectives	Are Present		At the Appropriate Taxonomic Level		Contain Measurable Action Verbs and Outcomes	
	YES	NO	YES	NO	YES	NO
Hematology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hemostasis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microbiology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Urinalysis/Body Fluids/Microscopy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunology/Serology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunochemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phlebotomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Affective objectives are present.

YES NO

COMMENTS:

**22B. Instructional Areas**

- Methodologies for all major areas currently practiced by a modern clinical laboratory, including problem solving and troubleshooting techniques. YES NO

The curriculum includes principles of:

	<b>Objectives Present</b>	<b>Evaluations Present</b>
--	---------------------------	----------------------------



**CLT/MLT Site Visit Report**

		<b>Y</b>	<b>N</b>	<b>Y</b>	<b>N</b>
2.	Collecting, processing, and analyzing biological specimens and other substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Laboratory result use in diagnosis and treatment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Communications sufficient to serve the needs of patients and the public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Technical training sufficient to orient new employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Quality assessment in the laboratory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Laboratory safety and regulatory compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Information processing in the clinical laboratory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Ethical and professional conduct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Significance of continued professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**COMMENTS:**

22C. Learning Experiences:

Experiences are educational and balanced so that entry level competencies can be achieved.

YES  NO

Instruction provides properly sequenced learning experiences.

YES  NO

Learning experiences include appropriate:

Instructional material

YES  NO

Classroom presentations

YES  NO

Discussions

YES  NO

Demonstrations

YES  NO

Laboratory sessions

YES  NO

Supervised practice and experience

YES  NO

Experiences at different clinical sites are comparable and appropriate to enable all students to achieve entry level competencies.

YES  NO  NA

Objectives are present for learning experiences outside normally scheduled hours.

YES  NO  NA

Policies and processes by which students may perform service work are:

Published

YES  NO

Distributed to students

YES  NO

Distributed to clinical affiliates

YES  NO

After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision.

YES  NO

**CLT/MLT Site Visit Report**

Service work by students in clinical settings outside of academic hours is non-compulsory.

YES  NO

COMMENTS:

22D. Evaluations:

Written criteria for passing, failing and progression in the program are:

Established

YES  NO

Given to each student at the time of entry into the program

YES  NO

Evaluation of Cognitive Objectives	Evaluations are Present		Test Items correlate with written objectives and competencies	
	YES	NO	YES	NO
Hematology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hemostasis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microbiology:				
Bacteriology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mycology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parasitology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Urinalysis/Body Fluids/Microscopy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunology/Serology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunochemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phlebotomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Evaluation of Psychomotor Objectives	Evaluations are Present		Correlate with written objectives and competencies	
	YES	NO	YES	NO
Hematology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hemostasis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microbiology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Urinalysis/Body Fluids/Microscopy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunology/Serology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunochemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phlebotomy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Evaluation systems are employed frequently enough to:

Provide students and faculty with timely indications of a student's academic standing and progress  
 Serve as a reliable indicator of the effectiveness of

YES  NO

**CLT/MLT Site Visit Report**

instruction and course design

YES  NO

Affective evaluations are present and correlate with written objectives.

YES  NO

COMMENTS:

*(Standards adopted: 2001)  
(Changes Approved: April 2009)  
(Released: June 2009)*

## Summary Page

**Important Notice:**

The site visit team does not have the authority to speak on behalf of nor bind NAACLS regarding a program's compliance with the Standards, nor can they predict accreditation actions. These responsibilities rest solely with the NAACLS Board of Directors, which has the exclusive right to determine whether or not accreditation is to be granted or continued.

NOTE: This page is compiled on the basis of information supplied to the site visit team by the program director and other officials. **NAACLS makes no representation as to its accuracy. The responsibility for accuracy of the information provided to the team rests solely with the program director and other officials.**

**Areas of Strength:**

*The program has a lot of support from the clinical and academic affiliates, the science faculty and the advisory board members.  
 The student laboratory has modern equipment and supplies that will prepare students for clinicals.  
 The program director and adjunct faculty showed a lot of dedication to their students and the profession.  
 The program through its affiliation with area community colleges responded to the workforce needs of the region by providing trained laboratory personnel.*

**Areas of Weakness:**

*The need for a second fulltime faculty member was expressed by the advisory board members at the meeting with the site visitors and a review of the advisory minutes revealed that this has been an ongoing concern of the committee.*

**Concerns noted by the Paper Reviewer:** (List and detail by the appropriate Standards number)

Standard #	Concern	Action Taken by the site visit team

**Concerns of the Site Visit Team:** (List and detail by the appropriate Standards number)

Standard #	Concern

### SIGNATURE PAGE

**\*\*\*Please complete and attach as the last page of the Site Visit Report\*\*\***

Please print or type the following information.

Name of Program: **Hawkeye Community College**

City, State: **Waterloo, IA**

Program Level: **MLT**

Date: **3/30/2012**

<b>I. Team Coordinator:</b>		
Name/Title:	<b>Angela C. Njoku, Program Director</b>	
Institution:	St. Louis Community College	
Address:	5600 Oakland Avenue	
City/State/Zip:	St. Louis, MO 63110	
Telephone:	314-644-9900	Email: <a href="mailto:anjoku@stlcc.edu">anjoku@stlcc.edu</a>
Signature:		Date: 3/30/2012
<b>II. Team Member:</b>	I concur with the Site Visit Report <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name/Title:	<b>Patricia Moore, Program Director</b>	
Institution:	Northeast Wisconsin Technical College	
Address:	2740 West Mason Street, PO Box 19042	
City/State/Zip:	Green Bay, WI 54307-9042	
Telephone:	920-498-6374	Email: <a href="mailto:patricia.moore@nwtc.edu">patricia.moore@nwtc.edu</a>
Signature:		Date: 3/30/2012
<b>III. Educator Generalist:</b>	I concur with the Site Visit Report <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name/Title:		
Institution:		



Address:	
City/State/Zip:	
Telephone:	Email:
Signature:	Date:

***If a team member does not concur with the report, a minority report describing disagreements is needed.(See Volunteer Manual)***

**Accrediting  
Letter  
&  
Comprehensive Evaluation  
Report**

**NATURAL RESOURCES MANAGEMENT**



## North American Wildlife Technology Association

---

Dr. Linda Allen  
President, Hawkeye Community College  
PO Box 8015  
1501 E. Orange Road  
Waterloo, IA 50704

July 14, 2014

Dear Dr. Allen,

We would like to thank you for your support and the support of the college in your Natural Resource Management Program at Hawkeye Community College. Terri Rogers attended the annual North American Wildlife Technology Association conference and professional development workshop recently held in Spokane, WA and presented the College's materials for accreditation. Terri presented a program that has intensified its instruction of natural resource management.

We would like to extend our hearty congratulations on behalf of the North American Wildlife Technology Association for the *five-year accreditation* that Hawkeye Community College received for the Natural Resource Management Program. This accreditation was awarded on the basis of the quality of instruction and excellence of curriculum within the program.

We thank you for your dedication to your students and to your college. You truly have an outstanding program at the college and should be commended for it!

We also thank you for supporting Terri as she wonderfully served the North American Wildlife Technology Association as Executive Director the last 3 years. She has brought great honor to your college and our organization during her service.

Respectfully,

A handwritten signature in black ink that reads "Jim Westerhold". The signature is written in a cursive, flowing style.

Jim Westerhold,  
Executive Director,  
North American Wildlife Technology Association  
843-520-1401





## North American Wildlife Technology Association

---

Terri Rogers  
Natural Resource Management  
Hawkeye Community College  
PO Box 8015  
1501 East Orange Road  
Waterloo, IA 50704

August 19, 2014

Dear Terri,

We would like to thank you for your presentation and application for accreditation for the Natural Resource Management Program. It was on the basis of your curriculum and presentation that we were able to consider and approve the application for a **Full 5 Year Accreditation**.

Recommendations for improvements for the next application would include:

- Clarify the mandatory courses for NAWTA Certification on Hawkeye website

We thank you for your dedication to your students and to your college. You truly have an outstanding program at the college and should be commended for it!

Thank you for everything you have provided for me to transition into attempting to do what you did as Executive Director. I look forward to your assistance in completing this transition and seeing you in Alberta next summer.

Respectfully,

Jim Westerhold,  
Executive Director,  
North American Wildlife Technology Association



## *North American Wildlife Technology Association*

---

Terri Rogers  
Natural Resource Management  
Hawkeye Community College  
PO Box 8015  
1501 East Orange Road  
Waterloo, IA 50704

August 19, 2014

Dear Terri,

We would like to thank you for your presentation and application for accreditation for the Natural Resource Management Program. It was on the basis of your curriculum and presentation that we were able to consider and approve the application for a **Full 5 Year Accreditation**.

Recommendations for improvements for the next application would include:

- Clarify the mandatory courses for NAWTA Certification on Hawkeye website

We thank you for your dedication to your students and to your college. You truly have an outstanding program at the college and should be commended for it!

Thank you for everything you have provided for me to transition into attempting to do what you did as Executive Director. I look forward to your assistance in completing this transition and seeing you in Alberta next summer.

Respectfully,

Jim Westerhold,  
Executive Director,  
North American Wildlife Technology Association

# North American Wildlife Technology Association



Be It Known That

## **HAWKEYE COMMUNITY COLLEGE: Natural Resources Management**

**C**omplies with the educational requirements set forth as attested to by the Accreditation Committee of the North American Wildlife Technology Association  
In witness thereof, hereby we award this

### **Certificate of Accreditation**

**2014 – 2020**

  
Executive Director





**Appendix X:**  
**Standing with State Agencies**  
**and**  
**Accrediting Bodies**  
**- Availability to Students -**

The Institution's Accreditation Liaison works closely with the College Webmaster to ensure accreditation information is accurate and up-to-date in accordance with HLC compliance standards as well as State of Iowa Department of Education and other program accrediting bodies. Faculty Programs Chairs and their Dean are responsible for maintaining accurate information for any credit program accredited by or affiliated with, an outside agency.

This information can be found on the College Website at the following locations:

- **Affiliation with Accrediting Bodies:**
  - <http://www.hawkeyecollege.edu/about/accreditation.aspx>
- **Credit Program Accreditation**
  - Associate Degree Nursing Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/default.aspx>
  - Dental Assisting Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/dental-assisting/default.aspx>
  - Dental Hygiene Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/dental-hygiene/default.aspx>
  - Emergency Medical Services & Paramedic Programs
    - <http://www.hawkeyecollege.edu/academics/programs/public-services/emergency-medical-services/default.aspx>
  - Medical Laboratory Technology Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/default.aspx>
  - Natural Resources Management Program
    - <http://www.hawkeyecollege.edu/academics/programs/agriculture-and-natural-resources/natural-resources-management/default.aspx>
  - Occupational Therapy Assistant Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/occupational-therapy-assistant/default.aspx>
  - Physical Therapist Assistant Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/physical-therapist-assistant/default.aspx>
  - Practical Nursing Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/default.aspx>
  - Respiratory Care Program
    - <http://www.hawkeyecollege.edu/academics/programs/health/respiratory-care/default.aspx>

## Respiratory Care

[Admission Requirements](#)

[Careers](#)

[Courses](#)

[Patient Simulator Lab](#)



## Respiratory Care

The Respiratory Care program prepares students for employment in the diagnosis and treatment of patients with deficiencies and abnormalities associated with the cardiopulmonary system. Duties may include electrocardiograms, arterial blood gases, nebulizer treatments, inhalers, ventilator management, oxygen therapy, pulmonary function tests, and sleep studies.

Students train in Hawkeye's state-of-the-art Van Gerpen Patient Simulator Laboratory using realistic full-body manikins and simulators to replicate a range of hospital settings and patient scenarios in a controlled environment.

Graduates are eligible to take the national examination for licensure, which is required to practice in any state. A social security number is required in order to take exams and apply for licensure.

### Accreditation

The Respiratory Care program, 200457, Associate of Applied Science, is accredited by the [Commission on Accreditation for Respiratory Care](#).

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
817-283-2835

[Programmatic Outcomes Data](#)

[REQUEST INFO](#)

[APPLY NOW](#)

[VISIT HAWKEYE](#)

### Program Contacts

**Department Secretary**  
Linda Butler  
Grundy Hall 135  
319-296-4013  
[Email me](#)

**Program Advisors**  
Janie Bute  
Grundy Hall 184  
319-296-2329 ext.1919  
[Email me](#)

Leah Hoffmann  
Grundy Hall 184  
319-296-2329 ext.1336  
[Email me](#)

**Dean**  
Gene Leutzinger  
Grundy Hall 173  
319-296-4457  
[Email me](#)



**Occupational Therapy Assistant**

[Admission Requirements](#)

[Careers](#)

[Courses](#)

[Occupational Therapy Assistant Club](#)



[REQUEST INFO](#)  
[APPLY NOW](#)  
[VISIT HAWKEYE](#)

**Program Contacts**

**Department Secretary**  
Linda Butler  
Brundy Hall 135  
319-296-4013  
[Email me](#)

**Program Advisor**  
Cindy Koehn  
Health Education and  
Services Center 228  
319-296-2329 ext.1195  
[Email me](#)

**Program Chair**  
Booker Johnson  
Health Education and  
Services Center 228C  
319-296-2329 ext.4013  
[Email me](#)

**Dean**  
Gene Leutzinger  
Brundy Hall 173  
319-296-4457  
[Email me](#)

**Occupational Therapy Assistant**

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). As a result of this action, Hawkeye Community College Occupational Therapy Assistant students may now sit for the National Board.

The Occupational Therapy Assistant program prepares students with entry-level skills and knowledge to provide treatments that improve consumers' ability to achieve independence in everyday activities and to enjoy life to its fullest. Students will learn how to provide occupational therapy interventions for clients with various impairments and monitor their progress while following an occupational therapy plan of care. They will also learn to effectively educate and communicate with patients, families, and other healthcare providers.

Occupational therapy assistants work under the direction and supervision of an occupational therapist. Duties may include instructing patients in performance of activities of daily living, teaching clients to use adaptive equipment or modifying tasks to increase successful participation in meaningful occupations, and educating consumers in health and wellness.

Due to the nature of the work environment and the physical exertion often required to assist patients, you will need to have a moderate degree of strength. For example, you will need to be able to lift patients, kneel, stoop, and stand for long periods of time.

Students should be aware that a felony conviction can have a serious and negative impact on eligibility for certification and credentialing as an Occupational Therapy Assistant.

**Accreditation**

The Occupational Therapy Assistant program at Hawkeye Community College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

**ACOTE**  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
301-652-AOTA  
[www.acoteline.org](http://www.acoteline.org)

[Hawkeye Community College Accreditation](#)

**National Certification Examination**

Most states require licensure in order to practice. State licensure is usually based on the results of the National Board for Certification in Occupational Therapy (NBCOT) Certification Examination.

Graduation Year	Students Entering/Graduating	Graduation Rate	Number of First-Time Test Takers	Percentage of First-Time Test Takers Who Passed the Exam
2013	13/12	92%	12	100%
2014	15/11	73%	11	100%
2016	20/18	90%	18	100%
Total	48/41	86%	41	100%

An example of one of the marketing and recruitment tools utilized by the College, the student *Viewbook*, provides acknowledgement of accreditation affiliation at the national and state levels.



# HAWKEYE COMMUNITY COLLEGE

1501 East Orange Rd., P.O. Box 8015, Waterloo, IA 50704-8015  
319-296-4000 // [admission@hawkeyecollege.edu](mailto:admission@hawkeyecollege.edu) // [www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.8 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60681, phone number 312/730-1560, fax 312/730-1576.

Hawkeye Community College is accredited by:

The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604	Iowa Department of Education 400 E 14th and Grand Des Moines, IA 50319-0146
--	---





**Appendix Y:**  
**Public Notification of  
Opportunity to Comment**

**Copies of notifications published through the various media.**

- **Copy of how notification was posted on college website:** <http://www.hawkeyecollege.edu/about/default.aspx>

The screenshot shows the Hawkeye Community College website. At the top, there is a navigation bar with links for Faculty & Staff, Employment, Register / Search for Courses, Calendars, and Contact Us. Below this is the college logo and a 'CELEBRATING 50 YEARS' banner. A search bar and 'GO' button are also present. The main navigation menu includes Admissions, Students, Academics, Business & Community Education, Visitors & Community, and About Hawkeye. The 'About Hawkeye' section is active, displaying a sidebar with various links and a main content area. The main content area features a photo of three people at a table, with a green arrow pointing to it labeled 'HYPERLINK'. Below the photo is the 'About Hawkeye' section, which includes a paragraph about the main campus location and a list of programs offered. To the right of the main content area, there are three highlighted boxes: 'ALUMNI ASSOCIATION', 'HAWKEYE DENTAL CLINIC', and 'COMMENTS FOR AN UPCOMING VISIT'. The 'COMMENTS FOR AN UPCOMING VISIT' box contains text about the college's periodic evaluation and a deadline of Oct. 14. The footer of the website contains copyright information and contact details.

**HAWKEYE COMMUNITY COLLEGE** CELEBRATING 50 YEARS

Faculty & Staff Employment Register / Search for Courses Calendars Contact Us

My Hawkeye Email canvas search GO

ADMISSIONS STUDENTS ACADEMICS BUSINESS & COMMUNITY EDUCATION VISITORS & COMMUNITY ABOUT HAWKEYE

**About Hawkeye**

About the Cedar Valley

Accreditation

Administration

Annual Report

Board of Trustees

Diversity at Hawkeye

Employment Opportunities at Hawkeye

Equal Opportunity/ Affirmative Action

Foundation

Government Relations

History of Hawkeye

In the News

Institutional Research and Accreditation

Locations

Mission Statement

Outreach & Community Services

Peace Pole Project

President's Welcome

Public Safety

Strategic Plan

**ALUMNI ASSOCIATION**

We want to hear your story. Update your information.

**HAWKEYE DENTAL CLINIC**

The Dental Clinic offers low cost dental health options to the public. Learn more today.

**COMMENTS FOR AN UPCOMING VISIT**

Hawkeye is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. Submit your comments by Oct. 14.

**About Hawkeye**

Hawkeye Community College's main campus is located near the southeast edge of Waterloo, Iowa.

There are approximately 5,400 students attending classes.

**Hawkeye offers ...**

- More than 45 one-year and two-year programs for credit classes.
- Business and Community Education classes.
- Specialized training geared toward business and industry.
- Classes for high school students during their junior and senior years so they may attain college credits early.

**Additional Facts**

- Hawkeye officially opened in 1968 and became a comprehensive community college with the addition of arts and sciences to the curriculum in 1992.
- The name was officially changed from Hawkeye Institute of Technology to Hawkeye Community College in July 1993.
- Hawkeye has six locations that are within a thirty-five mile radius of the main campus.

ADMISSIONS STUDENTS ACADEMICS BUSINESS & COMMUNITY EDUCATION VISITORS & COMMUNITY ABOUT HAWKEYE

Home My Hawkeye Email Faculty & Staff Employment Nondiscrimination Statement College Credit Courses Calendars Translate Contact Us

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1501 East Orange Rd., P.O. Box 8015, Waterloo, IA 50704-8015  
319-296-2320 Alert & Information Line: 319-296-4444

- *Page display after clicking hyperlink:*

Faculty & Staff Employment Register / Search for Courses Calendars Contact Us

**HAWKEYE** COMMUNITY COLLEGE **CELEBRATING 50 YEARS**

My Hawkeye Email canvas search **GO**

**ADMISSIONS STUDENTS ACADEMICS BUSINESS & COMMUNITY EDUCATION VISITORS & COMMUNITY ABOUT HAWKEYE**

Home > About Hawkeye >

**About Hawkeye**

- About the Cedar Valley
- Accreditation
- Administration
- Annual Report
- Board of Trustees
- Diversity at Hawkeye
- Employment Opportunities at Hawkeye
- Equal Opportunity/ Affirmative Action
- Foundation
- Government Relations
- History of Hawkeye
- In the News
- Institutional Research and Accreditation
- Locations
- Mission Statement
- Outreach & Community Services
- Peace Pole Project
- President's Welcome
- Public Safety
- Strategic Plan

**Third-Party Comment**

**The Higher Learning Commission Invites Third-Party Comment about Hawkeye Community College**

Hawkeye Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. Hawkeye will host a visit November 14–18, 2016, with a team representing the Higher Learning Commission. The team will review the institution's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the following address:

Public Comment on Hawkeye Community College  
Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at [www.hlcommission.org/comment](http://www.hlcommission.org/comment).

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

**All comments must be received by October 14, 2016.**

**ADMISSIONS STUDENTS ACADEMICS BUSINESS & COMMUNITY EDUCATION VISITORS & COMMUNITY ABOUT HAWKEYE**

Home My Hawkeye Email Faculty & Staff Employment Nondiscrimination Statement College Credit Courses Calendars Translate Contact Us

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Maintained by [Public Relations and Marketing](#)

1501 East Orange Rd., P.O. Box 8015, Waterloo, IA 50704-8015  
319-296-2320 Alert & Information Line: 319-296-4444



- **Copy of press release to HCC serving-area newspapers**



June 14, 2016  
FOR IMMEDIATE RELEASE

CONTACT: Mary Pat Moore  
319-296-4255

Jason Staker  
319-296-2320, ext.1022

**Accreditation Agency Seeks Public Comments on Hawkeye Community College**

WATERLOO--Hawkeye Community College will undergo a comprehensive evaluation visit November 14-16, 2016, by a team representing The Higher Learning Commission of the North Central Association of Colleges and Schools. Hawkeye Community College has been accredited by the Commission since 1975, with an associate's degree as the highest degree-granting accreditation.

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Focusing on quality assurance and institutional improvement, Hawkeye Community College has been engaged in a process of self-study, addressing the Commission's requirements and criteria for accreditation. The evaluation team will visit the institution to gather evidence that the self-study is thorough and accurate and based on evidentiary findings, the team will recommend to the Commission a future accreditation status for the college. Following a panel review process, the Commission itself will take the final action.

The public is invited to submit comments regarding the college:

Public Comment on Hawkeye Community College  
The Higher Learning Commission  
230 North LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

Comments must address substantive matters related to the quality of the institution or its academic

-MORE-

programs. Comments must be in writing, signed, and received by October 10, 2016. The Commission cannot guarantee that comments received after the due date will be considered. Comments should include the name, address, and telephone number of the person providing the comments. Comments will not be treated as confidential.

Note: Individuals with a specific dispute or grievance with an institution should request the separate Policy on Complaints document from the Commission office. The Higher Learning Commission cannot settle disputes between institutions and individuals. Complaints will not be considered third party comment.

-END-



# New AEA 267 assistant chief hopes to make impact

ANDREW WIND  
andrew.wind@wcfcourier.com

CEDAR FALLS — Karl Kurt wanted to make a difference in the lives of children when he got into the education field.

As a superintendent for the last seven years, he oversaw a school district and the children it served. When Kurt became Area Education Agency 267's assistant chief administrator and human resources director July 1, he joined an organization that works with 53 districts across 18 northeast and north central Iowa counties.

"I felt like this was a

good opportunity for me to have a greater impact on students," the 43-year-old said. "I could have a greater impact on a greater number of kids."

He replaced retiring Kathy Enslin and has an annual salary of \$155,000.

Kurt had served as the superintendent and elementary principal at North Linn Community Schools in Troy Mills since 2013. Prior to that, he was superintendent of Central City Community Schools for four years and principal of Independence High School for five years.

The Dubuque native

and Loras College graduate started his career as a school psychologist after earning master's degrees in that field and educational leadership at Miami University in Oxford, Ohio. "I started my professional career there and met my wife there," he said.

Kurt worked in Middletown City Schools for three years and then became an assistant principal in Cincinnati until returning to Iowa in 2004. "We wanted to get back here to raise our kids." He and his wife, Lori, have three sons and a daughter.

While working in Inde-

pendence, he earned a superintendent certificate at the University of Northern Iowa.

Since arriving at AEA 267, Kurt has been "doing a lot of reading," including contracts with employee groups. "Just trying to get context for where I start," he said.

"We're starting to have conversations, too," he added. "There's a real focus on trying to improve our efficiency to better serve our families, students and schools." As assistant chief, Kurt works closely with Chief Administrator Sam Miller and the rest of

his cabinet.

In his human resources role, Kurt will be involved in "selection, development and retention of staff." Additionally, he'll be "overseeing the support of technology in the agency," including infrastructure such as hardware and servers.

He keeps his focus on one thing — the students — in whichever role he's functioning.

"I'm excited to serve in an agency that represents so many students," Kurt noted. "Excited about the chance to work with a team that is so focused on students."



TIFFANY RUSHING / COURIER STAFF PHOTOGRAPHER  
Karl Kurt is the new Area Education Agency 267 assistant chief administrator, based in Cedar Falls.

## Top Iowa Republicans like Pence

ED TIBBETTS  
etibbetts@qctimes.com

DAVENPORT — Top Republicans in Iowa praised Donald Trump's selection of Indiana Gov. Mike Pence's selection to be his running mate Friday.

Gov. Terry Branstad called Pence a friend who has governed conservatively. "Mike is an excellent choice for vice president and someone who will continue bringing Republicans together to defeat Hillary Clinton in November," Branstad said in a statement.

Pence was to have been at a National Governors Association meeting in Des Moines this week, but as speculation swirled about whether he would be Trump's pick, he did not make an appearance.

Sen. Charles Grassley, R-Iowa, also praised Pence's executive experience and said he would

satisfy conservatives. He also said Pence's low-key, quiet demeanor is a plus for the ticket and "is going to modify somewhat the erratic demeanor of Trump."

Pence has made stops in Iowa to raise money for the Iowa GOP and to stump for other candidates, including Rep. Steve King. He'd also been mentioned previously as a possible presidential candidate himself.

Pens should help Trump with religious conservatives. Luana Stoltenberg, a Davenport anti-abortion activist, said Pence's selection makes her feel more comfortable about voting for Trump.

Shane Vander Hart, a conservative blogger and social media consultant who said he won't vote for Trump, said the Indiana governor has been "wishy-washy" on religious liberty, as well as the Com-

mon Core education issue. "I don't think he moves the needle much," he said.

Bob Vander Plaats, chief executive of the Family Leader, praised Pence for his time in Congress and as governor, and said he has surrounded himself with like-minded conservatives.

"It gives a very good indication to pro-family conservatives that he hears us," he said of Trump's choice.

Democrats on Friday were critical of the choice. Iowa Democratic Party Chair Andy McGuire, in a statement, said: "Pence has a long career of embracing discriminatory policies and pushing forward legislation that only benefits corporations and the 1 percent."

*Lee-Gazette political reporters Erin Murphy and James Q. Lynch contributed to this report.*

### METRO BRIEFS

#### College Street block to close

CEDAR FALLS — Beginning Monday, the Municipal Operations & Programs Department will be closing the 1700 block of College Street for street repairs.

This closure should be in place no longer than one week weather depending on weather. Motorists will be routed to the nearest residential street to bypass the construction.

#### Public comments sought on HCC

WATERLOO — Hawkeye Community College will undergo a comprehensive evaluation visit Nov. 14-16 by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The school has been engaged in a process of self-

study, addressing the commission's requirements and criteria for accreditation. The evaluation team will visit the institution to gather evidence that the self-study is thorough.

The public may submit comments to the Higher Learning Commission, 230 N. LaSalle St., Suite 7-500, Chicago, IL 60604-1411

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing, signed and received by Oct. 10.

#### Sheriff to host town meeting

RAYMOND — Sheriff Tony Thompson will host a town hall meeting at 6:30 p.m. Tuesday at the Raymond City Hall, 101 First St.

He will discuss county law enforcement efforts and answer questions.

#### Workshop set at UNI for Aug. 4-5

CEDAR FALLS — A workshop focused on teaching character education and ethical decision-making for at-risk youth will take place from 8:30 a.m. to 4:30 p.m. Aug. 4-5 in the CEEE building at the University of Northern Iowa.

Workshop leader is Carrie Davis Marchant, author and creator of the Moral Combat program for at-risk youth and their families and national trainer for Character Counts.

Cost is \$80. Group rates and scholarships are available.

For information, contact Georgia Sheriff at (515) 271-1910; or email Georgia.sheriff@drake.edu.

Title: **Public comments sought on HCC**  
Author:  
Size: 7.44 column inches  
Waterloo, IA Circulation: 63511



## Public comments sought on HCC

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Title: **Accreditation agency seeks public comments on Hawkeye Community College**

Author:

Size: 29.60 column inches

Independence, IA Circulation: 2029

# Accreditation agency seeks public comments on Hawkeye Community College

WATERLOO – Hawkeye Community College (HCC) will undergo a comprehensive evaluation visit November 14-16, 2016, by a team representing The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. HCC has been accredited by the Commission since 1975, with an associate's degree as the highest degree-granting accreditation.

Although accreditation is voluntary for institutions, HCC recognizes the value accreditation provides to the institution and the students enrolling at Hawkeye. HLC accreditation evaluates the entire institution and determines the future accreditation status as a whole. In addition to accreditation through HLC, the college is accredited by other agencies for specific programs.

Focusing on quality assurance and institutional improvement, HCC has

been engaged in a process of self-study, addressing the Commission's requirements and criteria for accreditation. The evaluation team will visit the institution to gather evidence that the self-study is thorough and accurate and based on evidentiary findings, the team will recommend to the Commission a future accreditation status for the college.

The public is invited to submit comments regarding the college:

**Public Comment on Hawkeye Community College**

The Higher Learning Commission  
230 North LaSalle Street,  
Suite 7-500  
Chicago, IL 60604-1411

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in writing, signed, and received by October 10, 2016. The Commission cannot guarantee that comments received after the due date will be considered. Comments should include the name, address, and telephone number of the person providing the comments. Comments will not be treated as confidential.

Note: Individuals with a specific dispute or grievance with an institution should request the separate Policy on Complaints document from the Commission office. The Higher Learning Commission cannot settle disputes between institutions and individuals. Complaints will not be considered third party comment.



**HAWKEYE**  
COMMUNITY COLLEGE



Title: **Accreditation agency seeks public comments on Hawkeye Community College**  
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 Size: 30.84 column inches  
 Reinbeck, IA Circulation: 898



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- **Copies of publications via Facebook** 



**Hawkeye Community College**  
Published by Jason Staker [?] · June 20 at 10:42am · 

The Higher Learning Commission invites public comment as part of the Hawkeye Community College accreditation process.

**Third-Party Comment**  
Hawkeye Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. Hawkeye will host a visit November 14–16, 2016, with a team representing the Higher Learnin  
HAWKEYECOLLEGE.EDU

114 people reached **Boost Post**

 Like  Comment  Share 



 **Independence Bulletin Journal** shared Hawkeye Community College's post.  
4 mins · 

Hawkeye Community College is actively seeking public input.

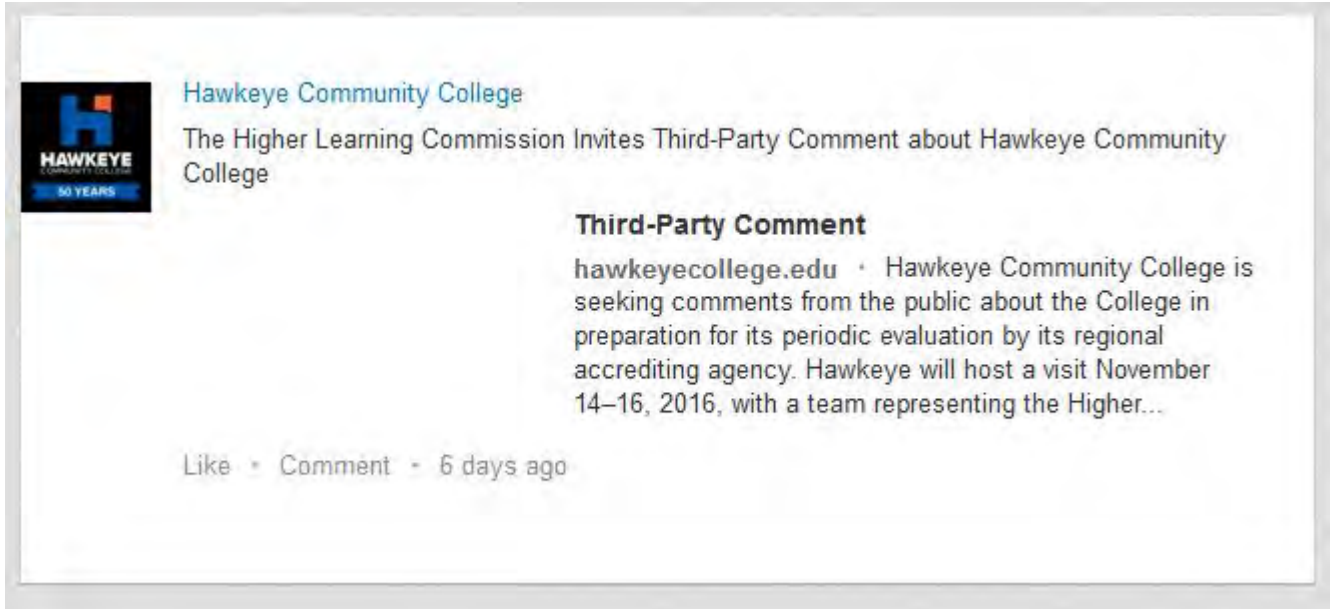
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HAWKEYECOLLEGE.EDU

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 **Hawkeye Community College**  
The Higher Learning Commission Invites Third-Party Comment about Hawkeye Community College

**Third-Party Comment**  
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 **Hawkeye Comm College**  
@HawkeyeCollege

Public comment requested in [#HawkeyeCollege](#) accreditation process.  
[ow.ly/PXWk301rCWu](http://ow.ly/PXWk301rCWu)

10:39 AM - 20 Jun 2016

  1   

 Reply to @HawkeyeCollege



- **Copy of communication sent to constituents (Advisory Committee Members, Greater Cedar Valley Alliance & Chamber)**



1501 East Orange Road • P.O. Box 8015 • Waterloo, Iowa 50704-8015 • 319-296-2320 • [www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)

## **HAWKEYE COMMUNITY COLLEGE SEEKS COMMENTS FROM CONSTITUENTS AS PART OF THE PROCESS FOR CONTINUING ACCREDITATION**

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The Higher Learning Commission  
230 North LaSalle Street, Suite 7-500  
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Dr. Jane Bradley, Vice President of Academic Affairs, is serving as the Hawkeye Community College contact. She can be reached at:

Dr. Jane Bradley  
P.O. Box 8015  
Waterloo, IA 50704-8015  
319-296-4015  
[Jane.bradley@hawkeyecollege.edu](mailto:Jane.bradley@hawkeyecollege.edu)

- **Copy of communication sent to alumni and donors**

Sent to 8,520 Hawkeye Community College alumni by email on 6/20/2016

From: Hawkeye Community College <foundation@hawkeyecollege.edu>  
Subject: Public Comments Requested for Hawkeye Accreditation Process

[Print preview](#) [HTML](#) [Plain text](#)

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## Hawkeye Community College Seeks Comments from Constituents as Part of the Process for Continuing Accreditation

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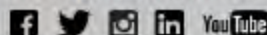
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P.O. Box 8015  
Waterloo, IA 50704-8015  
319-296-4015  
jane.bradley@hawkeyecollege.edu

FOLLOW HAWKEYE ON







Audited Financial  
Statements for Two  
Most Recent Fiscal  
Periods





# 2013-2014

## Independent Auditors' Report Financial Statements and Supplemental Information Schedule of Findings and Questioned Costs

For the year ended June 30, 2014



State of Iowa – Area VII Community College



**HAWKEYE COMMUNITY COLLEGE  
WATERLOO, IOWA**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

**HAWKEYE COMMUNITY COLLEGE  
1501 EAST ORANGE ROAD  
WATERLOO, IA 50701  
[www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)**

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**HAWKEYE COMMUNITY COLLEGE  
OFFICIALS**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
<b>Board of Trustees</b>		
Casey McLaughlin	Chairperson	2015
Jay Nardini	Vice Chairperson	2015
Teresa Meyer	Member	2015
David Krejchi	Member	2017
Bruce Clark	Member	2017
Gene Ficken	Member	2017
Ronald McGregor	Member	2015
John Schuller	Member	2017
Joan Webster-Vore	Member	2017

**Community College**  
(As of June 30, 2014)

Linda Allen	President
Daniel Gillen	Vice President, Administration and Finance
Julie Thomas	Board Treasurer
Donna McNulty	President Secretary
Denise Dunn	Board Secretary



## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Hawkeye Community College  
Waterloo, Iowa

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Hawkeye Community College, Waterloo, Iowa, and its discretely presented component unit as of and for the year ended June 30, 2014 and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents of this report.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of Hawkeye Community College Foundation (a discretely presented component unit of the Community College discussed in Note 1), which statements reflect total assets of \$6,901,065 and total revenues of \$1,588,766 for the year then ended. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for Hawkeye Community College Foundation, is based solely on the report of other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The financial statements of Hawkeye Community College Foundation were not audited in accordance with *Government Auditing Standards*.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of Hawkeye Community College and its discretely presented component unit as of June 30, 2014, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Schedule of Funding Progress for the Retiree Health Plan on pages 4 through 10 and 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Hawkeye Community College's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the seven years ended June 30, 2013 (which is not presented herein) and expressed unmodified opinions on those financial statements. We did not previously audit, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the two years ended June 30, 2006. The other supplemental information included in Schedules 1 through 10, is presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards, Schedule 11, is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements.

The other supplemental information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplemental information and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2014, on our consideration of Hawkeye Community College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hawkeye Community College's internal control over financial reporting and compliance.

*Williams & Company, P.C.*

Certified Public Accountants

Spencer, Iowa  
December 23, 2014

---

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2014**

---

Management of Hawkeye Community College provides this Management's Discussion and Analysis of the College's annual financial statements. This narrative overview and analysis of the financial activities of Hawkeye Community College is for the fiscal year ended June 30, 2014. We are also discretely presenting financial information about the Hawkeye Community College Foundation (Foundation). We encourage readers to consider this information in conjunction with the College's financial statements, which follow.

**FINANCIAL HIGHLIGHTS**

- College operating revenues totaled \$27,682,429 for fiscal year 2014, and decreased \$1,570,966, as compared to fiscal year 2013 operating revenues of \$29,253,395. The reduction resulted primarily from a decrease in Iowa Industrial New Jobs Training Program revenue.
- College operating expenses totaled \$49,412,062 for fiscal year 2014 and increased \$1,385,683, as compared to fiscal year 2013 operating expenses of \$48,026,379. The increase resulted primarily from increases in Adult Education and General Institutional expenses.
- The College's net position increased 2.8%, or \$2,253,307, from the year ended June 30, 2013. The increase was primarily reflected in the Net Investment in Capital Assets.

**USING THE ANNUAL REPORT**

The annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the College's financial activities.

The Basic Financial Statements consist of a statement of net position, a statement of revenues, expenses, and changes in net position and a statement of cash flows. These provide information about the activities of the College as a whole and present an overall view of the College's finances.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information presents a Schedule of Funding Progress for the Retiree Health Plan.

Other Supplementary Information provides detailed information about the individual funds. The Budgetary Comparison Schedule of Expenditures – Budget to Actual further explains and supports the financial statements with a comparison of the College's budget for the year. In addition, the Schedule of Expenditures of Federal Awards provides details of various federal programs benefiting the College.

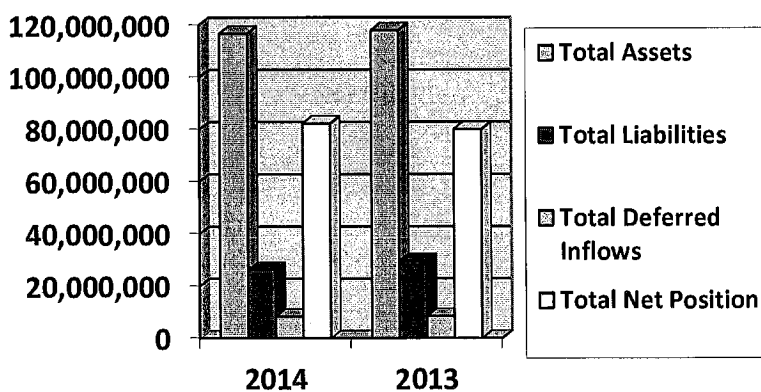
**REPORTING THE COLLEGE'S FINANCIAL ACTIVITIES**

**The Statement of Position**

The statement of net position presents the assets, liabilities and net position of the College as a whole, as of the end of the fiscal year June 30, 2014. The statement of net position is a point-in-time financial statement. The purpose of this statement is to present a fiscal snapshot of the College to the readers of the financial statements. The statement of net position includes year-end information concerning current and non-current assets, current and non-current liabilities and net position (assets less liabilities). Over time, readers of the financial statements will be able to determine the College's financial position by analyzing the increases and decreases in net position. This statement is also a good source for readers to determine how much the College owes to outside vendors and creditors. The statement also presents the available assets that can be used to satisfy those liabilities.

## Net Position

	June 30, 2014	June 30, 2013
Current and Other Assets	\$ 59,626,331	\$ 61,599,362
Capital Assets, Net of Accumulated Depreciation	57,024,101	56,311,427
<b>Total Assets</b>	<b>116,650,432</b>	<b>117,910,789</b>
Current Liabilities	12,066,936	12,603,543
Non-current Liabilities	14,113,705	16,962,587
<b>Total Liabilities</b>	<b>26,180,641</b>	<b>29,566,130</b>
Deferred Inflows of Resources	8,308,869	8,437,044
<b>Net Assets:</b>		
Net Investment in Capital Assets	54,978,931	51,451,167
Restricted	12,078,289	11,342,660
Unrestricted	15,103,702	17,113,788
<b>Total Net Position</b>	<b>\$ 82,160,922</b>	<b>\$ 79,907,615</b>



**Comparison of Net position**

A portion of the College's net position (66.9%) is invested in capital assets (e.g., land, buildings and equipment), less the related debt. The debt related to the invested in capital assets is liquidated with resources other than capital assets. The restricted portion of the net position (14.7%) includes resources that are subject to external restrictions. The remaining net position (18.4%) is the unrestricted net position that can be used to meet the College's obligations as they come due.

### Statement of Revenues, Expenses and Changes in Net Position

Changes in total net position as presented on the Statement of Net Position are based on the activity presented in the Statement of Revenues, Expenses and Changes in Net Position. The purpose of the statement is to present the revenues earned by the College, both operating and non-operating, and the expenses incurred by the College, operating and non-operating, and any other revenues, expenses, gains and losses received or spent by the College.

In general, a public college, such as Hawkeye Community College, will report an operating loss since the financial reporting model classifies state appropriations and property taxes as non-operating revenues. Operating revenues are received for providing goods and services to the various students, customers and constituencies of the College. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the College. Non-operating revenues are revenues received for which goods and services are not provided. The utilization of capital assets is reflected in the financial statements as depreciation, which allocates the cost of an asset over its expected useful life.

## Changes in Net Position

	Year Ended June 30, 2014	Year Ended June 30, 2013
Operating Revenues:		
Tuition and Fees	\$ 19,168,702	\$ 19,133,475
Less: Scholarship Allowances	(8,717,248)	(9,489,436)
Tuition and Fees, net of scholarship allowances	10,451,454	9,644,039
Federal Appropriations	12,217,312	12,662,733
Iowa Industrial New Jobs Training Program	1,194,342	2,809,463
Auxiliary Enterprises Revenue, net of scholarships	1,865,332	1,806,432
Gifts and Grants	63,744	87,730
Miscellaneous	1,890,245	2,242,998
Total Operating Revenues	27,682,429	29,253,395
 Total Operating Expenses	 49,412,062	 48,026,379
Operating Loss	(21,729,633)	(18,772,984)
 Non-Operating Revenues (Expenses)		
State Appropriations	16,097,835	15,606,493
Property Taxes	8,410,452	8,125,536
Interest Income from Investments	173,446	86,719
Gain (Loss) on Sale of Capital Assets	2,620	(58,744)
Interest on Indebtedness	(701,413)	(756,435)
Net Non-Operating Revenues	23,982,940	23,003,569
 Increase in Net Position	 2,253,307	 4,230,585
 Net Position Beginning of Year	 79,907,615	 76,062,783
Prior Year Adjustments	-	(385,753)
Net Position Beginning of Year - Restated	79,907,615	75,677,030
 Net Position Ending of Year	 \$ 82,160,922	 \$ 79,907,615

The statement of revenues, expenses and changes in net position reflects a positive year, with increases in net position of \$2,253,307 for the current year.

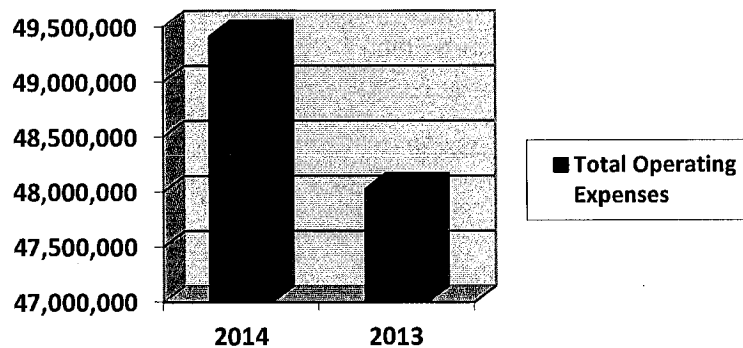
In fiscal year 2014, the major fluctuations in revenues were a result of the following changes:

- Federal Appropriations decreased \$445,421 due primarily to reduced Pell Grant funding.
- Iowa Industrial New Jobs Program revenues decreased \$1,615,121 due to the timing of the projects and the variability of the revenue accounts. Overall revenue is influenced not only by the withholding revenues received from the companies, but also the amount of reimbursed expenses the company had throughout the year.



## Operating Expenses

	Year Ended June 30, 2014	Year Ended June 30, 2013
Education and Support:		
Liberal Arts and Sciences	\$ 6,690,837	\$ 7,576,779
Vocational Technical	9,641,726	9,803,909
Adult Education	4,761,973	3,067,166
Cooperative Services	3,899,676	4,599,275
General Administration	2,265,799	2,607,332
Student Services	3,399,493	3,072,403
Learning Resources	878,858	790,155
Physical Plant	3,629,241	3,932,589
General Institution	8,047,467	6,754,056
Sub-total	<u>43,215,070</u>	<u>42,203,664</u>
Auxiliary Enterprises	2,659,540	2,411,054
Scholarships and Grants	901,150	837,804
Depreciation Expense	<u>2,636,302</u>	<u>2,573,857</u>
 Total	 <u><u>\$ 49,412,062</u></u>	 <u><u>\$ 48,026,379</u></u>



In fiscal year 2014, the major fluctuations in operating expenses were a result of the following factors:

- Adult Education expenses increased \$1,694,807 due primarily to program expansion.
- General Institutional expenses increased \$1,248,320 due primarily to a change in account policy placing utility costs in the plant fund rather than in the general fund.

### Statement of Cash Flows

The statement of cash flows is an important tool in helping the users to assess the College's ability to generate future net cash flows, its ability to meet its obligations as they come due, and its need for external financing. The statement of cash flows presents information related to cash inflows and outflows, summarized by operating, non-capital financing, capital financing and investing activities.

## Cash Flows

	Year Ended June 30, 2014	Year Ended June 30, 2013
Cash and Cash Equivalents Provided (Used) by:		
Operating Activities	\$ (15,932,927)	\$ (19,786,894)
Non-Capital Financing Activities	24,508,287	23,564,224
Capital and Related Financing Activities	(6,815,744)	(8,138,965)
Investing Activities	(2,588,900)	6,374,739
Net Increase (Decrease) in Cash and Cash Equivalents	(829,284)	2,013,104
Cash and Cash Equivalents at Beginning of Year	2,660,925	647,821
Cash and Cash Equivalents at End of Year	\$ 1,831,641	\$ 2,660,925

Cash used by operating activities includes tuition, fees, grants and contracts, net of payments to employees and to suppliers. Cash provided by non-capital financing activities includes state appropriations and local property taxes received by the College. Cash used by capital and related financing activities represents the proceeds from debt, the principal and interest payments on debt and the purchase of capital assets. Cash provided by investing activities includes investment income earned.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

As of June 30, 2014, the College had \$57,024,101 invested in capital assets, which was net of accumulated depreciation of \$32,849,883. Depreciation expense totaled \$2,636,302 for fiscal year 2014. Details of the capital assets are shown below.

### Capital Assets, Net, at Year-End

	June 30, 2014	June 30, 2013
Land	\$ 379,179	\$ 379,179
Construction in Progress	1,410,824	6,895,235
Capital Assets Not Depreciated	1,790,003	7,274,414
Buildings	31,248,321	32,232,033
Other Structures and Improvements	18,526,374	11,379,083
Furniture and Equipment	5,459,403	5,425,897
Capital Assets, Net of Depreciation	55,234,098	49,037,013
Total Capital Assets	\$ 57,024,101	\$ 56,311,427

Major capital expenses for the fiscal year ended June 30, 2014 include: beginning on upgrade of the HVAC and electrical systems in Buchanan Hall to improve technical training areas; this will be completed in fiscal year 2015. Courtyard lighting was installed as well as an exterior ramp on the south side of Grundy Hall. Projects in fiscal year 2015 include the HVAC completion mentioned, along with parking lot replacement work. More detailed information about the College's capital assets is presented in Note 5 to the basic financial statements.

## Long-Term Debt

As of June 30, 2014, the College had \$18,815,000 in debt outstanding, a decrease of \$3,340,000 from June 30, 2013. The table below summarizes these amounts by type.

### Outstanding Debt

	Year Ended June 30, 2014	Year Ended June 30, 2013
Certificate Payable	\$ 16,815,000	\$ 17,385,000
General Obligation Bonds	2,000,000	4,770,000
Total	<u>\$ 18,815,000</u>	<u>\$ 22,155,000</u>

More detailed information about the College's outstanding debt is presented in Note 6 to the basic financial statements.

## ECONOMIC FACTORS

Hawkeye Community College continues to take steps in anticipation of enrollment decreases experienced by most of Iowa's Community Colleges due to demographic and economic fluctuations. Cost cutting measures in the past few years have resulted in a financial situation for the College that will help position it to maintain fiscal sustainability during uncertain economic times ahead. Some challenges that are facing the College are:

- The regional area served by the College is experiencing a decline in high school age students. The College is exploring avenues to better serve, and market to, our non-traditional student client base.
- Salaries, wages and fringe benefits comprise approximately 73% of annual Educational and Support expenses. Providing competitive packages to attract and retain the best employees in an area of relatively low unemployment continues to be an issue facing the College.
- Facilities at the College require constant upkeep and maintenance at increasing costs. The addition of space through new construction and remodeling over the past several years has added an additional burden to maintenance costs. Hawkeye Community College has used a Plant Fund Levy, which expires in fiscal year 2015, to help fund the cost of upkeep and repair. In the fall of 2013, the College successfully sought taxpayer approval to extend the levy for an additional 10-year term.
- The use of technology continues to expand with current technology quickly becoming outdated. The College faces the challenge of maintaining and upgrading technology at a reasonable cost.
- The Iowa Board of Regents has recommended a tuition freeze at the State's public four-year institutions for the third straight year and has recommended a change to the distribution formula for state aid to reward enrollment of Iowa students. These initiatives are intended to draw Iowa students to the Regents Universities which will in turn create an even higher level of competition with Iowa's community colleges.
- The taxable assessed property valuation used to help fund the College's operations decreased from fiscal year 2014 to fiscal year 2015 due in part to a legislative commitment to phase in a commercial property valuation rollback which lessens the amount of commercial property valuation subject to property tax assessment. The state is committed to backfilling the reduced property tax collections for a period of three years. Hawkeye Community College currently has the 5th highest property tax rate among the 15 Iowa community colleges and, at 95 cents per \$1,000 of taxable assessed valuation, is 2 cents higher than the state average.
- Hawkeye Community College has the 4<sup>th</sup> lowest mandatory tuition and fees rate per credit hour of the 15 Iowa Community Colleges and charges \$7 less than the state average. The College is reluctant to increase tuition and fee rates higher than is absolutely necessary, but finds itself relying proportionately more each year on tuition to fund its operations.

The College has experienced enrollment declines over the last three years and faces the likelihood of limited funding growth at both the state and federal levels. However, the College has positioned itself to have the resources necessary to make well planned and thoughtful adjustments to its delivery of services in ways that maximize our clients return on their educational dollars spent.

## **CONTACTING THE COLLEGE'S FINANCIAL MANAGMENT**

This financial report is designed to provide our customers, taxpayers in the community college, and our creditors with a general overview of the College's finances and to demonstrate the College's accountability for the resources it receives. If you have questions about the report or need additional financial information, contact Hawkeye Community College, 1501 E. Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015.

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## **Basic Financial Statements**

**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF NET POSITION  
JUNE 30, 2014**

	<u>Primary Government</u>	<u>Component Unit</u>
<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents	\$ 1,831,641	\$ 217,592
Pooled Investments	23,309,461	4,125,575
Receivables:		
Due from Others, Net of Allowance for Uncollectible Accounts of \$6,718,450	2,331,034	70,871
Accrued Interest	21,933	13,394
Property Taxes - Succeeding Year	8,308,869	-
Student Loans	13,537	-
Loans Receivable, Net	-	41,346
Iowa Industrial New Jobs Training Program	875,934	-
Due From Other Governments	987,759	-
Prepaid Expenses	392,835	-
Inventories	204,951	-
<b>Total Current Assets</b>	<u>38,277,954</u>	<u>4,468,778</u>
Noncurrent Assets		
Pooled Investments	21,348,377	2,032,546
Receivables:		
Life Insurance Cash Value	-	23,900
Capital Assets:		
Land	379,179	375,841
Construction in Progress	1,410,824	-
Buildings	49,232,942	-
Other Structures and Improvements	24,499,876	-
Furniture and Equipment	14,351,163	-
Accumulated Depreciation	(32,849,883)	-
<b>Total Noncurrent Assets</b>	<u>78,372,478</u>	<u>2,432,287</u>
<b>TOTAL ASSETS</b>	<u>\$ 116,650,432</u>	<u>\$ 6,901,065</u>

**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF NET POSITION  
JUNE 30, 2014**

	<u>Primary Government</u>	<u>Component Unit</u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	\$ 1,148,503	\$ 47,687
Salaries and Benefits Payable	2,448,787	-
Accrued Interest Payable	42,454	-
Unearned Revenue	1,374,674	-
Compensated Absences	575,000	-
Assets Held in Custody for Others	852,348	-
Certificates Payable	3,580,000	-
General Obligation School Bonds	2,045,170	-
	<u>12,066,936</u>	<u>47,687</u>
Total Current Liabilities		
Noncurrent Liabilities		
Unearned Revenue	386,283	-
Compensated Absences	188,080	-
Certificates Payable	13,235,000	-
Net Other Post-Employment Benefits Liability	304,342	-
	<u>14,113,705</u>	<u>-</u>
Total Noncurrent Liabilities		
	<u>26,180,641</u>	<u>47,687</u>
<b>TOTAL LIABILITIES</b>		
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Unavailable Property Tax Revenue	<u>8,308,869</u>	<u>-</u>
<b>NET POSITION</b>		
Net Investment in Capital Assets	54,978,931	375,841
Restricted:		
Nonexpendable:		
Endowment	-	2,051,532
Expendable:		
Economic Development	4,737,287	-
Property Tax Levies	3,227,922	-
Iowa New Jobs Training	1,458,814	-
Scholarships and Departmental Programs	52,214	902,322
Loans	98,116	222,941
Debt Service	772,520	-
Cash Reserve	366,380	-
Other	1,365,036	1,698,356
Unrestricted	<u>15,103,702</u>	<u>1,602,386</u>
	<u>\$ 82,160,922</u>	<u>\$6,853,378</u>
<b>TOTAL NET POSITION</b>		

See Accompanying Notes to Financial Statements



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**HAWKEYE COMMUNITY COLLEGE**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**YEAR ENDED JUNE 30, 2014**

	Primary Government	Component Unit
<b>REVENUES</b>		
Operating Revenues:		
Tuition and Fees, net of scholarship allowances of \$8,717,248	\$ 10,451,454	\$ -
Federal Appropriations	12,217,312	-
Iowa Industrial New Jobs Training Program	1,194,342	-
Gifts and Grants	63,744	882,742
Auxiliary Enterprises Revenue, net of scholarship allowances of \$320,706	1,865,332	-
Miscellaneous	1,890,245	28,894
Total Operating Revenues	27,682,429	911,636
<b>EXPENSES</b>		
Operating Expenses:		
Education and Support:		
Liberal Arts and Sciences	6,690,837	-
Vocational Technical	9,641,726	-
Adult Education	4,761,973	-
Cooperative Services	3,899,676	-
General Administration	2,265,799	-
Student Services	3,399,493	-
Learning Resources	878,858	-
Physical Plant	3,629,241	-
General Institution	8,047,467	-
Auxiliary Enterprises	2,659,540	-
Scholarships and Grants	901,150	233,054
Loan Cancellations and Bad Debts	-	104,802
Administrative and Collection Costs	-	78,168
Program Costs	-	161,329
Fundraising Expenses	-	19,192
Depreciation Expense	2,636,302	-
Total Operating Expenses	49,412,062	596,545
Operating Income (Loss)	(21,729,633)	315,091
<b>NON-OPERATING REVENUES (EXPENSES)</b>		
State Appropriations	16,097,835	-
Property Taxes	8,410,452	-
Interest Income from Investments	173,446	677,130
Gain on Sale of Capital Assets	2,620	-
Interest on Indebtedness	(701,413)	-
Net Non-Operating Revenues	23,982,940	677,130
Increase in Net Position	2,253,307	992,221
Net Position Beginning of Year	79,907,615	5,861,157
Net Position End of Year	\$ 82,160,922	\$ 6,853,378

See Accompanying Notes to Financial Statements

**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2014**

	Primary Government
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Tuition and Fees	\$ 18,724,333
Grants and Contracts	14,640,602
Iowa Industrial New Jobs Training Program	2,595,917
Payments to Employees	(29,745,146)
Payments to Suppliers	(23,674,655)
Payments to NJTP Recipients	(239,268)
Collection of Loans to Students	(11,023)
Auxiliary Enterprise Net Activity	(500,238)
Other Receipts	2,286,068
Miscellaneous Agency Fund Receipts	2,784,261
Miscellaneous Agency Fund Disbursements	(2,793,778)
Net Cash (Used) by Operating Activities	(15,932,927)
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</b>	
State Appropriations	16,097,835
Property Taxes	8,410,452
Net Cash Provided from Non-Capital Financing Activities	24,508,287
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Proceeds from Sale of Capital Assets	42,408
Purchases of Capital Assets	(3,387,713)
Principal Paid on Debt and Leases	(2,770,000)
Interest Paid on Debt and Leases	(700,439)
Net Cash (Used) by Capital and Related Financing Activities	(6,815,744)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Proceeds from Sales and Maturities of Investments	13,283,613
Purchase of Investments	(16,060,446)
Interest on Investments	187,933
Net Cash (Used) by Investing Activities	(2,588,900)
<b>Net (Decrease) in Cash</b>	<b>(829,284)</b>
<b>Cash at Beginning of Year</b>	<b>2,660,925</b>
<b>Cash at End of Year</b>	<b>\$ 1,831,641</b>

**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2014**

<b>Reconciliation of Operating (Loss) to Net Cash</b>	
<b>(Used) by Operating Activities:</b>	
Operating (Loss)	\$ (21,729,633)
Adjustments to Reconcile Operating (Loss) to Net Cash (Used) by Operating Activities:	
Depreciation	2,636,302
Changes in Assets and Liabilities:	
Decrease in Due From Others	1,656,851
Increase in Notes Receivable	(11,023)
Decrease in Due From Other Governments	2,359,547
Increase in Inventories	(56,742)
Increase in Prepaid Expenses	(112,287)
Increase in Accounts Payable	61,142
Decrease in Salaries and Benefits Payable	(236,833)
Increase in Compensated Absences	144,976
Decrease in Unearned Revenue	(2,959)
Decrease in Early Retirement Payable	(130,317)
Decrease in Assets Held in Custody for Others	(9,517)
Decrease in NJTP Loans Payable	<u>(502,434)</u>
Total Adjustments	<u>5,796,706</u>
<b>Net Cash (Used) by Operating Activities</b>	<b><u>\$ (15,932,927)</u></b>

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Hawkeye Community College is a publicly supported school established and operated by Merged Area VII under the provisions of Chapter 260C of the Code of Iowa. Hawkeye Community College may offer programs of adult and continuing education, lifelong learning, community education, and up to two years of liberal arts, pre-professional or occupational instruction partially fulfilling the requirements for a baccalaureate degree but confers no more than an associate degree. Hawkeye Community College may also offer up to two years of vocational or technical education, training or retraining to persons who are preparing to enter the labor market. Hawkeye Community College maintains seven sites throughout Waterloo, Cedar Falls, and Independence, Iowa, and has its administrative offices in Waterloo. Hawkeye Community College is governed by a Board of Trustees whose members are elected from each trustee district within Merged Area VII.

The College's financial statements are prepared in conformity with U.S. generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board.

**A. Reporting Entity**

For financial reporting purposes, Hawkeye Community College has included all funds, organizations, agencies, boards, commissions and authorities. Hawkeye Community College has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with Hawkeye Community College are such that exclusion would cause Hawkeye Community College's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the College to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on Hawkeye Community College.

These financial statements present Hawkeye Community College (the primary government) and its component unit. The component unit discussed below is included in Hawkeye Community College's reporting entity because of the significance of its operational or financial relationship with the Community College. Certain disclosures about the component unit have been audited separately and a report has been issued under a separate cover. The audited financial statements are available at the College.

**Discretely Presented Component Unit**

Hawkeye Community College Foundation is a non-profit corporation, whose purpose is to support the Community College through donations to provide scholarships to students, and for the enhancement and extension of facilities, equipment and services. The Foundation is governed by a Board of Trustees, two of which are appointed by the Board of Trustees of the Community College. The Foundation operates on a June 30 fiscal year end. The financial statements of Hawkeye Community College Foundation, Inc. can be obtained from: Business Services, Hawkeye Community College, 1501 E. Orange Road, P.O. Box 8015, Waterloo, IA 50704-8015.

**B. Basis of Presentation**

GASB Statement No. 35 establishes standards for external financial reporting for public colleges and universities and requires resources to be classified for accounting and reporting purposes into the following net position categories/components:

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Net Investment in Capital Assets: Capital assets, net of accumulated depreciation and outstanding debt obligations attributable to the acquisition, construction or improvement of those assets.

Restricted Net Position:

Nonexpendable – Net position subject to externally imposed stipulations that they be maintained permanently by the College, including the College's permanent endowment funds.

Expendable – Net position whose use by the College is subject to externally imposed stipulations that can be fulfilled by actions of the College, pursuant to those stipulations or that expire by the passage of time.

Unrestricted Net Position: Net position not subject to externally imposed situations. Resources may be designated for specific purposes by action of management or by the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net position is designated for academic and general programs of the College.

GASB Statement No. 35 requires the Statements of Net Position, Revenues, Expenses, and Changes in Net Position and Cash Flows be reported on a consolidated basis. These basic financial statements report information on all of the activities of the College. For the most part, the effect of interfund activity has been removed from these statements.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

For financial reporting purposes, Hawkeye Community College is considered a special-purpose government engaged only in business type activities as defined in GASB Statement No. 34. Accordingly, the basic financial statements of the College have been prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**D. Assets, Liabilities and Net Position**

The following accounting policies are followed in preparing the balance sheets:

Cash and Pooled Investments -- Investments are stated at fair value.

For the purposes of the statement of cash flows, all short-term investments that are highly liquid are considered to be cash equivalents. Cash equivalents are readily convertible to known amount of cash, and at the day of purchase, they have a maturity date no longer than three months.

Due From Other Governments -- This represents state aid, grants and reimbursements due from the State of Iowa, and grants and reimbursements due from the Federal government.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Inventories -- Inventories are valued at lower of cost (first-in, first-out method) or market, except for the livestock and grain from the farm operations, which is valued at market value. Inventories consist of supplies and materials held for consumption, livestock and merchandise held for resale. The cost is recorded as an expenditure at the time individual inventory items are consumed or sold.

Property Tax Receivable – Property tax receivable is recognized on the levy or lien date, which is the date that the tax asking is certified by the Board of Trustees to the appropriate County Auditors. The succeeding year property tax receivable represents taxes certified by the Board of Trustees to be collected in the next fiscal year for the purposes set out in the budget for the next fiscal year. By statute, the Board of Trustees is required to certify its budget to the County Auditor by June 1 of each year for the subsequent fiscal year. However, by statute, the tax asking and budget certification for the following fiscal year becomes effective on the first day of that year. Although the succeeding year property tax receivable has been recorded, the related revenue is deferred and will not be recognized as revenue until the year for which it is levied.

Receivable for Iowa Industrial New Jobs Training Program (NJTP) – This represents the amount to be remitted to the College for training projects entered into between the College and employers under the provisions of Chapter 260E of the Code of Iowa. The receivable amount is based on expenditures incurred through June 30, 2014 on NJTP projects, including interest incurred on NJTP certificates, less revenues received to date.

Capital Assets -- Capital assets, which include property, plant, equipment, and infrastructure assets (i.e., roads, curbs, gutters, sidewalks, and similar items which are immovable and of value only to the College), are reported. Capital assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. No interest costs were capitalized.

Capital assets are defined by the College as assets with initial, individual costs in excess of \$5,000.

Depreciation is computed using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and Other Structures and Improvements	25 - 50
Furniture and Equipment	3 - 10

The College does not capitalize or depreciate library books. The value of each book falls below the capital asset threshold and the balance was deemed immaterial to the financial statements.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

Note 1 -- **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Salaries and Benefits Payable -- Payroll and related expenses for instructors with annual contracts corresponding to the current school year, which are payable in July and August, have been accrued as liabilities.

Unearned Revenue -- When assets are recognized in connection with a transaction before the earnings process is complete, those assets must be offset by a corresponding liability for unearned revenue. Unearned revenue consists of tuition deposits, tuition and fees for a portion of summer classes, fees and registration for fall, unearned revenue on 260E projects, unearned revenue on federal and state funds.

Compensated Absences -- College employees accumulate a limited amount of earned but unused vacation hours for subsequent use or for payment upon termination, death or retirement. Amounts representing the cost of compensated absences plus related benefits are recorded as liabilities. These liabilities have been computed based on rates of pay in effect at June 30, 2014.

Deferred Inflows of Resources -- Deferred inflows of resources in the Statement of Net Position consists of succeeding year property tax receivable that will not be recognized as revenue until the year for which it is levied.

Auxiliary Enterprise Revenues -- Auxiliary enterprise revenues primarily represent revenues generated by career education, adult education, farm operations, and food service.

Summer Session -- The Community College operates summer sessions during May, June, and July. Revenues and expenses for the summer sessions are recorded in the appropriate fiscal year. Tuition and fees are allocated based on the summer session class schedule.

Tuition and Fees -- Tuition and fees revenues are reported net of scholarship allowances, while stipends and other payments made directly to students are presented as scholarship expenses.

Operating and Non-operating Activities -- Operating activities, as reported in the Statement of Revenues, Expenses and Changes in Net Position, are transactions that result from exchange transactions, such as payments received for providing services and payments made for services or goods received. Non-operating activities include state appropriations, property tax, and interest income.

E. Scholarship Allowances and Student Aid

Financial aid to students is reported in the financial statements under the alternative method, as prescribed by the National Association of College and University Business Officer (NACUBO). Certain aid (loans and funds provided to students as awarded by third parties) is accounted for as third party payments (credited to the student's account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expenses represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition. Under the alternative method, these amounts are computed on a total College basis by allocating the cash payments to students, excluding payments for services, on the ratio of all aid to the aid not considered to be third party aid.



**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 2 – CASH, CASH EQUIVALENTS, AND POOLED INVESTMENTS**

The College's deposits in banks at June 30, 2014, were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The Community College is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board of Trustees; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district. The College's investment policy additionally limits investments in commercial paper to obligations that mature within 270 days and that is rated within the two highest classifications, as established by at least one of the standard rating services, with no more than five percent at the time of purchase placed in the second highest classification. At the time of purchase not more than ten percent of the investment portfolio can be in these investments and no more than five percent of the investment portfolio can be invested in the securities of a single issuer.

Investments are stated at fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates.

At June 30, 2014, the Community College had the following investments:

Current Pooled Investments	\$ 23,309,461
Noncurrent Pooled Investments	21,348,377
	<u>\$ 44,657,838</u>

Investment Type	Fair Value	Investment Maturities (in years)	
		Less than 1	1 to 5
Money Market Mutual Fund	\$ 17,355,460	\$ 17,355,460	\$ -
Certificates of Deposit	1,325,167	946,416	378,751
U.S Government Securities	25,977,211	5,007,585	20,969,626
	<u>\$ 44,657,838</u>	<u>\$ 23,309,461</u>	<u>\$ 21,348,377</u>

Interest rate risk - The Community College's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) in instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the Community College.

Credit risk - The Community College's investments in Money Market Mutual Funds are unrated.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 2 – CASH, CASH EQUIVALENTS, AND POOLED INVESTMENTS (Continued)**

Concentration of credit risk - The College's investment policy seeks to provide safety of the principal, maintain the necessary liquidity to match expected liabilities, and obtain a reasonable rate of return. The policy allows for investments of up to 100% in interest bearing savings, money market and checking accounts, certificates of deposits, repurchase agreements, money market mutual funds, bonds, notes, certificates of indebtedness, treasury bills or other securities issued by the United States of America, its agencies and allowable instrumentalities; up to 10% in prime bankers' acceptances; and up to 10% in commercial paper. The policy does not allow the College to invest in futures, options or reverse purchase agreements.

**Component Unit Investments.** Investments are managed by the Foundation and external managers, in accordance with Board policy, and are stated at fair value. Fair value of the investments has been determined as of June 30. Values have not been adjusted for market fluctuations subsequent to June 30. Accounting principles generally accepted in the United States of America require adjustment of year end values only when the value has been permanently impaired. Management does not feel market fluctuations after year end have caused permanent impairment to its investment portfolio. A summary of the securities held at June 30, 2014 follows:

	Fair Value
Common Stocks	\$ 1,709,567
Common Stocks - Foreign	93,159
Corporate Bonds	302,402
U.S. Government Agency Bonds	772,782
Mutual Funds - Equity	1,228,790
Mutual Funds - Foreign	559,019
Mutual Funds - U.S. Gov't	1,433,740
Mutual Fund - Real Estate	58,662
	\$ 6,158,121

**Note 3 – LOANS RECEIVABLE (Component Unit)**

The Foundation, a component unit to the College, makes loans to students of the College to be used primarily for the cost of tuition and books. These loans generally become payable upon the student's completion of or withdrawal from higher education programs. HyPro, John Deere, and Tyson loans become forgivable upon the completion of the program and two or three years of employment with the respective companies.

Loans receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible or forgivable amounts through a charge to expense and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to loans receivable. Interest rates and terms vary by program. Below is a summary of loans receivable:

	2014
Loans Receivable	\$ 360,640
Less Allowance for Uncollectible Loans	(15,909)
Less Allowance for Forgivable Loans	(303,385)
Net Loans Receivable	\$ 41,346

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 4 -- INVENTORIES**

The Community College's inventories at June 30, 2014 are as follows:

<u>Type</u>	<u>Amount</u>
Supplies and Materials	\$ 19,421
Farm Operations	134,064
Merchandise Held for Resale	<u>51,466</u>
Total	<u>\$ 204,951</u>

**Note 5 -- CAPITAL ASSETS**

A summary of changes in capital assets is as follows:

	<u>Balance Beginning of Year</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance End of Year</u>
Capital assets not being depreciated:				
Land	\$ 379,179	\$ -	\$ -	\$ 379,179
Construction in progress	6,895,235	1,403,018	6,887,429	1,410,824
Total capital assets not being depreciated	<u>7,274,414</u>	<u>1,403,018</u>	<u>6,887,429</u>	<u>1,790,003</u>
Capital assets being depreciated:				
Buildings	49,232,942	-	-	49,232,942
Other structures and improvements	16,736,176	7,763,700	-	24,499,876
Furniture and equipment	13,545,871	1,109,474	304,182	14,351,163
Total capital assets being depreciated	<u>79,514,989</u>	<u>8,873,174</u>	<u>304,182</u>	<u>88,083,981</u>
Less accumulated depreciation for:				
Buildings	17,000,909	983,712	-	17,984,621
Other structures and improvements	5,357,093	616,409	-	5,973,502
Furniture and equipment	8,119,974	1,036,181	264,395	8,891,760
Total accumulated depreciation	<u>30,477,976</u>	<u>2,636,302</u>	<u>264,395</u>	<u>32,849,883</u>
Total capital assets being depreciated, net	<u>49,037,013</u>	<u>6,236,872</u>	<u>39,787</u>	<u>55,234,098</u>
Capital assets, net	<u>\$ 56,311,427</u>	<u>\$ 7,639,890</u>	<u>\$ 6,927,216</u>	<u>\$ 57,024,101</u>

On June 30, 2014, the Community College had future construction commitments of \$1,299,507. Construction in Progress projects as of June 30, 2014 include: Buchanan Hall Remodel, Parking Lot K Improvement, Campus Lighting Project, and Grundy Hall Stair Replacement Project.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 5 -- CAPITAL ASSETS (Continued)**

Reconciliation Net Investment in Capital Assets:

Land	\$ 379,179
Buildings	49,232,942
Construction in Progress	1,410,824
Other Structures and Improvements	24,499,876
Furniture and Equipment	14,351,163
Accumulated Depreciation	<u>(32,849,883)</u>
Capital Assets (Net of Accumulated Depreciation)	57,024,101
Less: Bonds Payable	<u>(2,045,170)</u>
 Net Investment in Capital Assets	 <u><u>\$54,978,931</u></u>

Capital Assets for the College's Foundation, a component unit, for the year ended June 30, 2014 is as follows:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Capital assets not being depreciated:				
Land	\$ 375,841	\$ -	\$ -	\$ 375,841
Total capital assets not being depreciated	<u>\$ 375,841</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 375,841</u>

**Note 6 -- LONG-TERM LIABILITIES**

A summary of changes in long-term liabilities for the year ended June 30, 2014 is as follows:

	Balance Beginning of Year	Additions	Reductions	Ending Balance	Due Within One Year
Primary Government:					
Compensated Absences	\$ 618,104	\$ 712,111	\$ (567,135)	\$ 763,080	\$ 575,000
Early Retirement Payable	130,317	-	(130,317)	-	-
Certificates Payable	17,385,000	2,610,000	(3,180,000)	16,815,000	3,580,000
General Obligation School Bonds	4,770,000	-	(2,770,000)	2,000,000	2,000,000
Net OPEB Liability	290,392	13,950	-	304,342	-
Total Primary Government	<u>\$ 23,193,813</u>	<u>\$ 3,336,061</u>	<u>\$ (6,647,452)</u>	<u>\$ 19,882,422</u>	<u>\$ 6,155,000</u>

General Obligation School Bonds listed on the Statement of Net Position include Unamortized Premium of \$45,170.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

Note 6 -- **LONG-TERM DEBT** (Continued)

Certificates Payable

In accordance with agreements dated between June 30, 1996 and June 30, 2014, the Community College issued certificates with a June 30, 2014 outstanding balance of \$16,815,000 with interest rates ranging from 0.40% to 5.50%. The debt was incurred to fund the development and training costs incurred relative to implementing Chapter 260E of the Code of Iowa, Iowa Industrial New Jobs Training Program (NJTP). NJTP's purpose is to provide tax-aided training for employees of industries which are new to or are expanding their operations within the State of Iowa. Interest is payable semi-annually, while principal payments are due annually. The certificates are to be retired by proceeds from anticipated job credits from withholding taxes, incremental property tax, budgeted reserves, and, in the case of default, from standby property taxes. During 2014, Hawkeye Community College recorded \$625,214 of interest expense from the certificates payable.

The certificates will mature as follows:

Year Ending June 30,	Principal	Interest	Total
2015	\$ 3,580,000	\$ 459,610	\$ 4,039,610
2016	3,000,000	381,855	3,381,855
2017	2,675,000	309,670	2,984,670
2018	2,270,000	239,413	2,509,413
2019	1,890,000	166,860	2,056,860
2020-2024	<u>3,400,000</u>	<u>219,873</u>	<u>3,619,873</u>
Total	<u>\$ 16,815,000</u>	<u>\$ 1,777,281</u>	<u>\$ 18,592,281</u>

Bonds Payable

On May 1, 2008, Hawkeye Community College issued \$6,850,000 in general obligation school bonds, to finance the improvement of its Main Campus and construct, remodel, erect and equip buildings thereon, and construct, lease, or acquire and improve and equip new or existing facilities. Annual principal payments began June 1, 2009. Interest payments are due semi-annually each June and December. The capital loan notes matured in June 2014. The balance of the general obligation school bonds at June 30, 2014, was \$0.

On April 19, 2011, Hawkeye Community College issued \$5,550,000 in general obligation school bonds, to finance the improvement of its Main Campus and construct, remodel, erect and equip buildings thereon, and construct, lease, or acquire and improve and equip new or existing facilities. Annual principal payments began June 1, 2012. Interest payments are due semi-annually each June and December. The capital loan notes will mature June 2015. The balance of the general obligation school bonds at June 30, 2014, was \$2,000,000.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 6 -- LONG-TERM DEBT (Continued)**

Details of the Community College's June 30, 2014 bonded indebtedness maturities are as follows:

Year Ending June 30,	Principal	Interest	Total
2015	\$ 2,000,000	\$ 50,000	\$ 2,050,000
Total	<u>\$ 2,000,000</u>	<u>\$ 50,000</u>	<u>\$ 2,050,000</u>

**Note 7 -- OPERATING LEASES**

The College has leased various facilities within the area to house different divisions of the College. These leases have been classified as operating leases and, accordingly, all rents are expensed as incurred. The leases expire between 2014 and 2017 and require various minimum annual rentals. Certain leases are renewable for additional periods. Some of the leases also require the payment of normal maintenance and insurance on the properties. In most cases, management expects the leases will be renewed or replaced by other leases.

The following is a schedule by year of future minimum rental payments required under operating leases which have initial or remaining non-cancelable lease terms in excess of one year as of June 30, 2014:

Year Ending June 30,	Amount
2015	\$ 128,710
2016	21,336
2017	1,778
Total	<u>\$ 151,824</u>

Rents for the year ended June 30, 2014 for all operating leases, except those with terms of a month or less, totaled \$323,887.

**Note 8 -- IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS)**

The Community College contributes to the Iowa Public Employees Retirement System (IPERS) which is a cost-sharing, multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, Iowa 50306-9117.

Plan members are required to contribute 5.95% of their annual covered salary and Hawkeye Community College is required to contribute 8.93% of annual covered salary. Contribution requirements are established by state statute. Hawkeye Community College's contributions to IPERS for the years ended June 30 2014, 2013, and 2012 were \$759,289, \$696,670, and \$571,237, respectively, equal to the required contribution for each year.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 9 -- TEACHERS INSURANCE AND ANNUITY ASSOCIATION -- COLLEGE RETIREMENT EQUITIES FUND (TIAA-CREF)**

The Community College contributes to the TIAA-CREF retirement program, which is a defined contribution plan. TIAA administers the retirement plan for Hawkeye Community College. The defined contribution retirement plan provides individual annuities for each plan participant. As required by the Code of Iowa, all eligible College employees must participate in a retirement plan from the date they are employed. Contributions made by both employer and employee vest immediately. As specified by the contract with TIAA-CREF, and in accordance with the Code of Iowa, each employee is required to contribute 5.95% and Hawkeye Community College is required to contribute 8.93%. The Community College's and employees' required and actual contributions to TIAA-CREF for the year ended June 30, 2014, were \$969,428 and \$645,914, respectively.

**Note 10 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

Plan Description- The College operates a single-employer retiree benefit plan which provides medical/prescription drug benefits for retirees and their spouses. There are 272 active and 13 retired members in the plan. The plan does not issue a publicly available financial report.

The medical/prescription drug coverage is provided through a fully-insured plan. Retirees under age 65 pay the same premium for the medical/prescription drug benefit as active employees, which results in an implicit subsidy and an OPEB liability.

Funding Policy- The contribution requirements of plan members are established and may be amended by the College. The College currently finances the retiree benefit plan on a pay-as-you-go basis.

Annual OPEB Cost and Net OPEB Obligation – The College's annual OPEB cost is calculated based on the annual required contribution (ARC) of the College, an amount actuarially determined in accordance with GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years.

The following table shows the components of the College's annual OPEB cost for the year ended June 30, 2014, the amount actually contributed to the plan and changes in the College's net OPEB obligation:

Annual Required Contribution	\$	58,485
Interest on Net OPEB Obligation		11,858
Adjustment to Annual Required Contribution		<u>(16,629)</u>
Annual OPEB Cost		53,714
Net OPEB Obligation Beginning of Year		290,392
Annual OPEB Cost		53,714
Employer Contributions Made		<u>(39,764)</u>
Expected Net OPEB Obligation End of Year	\$	<u><u>304,342</u></u>

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 10 - OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

The College's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for fiscal years 2009 through 2014 are summarized as follows:

Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
June 30, 2009	\$135,045	0%	\$135,045
June 30, 2010	\$135,045	0%	\$270,090
June 30, 2011	\$ 53,233	98.8%	\$270,710
June 30, 2012	\$ 53,233	84.4%	\$279,021
June 30, 2013	\$ 53,714	78.8%	\$290,392
June 30, 2014	\$ 53,714	74.0%	\$304,342

Funded Status and Funding Progress- As of July 1, 2012, the most recent actuarial valuation date for the period July 1, 2013 through June 30, 2014, the actuarial accrued liability was \$613,198, with no actuarial value of assets, resulting in an unfunded actuarial accrued liability (UAAL) of \$613,198. The covered payroll (annual payroll of active employees covered by the plan) was \$13,678,061 and the ratio of the UAAL to covered payroll was 4.5%. As of June 30, 2014, there were no trust fund assets.

Actuarial Methods and Assumptions- Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumption about future employment, mortality and the health care cost trend. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information in the section following the Notes to Financial Statements, will present multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the plan as understood by the employer and the plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

As of the July 1, 2012 actuarial valuation date, the Projected Unit Credit Actuarial Cost Method was used. The actuarial assumptions include a 4.25% investment return. The projected annual medical trend (inflation) rate is 6%. The ultimate medical trend (inflation) rate is 5%. The medical trend rate is reduced 1% each year until reaching the 5% ultimate trend rate. An inflation rate of 3% is assumed for the purpose of this computation

Mortality rates are from the RP 2000 Mortality Table, applied on a gender-specific basis. Annual retirement and termination probabilities were developed from the Scale T-6 of the Actuary's Pension Handbook. The salary increase rate was assumed to be 3.0% per year. The UAAL is being amortized as a level dollar amount on an open basis over 30 years.



**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**Note 11 -- RISK MANAGEMENT**

The Community College has secured insurance purchased from commercial insurance carriers to provide coverage and protection in the following categories: general liability, automobile liability, group excess liability, linebacker, pollution liability, professional services, property and inland marine, workers compensation and employers' liability, and crime insurance. There have been no reductions in insurance coverage from prior years. Settled claims resulting from the risks have not exceeded commercial insurance coverage in any of the past three years.

**Note 12 -- NEW JOBS TRAINING PROGRAMS**

Hawkeye Community College administers the Iowa Industrial New Jobs Training Program (NJTP) in Merged Area VII in accordance with Chapter 260E of the Code of Iowa. NJTP's purpose is to provide tax-aided training or retraining for employees of industries which are new to or are expanding their operations within the State of Iowa. Certificates are sold by the Community College to fund approved projects and are to be retired by proceeds from anticipated jobs credits from withholding taxes, incremental property taxes, budgeted reserves and in the case of default, from standby property tax. The Community College is currently administering 130 projects receiving project funding or in the repayment stage.

Hawkeye Community College also administers the Iowa Small Business New Jobs Training Program (SBNJTP) in Merged Area VII in accordance with Chapter 260F of the Code of Iowa. SBNJTP's purpose is to provide tax-aided training or retraining for employees of small businesses which are new to or are expanding their operations within the State of Iowa. Approved small businesses receive loans from the Iowa Employment Training Fund, a State administered fund. The Community College received funding for 19 projects during fiscal year 2014.

**Note 13 -- PROSPECTIVE ACCOUNTING CHANGE**

The Governmental Accounting Standards Board has issued Statement No. 68 Accounting and Financial Reporting for Pensions – an Amendment of GASB No. 27. This statement will be implemented for the fiscal year ending June 30, 2015. The revised requirements establish new financial reporting requirements for state and local governments which provide their employees with pension benefits, including additional note disclosures and required supplementary information. In addition, the Statement of Net Position is expected to include a significant liability for the government's proportionate share of the employee pension plan.

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**Required Supplementary Information**

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FUNDING PROGRESS FOR THE RETIREE HEALTH PLAN  
REQUIRED SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2014**

(in thousands)

Year Ended June 30,	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b - a) / c)
2009	July 1, 2008	\$ -	\$ 1,790	\$ 1,790	0.0%	\$ 15,164	11.8%
2010	July 1, 2008	\$ -	\$ 1,790	\$ 1,790	0.0%	\$ 15,164	11.8%
2011	July 1, 2010	\$ -	\$ 578	\$ 578	0.0%	\$ 13,405	4.3%
2012	July 1, 2010	\$ -	\$ 578	\$ 578	0.0%	\$ 13,405	4.3%
2013	July 1, 2012	\$ -	\$ 613	\$ 613	0.0%	\$ 13,678	4.5%
2014	July 1, 2012	\$ -	\$ 613	\$ 613	0.0%	\$ 13,678	4.5%

See Note 10 to the accompanying Notes to Financial Statements for the plan description, funding policy, annual OPEB Cost and Net OPEB Obligation, and the funded status and funding progress.

**Other Supplementary Information**

**HAWKEYE COMMUNITY COLLEGE**  
**NOTES TO OTHER SUPPLEMENTARY INFORMATION SCHEDULES**  
**JUNE 30, 2014**

Other supplementary information of the College is presented on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues and expenditures. The various fund groups and their designated purposes are as follows:

Current Funds -- The Current Funds are utilized to account for those economic resources that are expendable for the purpose of performing the primary and supporting missions of the Community College and consist of the following:

Unrestricted Fund -- The Educational and Support subgroup of the Unrestricted Fund accounts for the general operations of the Community College.

The Auxiliary Enterprises subgroup accounts for activities which are intended to provide non-instructional services for sales to students, staff and/or institutional departments, and which are supplemental to the educational and general objectives of the Community College.

Restricted Fund -- The Restricted Fund is used to account for resources that are available for the operation and support of the educational program but which are restricted as to their use by donors or outside agencies.

Plant Funds -- The Plant Funds are used to account for transactions relating to investment in the Community College properties, and consist of the following self-balancing subfunds:

Unexpended -- This account is used to account for the unexpended resources derived from various sources for the acquisition or construction of plant assets.

Retirement of Indebtedness -- This account is used to account for the accumulation of resources for principal and interest payments on plant indebtedness.

Investment in Plant -- This account is used to account for the excess of the carrying value of plant assets over the related liabilities.

Agency Funds -- The Agency Funds are used to account for assets held by the Community College in a custodial capacity or as an agent for others. Agency Funds' assets equal liabilities.

The Budgetary Comparison Schedule of Expenditures -- Budget to Actual provides a comparison of the budget to actual expenditures for those funds and/or levies required to be budgeted. Since the College uses the Business-Type Activities reporting, this budgetary comparison information is included as other supplementary information.

Schedules presented in other supplementary information are reported using the current financial resources measurement focus and the accrual basis of accounting with modifications for depreciation and other items included in the adjustments column. The schedule of revenues, expenditures and changes in fund balances is a schedule of financial activities related to the current reporting period. It does not purport to present the results of operations or net income or loss for the period as would a statement of income or a statement of revenues and expenses.

**HAWKEYE COMMUNITY COLLEGE  
BUDGETARY COMPARISON SCHEDULE OF EXPENDITURES  
BUDGET (NON-GAAP BASIS) AND ACTUAL - OTHER SUPPLEMENTAL INFORMATION  
YEAR ENDED JUNE 30, 2014**

Funds/Levy	Original Budget	Amended Budget	Actual	Variance between Actual and Budget
Unrestricted	<u>\$ 35,720,323</u>	<u>\$ 36,500,000</u>	<u>\$ 35,349,267</u>	<u>\$ 1,150,733</u>
Restricted	15,750,000	15,750,000	4,629,594	11,120,406
Early Retirement	1,350,000	1,350,000	25,347	1,324,653
Unemployment	150,000	150,000	6,047	143,953
Tort Liability	160,000	160,000	138,958	21,042
Insurance	300,000	300,000	262,183	37,817
Equipment Replacement	800,000	800,000	764,140	35,860
Total Restricted	<u>18,510,000</u>	<u>18,510,000</u>	<u>5,826,269</u>	<u>12,683,731</u>
Plant	1,770,273	4,500,000	3,842,787	657,213
Bonds and Interest	<u>2,902,770</u>	<u>2,902,770</u>	<u>2,846,199</u>	<u>56,571</u>
 Total	 <u>\$ 58,903,366</u>	 <u>\$ 62,412,770</u>	 <u>\$ 47,864,522</u>	 <u>\$ 14,548,248</u>

**HAWKEYE COMMUNITY COLLEGE**  
**NOTE TO OTHER SUPPLEMENTAL INFORMATION – BUDGETARY REPORTING**  
**JUNE 30, 2014**

While the College reports financial position, results of operation and changes in net position on the basis of generally accepted accounting principles (GAAP), the Board of Trustees annually prepares a budget designating the proposed expenditures for operation of the Community College on a budgetary basis that is accrual basis with the exception of capital outlay and debt service payments. Following required public notice and hearing, and in accordance with Chapter 260C of the Code of Iowa, the Board of Trustees certifies the approved budget to the appropriate county auditors and then submits the budget to the State Board of Education for approval. The budget may be amended during the year utilizing similar statutorily prescribed procedures. Formal and legal budgetary control is based on total operating expenditures.

Budgets are not required to be adopted for the Auxiliary Enterprises subgroup, Scholarships and Grants Accounts, Workforce Act, Loan Funds, Endowment Funds and Agency Funds.

The major differences between the budget basis and GAAP are as follows:

	Total Funds
Total Actual Expenditures, Budgetary Basis	\$ 47,864,522
Items Not Required to be Budgeted:	
Auxiliary Enterprises	2,792,120
Scholarships and Grants Accounts	9,939,104
Workforce Act	2,078,145
Investment in Plant	304,183
Combining Adjustments	(12,864,599)
GAAP Basis	\$ 50,113,475

Expenses from the Statement of Revenues, Expenses, and Changes in Net Position:

Total Operating Expenses	\$ 49,412,062
Interest on Indebtedness	701,413
	\$ 50,113,475



**HAWKEYE COMMUNITY COLLEGE  
COMBINING BALANCE SHEET  
JUNE 30, 2014**

	Current Funds	
	Unrestricted	Restricted
<b>ASSETS:</b>		
Cash and Investments	\$ 14,804,464	\$ 27,620,907
Receivables:		
Due From Others	2,083,358	247,676
Accrued Interest	21,777	136
Property Taxes - Succeeding Year	1,752,355	3,628,803
Student Loans	-	13,537
Iowa Industrial New Jobs Training Program	-	875,934
Due From Other Governments	293,680	639,206
Prepaid Expenses	342,041	19,907
Inventories	204,951	-
Capital Assets:		
Land	-	-
Buildings	-	-
Construction in Progress	-	-
Other Structures and Improvements	-	-
Furniture and Equipment	-	-
Accumulated Depreciation	-	-
<b>Total Assets</b>	<b>\$ 19,502,626</b>	<b>\$ 33,046,106</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE:</b>		
Liabilities:		
Accounts Payable	\$ 1,027,142	\$ 60,026
Salaries and Benefits Payable	2,438,389	8,784
Accrued Interest Payable	-	38,287
Unearned Revenue	875,862	885,095
Compensated Absences	763,080	-
Assets Held in Custody For Others	-	-
Certificates Payable	-	16,815,000
General Obligation School Bonds	-	-
Net OPEB Liability	-	304,342
<b>Total Liabilities</b>	<b>5,104,473</b>	<b>18,111,534</b>
Deferred Inflows of Resources:		
Succeeding Year Property Tax	1,752,355	3,628,803
Fund Balance:		
Invested in Capital Assets, Net of Related Debt	-	-
Restricted:		
Expendable:		
Economic Development	-	4,737,287
Property Tax Levies	-	3,227,922
Iowa New Jobs Training	-	1,458,814
Scholarships	-	52,214
Loans	-	98,116
Debt Service	-	-
Cash Reserve	-	366,380
Other	-	1,365,036
Unrestricted	9,101,918	-
Auxiliary Enterprises	3,543,880	-
<b>Total Fund Balance</b>	<b>12,645,798</b>	<b>11,305,769</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	<b>\$ 19,502,626</b>	<b>\$ 33,046,106</b>

SCHEDULE 2

Unexpended	Plant Funds		Agency Funds	Adjustments	Total
	Retirement of Indebtedness	Investment in Plant			
\$ 2,437,626	\$ 772,520	\$ -	\$ 853,962	\$ -	\$ 46,489,479
-	-	-	-	-	2,331,034
20	-	-	-	-	21,933
1,752,355	1,175,356	-	-	-	8,308,869
-	-	-	-	-	13,537
-	-	-	-	-	875,934
54,873	-	-	-	-	987,759
30,887	-	-	-	-	392,835
-	-	-	-	-	204,951
-	-	379,179	-	-	379,179
-	-	49,232,942	-	-	49,232,942
-	-	1,410,824	-	-	1,410,824
-	-	24,499,876	-	-	24,499,876
-	-	14,351,163	-	-	14,351,163
-	-	-	-	(32,849,883)	(32,849,883)
<u>\$ 4,275,761</u>	<u>\$ 1,947,876</u>	<u>\$ 89,873,984</u>	<u>\$ 853,962</u>	<u>\$ (32,849,883)</u>	<u>\$ 116,650,432</u>
\$ 61,335	\$ -	\$ -	\$ -	\$ -	\$ 1,148,503
-	-	-	1,614	-	2,448,787
4,167	-	-	-	-	42,454
-	-	-	-	-	1,760,957
-	-	-	-	-	763,080
-	-	-	852,348	-	852,348
-	-	-	-	-	16,815,000
-	-	2,045,170	-	-	2,045,170
-	-	-	-	-	304,342
65,502	-	2,045,170	853,962	-	26,180,641
1,752,355	1,175,356	-	-	-	8,308,869
-	-	87,828,814	-	(32,849,883)	54,978,931
-	-	-	-	-	4,737,287
-	-	-	-	-	3,227,922
-	-	-	-	-	1,458,814
-	-	-	-	-	52,214
-	-	-	-	-	98,116
-	772,520	-	-	-	772,520
-	-	-	-	-	366,380
-	-	-	-	-	1,365,036
2,457,904	-	-	-	-	11,559,822
-	-	-	-	-	3,543,880
<u>2,457,904</u>	<u>772,520</u>	<u>87,828,814</u>	<u>-</u>	<u>(32,849,883)</u>	<u>82,160,922</u>
<u>\$ 4,275,761</u>	<u>\$ 1,947,876</u>	<u>\$ 89,873,984</u>	<u>\$ 853,962</u>	<u>\$ (32,849,883)</u>	<u>\$ 116,650,432</u>

**HAWKEYE COMMUNITY COLLEGE  
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND  
 OTHER CHANGES IN FUND BALANCES  
 YEAR ENDED JUNE 30, 2014**

	Current Funds	
	Unrestricted	Restricted
<b>REVENUES AND OTHER ADDITIONS:</b>		
General:		
State Appropriations	\$ 13,193,803	\$ 2,504,032
Tuition and Fees	19,168,702	-
Property Taxes	1,765,610	2,512,161
Federal Appropriations	721,486	11,495,826
Gifts and Grants	-	63,744
Investment Earnings	171,678	1,529
Iowa Industrial New Jobs Training Program	-	1,194,342
Expended for Plant Facilities (Including \$1,150,680 charged to current funds)	-	-
Principal Retired	-	-
Gain on Sale of Capital Assets	-	-
Miscellaneous	670,648	1,224,405
	<u>35,691,927</u>	<u>18,996,039</u>
Auxiliary Enterprises		
Tuition and Fees	762,869	-
Sales and Services	1,337,807	-
Miscellaneous	85,362	-
	<u>2,186,038</u>	<u>-</u>
Total Revenues and Other Additions	<u>\$ 37,877,965</u>	<u>\$ 18,996,039</u>

Plant Funds				
Unexpended	Retirement of Indebtedness	Investment in Plant	Adjustments	Total
\$ 400,000	\$ -	\$ -	\$ -	\$ 16,097,835
-	-	-	(8,717,248)	10,451,454
1,765,609	2,367,072	-	-	8,410,452
-	-	-	-	12,217,312
-	-	-	-	63,744
239	-	-	-	173,446
-	-	-	-	1,194,342
-	-	3,388,764	(3,388,764)	-
-	-	2,770,000	(2,770,000)	-
-	-	-	2,620	2,620
37,600	-	-	(42,408)	1,890,245
<u>2,203,448</u>	<u>2,367,072</u>	<u>6,158,764</u>	<u>(14,915,800)</u>	<u>50,501,450</u>
-	-	-	(320,706)	442,163
-	-	-	-	1,337,807
-	-	-	-	85,362
<u>-</u>	<u>-</u>	<u>-</u>	<u>(320,706)</u>	<u>1,865,332</u>
<u>\$ 2,203,448</u>	<u>\$ 2,367,072</u>	<u>\$ 6,158,764</u>	<u>\$ (15,236,506)</u>	<u>\$ 52,366,782</u>

**HAWKEYE COMMUNITY COLLEGE  
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND  
 OTHER CHANGES IN FUND BALANCES (Continued)  
 YEAR ENDED JUNE 30, 2014**

	Current Funds	
	Unrestricted	Restricted
<b>EXPENDITURES AND OTHER DEDUCTIONS:</b>		
Educational and Support:		
Liberal Arts and Sciences	\$ 6,690,837	\$ -
Vocational Technical	9,850,670	-
Adult Education	4,761,973	-
Cooperative Services	-	3,899,676
General Administration	1,833,264	432,535
Student Services	3,399,493	-
Learning Resources	878,858	-
Physical Plant	3,533,647	764,140
General Institution	4,400,525	2,182,849
Total Education and Support	<u>35,349,267</u>	<u>7,279,200</u>
Auxiliary Enterprises	2,792,120	-
Scholarships and Grants	-	9,939,104
Plant Asset Acquisitions	-	-
Retirement of Indebtedness	-	-
Disposal of Plant Assets	-	-
Interest on Indebtedness	-	625,214
Depreciation	-	-
	<u>38,141,387</u>	<u>17,843,518</u>
Excess of Revenues and Other Additions		
Over (Under) Expenditures and Other Deductions	(263,422)	1,152,521
<b>TRANSFERS:</b>		
Non-mandatory Transfers	<u>(63,130)</u>	<u>62,235</u>
Total Transfers	<u>(63,130)</u>	<u>62,235</u>
Net Increase (Decrease) for the Year	(326,552)	1,214,756
Fund Balance June 30, 2013	<u>12,972,350</u>	<u>10,091,013</u>
Fund Balance June 30, 2014	<u>\$ 12,645,798</u>	<u>\$ 11,305,769</u>

Plant Funds				
Unexpended	Retirement of Indebtedness	Investment in Plant	Adjustments	Total
\$ -	\$ -	\$ -	\$ -	\$ 6,690,837
-	-	-	(208,944)	9,641,726
-	-	-	-	4,761,973
-	-	-	-	3,899,676
-	-	-	-	2,265,799
-	-	-	-	3,399,493
-	-	-	-	878,858
-	-	-	(668,546)	3,629,241
1,604,703	-	-	(140,610)	8,047,467
<u>1,604,703</u>	-	-	(1,018,100)	43,215,070
-	-	-	(132,580)	2,659,540
-	-	-	(9,037,954)	901,150
2,238,084	-	-	(2,238,084)	-
-	2,770,000	-	(2,770,000)	-
-	-	304,183	(304,183)	-
-	76,199	-	-	701,413
-	-	-	2,636,302	2,636,302
<u>3,842,787</u>	<u>2,846,199</u>	<u>304,183</u>	<u>(12,864,599)</u>	<u>50,113,475</u>
(1,639,339)	(479,127)	5,854,581	(2,371,907)	2,253,307
(44,195)	-	45,090	-	-
(44,195)	-	45,090	-	-
(1,683,534)	(479,127)	5,899,671	(2,371,907)	2,253,307
4,141,438	1,251,647	81,929,143	(30,477,976)	79,907,615
<u>\$ 2,457,904</u>	<u>\$ 772,520</u>	<u>\$ 87,828,814</u>	<u>\$ (32,849,883)</u>	<u>\$ 82,160,922</u>

**HAWKEYE COMMUNITY COLLEGE  
UNRESTRICTED FUND  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE  
EDUCATION AND SUPPORT  
YEAR ENDED JUNE 30, 2014**

	Education			
	Liberal Arts and Sciences	Vocational Technical	Adult Education	General Administration
<b>REVENUES:</b>				
State Appropriations	\$ -	\$ -	\$ 41,127	\$ -
Tuition and Fees	9,605,249	6,782,116	2,781,349	-
Property Taxes	-	-	-	1,765,610
Federal Appropriations	-	366,394	197,359	11,835
Investment Earnings	-	-	-	171,678
Miscellaneous	14,229	2,990	50,897	359,296
<b>Total Revenues</b>	<b>9,619,478</b>	<b>7,151,500</b>	<b>3,070,732</b>	<b>2,308,419</b>
<b>EXPENDITURES:</b>				
Salaries and Benefits	6,699,064	8,685,196	2,952,838	1,146,685
Services	72,099	350,023	533,326	406,355
Materials and Supplies	85,867	721,660	77,004	64,463
Travel	72,943	89,813	3,861	59,940
Expended for Plant Facilities	-	208,944	-	-
Miscellaneous	(239,136)	(204,966)	1,194,944	155,821
<b>Total Expenditures</b>	<b>6,690,837</b>	<b>9,850,670</b>	<b>4,761,973</b>	<b>1,833,264</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,928,641	(2,699,170)	(1,691,241)	475,155
<b>TRANSFERS:</b>				
Non-mandatory Transfers	(33,000)	13,032	-	(53,888)
<b>Total Transfers</b>	<b>(33,000)</b>	<b>13,032</b>	<b>-</b>	<b>(53,888)</b>
<b>Net Increase (Decrease) for the Year</b>	<b>\$ 2,895,641</b>	<b>\$ (2,686,138)</b>	<b>\$ (1,691,241)</b>	<b>\$ 421,267</b>
Fund Balance June 30, 2013				
Fund Balance June 30, 2014				

Support				
Student Services	Learning Resources	Physical Plant	General Institution	Total
\$ -	\$ 480	\$ -	\$ 13,152,196	\$ 13,193,803
(12)	-	-	-	19,168,702
-	-	-	-	1,765,610
-	-	-	145,898	721,486
-	-	-	-	171,678
29,125	265	1,505	212,341	670,648
29,113	745	1,505	13,510,435	35,691,927
2,868,264	526,924	321,483	2,748,271	25,948,725
348,949	19,434	2,315,735	1,028,690	5,074,611
138,218	328,655	647,112	523,872	2,586,851
42,872	3,845	2,801	61,762	337,837
-	-	246,516	37,921	493,381
1,190	-	-	9	907,862
3,399,493	878,858	3,533,647	4,400,525	35,349,267
(3,370,380)	(878,113)	(3,532,142)	9,109,910	342,660
(4,041)	-	-	(9,394)	(87,291)
(4,041)	-	-	(9,394)	(87,291)
\$ (3,374,421)	\$ (878,113)	\$ (3,532,142)	\$ 9,100,516	255,369
				8,846,549
				\$ 9,101,918



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**HAWKEYE COMMUNITY COLLEGE  
CURRENT UNRESTRICTED FUND  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE  
AUXILIARY ENTERPRISES  
YEAR ENDED JUNE 30, 2014**

	Career Education	Adult Education	Farm Operations	Food Service	Other	Total
<b>REVENUES:</b>						
Sales and Services	\$ 712,103	\$ -	\$ 183,691	\$ 68,452	\$ 373,561	\$ 1,337,807
Tuition and Fees	-	303,351	-	-	459,518	762,869
Miscellaneous	25,604	9,189	-	-	50,569	85,362
<b>Total Revenues</b>	<b>737,707</b>	<b>312,540</b>	<b>183,691</b>	<b>68,452</b>	<b>883,648</b>	<b>2,186,038</b>
<b>EXPENDITURES:</b>						
Salaries and Benefits	34,355	526	5,339	501	120,748	161,469
Services	171,688	87,659	74,068	1,300	404,590	739,305
Materials and Supplies	548,447	362,304	103,220	12,260	583,457	1,609,688
Cost of Goods Sold	103,270	-	-	-	-	103,270
Travel	2,797	12,217	236	-	22,686	37,936
Expended for Plant Facilities	119,613	-	-	12,967	-	132,580
Miscellaneous	6,325	-	-	-	1,547	7,872
<b>Total Expenditures</b>	<b>986,495</b>	<b>462,706</b>	<b>182,863</b>	<b>27,028</b>	<b>1,133,028</b>	<b>2,792,120</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(248,788)	(150,166)	828	41,424	(249,380)	(606,082)
<b>TRANSFERS:</b>						
Non-mandatory Transfers	14,161	-	-	-	10,000	24,161
<b>Total Transfers</b>	<b>14,161</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>24,161</b>
Net Increase (Decrease) for the Year	(234,627)	(150,166)	828	41,424	(239,380)	(581,921)
Fund Balance June 30, 2013	2,072,871	342,072	86,950	210,445	1,413,463	4,125,801
Fund Balance June 30, 2014	\$ 1,838,244	\$ 191,906	\$ 87,778	\$ 251,869	\$ 1,174,083	\$ 3,543,880

**HAWKEYE COMMUNITY COLLEGE  
CURRENT RESTRICTED FUND  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE  
YEAR ENDED JUNE 30, 2014**

	Scholarships and Grants	Early Retirement	Equipment Replacement	Insurance
<b>REVENUES:</b>				
State Appropriations	\$ 996,687	\$ -	\$ -	\$ -
Property Taxes	-	1,348,544	784,716	229,251
Federal Appropriations and Grants	8,147,183	-	-	-
Scholarships, Grants, and Gifts	-	-	-	-
Interest on Investments	-	-	-	-
Iowa Industrial New Jobs Training Program	-	-	-	-
Miscellaneous	629,855	-	-	14,085
<b>Total Revenues</b>	<b>9,773,725</b>	<b>1,348,544</b>	<b>784,716</b>	<b>243,336</b>
<b>EXPENDITURES AND OTHER DEDUCTIONS:</b>				
Salaries and Benefits	-	19,956	-	3,152
Services	-	5,391	9,307	397,989
Materials and Supplies	-	-	332,803	-
Travel	-	-	-	-
Expended for Plant Facilities	-	-	422,030	-
Interest on Indebtedness	-	-	-	-
Federal Pell Grant Program	8,053,111	-	-	-
Federal Supplemental Educational Opportunity Grant	105,916	-	-	-
Private Scholarships	1,780,077	-	-	-
Miscellaneous	-	-	-	-
<b>Total Expenditures and Other Deductions</b>	<b>9,939,104</b>	<b>25,347</b>	<b>764,140</b>	<b>401,141</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures and Other Deductions	(165,379)	1,323,197	20,576	(157,805)
<b>TRANSFERS:</b>				
Non-mandatory Transfers	151,929	-	-	(14,980)
<b>Total Transfers</b>	<b>151,929</b>	<b>-</b>	<b>-</b>	<b>(14,980)</b>
<b>Net Increase (Decrease) for the Year</b>	<b>(13,450)</b>	<b>1,323,197</b>	<b>20,576</b>	<b>(172,785)</b>
Fund Balance June 30, 2013	65,664	126,465	413,515	1,375,076
Fund Balance June 30, 2014	<u>\$ 52,214</u>	<u>\$ 1,449,662</u>	<u>\$ 434,091</u>	<u>\$ 1,202,291</u>

SCHEDULE 6

Unemployment Compensation	Cash Reserve	Workforce Act and Other JTPA Programs	Iowa Industrial New Jobs Training Program	Economic Development	Miscellaneous	Total
\$ -	\$ -	\$ -	\$ -	\$ 876,012	\$ 631,333	\$ 2,504,032
149,650	-	-	-	-	-	2,512,161
-	-	2,070,975	-	-	1,277,668	11,495,826
-	-	5,823	-	-	57,921	63,744
-	-	-	-	-	1,529	1,529
-	-	-	1,393,350	(95,568)	(103,440)	1,194,342
-	-	-	-	528,179	52,286	1,224,405
149,650	-	2,076,798	1,393,350	1,308,623	1,917,297	18,996,039
6,047	-	1,580,507	-	939,835	1,153,452	3,702,949
-	-	388,144	239,268	64,243	465,418	1,569,760
-	-	69,289	15,119	18,854	331,046	767,111
-	-	38,865	30,638	30,463	56,097	156,063
-	-	-	-	-	94,991	517,021
-	-	-	625,214	-	-	625,214
-	-	-	-	-	-	8,053,111
-	-	-	-	-	-	105,916
-	-	-	-	-	43,970	1,824,047
-	-	1,340	483,111	-	37,875	522,326
6,047	-	2,078,145	1,393,350	1,053,395	2,182,849	17,843,518
143,603	-	(1,347)	-	255,228	(265,552)	1,152,521
-	-	-	-	(390,636)	315,922	62,235
-	-	-	-	(390,636)	315,922	62,235
143,603	-	(1,347)	-	(135,408)	50,370	1,214,756
(1,725)	366,380	33,702	1,458,814	4,872,695	1,380,427	10,091,013
\$ 141,878	\$ 366,380	\$ 32,355	\$ 1,458,814	\$ 4,737,287	\$ 1,430,797	\$ 11,305,769

**HAWKEYE COMMUNITY COLLEGE  
AGENCY FUNDS  
COMBINING SCHEDULE OF CHANGES IN DEPOSITS HELD IN CUSTODY FOR OTHERS  
YEAR ENDED JUNE 30, 2014**

	Student Organizations	Contracted Training	Miscellaneous	Total
Balance June 30, 2013	\$ 257,010	\$ 326,830	\$ 279,639	\$ 863,479
<b>ADDITIONS:</b>				
State Appropriations and Grants	-	253,897	-	253,897
Tuition and Fees	223,089	-	-	223,089
Sales and Services	22,695	-	2,233,513	2,256,208
Miscellaneous	51,067	-	-	51,067
Total Additions	296,851	253,897	2,233,513	2,784,261
<b>DEDUCTIONS:</b>				
Salaries and Benefits	41,663	-	37,019	78,682
Services	216,793	229,445	25,978	472,216
Materials and Supplies	46,344	-	2,182,096	2,228,440
Travel	8,356	-	-	8,356
Miscellaneous	7,698	-	-	7,698
Total Deductions	320,854	229,445	2,245,093	2,795,392
Balance June 30, 2014	<u>\$ 233,007</u>	<u>\$ 351,282</u>	<u>\$ 268,059</u>	<u>\$ 852,348</u>

HAWKEYE COMMUNITY COLLEGE  
 SCHEDULE OF CREDIT/CONTACT HOUR ENROLLMENT  
 YEAR ENDED JUNE 30, 2014

	Credit Hours			Contact Hours		
	Eligible for Aid	Not Eligible for Aid	Total	Eligible for Aid	Not Eligible for Aid	Total
Arts and Sciences	71,259	-	71,259			
Career Tech	53,159	-	53,159			
Non-Credit	-	-	-	391,194	13,960	405,154
Total	<u>124,418</u>	<u>-</u>	<u>124,418</u>	<u>391,194</u>	<u>13,960</u>	<u>405,154</u>

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**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF TAX AND INTERGOVERNMENTAL REVENUES  
FOR THE LAST TEN YEARS**

	Years Ended June 30,				
	2014	2013	2012	2011	2010
Local (Property Tax)	\$ 8,410,452	\$ 8,125,536	\$ 7,616,726	\$ 7,565,783	\$ 6,890,306
State	16,097,835	15,606,493	12,860,686	12,435,369	12,927,107
Federal	<u>12,217,312</u>	<u>12,662,733</u>	<u>13,900,279</u>	<u>15,210,266</u>	<u>16,573,673</u>
Total	<u>\$ 36,725,599</u>	<u>\$ 36,394,762</u>	<u>\$ 34,377,691</u>	<u>\$ 35,211,418</u>	<u>\$ 36,391,086</u>

	Years Ended June 30,				
	2009	2008	2007	2006	2005
Local (Property Tax)	\$ 7,073,144	\$ 5,509,468	\$ 6,759,565	\$ 6,584,025	\$ 6,056,036
State	14,593,950	13,848,935	12,318,253	12,001,695	10,597,041
Federal	<u>9,600,696</u>	<u>8,585,768</u>	<u>7,900,156</u>	<u>8,640,955</u>	<u>8,785,557</u>
Total	<u>\$ 31,267,790</u>	<u>\$ 27,944,171</u>	<u>\$ 26,977,974</u>	<u>\$ 27,226,675</u>	<u>\$ 25,438,634</u>



**HAWKEYE COMMUNITY COLLEGE  
CURRENT FUND REVENUES BY SOURCE AND EXPENDITURES BY FUNCTION  
FOR THE LAST TEN YEARS**

	Years Ended June 30,				
	2014	2013	2012	2011	2010
<b>Revenues:</b>					
State Appropriations	\$ 15,697,835	\$ 13,549,640	\$ 12,424,445	\$ 12,295,053	\$ 12,268,793
Tuition and Fees	19,168,702	19,133,475	18,571,387	19,021,047	17,097,104
Property Tax	4,277,771	3,276,900	3,066,894	3,333,037	2,671,573
Federal Appropriations	12,217,312	12,662,733	13,900,279	15,184,989	16,008,293
Interest on Investments	173,207	86,313	109,604	177,646	432,153
Iowa Industrial New Jobs Training Program	1,194,342	2,809,463	3,930,802	2,868,437	3,294,700
Auxiliary Enterprises	2,186,038	2,116,873	2,396,957	2,925,415	3,132,030
Miscellaneous	<u>1,958,797</u>	<u>1,829,326</u>	<u>2,099,885</u>	<u>2,031,041</u>	<u>2,346,239</u>
Total	<u>\$ 56,874,004</u>	<u>\$ 55,464,723</u>	<u>\$ 56,500,253</u>	<u>\$ 57,836,665</u>	<u>\$ 57,250,885</u>
<b>Expenditures:</b>					
Liberal Arts and Sciences	\$ 6,690,837	\$ 7,576,779	\$ 7,143,778	\$ 6,530,382	\$ 6,034,637
Vocational Technical	9,850,670	9,856,494	9,435,893	9,557,818	8,571,867
Adult Education	4,761,973	3,067,166	2,580,395	2,429,625	1,705,003
Cooperative Services	3,899,676	4,599,275	5,389,973	4,117,198	7,318,191
Administration	2,265,799	2,607,332	3,541,248	2,549,778	4,767,847
Student Services	3,399,493	3,072,403	2,970,292	2,633,091	2,358,329
Learning Resources	878,858	790,155	819,601	713,523	762,633
Physical Plant	4,297,787	4,324,389	4,595,790	3,547,685	3,415,783
General Institution	6,583,374	6,555,564	7,434,657	7,163,263	6,415,669
Auxiliary Enterprises	2,792,120	2,441,526	2,646,111	2,963,456	2,314,838
Scholarships and Grants	9,939,104	10,637,681	11,688,960	12,378,999	10,573,721
Loan Cancellations& Bad Debts	-	-	-	-	-
Interest on Indebtedness	<u>625,214</u>	<u>625,214</u>	<u>776,146</u>	<u>907,771</u>	<u>990,577</u>
Total	<u>\$ 55,984,905</u>	<u>\$ 56,153,978</u>	<u>\$ 59,022,844</u>	<u>\$ 55,492,589</u>	<u>\$ 55,229,095</u>

	2009	2008	2007	2006	2005
\$	14,345,543	\$ 13,707,374	\$ 12,175,824	\$ 11,650,270	\$ 10,597,041
	15,085,782	14,167,513	13,689,822	13,120,651	12,378,473
	3,077,650	1,753,241	3,168,865	3,099,872	2,585,590
	9,600,696	8,585,768	7,900,156	8,640,955	8,785,557
	535,904	1,483,132	1,956,956	1,395,416	703,697
	4,154,074	3,529,935	3,090,789	5,405,079	3,309,867
	3,300,806	3,236,020	2,779,109	2,654,448	2,468,754
	<u>2,839,909</u>	<u>1,892,853</u>	<u>1,943,426</u>	<u>1,462,271</u>	<u>1,170,881</u>
\$	<u>52,940,364</u>	<u>48,355,836</u>	<u>46,704,947</u>	<u>47,428,962</u>	<u>41,999,860</u>
\$	6,539,305	\$ 5,850,308	\$ 6,041,749	\$ 5,057,359	\$ 5,292,260
	8,746,126	8,225,880	7,942,304	8,045,658	7,849,353
	2,232,503	2,121,382	2,366,688	3,106,555	3,095,073
	6,456,505	4,992,297	4,728,957	5,281,009	4,573,606
	3,046,212	3,060,923	2,770,850	2,387,875	1,627,592
	2,391,466	2,215,574	2,065,897	2,114,127	1,891,325
	799,826	801,075	786,252	777,156	873,833
	3,396,065	3,042,744	3,419,172	3,137,263	3,045,993
	6,225,230	5,742,150	4,308,703	4,911,479	4,789,014
	3,002,400	1,989,728	3,070,686	2,718,167	2,563,282
	6,834,454	6,259,914	5,541,916	5,788,459	6,065,625
	-	-	-	-	51,769
	<u>951,985</u>	<u>920,862</u>	<u>871,687</u>	<u>-</u>	<u>-</u>
\$	<u>50,622,077</u>	<u>45,222,837</u>	<u>43,914,861</u>	<u>43,325,107</u>	<u>41,718,725</u>

**HAWKEYE COMMUNITY COLLEGE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**YEAR ENDED JUNE 30, 2014**

Grantor/Program	CFDA Number	Program Expenditures	New Loans and New Loan Guarantees
<b>DIRECT:</b>			
U. S. Department of Education:			
Student Financial Aid – Cluster:			
Federal Supplemental Educational Opportunity Grants (FSEOG)	84.007	\$ 105,916	\$ -
Federal Work-Study Program (FWS)	84.033	145,898	-
Federal Pell Grant Program	84.063	8,053,111	-
Federal Direct Student Loans	84.268	-	18,208,162
Total Student Financial Aid Cluster		8,304,925	18,208,162
C-Campis	84.335	53,297	-
TRIO - Student Support Services	84.042	253,946	-
Total Direct U.S. Department of Education		8,612,168	18,208,162
Corporation for National and Community Services:			
Senior Companion Program	94.016	322,370	-
Total Direct Expenditures		8,934,538	18,208,162
<b>INDIRECT:</b>			
U.S. Department of Education:			
Indirect through the Iowa Department of Education:			
Adult Education - State Grant Program	84.002	197,359	-
Vocational Education - Basic Grants to States	84.048	366,394	-
Fund for the Improvement of Postsecondary Education	84.116	6,154	-
Total Indirect U.S. Department of Education		569,907	-
U.S. Department of Labor:			
Indirect through Iowa Workforce Development:			
Employment Service Cluster:			
Employment Service - Disability Employment Initiative	17.207	70,625	-
Workforce Investment Act - Cluster (WIA):			
WIA Adult Program	17.258	169,013	-
WIA Youth Program	17.259	250,727	-
WIA Dislocated Workers	17.278	180,520	-
		600,260	-
Indirect through Northeast Iowa Community College:			
Trade Adjustment Assistance Community College and Career Training	17.282	276,856	-
Indirect through Des Moines Area Community College:			
Trade Adjustment Assistance Community College and Career Training	17.282	261,079	-
Total Indirect U.S. Department of Labor		1,208,820	-
National Science Foundation:			
Indirect through Iowa State University			
Education and Human Resources	47.076	23,076	-
U.S. Department of Health and Human Services:			
Indirect through Iowa Workforce Development:			
Temporary Assistance for Needy Families Cluster:			
Temporary Assistance for Needy Families	93.558	1,400,089	-

HAWKEYE COMMUNITY COLLEGE  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED JUNE 30, 2014

Grantor/Program	CFDA Number	Program Expenditures	New Loans and New Loan Guarantees
<b>INDIRECT (Continued):</b>			
U.S. Department of Agriculture:			
Indirect through Iowa Department of Education:			
Child and Adult Care Food Program	10.558	11,761	-
Total Indirect Expenditures		3,213,653	-
Total Direct and Indirect Expenditures		\$ 12,148,191	\$ 18,208,162

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**Note 1 -- BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Hawkeye Community College and is presented on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
Hawkeye Community College  
Waterloo, Iowa

We have audited, in accordance with the auditing standards generally accepted in the United State of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Hawkeye Community College, Waterloo, Iowa, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Hawkeye Community College's basic financial statements and have issued our report thereon dated December 23, 2014. Other auditors audited the financial statements of Hawkeye Community College Foundation, as described in our report on Hawkeye Community College's financial statements. The financial statements of Hawkeye Community College Foundation were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting or instances of reportable noncompliance associated with that portion of the entity.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Hawkeye Community College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hawkeye Community College's internal control. Accordingly, we do not express an opinion on the effectiveness of the Community College's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Questioned Costs, 2014-001, that we consider to a significant deficiency.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Hawkeye Community College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance that are required to be reported under *Government Auditing Standards*.

## Hawkeye Community College's Response to Findings

Hawkeye Community College's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The College's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of Hawkeye Community College during the course of our audit. Should you have any questions concerning any of the above matters, we would be pleased to discuss them with you at your convenience.

*Williams & Company, P.C.*  
Certified Public Accountants

Spencer, Iowa  
December 23, 2014



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED  
BY OMB CIRCULAR A-133**

Board of Trustees  
Hawkeye Community College  
Waterloo, Iowa

**Report on Compliance for Each Major Federal Program**

We have audited Hawkeye Community College's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Hawkeye Community College's major federal programs for the year ended June 30, 2014. Hawkeye Community College's major federal programs are identified in Part I, Summary of Auditors' Results, of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of Hawkeye Community College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Hawkeye Community College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on Hawkeye Community College's compliance.

***Opinion on Each Major Federal Program***

In our opinion, Hawkeye Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

***Other Matters***

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying Schedule of Findings and Questioned Costs as item 2014-006. Our opinion on each major federal program is not modified with respect to this matter.



Hawkeye Community College's response to the noncompliance finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The College's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control over Compliance**

Management of Hawkeye Community College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above.

In planning and performing our audit of compliance, we considered Hawkeye Community College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to tests and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Hawkeye Community College's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct non-compliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying Schedule of Findings and Questioned Costs as item 2014-002, 2014-003, 2014-004, and 2014-005 that we consider to be significant deficiencies.

Hawkeye Community College's responses to the internal control over compliance findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The College's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*Williams & Company, P.C.*

Certified Public Accountants

Spencer, Iowa  
December 23, 2014

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2014**

**PART I – SUMMARY OF AUDITORS' RESULTS**

- (A) An unmodified opinion was issued on the financial statements.
- (B) A significant deficiency in internal control over financial reporting was disclosed by the audit of the financial statements.
- (C) The audit did not disclose any non-compliance which is material to the financial statements.
- (D) Significant deficiencies in internal control over major programs were disclosed by the audit of the financial statements.
- (E) An unmodified opinion was issued on compliance with requirements applicable to each major program.
- (F) The audit disclosed audit findings which were required to be reported in accordance with Office of Management and Budget Circular A-133, Section .510(a).
- (G) Major programs were as follows:
  - Student Financial Aid Cluster:
    - CFDA Number 84.007 – Federal Supplemental Educational Opportunity Grant (FSEOG)
    - CFDA Number 84.033 – Federal Work-Study Program
    - CFDA Number 84.063 – Federal Pell Grant Program
    - CFDA Number 84.268 – Federal Direct Student Loans
  - WIA Investment Act Cluster (WIA):
    - CFDA Number 17.258 – WIA Adult Program
    - CFDA Number 17.259 – WIA Youth Program
    - CFDA Number 17.278 – WIA Dislocated Workers
  - Other Major Programs:
    - CFDA Number 94.016 – Senior Companion Program
    - CFDA Number 93.558 – Temporary Assistance for Needy Families
- (H) The dollar threshold used to distinguish between Type A and Type B was \$300,000.
- (I) Hawkeye Community College did not qualify as a low-risk auditee.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2014**

**PART II – FINDING RELATED TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**

SIGNIFICANT DEFICIENCY:

2014-001 Financial Reporting – During the audit, we identified immaterial amounts of fixed assets, health insurance payable and prepaid expenses recorded or not properly recorded in the College's financial statements.

Recommendation – The College should continue to refine year-end closing processes that provide for reconciliation of certain account balances to ensure timely and accurate financial reporting. The College should also implement additional procedures to ensure all fixed assets, health insurance payable and prepaid expenses are properly identified, classified, and included in the College's financial statements.

Response – We will continue to improve closing processes and implement additional procedures to ensure the proper amounts are recorded in the financial statements in the future.

Conclusion - Response accepted.

INSTANCES OF NON-COMPLIANCE: No matters were reported.

**PART III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

SIGNIFICANT DEFICIENCIES:

**CFDA Number 94.016 – Senior Companion Program**

2014-002 Condition - During our review of internal control procedures over the Senior Companion Program, we identified two paychecks out of sixty where the amount paid to the senior companion did not agree with the approved timesheet.

Recommendation – The College should review payroll procedures to ensure the calculations on timesheets are being appropriately computed.

Response – We have reviewed and updated payroll procedures and will continue verification processes to assure payroll amounts paid agree with the approved timesheets.

Conclusion – Response accepted.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2014**

**PART III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS (Continued)**

SIGNIFICANT DEFICIENCIES (continued):

**CFDA Number 17.258 – WIA Adult Program  
CFDA Number 17.259 – WIA Youth Program  
CFDA Number 17.278 – WIA Dislocated Workers  
CFDA Number 93.558 – Temporary Assistance for Needy Families**

2014-003 Expense Allocation - During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified three paychecks out of forty where the amount of payroll expense allocated between the programs did not agree with the approved timesheet.

Recommendation – The College should review payroll procedures to ensure the expenses are properly allocated.

Response – We will modify procedures to include verification steps assuring payroll allocations agree with backup timesheets.

Conclusion – Response accepted.

**CFDA Number 17.258 – WIA Adult Program  
CFDA Number 17.259 – WIA Youth Program  
CFDA Number 17.278 – WIA Dislocated Workers  
CFDA Number 93.558 – Temporary Assistance for Needy Families**

2014-004 Expense Approval - During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified two expenses out of forty that were missing proper approval.

Recommendation – The College should review procedures to ensure the expenses are properly approved.

Response – Existing procedures requiring appropriate approval of all expenses will be enforced.

Conclusion – Response accepted.

**CFDA Number 17.258 – WIA Adult Program  
CFDA Number 17.259 – WIA Youth Program  
CFDA Number 17.278 – WIA Dislocated Workers**

2014-005 Eligibility Approval - During our review of internal control procedures over the WIA Cluster, we identified seven applications out of forty that were missing proper approval.

Recommendation – The College should review procedures to ensure the applications are properly approved.

Response – We will modify procedures to ensure all applications are properly approved, including Team Lead review and initialization followed by review and final signature by the Director.

Conclusion – Response accepted.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2014**

**PART III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS (Continued)**

INSTANCES OF NON-COMPLIANCE:

**CFDA Number 94.016 – Senior Companion Program**

2014-006 Earmarking Requirements - During our review of compliance requirements of the Senior Companion Program, we identified that earmarking requirements were not met for the current year. Compliance requirements require that an amount equal to 80% of the Federal share of the grant must be used for stipend and other direct benefits for Senior Companions.

Recommendation – The College should review grant monitoring procedures to ensure the earmarking requirements are being met in the future.

Response – The shortfall in meeting compliance requirements was due to a shortage of volunteers. To address this issue, we have increased recruiting efforts and targeted specific organizations likely to generate volunteers. Although the earmarking requirements weren't met in this first year, we expect the requirements to be met over the three year life of the Program.

Conclusion – Response accepted.

**PART IV – OTHER FINDINGS RELATED TO REQUIRED STATUTORY REPORTING**

- IV-A-14: Certified Budget – Expenditures for the year ended June 30, 2014, did not exceed the amounts budgeted.
- IV-B-14: Questionable Disbursements – No expenditures we believe did not meet the requirement of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.
- IV-C-14: Travel Expense – No expenditures of Hawkeye Community College money for travel expenses of spouses of College officials or employees were noted. No travel advances to College officials or employees were noted.
- IV-D-14: Business Transactions – No business transactions between the Community College and the Community College officials or employees greater than \$2,500 were noted.
- IV-E-14: Bond Coverage – Surety bond coverage of Community College officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to insure that the coverage is adequate for current operations.
- IV-F-14: Board Minutes – No transactions were found that we believe should have been approved in the Board minutes but were not.
- IV-G-14: Publication – The Community College published a statement showing the receipt and disbursement of all funds, including the names of all persons, firms or corporations to which disbursements were made, as required by Section 260C.14(12) of the Code of Iowa.
- IV-H-14: Deposits and Investments – No instances of noncompliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the College's investment policy were noted.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2014**

**PART IV – OTHER FINDINGS RELATED TO REQUIRED STATUTORY REPORTING (Continued)**

IV-I-14: Credit/Contact Hours – Eligible credit and contact hours reported to the Iowa Department of Education by the College were supported by detailed records maintained by the Community College, except for an overstatement of 10 credit hours, as shown below:

	Reported	Total per Supporting Documentation	Difference
Arts and Sciences: Credit Hours	71,269	71,259	(10)

Recommendation – The College should develop procedures to ensure the report submitted to the Iowa Department of Education is supported by detailed records.

Response – The College will continue to monitor credit/contact hours to ensure all reports submitted are supported by the College's detailed records.

Conclusion – Response accepted.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF PRIOR YEAR FINDINGS  
JUNE 30, 2014**

**SIGNIFICANT DEFICIENCIES:**

III-A-13 Finding - During our review of internal control procedures over the Senior Companion Program, we identified one companion file out of eighteen that was missing the companion application for the program. We also identified one file out of eighteen that was missing the program director's approval of the companion application. We also found four files out of eighteen that lacked documentation of the required eligibility requirements.

Recommendation – The College should analyze review procedures regarding the companion files to ensure the required documentation is maintained. A checklist for each companion's file filled out by the reviewer would help ensure all documentation was gathered and is included in the file.

Current Status – No issues related to the approval of companion applications or documentation of eligibility requirements were found during the current year testing, procedures appear to have been implemented.

III-B-13 Finding - During our review of internal control procedures over the Senior Companion Program, we identified three paychecks out of forty where the amount paid to the senior companion did not agree with the approved timesheet.

Recommendation – The College should review payroll procedures to ensure the calculations on timesheets are being appropriately computed.

Current Status – This recommendation is still in process.

**INSTANCES OF NON-COMPLIANCE:**

III-C-13 Finding - During our review of compliance requirements over the Senior Companion Program, we identified four companion files out of eighteen that lacked necessary documentation to determine eligibility.

Recommendation – The College should analyze review procedures regarding the companion files to ensure the required documentation is maintained. A checklist for each companion's file filled out by the reviewer would help ensure all documentation was gathered and is included in the file.

Current Status – No issues related to the documentation of eligibility requirements were found during the current year testing, procedures appear to have been implemented.

**HAWKEYE COMMUNITY COLLEGE  
CORRECTIVE ACTION PLAN FOR FEDERAL AUDIT FINDINGS  
JUNE 30, 2014**

Corporation for National and Community Services, Department of Labor, or Department of Health and Human Services:

Hawkeye Community College, respectfully submits the following corrective action plan for the year ended June 30, 2014.

The audit was performed by Williams & Company, P.C., P.O. Box 908, Spencer, Iowa, for the fiscal year ended June 30, 2014.

The findings from the June 30, 2014 Schedule of Findings and Questioned Costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule. Part I of the schedule, Summary of Independent Auditor's Results, does include a finding and is not addressed.

The audit disclosed significant deficiencies as identified in Part III of the accompanying Schedule of Findings and Questioned Costs.

**SIGNIFICANT DEFICIENCIES:**

2014-002 Expense Recording – Senior Companion Program CFDA Number 94.016

Observation - During our review of internal control procedures over the Senior Companion Program, we identified two paychecks out of sixty where the amount paid to the senior companion did not agree with the approved timesheet.

Recommendation – The College should review payroll procedures to ensure the calculations on timesheets are being appropriately computed.

Response – We have reviewed and updated payroll procedures and will continue verification processes to assure payroll amounts paid agree with the approved timesheets.

Conclusion – Response accepted.

2014-003 Expense Allocation – WIA Adult Program CFDA Number 17.258; WIA Youth Program CFDA Number 17.259; WIA Dislocated Workers CFDA Number 17.278; Temporary Assistance for Needy Families CFDA Number 93.558

Observation – During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified three paychecks out of forty where the amount of payroll expense allocated between the programs did not agree with the approved timesheet.

Recommendation – The College should review payroll procedures to ensure the expenses are properly allocated.

Response – We will modify procedures to include verification steps assuring payroll allocations agree with backup timesheets.

Conclusion – Response accepted.



**HAWKEYE COMMUNITY COLLEGE**  
**CORRECTIVE ACTION PLAN FOR FEDERAL AUDIT FINDINGS (Continued)**  
**JUNE 30, 2014**

SIGNIFICANT DEFICIENCIES (Continued):

2014-004 Expense Approval – WIA Adult Program CFDA Number 17.258; WIA Youth Program CFDA Number 17.259; WIA Dislocated Workers CFDA Number 17.278; Temporary Assistance for Needy Families CFDA Number 93.558

Observation - During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified two expenses out of forty that were missing proper approval.

Recommendation – The College should review procedures to ensure the expenses are properly approved.

Response – Existing procedures requiring appropriate approval of all expenses will be enforced.

Conclusion – Response accepted.

2014-005 Expense Approval – WIA Adult Program CFDA Number 17.258; WIA Youth Program CFDA Number 17.259; WIA Dislocated Workers CFDA Number 17.278

Observation - During our review of internal control procedures over the WIA Cluster, we identified seven applications out of forty that were missing proper approval.

Recommendation – The College should review procedures to ensure the applications are properly approved.

Response – We will modify procedures to ensure all applications are properly approved, including Team Lead review and initialization followed by review and final signature by the Director.

Conclusion – Response accepted.

INSTANCES OF NON-COMPLIANCE:

**CFDA Number 94.016 – Senior Companion Program**

2014-006 Earmarking Requirements – Senior Companion Program CFDA Number 94.016

Observation - During our review of compliance requirements of the Senior Companion Program, we identified that earmarking requirements were not met for the current year. Compliance requirements require that an amount equal to 80% of the Federal share of the grant must be used for stipend and other direct benefits for Senior Companions.

Recommendation – The College should review grant monitoring procedures to ensure the earmarking requirements are being met in the future.

Response – The shortfall in meeting compliance requirements was due to a shortage of volunteers. To address this issue, we have increased recruiting efforts and targeted specific organizations likely to generate volunteers. Although the earmarking requirements weren't met in this first year, we expect the requirements to be met over the three year life of the Program.

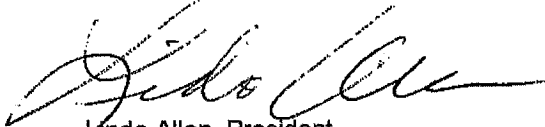
Conclusion – Response accepted.

**HAWKEYE COMMUNITY COLLEGE**  
**CORRECTIVE ACTION PLAN FOR FEDERAL AUDIT FINDINGS (Continued)**  
**JUNE 30, 2014**

If the Corporation for National and Community Services, Department of Labor, or Department of Health and Human Services has questions regarding this plan, please call Linda Allen at 319-296-4201.

Sincerely yours,

HAWKEYE COMMUNITY COLLEGE



Linda Allen, President



# 2014-2015

## Independent Auditors' Report Financial Statements and Supplemental Information Schedule of Findings and Questioned Costs

For the year ended June 30, 2015



State of Iowa – Area VII Community College

**HAWKEYE COMMUNITY COLLEGE  
WATERLOO, IOWA**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

**HAWKEYE COMMUNITY COLLEGE  
1501 EAST ORANGE ROAD  
WATERLOO, IA 50701  
[www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)**

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**HAWKEYE COMMUNITY COLLEGE  
OFFICIALS**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
<b>Board of Trustees</b>		
Casey McLaughlin	Chairperson	2015
Jay Nardini	Vice Chairperson	2015
Teresa Meyer	Member	2015
David Krejchi	Member	2017
Bruce Clark	Member	2017
Gene Ficken	Member	2017
Ronald McGregor	Member	2015
John Schuller	Member	2017
Joan Webster-Vore	Member	2017

**Community College  
(As of June 30, 2015)**

Linda Allen	President
Daniel Gillen	Vice President, Administration and Finance
Julie Thomas	Board Treasurer
Donna McNulty	President Secretary
Denise Dunn	Board Secretary





## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Hawkeye Community College  
Waterloo, Iowa

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Hawkeye Community College, Waterloo, Iowa, and its discretely presented component unit as of and for the year ended June 30, 2015 and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents of this report.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of Hawkeye Community College Foundation (a discretely presented component unit of the Community College discussed in Note 1), which statements reflect total assets of \$7,092,414 and total revenues of \$1,164,781 for the year then ended. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for Hawkeye Community College Foundation, is based solely on the report of other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The financial statements of Hawkeye Community College Foundation were not audited in accordance with *Government Auditing Standards*.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of Hawkeye Community College and its discretely presented component unit as of June 30, 2015, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

203 North Grand Avenue      P.O. Box 908      Spencer, Iowa 51301-0908  
712-262-1500      -2 FAX 712-262-2920

## ***Emphasis of Matter***

As discussed in Note 14 to the financial statements, Hawkeye Community College adopted new accounting guidance related Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27*. Our opinion is not modified with respect to this matter.

## ***Other Matters***

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Schedule of Funding Progress for the Retiree Health Plan, the Schedule of the College's Proportionate Share of the Net Pension Liability, the Schedule of College Contributions, and Notes to Required Supplementary Information – Net Pension Liability on pages 4 through 9 and 33 through 37 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Hawkeye Community College's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the eight years ended June 30, 2014 (which is not presented herein) and expressed unmodified opinions on those financial statements. We did not previously audit, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the year ended June 30, 2006. The other supplementary information included in Schedules 1 through 10, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards, Schedule 11, is presented for purposes of additional analysis as required by U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplementary information and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

## ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2016, on our consideration of Hawkeye Community College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hawkeye Community College's internal control over financial reporting and compliance.

*Williams & Company, P.C.*  
Certified Public Accountants

Spencer, Iowa  
January 15, 2016



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**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2015**

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Management of Hawkeye Community College provides this Management's Discussion and Analysis of the College's annual financial statements. This narrative overview and analysis of the financial activities of Hawkeye Community College is for the fiscal year ended June 30, 2015. We are also discretely presenting financial information about the Hawkeye Community College Foundation (Foundation). We encourage readers to consider this information in conjunction with the College's financial statements, which follow.

**FINANCIAL HIGHLIGHTS**

- College operating revenues totaled \$32,393,362 for fiscal year 2015, and increased \$4,710,933, as compared to fiscal year 2014 operating revenues of \$27,682,429. The increase resulted primarily from an increase in federal appropriations and Iowa Industrial New Jobs Training Program (INJTP) revenue.
- College operating expenses totaled \$58,109,167 for fiscal year 2015 and increased \$8,697,105, as compared to fiscal year 2014 operating expenses of \$49,412,062. The increase resulted primarily from Vocational Technical expenditures related to Workforce Training & Economic Development (WTED) and Iowa's Information Technology, Healthcare, Utilities, and Manufacturing (IHUM) programs.
- The College's net position decreased 8.5%, or \$6,973,720, from the year ended June 30, 2014. The decrease was primarily due to the implementation of Governmental Accounting Standards Board (GASB) 68 whereby the College is now required to account for its Net Pension Liability as a proportional share of the unfunded Iowa Public Employee Retirement System (IPERS).

**USING THE ANNUAL REPORT**

The annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the College's financial activities.

The Basic Financial Statements consist of a statement of net position, a statement of revenues, expenses, and changes in net position and a statement of cash flows. These provide information about the activities of the College as a whole and present an overall view of the College's finances.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information presents a Schedule of Funding Progress for the Retiree Health Plan, Schedule of the College's Proportionate Share of the Net Pension Liability, and Schedule of College Contributions.

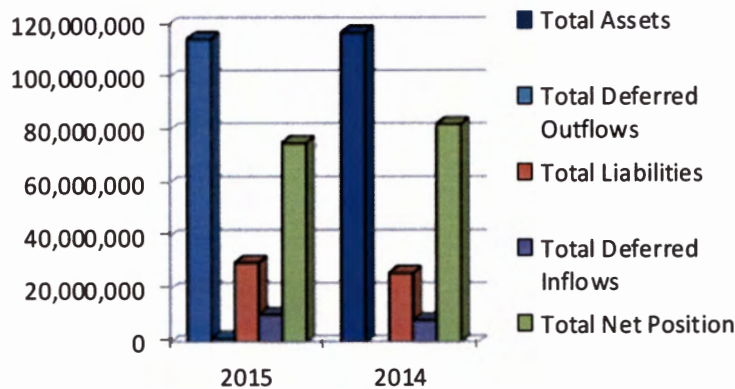
Other Supplementary Information provides detailed information about the individual funds. The Budgetary Comparison Schedule of Expenditures – Budget to Actual further explains and supports the financial statements with a comparison of the College's budget for the year. In addition, the Schedule of Expenditures of Federal Awards provides details of various federal programs benefiting the College.

## REPORTING THE COLLEGE'S FINANCIAL ACTIVITIES

### The Statement of Net Position

The statement of net position presents the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the College as a whole, as of the end of the fiscal year June 30, 2015. The statement of net position is a point-in-time financial statement. The purpose of this statement is to present a fiscal snapshot of the College to the readers of the financial statements. The statement of net position includes year-end information concerning current and non-current assets, deferred outflows of resources, current and non-current liabilities, deferred inflows of resources, and net position. Over time, readers of the financial statements will be able to determine the College's financial position by analyzing the increases and decreases in net position. This statement is also a good source for readers to determine how much the College owes to outside vendors and creditors. The statement also presents the available assets that can be used to satisfy those liabilities.

	June 30, 2015	June 30, 2014 (not restated)
Current and Other Assets	\$ 56,063,042	\$ 59,626,331
Capital Assets, Net of Accumulated Depreciation	58,282,119	57,024,101
<b>Total Assets</b>	<b>114,345,161</b>	<b>116,650,432</b>
Deferred Outflows of Resources	1,385,410	-
Current Liabilities	11,932,257	12,066,936
Non-current Liabilities	18,135,686	14,113,705
<b>Total Liabilities</b>	<b>30,067,943</b>	<b>26,180,641</b>
Deferred Inflows of Resources	10,475,426	8,308,869
<b>Net Position:</b>		
Net Investment in Capital Assets	58,282,119	54,978,931
Restricted	11,616,293	12,078,289
Unrestricted	5,288,790	15,103,702
<b>Total Net Position</b>	<b>\$ 75,187,202</b>	<b>\$ 82,160,922</b>



### Comparison of Net position

A portion of the College's net position (77.5%) is invested in capital assets (e.g., land, buildings and equipment), less the related debt. The debt related to the invested in capital assets is liquidated with resources other than capital assets. The restricted portion of the net position (15.5%) includes resources that are subject to external restrictions. The remaining net position (7.0%) is the unrestricted net position that can be used to meet the College's obligations as they come due.

## Statement of Revenues, Expenses and Changes in Net Position

Changes in total net position as presented on the Statement of Net Position are based on the activity presented in the Statement of Revenues, Expenses and Changes in Net Position. The purpose of the statement is to present the revenues earned by the College, both operating and non-operating, and the expenses incurred by the College, operating and non-operating, and any other revenues, expenses, gains and losses received or spent by the College.

In general, a public college, such as Hawkeye Community College, will report an operating loss since the financial reporting model classifies state appropriations and property taxes as non-operating revenues. Operating revenues are received for providing goods and services to the various students, customers and constituencies of the College. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the College. Non-operating revenues are revenues received for which goods and services are not provided. The utilization of capital assets is reflected in the financial statements as depreciation, which allocates the cost of an asset over its expected useful life.

### Changes in Net Position

	Year Ended June 30, 2015	Year Ended June 30, 2014 (not restated)
Operating Revenues:		
Tuition and Fees	\$ 17,732,024	\$ 19,168,702
Less: Scholarship Allowances	<u>(8,214,705)</u>	<u>(8,717,248)</u>
Tuition and Fees, net of scholarship allowances	9,517,319	10,451,454
Federal Appropriations	13,559,712	12,217,312
Iowa Industrial New Jobs Training Program	3,813,684	1,194,342
Auxiliary Enterprises Revenue, net of scholarships	2,133,658	1,865,332
Gifts and Grants	95,959	63,744
Miscellaneous	<u>3,273,030</u>	<u>1,890,245</u>
Total Operating Revenues	32,393,362	27,682,429
Total Operating Expenses	<u>58,109,167</u>	<u>49,412,062</u>
Operating Loss	(25,715,805)	(21,729,633)
Non-Operating Revenues (Expenses)		
State Appropriations	17,099,053	16,097,835
Property Taxes	8,262,008	8,410,452
Interest Income from Investments	277,070	173,446
Gain (Loss) on Sale of Capital Assets	(176,488)	2,620
Interest on Indebtedness	<u>(514,188)</u>	<u>(701,413)</u>
Net Non-Operating Revenues	24,947,455	23,982,940
Increase (Decrease) in Net Position	(768,350)	2,253,307
Net Position Beginning of Year - Restated	75,955,552	79,907,615
Net Position End of Year	<u>\$ 75,187,202</u>	<u>\$ 82,160,922</u>

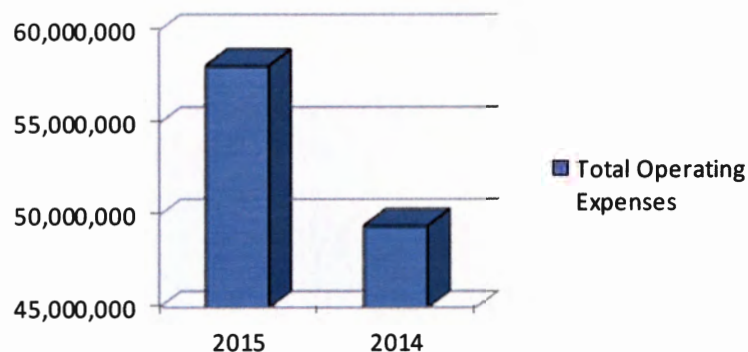
The fiscal year 2015 beginning net position was restated to implement GASB Statement No. 68. The restatement reduced beginning net position by \$6,205,370, from \$82,160,922 as of June 30, 2014, to \$75,955,552 as of July 1, 2014. More detailed information about the restatement is presented in Note 14 to the basic financial statements. Net position of the College decreased \$768,750 as a result of operations during fiscal year 2015.

In fiscal year 2015, the major fluctuations in revenues were a result of the following changes:

- Decrease in tuition and fees due to declining enrollment.
- Federal Appropriations increased due primarily to the new IHUM funding.
- INJTP revenues increased due to the timing of the projects and the variability of the revenue accounts. Overall revenue is influenced not only by the withholding diversion received from the companies, but also the amount of reimbursed expenses the companies experienced throughout the year.
- Miscellaneous revenue increased primarily due to reimbursements from the Operating Equipment Protection Insurance program.

### Operating Expenses

	Year Ended June 30, 2015	Year Ended June 30, 2014
<b>Education and Support:</b>		
Liberal Arts and Sciences	\$ 7,370,096	\$ 6,690,837
Vocational Technical	16,264,681	9,641,726
Adult Education	4,689,368	4,761,973
Cooperative Services	5,345,385	3,899,676
General Administration	1,953,527	2,265,799
Student Services	3,939,035	3,399,493
Learning Resources	1,143,181	878,858
Physical Plant	3,679,968	3,629,241
General Institution	6,887,909	8,047,467
Sub-total	<u>51,273,150</u>	<u>43,215,070</u>
Auxiliary Enterprises	2,784,313	2,659,540
Scholarships and Grants	1,107,943	901,150
Depreciation Expense	<u>2,943,761</u>	<u>2,636,302</u>
<b>Total</b>	<u><u>\$ 58,109,167</u></u>	<u><u>\$ 49,412,062</u></u>



In fiscal year 2015, the major fluctuations in operating expenses were a result of the following factors:

- Vocational Technical expenses increased due primarily to WTED and IHUM programs.
- Cooperative Services expenditures increased due to expanded use of INJTP training funds in the current year.

## Statement of Cash Flows

The statement of cash flows is an important tool in helping the users to assess the College's ability to generate future net cash flows, its ability to meet its obligations as they come due, and its need for external financing. The statement of cash flows presents information related to cash inflows and outflows, summarized by operating, non-capital financing, capital financing and investing activities.

### Cash Flows

	Year Ended June 30, 2015	Year Ended June 30, 2014
Cash and Cash Equivalents Provided (Used) by:		
Operating Activities	\$ (24,717,554)	\$ (15,932,927)
Non-Capital Financing Activities	25,361,061	24,508,287
Capital and Related Financing Activities	(6,900,400)	(6,815,744)
Investing Activities	9,726,624	(2,588,900)
Net Increase (Decrease) in Cash and Cash Equivalents	3,469,731	(829,284)
Cash and Cash Equivalents at Beginning of Year	1,831,641	2,660,925
Cash and Cash Equivalents at End of Year	\$ 5,301,372	\$ 1,831,641

Cash used by operating activities includes tuition, fees, grants and contracts, net of payments to employees and to suppliers. Cash provided by non-capital financing activities includes state appropriations and local property taxes received by the College. Cash used by capital and related financing activities represents the proceeds from debt, the principal and interest payments on debt and the purchase of capital assets. Cash provided by investing activities includes investment income earned.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

As of June 30, 2015, the College had \$58,282,119 invested in capital assets, which was net of accumulated depreciation of \$35,056,969. Depreciation expense totaled \$2,943,761 for fiscal year 2015. Details of the capital assets are shown below.

### Capital Assets, Net, at Year-End

	June 30, 2015	June 30, 2014
Land	\$ 379,179	\$ 379,179
Construction in Progress	2,599,570	1,410,824
Capital Assets Not Depreciated	2,978,749	1,790,003
Buildings	30,619,581	31,248,321
Other Structures and Improvements	18,985,556	18,526,374
Furniture and Equipment	5,698,233	5,459,403
Capital Assets, Net of Depreciation	55,303,370	55,234,098
Total Capital Assets	\$ 58,282,119	\$ 57,024,101

Major capital expenses for the fiscal year ended June 30, 2015 include: completion of upgrade of the HVAC and electrical systems in Buchanan Hall to improve technical training areas; network infrastructure upgrades; parking lot replacement; Child Development Center relocation and remodel; Black Hawk Hall excavation and waterproofing. More detailed information about the College's capital assets is presented in Note 5 to the basic financial statements.

## Long-Term Debt

As of June 30, 2015, the College had \$15,065,000 in debt outstanding, a decrease of \$3,750,000 from June 30, 2014. The table below summarizes these amounts by type.

### Outstanding Debt

	Year Ended June 30, 2015	Year Ended June 30, 2014
Certificate Payable	\$ 15,065,000	\$ 16,815,000
General Obligation Bonds	-	2,000,000
Total	<u>\$ 15,065,000</u>	<u>\$ 18,815,000</u>

More detailed information about the College's outstanding debt is presented in Note 6 to the basic financial statements.

## ECONOMIC FACTORS

Hawkeye Community College continues to take steps in anticipation of enrollment decreases experienced by most of Iowa's Community Colleges due to demographic and economic fluctuations. Cost cutting measures in the past few years have resulted in a financial situation for the College that will help position it to maintain fiscal sustainability during uncertain economic times ahead. Some challenges that are facing the College are:

- The regional area served by the College is experiencing a decline in high school age students. The College is exploring avenues to better serve, and market to, our non-traditional student client base.
- Salaries, wages and fringe benefits comprise approximately 75% of annual Educational and Support expenses. Providing competitive packages to attract and retain the best employees in an area of relatively low unemployment continues to be an issue facing the College.
- Facilities at the College require constant upkeep and maintenance at increasing costs. The addition of space through new construction and remodeling over the past several years has added an additional burden to maintenance costs. Hawkeye Community College has used a Plant Fund Levy, which expired in fiscal year 2015, to help fund the cost of upkeep and repair. In the fall of 2013, the College successfully sought taxpayer approval to extend the levy for an additional 10-year term. In addition, legislation was passed that will allow the levy to continue indefinitely, subject to a reverse referendum.
- The use of technology continues to expand with current equipment quickly becoming outdated. The College faces the challenge of maintaining and upgrading technology at a reasonable cost.
- The Iowa Board of Regents has recommended a change to the distribution formula for state aid to reward enrollment of Iowa students. This initiative will create an increased emphasis to draw Iowa students to the Regents Universities, which will in turn create an even higher level of competition with Iowa's Community Colleges.
- The amount of property taxes collected to fund the general operations of the College is capped at a 20.25 cent millage rate. This results in a contribution of approximately 5% of general operating fund resources. The original funding formula for Iowa's Community Colleges intended for local funding to contribute 33% with State General Aid (SGA) and tuition covering one-third each. While SGA contributes nearly 39%, the shortfall in local funding has shifted the burden to tuition and fees which now account for approximately 50% of the general operating fund.
- Hawkeye Community College has the 4<sup>th</sup> lowest mandatory tuition and fees rate per credit hour of the 15 Iowa Community Colleges and charges nearly \$7 less than the state average.

## CONTACTING THE COLLEGE'S FINANCIAL MANAGEMENT

This financial report is designed to provide our customers, taxpayers in the community college, and our creditors with a general overview of the College's finances and to demonstrate the College's accountability for the resources it receives. If you have questions about the report or need additional financial information, contact Hawkeye Community College, 1501 E. Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015.

## **Basic Financial Statements**



**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF NET POSITION  
JUNE 30, 2015**

	Primary Government	Component Unit
<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents	\$ 5,301,372	\$ 266,902
Pooled Investments	24,489,212	4,225,953
Receivables:		
Due from Others, Net of Allowance for Uncollectible Accounts of \$5,922,903	3,073,213	27,083
Accrued Interest	26,008	14,623
Property Taxes - Succeeding Year	8,507,807	-
Student Loans	16,205	-
Loans Receivable, Net	-	41,180
Iowa Industrial New Jobs Training Program	922,247	-
Due From Other Governments	2,551,991	-
Prepaid Expenses	308,110	-
Inventories	151,880	-
	<b>45,348,045</b>	<b>4,575,741</b>
Total Current Assets		
Noncurrent Assets		
Pooled Investments	10,714,997	2,078,858
Receivables:		
Life Insurance Cash Value	-	25,448
Capital Assets:		
Land	379,179	375,841
Land Improvements	-	37,785
Construction in Progress	2,599,570	-
Buildings	49,590,624	-
Other Structures and Improvements	25,890,303	-
Furniture and Equipment	14,879,412	-
Accumulated Depreciation	(35,056,969)	(1,259)
	<b>68,997,116</b>	<b>2,516,673</b>
Total Noncurrent Assets		
	<b>114,345,161</b>	<b>7,092,414</b>
<b>TOTAL ASSETS</b>		
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension Related Deferred Outflows	1,385,410	-
	<b>\$ 1,385,410</b>	<b>\$ -</b>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>		



**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF NET POSITION  
JUNE 30, 2015**

	Primary Government	Component Unit
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	\$ 2,450,461	\$ 7,139
Salaries and Benefits Payable	2,678,422	-
Accrued Interest Payable	34,509	-
Unearned Revenue	1,289,865	-
Compensated Absences	575,000	-
Early Retirement Payable	973,929	-
Assets Held in Custody for Others	760,071	-
Certificates Payable	3,170,000	-
Total Current Liabilities	11,932,257	7,139
Noncurrent Liabilities		
Unearned Revenue	447,235	-
Compensated Absences	279,060	-
Early Retirement Payable	56,356	-
Certificates Payable	11,895,000	-
Net Pension Liability	5,159,327	-
Net OPEB Liability	298,708	-
Total Noncurrent Liabilities	18,135,686	-
<b>TOTAL LIABILITIES</b>	<b>30,067,943</b>	<b>7,139</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Unavailable Property Tax Revenue	8,507,807	-
Pension Related Deferred Inflows	1,967,619	-
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>10,475,426</b>	<b>-</b>
<b>NET POSITION</b>		
Net Investment in Capital Assets	58,282,119	412,367
Restricted:		
Nonexpendable:		
Endowment	-	2,098,930
Expendable:		
Economic Development	3,433,497	-
Property Tax Levies	3,869,970	-
Iowa New Jobs Training	2,275,037	-
Scholarships and Departmental Programs	52,214	617,401
Loans	99,946	174,006
Cash Reserve	366,380	-
Other	1,519,249	1,781,924
Unrestricted	5,288,790	2,000,647
<b>TOTAL NET POSITION</b>	<b>\$ 75,187,202</b>	<b>\$7,085,275</b>

See Accompanying Notes to Financial Statements

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**HAWKEYE COMMUNITY COLLEGE**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**YEAR ENDED JUNE 30, 2015**

	Primary Government	Component Unit
<b>REVENUES</b>		
Operating Revenues:		
Tuition and Fees, net of scholarship allowances of \$8,214,705	\$ 9,517,319	\$ -
Federal Appropriations	13,559,712	-
Iowa Industrial New Jobs Training Program	3,813,684	-
Gifts and Grants	95,959	926,686
Auxiliary Enterprises Revenue, net of scholarship allowances of \$346,651	2,133,658	-
Miscellaneous	3,273,030	31,544
	<u>32,393,362</u>	<u>958,230</u>
Total Operating Revenues		
<b>EXPENSES</b>		
Operating Expenses:		
Education and Support:		
Liberal Arts and Sciences	7,370,096	-
Vocational Technical	16,264,681	-
Adult Education	4,689,368	-
Cooperative Services	5,345,385	-
General Administration	1,953,527	-
Student Services	3,939,035	-
Learning Resources	1,143,181	-
Physical Plant	3,679,968	-
General Institution	6,887,909	-
Auxiliary Enterprises	2,784,313	-
Scholarships and Grants	1,107,943	264,756
Loan Cancellations and Bad Debts	-	43,694
Administrative and Collection Costs	-	433,782
Program Costs	-	138,901
Fundraising Expenses	-	50,492
Depreciation Expense	2,943,761	1,259
	<u>58,109,167</u>	<u>932,884</u>
Total Operating Expenses		
Operating Income (Loss)	<u>(25,715,805)</u>	<u>25,346</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>		
State Appropriations	17,099,053	-
Property Taxes	8,262,008	-
Interest Income from Investments	277,070	206,551
Loss on Sale of Capital Assets	(176,488)	-
Interest on Indebtedness	(514,188)	-
	<u>24,947,455</u>	<u>206,551</u>
Net Non-Operating Revenues		
Increase (Decrease) in Net Position	(768,350)	231,897
Net Position Beginning of Year	82,160,922	6,853,378
Prior Year Adjustment	(6,205,370)	-
Net Position Beginning of Year - Restated	<u>75,955,552</u>	<u>6,853,378</u>
Net Position End of Year	<u>\$ 75,187,202</u>	<u>\$ 7,085,275</u>

See Accompanying Notes to Financial Statements

**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2015**

	<b>Primary Government</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Tuition and Fees	\$ 17,671,493
Grants and Contracts	11,892,503
Iowa Industrial New Jobs Training Program	2,017,371
Payments to Employees	(32,708,842)
Payments to Suppliers	(24,474,914)
Payments to NJTP Recipients	(1,623,718)
Collection of Loans to Students	(2,668)
Auxiliary Enterprise Net Activity	(290,061)
Other Receipts	2,890,228
Miscellaneous Agency Fund Receipts	2,693,188
Miscellaneous Agency Fund Disbursements	(2,782,134)
Net Cash (Used) by Operating Activities	(24,717,554)
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</b>	
State Appropriations	17,099,053
Property Taxes	8,262,008
Net Cash Provided from Non-Capital Financing Activities	25,361,061
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Purchases of Capital Assets	(4,378,266)
Principal Paid on Debt and Leases	(2,000,000)
Interest Paid on Debt and Leases	(522,134)
Net Cash (Used) by Capital and Related Financing Activities	(6,900,400)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Proceeds from Sales and Maturities of Investments	16,089,921
Purchase of Investments	(6,636,292)
Interest on Investments	272,995
Net Cash Provided by Investing Activities	9,726,624
<b>Net Increase in Cash</b>	3,469,731
<b>Cash at Beginning of Year</b>	1,831,641
<b>Cash at End of Year</b>	\$ 5,301,372

**HAWKEYE COMMUNITY COLLEGE  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2015**

<b>Reconciliation of Operating (Loss) to Net Cash</b>	
<b>(Used) by Operating Activities:</b>	
Operating (Loss)	\$ (25,715,805)
Adjustments to Reconcile Operating (Loss) to Net	
Cash (Used) by Operating Activities:	
Depreciation	2,943,761
Changes in Assets and Liabilities:	
Increase in Due From Others	(788,491)
Increase in Notes Receivable	(2,668)
Increase in Due From Other Governments	(1,763,169)
Decrease in Inventories	53,071
Decrease in Prepaid Expenses	84,726
Increase in Deferred Outflows	(625,229)
Increase in Accounts Payable	1,298,809
Increase in Salaries and Benefits Payable	229,451
Increase in Compensated Absences	90,980
Increase in Unearned Revenue	129,910
Increase in Early Retirement Payable	1,030,285
Decrease in Assets Held in Custody for Others	(88,946)
Decrease in NJTP Loans Payable	(1,750,000)
Decrease in Net OPEB Liability	(5,634)
Decrease in Net Pension Liability	(1,806,224)
Increase in Deferred Inflows	1,967,619
	<hr/>
Total Adjustments	998,251
	<hr/>
<b>Net Cash (Used) by Operating Activities</b>	<b>\$ (24,717,554)</b>

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Hawkeye Community College is a publicly supported school established and operated by Merged Area VII under the provisions of Chapter 260C of the Code of Iowa. Hawkeye Community College may offer programs of adult and continuing education, lifelong learning, community education, and up to two years of liberal arts, pre-professional or occupational instruction partially fulfilling the requirements for a baccalaureate degree but confers no more than an associate degree. Hawkeye Community College may also offer up to two years of vocational or technical education, training or retraining to persons who are preparing to enter the labor market. Hawkeye Community College maintains seven sites throughout Waterloo, Cedar Falls, and Independence, Iowa, and has its administrative offices in Waterloo. Hawkeye Community College is governed by a Board of Trustees whose members are elected from each trustee district within Merged Area VII.

The College's financial statements are prepared in conformity with U.S. generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board.

**A. Reporting Entity**

For financial reporting purposes, Hawkeye Community College has included all funds, organizations, agencies, boards, commissions and authorities. Hawkeye Community College has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with Hawkeye Community College are such that exclusion would cause Hawkeye Community College's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the College to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on Hawkeye Community College.

These financial statements present Hawkeye Community College (the primary government) and its component unit. The component unit discussed below is included in Hawkeye Community College's reporting entity because of the significance of its operational or financial relationship with the Community College. Certain disclosures about the component unit have been audited separately and a report has been issued under a separate cover. The audited financial statements are available at the College.

**Discretely Presented Component Unit**

Hawkeye Community College Foundation is a non-profit corporation, whose purpose is to support the Community College through donations to provide scholarships to students, and for the enhancement and extension of facilities, equipment and services. The Foundation is governed by a Board of Trustees, two of which are appointed by the Board of Trustees of the Community College. The Foundation operates on a June 30 fiscal year end. The financial statements of Hawkeye Community College Foundation, Inc. can be obtained from: Business Services, Hawkeye Community College, 1501 E. Orange Road, P.O. Box 8015, Waterloo, IA 50704-8015.

**B. Basis of Presentation**

GASB Statement No. 35 establishes standards for external financial reporting for public colleges and universities and requires resources to be classified for accounting and reporting purposes into the following net position categories/components:

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Net Investment in Capital Assets: Capital assets, net of accumulated depreciation and outstanding debt obligations attributable to the acquisition, construction or improvement of those assets.

Restricted Net Position:

Nonexpendable – Net position subject to externally imposed stipulations that they be maintained permanently by the College, including the College's permanent endowment funds.

Expendable – Net position whose use by the College is subject to externally imposed stipulations that can be fulfilled by actions of the College, pursuant to those stipulations or that expire by the passage of time.

Unrestricted Net Position: Net position not subject to externally imposed situations. Resources may be designated for specific purposes by action of management or by the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net position is designated for academic and general programs of the College.

GASB Statement No. 35 requires the Statements of Net Position, Revenues, Expenses, and Changes in Net Position and Cash Flows be reported on a consolidated basis. These basic financial statements report information on all of the activities of the College. For the most part, the effect of interfund activity has been removed from these statements.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

For financial reporting purposes, Hawkeye Community College is considered a special-purpose government engaged only in business type activities as defined in GASB Statement No. 34. Accordingly, the basic financial statements of the College have been prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position**

The following accounting policies are followed in preparing the balance sheets:

Cash, Cash Equivalents and Pooled Investments -- Investments are stated at fair value.

For the purposes of the statement of cash flows, all short-term investments that are highly liquid are considered to be cash equivalents. Cash equivalents are readily convertible to known amount of cash, and at the day of purchase, they have a maturity date no longer than three months.

Due From Other Governments -- This represents state aid, grants and reimbursements due from the State of Iowa, and grants and reimbursements due from the Federal government.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Inventories -- Inventories are valued at lower of cost (first-in, first-out method) or market, except for the livestock and grain from the farm operations, which is valued at market value. Inventories consist of supplies and materials held for consumption, livestock and merchandise held for resale. The cost is recorded as an expenditure at the time individual inventory items are consumed or sold.

Property Tax Receivable – Property tax receivable is recognized on the levy or lien date, which is the date that the tax asking is certified by the Board of Trustees to the appropriate County Auditors. The succeeding year property tax receivable represents taxes certified by the Board of Trustees to be collected in the next fiscal year for the purposes set out in the budget for the next fiscal year. By statute, the Board of Trustees is required to submit to the state board by May 1 of each year for the subsequent fiscal year. However, by statute, the tax asking and budget certification for the following fiscal year becomes effective on the first day of that year. Although the succeeding year property tax receivable has been recorded, the related revenue is deferred and will not be recognized as revenue until the year for which it is levied.

Receivable for Iowa Industrial New Jobs Training Program (NJTP) – This represents the amount to be remitted to the College for training projects entered into between the College and employers under the provisions of Chapter 260E of the Code of Iowa. The receivable amount is based on expenditures incurred through June 30, 2015 on NJTP projects, including interest incurred on NJTP certificates, less revenues received to date.

Capital Assets -- Capital assets, which include property, plant, equipment, and infrastructure assets (i.e., roads, curbs, gutters, sidewalks, and similar items which are immovable and of value only to the College), are reported at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. No interest costs were capitalized.

Capital assets are defined by the College as assets with initial, individual costs in excess of \$5,000 and estimated useful lives in excess of one year.

Depreciation is computed using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and Other Structures and Improvements	25 - 50
Furniture and Equipment	3 - 10

The College does not capitalize or depreciate library books. The value of each book falls below the capital asset threshold and the balance was deemed immaterial to the financial statements.



**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Deferred Outflows of Resources – Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred outflows of resources consist of unrecognized items not yet charged to pension expense and contributions from the employer after the measurement date but before the end of the employer's reporting period.

Salaries and Benefits Payable -- Payroll and related expenses for instructors with annual contracts corresponding to the current school year, which are payable in July and August, have been accrued as liabilities.

Unearned Revenue – When assets are recognized in connection with a transaction before the earnings process is complete, those assets must be offset by a corresponding liability for unearned revenue. Unearned revenue consists of tuition deposits, tuition and fees for a portion of summer classes, fees and registration for fall, unearned revenue on 260E projects, unearned revenue on federal and state funds.

Compensated Absences – College employees accumulate a limited amount of earned but unused vacation hours for subsequent use or for payment upon termination, death or retirement. Amounts representing the cost of compensated absences plus related benefits are recorded as liabilities. These liabilities have been computed based on rates of pay in effect at June 30, 2015.

Pensions – For purposes of measuring the net pension liability, deferred outflows of resources related to pensions, deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position of the Iowa Public Employees' Retirement System (IPERS), and additions to/deductions from IPERS' fiduciary net position have been determined on the same basis as they are reported by IPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Inflows of Resources – Deferred inflows of resources represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows of resources in the Statement of Net Position consists of succeeding year property tax receivable which will not be recognized as revenue until the year for which it is levied and the unamortized portion of the net difference between projected and actual earnings on pension plan investments.

Auxiliary Enterprise Revenues – Auxiliary enterprise revenues primarily represent revenues generated by career education, adult education, farm operations, and food service.

Summer Session – The Community College operates summer sessions during May, June, and July. Revenues and expenses for the summer sessions are recorded in the appropriate fiscal year. Tuition and fees are allocated based on the summer session class schedule.

Tuition and Fees – Tuition and fees revenues are reported net of scholarship allowances, while stipends and other payments made directly to students are presented as scholarship expenses.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 1 -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Operating and Non-operating Activities – Operating activities, as reported in the Statement of Revenues, Expenses and Changes in Net Position, are transactions that result from exchange transactions, such as payments received for providing services and payments made for services or goods received. Non-operating activities include state appropriations, property tax, and interest income.

**E. Scholarship Allowances and Student Aid**

Financial aid to students is reported in the financial statements under the alternative method, as prescribed by the National Association of College and University Business Officer (NACUBO). Certain aid (loans and funds provided to students as awarded by third parties) is accounted for as third party payments (credited to the student's account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expenses represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition. Under the alternative method, these amounts are computed on a total College basis by allocating the cash payments to students, excluding payments for services, on the ratio of all aid to the aid not considered to be third party aid.

**Note 2 – CASH, CASH EQUIVALENTS, AND POOLED INVESTMENTS**

The College's deposits in banks at June 30, 2015, were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The Community College is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board of Trustees; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district. The College's investment policy additionally limits investments in commercial paper to obligations that mature within 270 days and that is rated within the two highest classifications, as established by at least one of the standard rating services, with no more than five percent at the time of purchase placed in the second highest classification. At the time of purchase not more than ten percent of the investment portfolio can be in these investments and no more than five percent of the investment portfolio can be invested in the securities of a single issuer.

Investments are stated at fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 2 – CASH, CASH EQUIVALENTS, AND POOLED INVESTMENTS (Continued)**

At June 30, 2015, the Community College had the following investments:

Current Pooled Investments	\$ 24,489,212
Noncurrent Pooled Investments	10,714,997
	<u>\$ 35,204,209</u>

Investment Type	Fair Value	Investment Maturities (in years)	
		Less than 1	1 to 5
Money Market Mutual Fund	\$ 17,820,044	\$ 17,820,044	\$ -
Certificates of Deposit	1,384,077	663,098	720,979
U.S Government Securities	16,000,088	6,006,070	9,994,018
	<u>\$ 35,204,209</u>	<u>\$ 24,489,212</u>	<u>\$ 10,714,997</u>

Interest rate risk - The Community College's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) in instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the Community College.

Credit risk - The Community College's investments in Money Market Mutual Funds are unrated.

Concentration of credit risk - The College's investment policy seeks to provide safety of the principal, maintain the necessary liquidity to match expected liabilities, and obtain a reasonable rate of return. The policy allows for investments of up to 100% in interest bearing savings, money market and checking accounts, certificates of deposits, repurchase agreements, money market mutual funds, bonds, notes, certificates of indebtedness, treasury bills or other securities issued by the United States of America, its agencies and allowable instrumentalities; up to 10% in prime bankers' acceptances; and up to 10% in commercial paper. The policy does not allow the College to invest in futures, options or reverse purchase agreements.

**Component Unit Investments.** Investments are managed by the Foundation and external managers, in accordance with Board policy, and are stated at fair value. Fair value of the investments has been determined as of June 30. Values have not been adjusted for market fluctuations subsequent to June 30. Accounting principles generally accepted in the United States of America require adjustment of year end values only when the value has been permanently impaired. Management does not feel market fluctuations after year end have caused permanent impairment to its investment portfolio. A summary of the securities held at June 30, 2015 follows:

	<u>Fair Value</u>
Common Stocks	\$ 2,227,532
Corporate Bonds	294,493
U.S. Government Agency Bonds	726,413
Mutual Funds - Equity	891,451
Mutual Funds - Foreign	609,323
Mutual Fund	<u>1,555,599</u>
	<u>\$ 6,304,811</u>

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 3 – LOANS RECEIVABLE (Component Unit)**

The Foundation, a component unit to the College, makes loans to students of the College to be used primarily for the cost of tuition and books. These loans generally become payable upon the student's completion of or withdrawal from higher education programs. HyPro, John Deere, and Tyson loans become forgivable upon the completion of the program and two or three years of employment with the respective companies.

Loans receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible or forgivable amounts through a charge to expense and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to loans receivable. Interest rates and terms vary by program. Below is a summary of loans receivable:

	2015
Loans Receivable	\$ 333,960
Less Allowance for Uncollectible Loans	(6,949)
Less Allowance for Forgivable Loans	(285,831)
Net Loans Receivable	\$ 41,180

**Note 4 -- INVENTORIES**

The Community College's inventories at June 30, 2015 are as follows:

Type	Amount
Supplies and Materials	\$ 31,213
Farm Operations	91,086
Merchandise Held for Resale	29,581
Total	\$ 151,880

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
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**Note 5 -- CAPITAL ASSETS**

A summary of changes in capital assets is as follows:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
<b>Capital assets not being depreciated:</b>				
Land	\$ 379,179	\$ -	\$ -	\$ 379,179
Construction in progress	1,410,824	1,534,378	345,632	2,599,570
<b>Total capital assets not being depreciated</b>	<b>1,790,003</b>	<b>1,534,378</b>	<b>345,632</b>	<b>2,978,749</b>
<b>Capital assets being depreciated:</b>				
Buildings	49,232,942	357,682	-	49,590,624
Other structures and improvements	24,499,876	1,390,427	-	25,890,303
Furniture and equipment	14,351,163	1,511,303	983,054	14,879,412
<b>Total capital assets being depreciated</b>	<b>88,083,981</b>	<b>3,259,412</b>	<b>983,054</b>	<b>90,360,339</b>
<b>Less accumulated depreciation for:</b>				
Buildings	17,984,621	986,422	-	18,971,043
Other structures and improvements	5,973,502	931,245	-	6,904,747
Furniture and equipment	8,891,760	1,026,094	736,675	9,181,179
<b>Total accumulated depreciation</b>	<b>32,849,883</b>	<b>2,943,761</b>	<b>736,675</b>	<b>35,056,969</b>
<b>Total capital assets being depreciated, net</b>	<b>55,234,098</b>	<b>315,651</b>	<b>246,379</b>	<b>55,303,370</b>
<b>Capital assets, net</b>	<b>\$ 57,024,101</b>	<b>\$ 1,850,029</b>	<b>\$ 592,011</b>	<b>\$ 58,282,119</b>

On June 30, 2015, the Community College had future construction commitments of \$740,700. Construction in Progress projects as of June 30, 2015 include: Black Hawk Waterproofing, Buchanan Hall Remodel, Hawkeye Restroom Remodel, Diesel Mechanical Building, Exterior Campus Signs, and Black Hawk Child Development Center.

**Reconciliation Net Investment in Capital Assets:**

Land	\$ 379,179
Buildings	49,590,624
Construction in Progress	2,599,570
Other Structures and Improvements	25,890,303
Furniture and Equipment	14,879,412
Accumulated Depreciation	<u>(35,056,969)</u>
<b>Net Investment in Capital Assets</b>	<b><u>\$58,282,119</u></b>

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

Note 5 -- **CAPITAL ASSETS** (Continued)

Capital Assets for the College's Foundation, a component unit, for the year ended June 30, 2015 is as follows:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Capital assets not being depreciated:				
Land	\$ 375,841	\$ -	\$ -	\$ 375,841
Total capital assets not being depreciated	375,841	-	-	375,841
Capital assets being depreciated:				
Land Improvements	-	37,785	-	37,785
Total capital assets being depreciated	-	37,785	-	37,785
Less accumulated depreciation for:				
Land Improvements	-	1,259	-	1,259
Total accumulated depreciation	-	1,259	-	1,259
Total capital assets being depreciated, net	-	36,526	-	36,526
Capital assets, net	<u>\$ 375,841</u>	<u>\$ 36,526</u>	<u>\$ -</u>	<u>\$ 412,367</u>

Note 6 -- **LONG-TERM LIABILITIES**

A summary of changes in long-term liabilities for the year ended June 30, 2015 is as follows:

	Balance Beginning of Year	Additions	Reductions	Ending Balance	Due Within One Year
Primary Government:					
Compensated Absences	\$ 763,080	\$ 836,380	\$ (745,400)	\$ 854,060	\$ 575,000
Early Retirement Payable	-	1,030,285	-	1,030,285	973,929
Certificates Payable	16,815,000	1,830,000	(3,580,000)	15,065,000	3,170,000
General Obligation School Bonds	2,000,000	-	(2,000,000)	-	-
Net Pension Liability	6,965,551	-	(1,806,224)	5,159,327	-
Net OPEB Liability	304,342	-	(5,634)	298,708	-
Total Primary Government	<u>\$ 26,847,973</u>	<u>\$ 3,696,665</u>	<u>\$ (8,137,258)</u>	<u>\$ 22,407,380</u>	<u>\$ 4,718,929</u>

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 6 -- LONG-TERM DEBT (Continued)**

Certificates Payable

In accordance with agreements dated between June 30, 1996 and June 30, 2015, the Community College issued certificates with a June 30, 2015 outstanding balance of \$15,065,000 with interest rates ranging from 0.40% to 5.35%. The debt was incurred to fund the development and training costs incurred relative to implementing Chapter 260E of the Code of Iowa, Iowa Industrial New Jobs Training Program (NJTP). NJTP's purpose is to provide tax-aided training for employees of industries which are new to or are expanding their operations within the State of Iowa. Interest is payable semi-annually, while principal payments are due annually. The certificates are to be retired by proceeds from anticipated job credits from withholding taxes, incremental property tax, budgeted reserves, and, in the case of default, from standby property taxes. During 2015, Hawkeye Community College recorded \$468,355 of interest expense from the certificates payable.

The certificates will mature as follows:

Year Ending June 30,	Principal	Interest	Total
2016	\$ 3,170,000	\$ 414,108	\$ 3,584,108
2017	2,865,000	341,073	3,206,073
2018	2,455,000	269,105	2,724,105
2019	2,075,000	194,148	2,269,148
2020	1,305,000	118,580	1,423,580
2021-2025	<u>3,195,000</u>	<u>191,110</u>	<u>3,386,110</u>
Total	<u>\$ 15,065,000</u>	<u>\$ 1,528,124</u>	<u>\$ 16,593,124</u>

Bonds Payable

On April 19, 2011, Hawkeye Community College issued \$5,550,000 in general obligation school bonds, to finance the improvement of its Main Campus and construct, remodel, erect and equip buildings thereon, and construct, lease, or acquire and improve and equip new or existing facilities. Annual principal payments began June 1, 2012. Interest payments are due semi-annually each June and December. The capital loan notes matured in June 2015. The balance of the general obligation school bonds at June 30, 2015, was \$0.

**Note 7 -- OPERATING LEASES**

The College has leased various facilities within the area to house different divisions of the College. These leases have been classified as operating leases and, accordingly, all rents are expensed as incurred. The leases expire between 2015 and 2017 and require various minimum annual rentals. Certain leases are renewable for additional periods. Some of the leases also require the payment of normal maintenance and insurance on the properties. In most cases, management expects the leases will be renewed or replaced by other leases.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 7 -- OPERATING LEASES (Continued)**

The following is a schedule by year of future minimum rental payments required under operating leases which have initial or remaining non-cancelable lease terms in excess of one year as of June 30, 2015:

Year Ending June 30,	Amount
2016	\$ 42,268
2017	14,574
Total	<u>\$ 56,842</u>

Rents for the year ended June 30, 2015 for all operating leases, except those with terms of a month or less, totaled \$295,206.

**Note 8 -- IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS)**

Plan Description – The Community College contributes to the Iowa Public Employees Retirement System (IPERS). IPERS membership is mandatory for employees of the College except for those covered by another retirement system. Employees of the College are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by IPERS. IPERS issues a stand-alone financial report which is available to the public by mail at 7401 Register Drive P.O. Box 9117, Des Moines, Iowa 50306-9117 or at [www.ipers.org](http://www.ipers.org).

IPERS benefits are established under Iowa Code chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits – A regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, anytime after reaching age 62 with 20 or more years of covered employment, or when the member's years of service plus the member's age at the last birthday equals or exceeds 88, whichever comes first. (These qualifications must be met on the member's first month of entitlement to benefits.) Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member's monthly IPERS benefit includes:

- A multiplier (based on years of service).
- The member's highest five-year average salary. (For members with service before June 30, 2012, the highest three-year average salary as of that date will be used if it is greater than the highest five-year average salary.)

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25 percent for each month that the member receives benefits before the member's earliest normal retirement age. For service earned starting July 1, 2012, the reduction is 0.50 percent for each month that the member receives benefits before age 65.



**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 8 -- IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS) (Continued)**

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits – A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

Contributions – Effective July 1, 2012, as a result of a 2010 law change, the contribution rates are established by IPERS following the annual actuarial valuation, which applies IPERS' Contribution Rate Funding Policy and Actuarial Amortization Method. Statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires that the actuarial contribution rate be determined using the "entry age normal" actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll, based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal years 2015 and 2014, pursuant to the required rate, Regular members contributed 5.95 percent of pay and the Community College contributed 8.93 percent for a total rate of 14.88 percent.

The Community College's contributions to IPERS for the year ended June 30, 2015 were \$897,638.

Net Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2015, the Community College reported a liability of \$5,159,327 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Community College's proportion of the net pension liability was based on the Community College's share of contributions to the pension plan relative to the contributions of all IPERS participating employers. At June 30, 2014, the Community College's collective proportion was 0.127483 percent, which was a decrease of 0.00446 percent from its proportion measured as of June 30, 2013.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
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**Note 8 -- IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS) (Continued)**

For the year ended June 30, 2015, the Community College recognized pension expense of \$433,804. At June 30, 2015, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 56,072	\$ -
Changes of assumptions	227,693	-
Net difference between projected and actual earnings on pension plan investments	-	1,967,619
Changes in proportion and differences between Community College contributions and proportionate share of contributions	204,007	-
Community College contributions subsequent to the measurement date	<u>897,638</u>	<u>-</u>
Total	<u>\$ 1,385,410</u>	<u>\$ 1,967,619</u>

\$897,638 reported as deferred outflows of resources related to pensions resulting from the Community College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,	
2016	\$ (377,939)
2017	(377,939)
2018	(377,939)
2019	(377,939)
2020	31,910
	<u>\$ (1,479,846)</u>

There are no non-employer contributing entities at IPERS.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 8 -- IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS) (Continued)**

Actuarial Assumptions – The total pension liability in the June 30, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of Inflation (effective June 30, 2014)	3.00% per annum
Rates of salary increase (effective June 30, 2010)	4.00% to 17.00%, average, including inflation. Rates vary by membership
Long-term investment rate of return (effective June 30, 1996)	7.50%, compounded annually, net of investment expense, including inflation

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of actuarial experience studies with dates corresponding to those listed above.

Mortality rates were based on the RP-2000 Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on Scale AA.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
US Equity	23%	6.31
Non US Equity	15	6.76
Private Equity	13	11.34
Real Estate	8	3.52
Core Plus Fixed Income	28	2.06
Credit Opportunities	5	3.67
TIPS	5	1.92
Other Real Assets	2	6.27
Cash	1	(0.69)
Total	<u>100%</u>	

Discount Rate – The discount rate used to measure the total pension liability was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the contractually required rate and that contributions from the College will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 8 -- IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS) (Continued)**

Sensitivity of the Community College's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5 percent) or 1-percentagepoint higher (8.5 percent) than the current rate.

	1% Decrease (6.50%)	Discount Rate (7.50%)	1% Increase (8.50%)
College's proportionate share of the net pension liability	\$ 9,748,403	\$ 5,159,327	\$ 1,285,671

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS' website at [www.ipers.org](http://www.ipers.org).

Payables to the Pension Plan – At June 30, 2015, the College reported payables to the defined benefit pension plan of \$87,698, for legally required employer contributions.

**Note 9 -- TEACHERS INSURANCE AND ANNUITY ASSOCIATION -- COLLEGE RETIREMENT EQUITIES FUND (TIAA-CREF)**

The Community College contributes to the TIAA-CREF retirement program, which is a defined contribution plan. TIAA administers the retirement plan for Hawkeye Community College. The defined contribution retirement plan provides individual annuities for each plan participant. As required by the Code of Iowa, all eligible College employees must participate in a retirement plan from the date they are employed.

Benefit terms, including contribution requirements, for TIAA-CREF are established and specified by the contract with TIAA-CREF, and in accordance with the Code of Iowa. For each employee in the pension plan, the College is required to contribute 8.93 percent of annual salary, including overtime pay, to an individual employee account. Each employee is required to contribute 5.95 percent. Contributions made by both employer and employee vest immediately. For the years ended June 30, 2015, employee contributions totaled \$681,599 and the College recognized pension expense of \$1,022,668.

At June 30, 2015, the College reported payables to the defined contribution pension plan of \$99,913, for legally required employer contributions.

**Note 10 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

Plan Description- The College operates a single-employer retiree benefit plan which provides medical/prescription drug benefits for retirees and their spouses. There are 272 active and 13 retired members in the plan. The plan does not issue a publicly available financial report.

The medical/prescription drug coverage is provided through a fully-insured plan. Retirees under age 65 pay the same premium for the medical/prescription drug benefit as active employees, which results in an implicit subsidy and an OPEB liability.

Funding Policy- The contribution requirements of plan members are established and may be amended by the College. The College currently finances the retiree benefit plan on a pay-as-you-go basis.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 10 - OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

Annual OPEB Cost and Net OPEB Obligation – The College's annual OPEB cost is calculated based on the annual required contribution (ARC) of the College, an amount actuarially determined in accordance with GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years.

The following table shows the components of the College's annual OPEB cost for the year ended June 30, 2015, the amount actually contributed to the plan and changes in the College's net OPEB obligation:

Annual Required Contribution	\$ 49,620
Interest on Net OPEB Obligation	12,935
Adjustment to Annual Required Contribution	<u>(18,138)</u>
Annual OPEB Cost	44,417
Net OPEB Obligation Beginning of Year	304,342
Annual OPEB Cost	44,417
Employer Contributions Made	<u>(50,051)</u>
Expected Net OPEB Obligation End of Year	<u>\$ 298,708</u>

The College's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for fiscal years 2009 through 2015 are summarized as follows:

Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
June 30, 2009	\$135,045	0%	\$135,045
June 30, 2010	\$135,045	0%	\$270,090
June 30, 2011	\$ 53,233	98.8%	\$270,710
June 30, 2012	\$ 53,233	84.4%	\$279,021
June 30, 2013	\$ 53,714	78.8%	\$290,392
June 30, 2014	\$ 53,714	74.0%	\$304,342
June 30, 2015	\$ 44,417	112.7%	\$298,708

Funded Status and Funding Progress- As of July 1, 2014, the most recent actuarial valuation date for the period July 1, 2014 through June 30, 2015, the actuarial accrued liability was \$438,328, with no actuarial value of assets, resulting in an unfunded actuarial accrued liability (UAAL) of \$438,328. The covered payroll (annual payroll of active employees covered by the plan) was \$16,704,697 and the ratio of the UAAL to covered payroll was 2.6%. As of June 30, 2015, there were no trust fund assets.

Actuarial Methods and Assumptions- Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumption about future employment, mortality and the health care cost trend. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information in the section following the Notes to Financial Statements, will present multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**HAWKEYE COMMUNITY COLLEGE  
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**Note 10 - OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

Projections of benefits for financial reporting purposes are based on the plan as understood by the employer and the plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

As of the July 1, 2014 actuarial valuation date, the Projected Unit Credit Actuarial Cost Method was used. The actuarial assumptions include a 4.25% investment return. The projected annual medical trend (inflation) rate is 5% for all years. An inflation rate of 3% is assumed for the purpose of this computation

Mortality rates are from the RP 2014 Mortality Tables with Scale MP-2014, applied on a gender-specific basis. Annual retirement and termination probabilities were developed from the Scale T-6 of the Actuary's Pension Handbook. The salary increase rate was assumed to be 3.0% per year. The UAAL is being amortized as a level dollar amount on an open basis over 30 years.

**Note 11 -- RISK MANAGEMENT**

The Community College has secured insurance purchased from commercial insurance carriers to provide coverage and protection in the following categories: general liability, automobile liability, group excess liability, linebacker, pollution liability, professional services, property and inland marine, workers compensation and employers' liability, and crime insurance. There have been no reductions in insurance coverage from prior years. Settled claims resulting from the risks have not exceeded commercial insurance coverage in any of the past three years.

**Note 12 -- NEW JOBS TRAINING PROGRAMS**

Hawkeye Community College administers the Iowa Industrial New Jobs Training Program (NJTP) in Merged Area VII in accordance with Chapter 260E of the Code of Iowa. NJTP's purpose is to provide tax-aided training or retraining for employees of industries which are new to or are expanding their operations within the State of Iowa. Certificates are sold by the Community College to fund approved projects and are to be retired by proceeds from anticipated jobs credits from withholding taxes, incremental property taxes, budgeted reserves and in the case of default, from standby property tax. The Community College is currently administering 105 projects receiving project funding or in the repayment stage.

Hawkeye Community College also administers the Iowa Small Business New Jobs Training Program (SBNJTP) in Merged Area VII in accordance with Chapter 260F of the Code of Iowa. SBNJTP's purpose is to provide tax-aided training or retraining for employees of small businesses which are new to or are expanding their operations within the State of Iowa. Approved small businesses receive loans from the Iowa Employment Training Fund, a State administered fund. The Community College received funding for 15 projects during fiscal year 2015.

**HAWKEYE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 13 – EARLY RETIREMENT PROGRAM**

During fiscal year 2015, a Voluntary Early Retirement Plan was offered. All full-time staff that were 55 years of age by the end of the contract year and who had at least 10 years of full-time service with the Community College were eligible for early retirement remuneration. Early retirement was effective at the end of the employee's contract year, unless otherwise negotiated between the College and the employee. The benefits were equal to the College making a cash payment of \$52,404, the equivalent to six years of health insurance coverage at the College's current least expensive single health insurance premium with five percent compounded inflation, plus two percent of the contract year salary at the time of retirement election for each complete year based on the employee's full-time employment anniversary date. Payments will be made on the following schedule: the first payment, equal to 30% of the total, paid on the second pay period of the month following the date of retirement; the second payment, equal to the remaining 70% of the total, paid on the second pay period in January of the following calendar year. Eligible employees retiring before reaching 65 year of age are entitled to continue their participation in the College's health insurance program, at their own expense, until they reach 65 years of age.

At June 30, 2015, there were 12 participants expecting to receive payments under this plan, with a total liability of payments of \$1,030,285. The liability is calculated based on unadjusted premium amounts to be paid over the term of each employee's involvement in the plan. The Community College's early retirement expense for the year ended June 30, 2015 was \$1,034,640.

**Note 14-- PRIOR YEAR ADJUSTMENT**

*Accounting Change / Restatement:*

Governmental Accounting Standards Board Statement No. 68 Accounting and Financial Reporting for Pensions – an Amendment of GASB No. 27 was implemented during the fiscal year 2015. The revised requirements establish new financial reporting requirements for state and local governments which provide their employees with pension benefits, including additional note disclosures and required supplementary information. In addition, GASB No. 68 requires a state or local government employer to recognize a net pension liability and changes in the net pension liability, deferred outflows of resources and deferred inflows of resources which arise from other types of events related to pensions. During the transition year, as permitted, beginning balances for deferred outflows of resources and deferred inflows of resources will not be reported, except for deferred outflows of resources related to contributions made after the measurement date of the beginning net pension liability which is required to be reported by Governmental Accounting Standards Board Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date. Beginning net position was restated to retroactively report the beginning net pension liability and deferred outflows of resources related to contributions made after the measurement date.

These changes have the following affects on beginning net position:

Beginning Net Position, as Previously Stated	\$ 82,160,922
Prior Period Adjustment - Beginning Deferred Outflows of Resources	760,181
Prior Period Adjustment - Beginning Net Pension Liability	<u>(6,965,551)</u>
Beginning Net Position, Restated	<u><u>\$ 75,955,552</u></u>

**Required Supplementary Information**



**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FUNDING PROGRESS FOR THE RETIREE HEALTH PLAN  
REQUIRED SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2015**

(in thousands)

Year Ended June 30,	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b - a) / c)
2009	July 1, 2008	\$ -	\$ 1,790	\$ 1,790	0.0%	\$ 15,164	11.8%
2010	July 1, 2008	\$ -	\$ 1,790	\$ 1,790	0.0%	\$ 15,164	11.8%
2011	July 1, 2010	\$ -	\$ 578	\$ 578	0.0%	\$ 13,405	4.3%
2012	July 1, 2010	\$ -	\$ 578	\$ 578	0.0%	\$ 13,405	4.3%
2013	July 1, 2012	\$ -	\$ 613	\$ 613	0.0%	\$ 13,678	4.5%
2014	July 1, 2012	\$ -	\$ 613	\$ 613	0.0%	\$ 13,678	4.5%
2015	July 1, 2014	\$ -	\$ 438	\$ 638	0.0%	\$ 16,705	2.6%

See Note 10 to the accompanying Notes to Financial Statements for the plan description, funding policy, annual OPEB Cost and Net OPEB Obligation, and the funded status and funding progress.

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**HAWKEYE COMMUNITY COLLEGE  
 SCHEDULE OF THE COLLEGE'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
 REQUIRED SUPPLEMENTARY INFORMATION  
 FOR THE LAST YEAR**

	2015
College's Proportion of the Net Pension Liability	0.127483%
College's Proportionate Share of the Net Pension Liability	\$ 5,159,327
College's Covered-Employee Payroll	\$ 8,502,676
College's Proportionate Share of the Net Pension Liability as a Percentage of Its Covered-Employee Payroll	60.68%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	87.61%

Note: GASB Statement 68 requires 10 years of information to be presented in this table. However, until this information is available, the College will present information from those years for which information is available.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF COLLEGE CONTRIBUTIONS - IPERS  
REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE LAST TEN YEARS**

	Years Ended June 30,				
	2015	2014	2013	2012	2011
Statutorily Required Contribution	\$ 897,638	\$ 759,289	\$ 696,670	\$ 571,237	\$ 475,282
Contributions in Relation to the Statutorily Required Contribution	<u>897,638</u>	<u>759,289</u>	<u>696,670</u>	<u>571,237</u>	<u>475,282</u>
Contribution Deficiency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's Covered-Employee Payroll	\$ 10,051,937	\$ 8,502,676	\$ 8,035,409	\$ 7,078,525	\$ 6,838,590
Contribution as a Percentage of Covered-Employee Payroll	8.93%	8.93%	8.67%	8.07%	6.95%

2010	2009	2008	2007	2006
\$ 503,571	\$ 537,200	\$ 507,045	\$ 469,877	\$ 463,111
<u>503,571</u>	<u>537,200</u>	<u>507,045</u>	<u>469,877</u>	<u>463,111</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 7,572,496	\$ 8,459,843	\$ 8,380,909	\$ 8,171,774	\$ 8,054,104
6.65%	6.35%	6.05%	5.75%	5.75%

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**HAWKEYE COMMUNITY COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION – NET PENSION LIABILITY**  
**JUNE 30, 2015**

**CHANGES OF BENEFIT TERMS:**

Legislation passed in 2010 modified benefit terms for current Regular members. The definition of final average salary changed from the highest three to the highest five years of covered wages. The vesting requirement changed from four years of service to seven years. The early retirement reduction increased from 3 percent per year measured from the member's first unreduced retirement age to a 6 percent reduction for each year of retirement before age 65.

In 2008, legislative action transferred four groups – emergency medical service providers, county jailers, county attorney investigators, and National Guard installation security officers – from Regular membership to the protection occupation group for future service only.

Benefit provisions for sheriffs and deputies were changed in the 2004 legislative session. The eligibility for unreduced retirement benefits was lowered from age 55 by one year each July 1 (beginning in 2004) until it reached age 50 on July 1, 2008. The years of service requirement remained at 22 or more. Their contribution rates were also changed to be shared 50-50 by the employee and employer, instead of the previous 40-60 split.

**CHANGES OF ASSUMPTIONS:**

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

- Decreased the inflation assumption from 3.25 percent to 3.00 percent
- Decreased the assumed rate of interest on member accounts from 4.00 percent to 3.75 percent per year.
- Adjusted male mortality rates for retirees in the Regular membership group.
- Reduced retirement rates for sheriffs and deputies between the ages of 55 and 64.
- Moved from an open 30 year amortization period to a closed 30 year amortization period for the UAL beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20 year period.

The 2010 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted retiree mortality assumptions.
- Modified retirement rates to reflect fewer retirements.
- Lowered disability rates at most ages.
- Lowered employment termination rates
- Generally increased the probability of terminating members receiving a deferred retirement benefit.
- Modified salary increase assumptions based on various service duration.

The 2007 valuation adjusted the application of the entry age normal cost method to better match projected contributions to the projected salary stream in the future years. It also included in the calculation of the UAL amortization payments the one-year lag between the valuation date and the effective date of the annual actuarial contribution rate.

The 2006 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted salary increase assumptions to service based assumptions.
- Decreased the assumed interest rate credited on employee contributions from 4.25 percent to 4.00 percent.
- Lowered the inflation assumption from 3.50 percent to 3.25 percent.
- Lowered disability rates for sheriffs and deputies and protection occupation members.

## **Other Supplementary Information**



**HAWKEYE COMMUNITY COLLEGE**  
**NOTES TO OTHER SUPPLEMENTARY INFORMATION SCHEDULES**  
**JUNE 30, 2015**

Other supplementary information of the College is presented on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues and expenditures. The various fund groups and their designated purposes are as follows:

Current Funds – The Current Funds are utilized to account for those economic resources that are expendable for the purpose of performing the primary and supporting missions of the Community College and consist of the following:

Unrestricted Fund -- The Educational and Support subgroup of the Unrestricted Fund accounts for the general operations of the Community College.

The Auxiliary Enterprises subgroup accounts for activities which are intended to provide non-instructional services for sales to students, staff and/or institutional departments, and which are supplemental to the educational and general objectives of the Community College.

Restricted Fund -- The Restricted Fund is used to account for resources that are available for the operation and support of the educational program but which are restricted as to their use by donors or outside agencies.

Plant Funds -- The Plant Funds are used to account for transactions relating to investment in the Community College properties, and consist of the following self-balancing subfunds:

Unexpended -- This account is used to account for the unexpended resources derived from various sources for the acquisition or construction of plant assets.

Retirement of Indebtedness -- This account is used to account for the accumulation of resources for principal and interest payments on plant indebtedness.

Investment in Plant -- This account is used to account for the excess of the carrying value of plant assets over the related liabilities.

Agency Funds -- The Agency Funds are used to account for assets held by the Community College in a custodial capacity or as an agent for others. Agency Funds' assets equal liabilities.

The Budgetary Comparison Schedule of Expenditures – Budget to Actual provides a comparison of the budget to actual expenditures for those funds and/or levies required to be budgeted. Since the College uses the Business-Type Activities reporting, this budgetary comparison information is included as other supplementary information.

Schedules presented in other supplementary information are reported using the current financial resources measurement focus and the accrual basis of accounting with modifications for depreciation and other items included in the adjustments column. The schedule of revenues, expenditures and changes in fund balances is a schedule of financial activities related to the current reporting period. It does not purport to present the results of operations or net income or loss for the period as would a statement of income or a statement of revenues and expenses.

**HAWKEYE COMMUNITY COLLEGE  
BUDGETARY COMPARISON SCHEDULE OF EXPENDITURES  
BUDGET (NON-GAAP BASIS) AND ACTUAL - OTHER SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2015**

Funds/Levy	Original Budget	Amended Budget	Actual	Variance between Actual and Budget
Unrestricted	<u>\$ 35,851,150</u>	<u>\$ 35,851,150</u>	<u>\$ 36,116,707</u>	<u>\$ (265,557)</u>
Restricted	11,752,000	11,752,000	10,065,801	1,686,199
Early Retirement	2,000,000	2,000,000	1,034,640	965,360
Unemployment	75,000	75,000	35,360	39,640
Tort Liability	250,000	250,000	138,958	111,042
Insurance	400,000	400,000	1,165,470	(765,470)
Equipment Replacement	800,000	800,000	943,529	(143,529)
Total Restricted	<u>15,277,000</u>	<u>15,277,000</u>	<u>13,383,758</u>	<u>1,893,242</u>
Plant	3,000,000	5,750,000	5,022,571	727,429
Bonds and Interest	<u>2,050,000</u>	<u>2,050,000</u>	<u>2,045,833</u>	<u>4,167</u>
 Total	 <u>\$ 56,178,150</u>	 <u>\$ 58,928,150</u>	 <u>\$ 56,568,869</u>	 <u>\$ 2,359,281</u>

**HAWKEYE COMMUNITY COLLEGE  
NOTE TO OTHER SUPPLEMENTARY INFORMATION – BUDGETARY REPORTING  
JUNE 30, 2015**

While the College reports financial position, results of operation and changes in net position on the basis of generally accepted accounting principles (GAAP), the Board of Trustees annually prepares a budget designating the proposed expenditures for operation of the Community College on a budgetary basis that is accrual basis with the exception of capital outlay and debt service payments. Following required public notice and hearing, and in accordance with Chapter 260C of the Code of Iowa, the Board of Trustees certifies the approved budget to the appropriate county auditors and then submits the budget to the State Board of Education for approval. The budget may be amended during the year utilizing similar statutorily prescribed procedures. Formal and legal budgetary control is based on total operating expenditures.

Budgets are not required to be adopted for the Auxiliary Enterprises subgroup, Scholarships and Grants Accounts, Workforce Act, Loan Funds, Endowment Funds and Agency Funds.

The major differences between the budget basis and GAAP are as follows:

	Total Funds
Total Actual Expenditures, Budgetary Basis	\$ 56,568,869
Items Not Required to be Budgeted:	
Auxiliary Enterprises	2,799,975
Scholarships and Grants Accounts	9,518,719
Workforce Act	2,201,121
Investment in Plant - Asset Disposals	913,163
Combining Adjustments	(13,202,004)
GAAP Basis	\$ 58,799,843

Expenses from the Statement of Revenues, Expenses, and Changes in Net Position:

Total Operating Expenses	\$ 58,285,655
Interest on Indebtedness	514,188
	\$ 58,799,843

**HAWKEYE COMMUNITY COLLEGE  
COMBINING BALANCE SHEET  
JUNE 30, 2015**

	Current Funds	
	Unrestricted	Restricted
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES:</b>		
<b>Assets:</b>		
Cash and Investments	\$ 15,142,708	\$ 24,933,355
Receivables:		
Due From Others	2,428,769	273,236
Accrued Interest	25,833	-
Property Taxes - Succeeding Year	1,776,609	2,595,866
Student Loans	-	16,205
Iowa Industrial New Jobs Training Program	-	922,247
Due From Other Governments	115,139	2,393,073
Prepaid Expenses	308,110	-
Inventories	151,880	-
Capital Assets:		
Land	-	-
Buildings	-	-
Construction in Progress	-	-
Other Structures and Improvements	-	-
Furniture and Equipment	-	-
Accumulated Depreciation	-	-
	19,949,048	31,133,982
<b>Total Assets</b>		
	<b>19,949,048</b>	<b>31,133,982</b>
<b>Deferred Outflows of Resources:</b>		
Pension Related Deferred Outflows	-	-
	-	-
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$ 19,949,048</b>	<b>\$ 31,133,982</b>

Plant Funds					
Unexpended	Retirement of Indebtedness	Investment in Plant	Agency Funds	Adjustments	Total
\$ (335,499)	\$ -	\$ -	\$ 765,017	\$ -	\$ 40,505,581
371,208	-	-	-	-	3,073,213
175	-	-	-	-	26,008
1,776,609	2,358,723	-	-	-	8,507,807
-	-	-	-	-	16,205
-	-	-	-	-	922,247
43,779	-	-	-	-	2,551,991
-	-	-	-	-	308,110
-	-	-	-	-	151,880
-	-	379,179	-	-	379,179
-	-	49,590,624	-	-	49,590,624
-	-	2,599,570	-	-	2,599,570
-	-	25,890,303	-	-	25,890,303
-	-	14,879,412	-	-	14,879,412
-	-	-	-	(35,056,969)	(35,056,969)
<u>1,856,272</u>	<u>2,358,723</u>	<u>93,339,088</u>	<u>765,017</u>	<u>(35,056,969)</u>	<u>114,345,161</u>
-	-	-	-	1,385,410	1,385,410
<u>\$ 1,856,272</u>	<u>\$ 2,358,723</u>	<u>\$ 93,339,088</u>	<u>\$ 765,017</u>	<u>\$ (33,671,559)</u>	<u>\$ 115,730,571</u>

**HAWKEYE COMMUNITY COLLEGE  
COMBINING BALANCE SHEET  
JUNE 30, 2015**

	Current Funds	
	Unrestricted	Restricted
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE:</b>		
Liabilities:		
Accounts Payable	\$ 2,298,306	\$ 32,264
Salaries and Benefits Payable	2,676,625	-
Accrued Interest Payable	-	34,509
Unearned Revenue	977,335	759,765
Early Retirement Payable	-	1,030,285
Compensated Absences	854,060	-
Assets Held in Custody For Others	-	-
Certificates Payable	-	15,065,000
Net Pension Liability	-	-
Net OPEB Liability	-	-
	6,806,326	16,921,823
Total Liabilities		
Deferred Inflows of Resources:		
Succeeding Year Property Tax	1,776,609	2,595,866
Pension Related Deferred Inflows	-	-
	1,776,609	2,595,866
Total Deferred Inflows of Resources		
Fund Balance:		
Invested in Capital Assets, Net of Related Debt	-	-
Restricted:		
Expendable:		
Economic Development	-	3,433,497
Property Tax Levies	-	3,869,970
Iowa New Jobs Training	-	2,275,037
Scholarships	-	52,214
Loans	-	99,946
Cash Reserve	-	366,380
Other	-	1,519,249
Unrestricted	8,195,868	-
Auxiliary Enterprises	3,170,245	-
	11,366,113	11,616,293
Total Fund Balance		
Total Liabilities, Deferred Inflows of Resources, and Fund Balance		
	\$ 19,949,048	\$ 31,133,982

Plant Funds					
Unexpended	Retirement of Indebtedness	Investment in Plant	Agency Funds	Adjustments	Total
\$ 116,742	\$ -	\$ -	\$ 3,149	\$ -	\$ 2,450,461
-	-	-	1,797	-	2,678,422
-	-	-	-	-	34,509
-	-	-	-	-	1,737,100
-	-	-	-	-	1,030,285
-	-	-	-	-	854,060
-	-	-	760,071	-	760,071
-	-	-	-	-	15,065,000
-	-	-	-	5,159,327	5,159,327
-	-	-	-	298,708	298,708
<u>116,742</u>	<u>-</u>	<u>-</u>	<u>765,017</u>	<u>5,458,035</u>	<u>30,067,943</u>
1,776,609	2,358,723	-	-	-	8,507,807
-	-	-	-	1,967,619	1,967,619
<u>1,776,609</u>	<u>2,358,723</u>	<u>-</u>	<u>-</u>	<u>1,967,619</u>	<u>10,475,426</u>
-	-	93,339,088	-	(35,056,969)	58,282,119
-	-	-	-	-	3,433,497
-	-	-	-	-	3,869,970
-	-	-	-	-	2,275,037
-	-	-	-	-	52,214
-	-	-	-	-	99,946
-	-	-	-	-	366,380
-	-	-	-	-	1,519,249
(37,079)	-	-	-	(6,040,244)	2,118,545
-	-	-	-	-	3,170,245
<u>(37,079)</u>	<u>-</u>	<u>93,339,088</u>	<u>-</u>	<u>(41,097,213)</u>	<u>75,187,202</u>
<u>\$ 1,856,272</u>	<u>\$ 2,358,723</u>	<u>\$ 93,339,088</u>	<u>\$ 765,017</u>	<u>\$ (33,671,559)</u>	<u>\$ 115,730,571</u>

**HAWKEYE COMMUNITY COLLEGE  
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND  
 OTHER CHANGES IN FUND BALANCES  
 YEAR ENDED JUNE 30, 2015**

	Current Funds	
	Unrestricted	Restricted
<b>REVENUES AND OTHER ADDITIONS:</b>		
General:		
State Appropriations	\$ 13,717,409	\$ 2,930,313
Tuition and Fees	17,732,024	-
Property Taxes	1,742,218	3,623,615
Federal Appropriations	210,861	13,348,851
Gifts and Grants	-	95,959
Investment Earnings	274,026	1,331
Iowa Industrial New Jobs Training Program	-	3,813,684
Expended for Plant Facilities (Including \$1,476,012 charged to current funds)	-	-
Principal Retired	-	-
Miscellaneous	1,621,105	1,155,072
	<u>35,297,643</u>	<u>24,968,825</u>
Auxiliary Enterprises		
Tuition and Fees	810,144	-
Sales and Services	1,585,821	-
Miscellaneous	84,344	-
	<u>2,480,309</u>	<u>-</u>
Total Revenues and Other Additions	<u>\$ 37,777,952</u>	<u>\$ 24,968,825</u>



Plant Funds				
Unexpended	Retirement of Indebtedness	Investment in Plant	Adjustments	Total
\$ 451,331	\$ -	\$ -	\$ -	\$ 17,099,053
-	-	-	(8,214,705)	9,517,319
1,742,220	1,153,955	-	-	8,262,008
-	-	-	-	13,559,712
-	-	-	-	95,959
1,713	-	-	-	277,070
-	-	-	-	3,813,684
-	-	4,378,266	(4,378,266)	-
-	-	2,000,000	(2,000,000)	-
496,853	-	-	-	3,273,030
<u>2,692,117</u>	<u>1,153,955</u>	<u>6,378,266</u>	<u>(14,592,971)</u>	<u>55,897,835</u>
-	-	-	(346,651)	463,493
-	-	-	-	1,585,821
-	-	-	-	84,344
-	-	-	(346,651)	2,133,658
<u>\$ 2,692,117</u>	<u>\$ 1,153,955</u>	<u>\$ 6,378,266</u>	<u>\$ (14,939,622)</u>	<u>\$ 58,031,493</u>

**HAWKEYE COMMUNITY COLLEGE  
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND  
 OTHER CHANGES IN FUND BALANCES  
 YEAR ENDED JUNE 30, 2015**

	Current Funds	
	Unrestricted	Restricted
<b>EXPENDITURES AND OTHER DEDUCTIONS:</b>		
Educational and Support:		
Liberal Arts and Sciences	\$ 7,251,599	\$ 118,497
Vocational Technical	10,348,488	5,960,810
Adult Education	3,963,525	730,843
Cooperative Services	-	5,345,385
General Administration	1,887,072	66,455
Student Services	3,709,559	229,476
Learning Resources	1,143,181	-
Physical Plant	2,798,289	1,319,928
General Institution	5,014,994	1,194,550
Total Education and Support	<u>36,116,707</u>	<u>14,965,944</u>
Auxiliary Enterprises	2,799,975	-
Scholarships and Grants	-	9,669,299
Plant Asset Acquisitions	-	-
Retirement of Indebtedness	-	-
Disposal of Plant Assets	-	-
Interest on Indebtedness	-	468,355
Loss on Sale of Capital Assets	-	-
Depreciation	-	-
Total Expenditures and Other Deductions	<u>38,916,682</u>	<u>25,103,598</u>
Excess of Revenues and Other Additions		
Over (Under) Expenditures and Other Deductions	(1,138,730)	(134,773)
<b>TRANSFERS:</b>		
Non-mandatory Transfers	<u>(140,955)</u>	<u>140,955</u>
Total Transfers	<u>(140,955)</u>	<u>140,955</u>
Net Increase (Decrease) for the Year	(1,279,685)	6,182
Fund Balance June 30, 2014	12,645,798	11,610,111
Prior Period Adjustment	-	-
Fund Balance June 30, 2014 - Restated	<u>12,645,798</u>	<u>11,610,111</u>
Fund Balance June 30, 2015	<u>\$ 11,366,113</u>	<u>\$ 11,616,293</u>

Plant Funds				
Unexpended	Retirement of Indebtedness	Investment in Plant	Adjustments	Total
\$ -	\$ -	\$ -	\$ -	\$ 7,370,096
-	-	-	(44,617)	16,264,681
-	-	-	(5,000)	4,689,368
-	-	-	-	5,345,385
-	-	-	-	1,953,527
-	-	-	-	3,939,035
-	-	-	-	1,143,181
-	-	-	(438,249)	3,679,968
2,120,317	-	-	(1,441,952)	6,887,909
<u>2,120,317</u>	-	-	(1,929,818)	51,273,150
-	-	-	(15,662)	2,784,313
-	-	-	(8,561,356)	1,107,943
2,902,254	-	-	(2,902,254)	-
-	2,000,000	-	(2,000,000)	-
-	-	913,163	(913,163)	-
-	45,833	-	-	514,188
-	-	-	176,488	176,488
-	-	-	2,943,761	2,943,761
<u>5,022,571</u>	<u>2,045,833</u>	<u>913,163</u>	<u>(13,202,004)</u>	<u>58,799,843</u>
(2,330,454)	(891,878)	5,465,103	(1,737,618)	(768,350)
<u>(164,529)</u>	<u>119,358</u>	<u>45,171</u>	<u>-</u>	<u>-</u>
<u>(164,529)</u>	<u>119,358</u>	<u>45,171</u>	<u>-</u>	<u>-</u>
(2,494,983)	(772,520)	5,510,274	(1,737,618)	(768,350)
2,457,904	772,520	87,828,814	(33,154,225)	82,160,922
-	-	-	(6,205,370)	(6,205,370)
<u>2,457,904</u>	<u>772,520</u>	<u>87,828,814</u>	<u>(39,359,595)</u>	<u>75,955,552</u>
<u>\$ (37,079)</u>	<u>\$ -</u>	<u>\$ 93,339,088</u>	<u>\$ (41,097,213)</u>	<u>\$ 75,187,202</u>

**HAWKEYE COMMUNITY COLLEGE  
UNRESTRICTED FUND  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE  
EDUCATION AND SUPPORT  
YEAR ENDED JUNE 30, 2015**

	Education			
	Liberal Arts and Sciences	Vocational Technical	Adult Education	General Administration
<b>REVENUES:</b>				
State Appropriations	\$ -	\$ -	\$ 90,772	\$ 22,526
Tuition and Fees	9,325,473	6,208,319	2,198,232	-
Property Taxes	-	-	-	1,742,218
Federal Appropriations	-	-	200,221	10,640
Investment Earnings	-	-	-	274,026
Miscellaneous	28,456	89,147	63,182	338,280
<b>Total Revenues</b>	<b>9,353,929</b>	<b>6,297,466</b>	<b>2,552,407</b>	<b>2,387,690</b>
<b>EXPENDITURES:</b>				
Salaries and Benefits	6,778,671	9,167,648	3,023,788	1,139,404
Services	66,677	321,307	595,950	449,910
Materials and Supplies	70,414	619,378	129,729	69,078
Travel	85,620	39,861	2,590	51,336
Expended for Plant Facilities	-	44,617	5,000	-
Miscellaneous	250,217	155,677	206,468	177,344
<b>Total Expenditures</b>	<b>7,251,599</b>	<b>10,348,488</b>	<b>3,963,525</b>	<b>1,887,072</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,102,330	(4,051,022)	(1,411,118)	500,618
<b>TRANSFERS:</b>				
Non-mandatory Transfers	(50,000)	(1,651)	-	(58,508)
<b>Total Transfers</b>	<b>(50,000)</b>	<b>(1,651)</b>	<b>-</b>	<b>(58,508)</b>
<b>Net Increase (Decrease) for the Year</b>	<b>\$ 2,052,330</b>	<b>\$ (4,052,673)</b>	<b>\$ (1,411,118)</b>	<b>\$ 442,110</b>
Fund Balance June 30, 2014				
Fund Balance June 30, 2015				

Support				
Student Services	Learning Resources	Physical Plant	General Institution	Total
\$ -	\$ 345	\$ -	\$ 13,603,766	\$ 13,717,409
-	-	-	-	17,732,024
-	-	-	-	1,742,218
-	-	-	-	210,861
-	-	-	-	274,026
<u>60,032</u>	<u>373</u>	<u>1,656</u>	<u>1,039,979</u>	<u>1,621,105</u>
60,032	718	1,656	14,643,745	35,297,643
3,063,771	638,585	309,432	3,208,769	27,330,068
469,337	21,780	1,854,896	1,019,934	4,799,791
129,248	473,491	597,941	727,774	2,817,053
46,117	9,325	3,911	55,820	294,580
-	-	32,109	-	81,726
<u>1,086</u>	<u>-</u>	<u>-</u>	<u>2,697</u>	<u>793,489</u>
<u>3,709,559</u>	<u>1,143,181</u>	<u>2,798,289</u>	<u>5,014,994</u>	<u>36,116,707</u>
(3,649,527)	(1,142,463)	(2,796,633)	9,628,751	(819,064)
<u>23,173</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(86,986)</u>
<u>23,173</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(86,986)</u>
<u>\$ (3,626,354)</u>	<u>\$ (1,142,463)</u>	<u>\$ (2,796,633)</u>	<u>\$ 9,628,751</u>	(906,050)
				<u>9,101,918</u>
				<u>\$ 8,195,868</u>

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**HAWKEYE COMMUNITY COLLEGE  
CURRENT UNRESTRICTED FUND  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE  
AUXILIARY ENTERPRISES  
YEAR ENDED JUNE 30, 2015**

	Career Education	Adult Education	Farm Operations	Food Service	Other	Total
<b>REVENUES:</b>						
Sales and Services	\$ 922,724	\$ -	\$ 208,531	\$ 59,624	\$ 394,942	\$ 1,585,821
Tuition and Fees	-	378,571	-	-	431,573	810,144
Miscellaneous	11,918	11,564	658	-	60,204	84,344
<b>Total Revenues</b>	<b>934,642</b>	<b>390,135</b>	<b>209,189</b>	<b>59,624</b>	<b>886,719</b>	<b>2,480,309</b>
<b>EXPENDITURES:</b>						
Salaries and Benefits	37,274	3,892	5,373	-	129,863	176,402
Services	223,692	145,462	64,497	1,300	383,395	818,346
Materials and Supplies	572,974	402,750	205,668	7,282	456,828	1,645,502
Cost of Goods Sold	96,884	-	-	-	-	96,884
Travel	2,262	20,583	-	-	19,032	41,877
Expended for Plant Facilities	15,662	-	-	-	-	15,662
Miscellaneous	5,155	-	-	-	147	5,302
<b>Total Expenditures</b>	<b>953,903</b>	<b>572,687</b>	<b>275,538</b>	<b>8,582</b>	<b>989,265</b>	<b>2,799,975</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(19,261)	(182,552)	(66,349)	51,042	(102,546)	(319,666)
<b>TRANSFERS:</b>						
Non-mandatory Transfers	(39,009)	-	-	-	(14,960)	(53,969)
<b>Total Transfers</b>	<b>(39,009)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(14,960)</b>	<b>(53,969)</b>
Net Increase (Decrease) for the Year	(58,270)	(182,552)	(66,349)	51,042	(117,506)	(373,635)
Fund Balance June 30, 2014	1,838,244	191,906	87,778	251,869	1,174,083	3,543,880
Fund Balance June 30, 2015	<u>\$ 1,779,974</u>	<u>\$ 9,354</u>	<u>\$ 21,429</u>	<u>\$ 302,911</u>	<u>\$ 1,056,577</u>	<u>\$ 3,170,245</u>

**HAWKEYE COMMUNITY COLLEGE  
CURRENT RESTRICTED FUND  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE  
YEAR ENDED JUNE 30, 2015**

	Scholarships and Grants	Early Retirement	Equipment Replacement	Insurance
<b>REVENUES:</b>				
State Appropriations	\$ 1,279,520	\$ 17,201	\$ 10,011	\$ 2,927
Property Taxes	-	1,643,995	774,321	1,091,344
Federal Appropriations and Grants	7,388,061	-	-	-
Scholarships, Grants, and Gifts	-	-	-	-
Interest on Investments	-	-	-	-
Iowa Industrial New Jobs Training Program	-	-	-	-
Miscellaneous	686,844	-	-	5,991
<b>Total Revenues</b>	<b>9,354,425</b>	<b>1,661,196</b>	<b>784,332</b>	<b>1,100,262</b>
<b>EXPENDITURES AND OTHER DEDUCTIONS:</b>				
Salaries and Benefits	-	1,030,285	-	4,033
Services	-	4,355	30,260	1,300,395
Materials and Supplies	-	-	507,129	-
Travel	-	-	-	-
Expended for Plant Facilities	-	-	406,140	-
Interest on Indebtedness	-	-	-	-
Federal Pell Grant Program	7,279,876	-	-	-
Federal Supplemental Educational Opportunity Grant	106,225	-	-	-
Private Scholarships	2,132,618	-	-	-
Miscellaneous	-	-	-	-
<b>Total Expenditures and Other Deductions</b>	<b>9,518,719</b>	<b>1,034,640</b>	<b>943,529</b>	<b>1,304,428</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures and Other Deductions	(164,294)	626,556	(159,197)	(204,166)
<b>TRANSFERS:</b>				
Non-mandatory Transfers	164,294	-	-	(5,991)
<b>Total Transfers</b>	<b>164,294</b>	<b>-</b>	<b>-</b>	<b>(5,991)</b>
<b>Net Increase (Decrease) for the Year</b>	<b>-</b>	<b>626,556</b>	<b>(159,197)</b>	<b>(210,157)</b>
<b>Fund Balance June 30, 2014</b>	<b>52,214</b>	<b>1,754,004</b>	<b>434,091</b>	<b>1,202,291</b>
<b>Fund Balance June 30, 2015</b>	<b>\$ 52,214</b>	<b>\$ 2,380,560</b>	<b>\$ 274,894</b>	<b>\$ 992,134</b>



Unemployment Compensation	Cash Reserve	Workforce Act and Other JTPA Programs	Iowa Industrial New Jobs Training Program	Economic Development	Miscellaneous	Total
\$ 1,909	\$ -	\$ -	\$ -	\$ 863,608	\$ 755,137	\$ 2,930,313
113,955	-	-	-	-	-	3,623,615
-	-	2,198,418	-	-	3,762,372	13,348,851
-	-	2,702	-	-	93,257	95,959
-	-	-	-	-	1,331	1,331
-	-	-	3,423,050	20,998	369,636	3,813,684
-	-	-	-	417,232	45,005	1,155,072
115,864	-	2,201,120	3,423,050	1,301,838	5,026,738	24,968,825
35,360	-	1,705,914	-	926,682	1,996,930	5,699,204
-	-	305,527	1,623,718	22,142	584,218	3,870,615
-	-	67,767	119,199	11,978	793,109	1,499,182
-	-	23,090	56,822	44,990	126,264	251,166
-	-	-	-	-	972,484	1,378,624
-	-	-	468,355	-	-	468,355
-	-	-	-	-	-	7,279,876
-	-	-	-	-	-	106,225
-	-	-	-	-	150,580	2,283,198
-	-	98,823	338,733	-	1,829,597	2,267,153
35,360	-	2,201,121	2,606,827	1,005,792	6,453,182	25,103,598
80,504	-	(1)	816,223	296,046	(1,426,444)	(134,773)
-	-	-	-	(1,599,836)	1,582,488	140,955
-	-	-	-	(1,599,836)	1,582,488	140,955
80,504	-	(1)	816,223	(1,303,790)	156,044	6,182
141,878	366,380	32,355	1,458,814	4,737,287	1,430,797	11,610,111
<u>\$ 222,382</u>	<u>\$ 366,380</u>	<u>\$ 32,354</u>	<u>\$ 2,275,037</u>	<u>\$ 3,433,497</u>	<u>\$ 1,586,841</u>	<u>\$ 11,616,293</u>

**HAWKEYE COMMUNITY COLLEGE  
AGENCY FUNDS  
COMBINING SCHEDULE OF CHANGES IN DEPOSITS HELD IN CUSTODY FOR OTHERS  
YEAR ENDED JUNE 30, 2015**

	Student Organizations	Contracted Training	Miscellaneous	Total
Balance June 30, 2014	\$ 233,007	\$ 351,282	\$ 268,059	\$ 852,348
<b>ADDITIONS:</b>				
State Appropriations and Grants	-	163,556	64,946	228,502
Tuition and Fees	205,133	-	-	205,133
Sales and Services	12,602	-	2,201,522	2,214,124
Miscellaneous	45,429	-	-	45,429
Total Additions	<u>263,164</u>	<u>163,556</u>	<u>2,266,468</u>	<u>2,693,188</u>
<b>DEDUCTIONS:</b>				
Salaries and Benefits	38,832	-	37,019	75,851
Services	200,868	252,214	25,978	479,060
Materials and Supplies	21,623	-	2,203,471	2,225,094
Travel	5,054	-	-	5,054
Miscellaneous	406	-	-	406
Total Deductions	<u>266,783</u>	<u>252,214</u>	<u>2,266,468</u>	<u>2,785,465</u>
Balance June 30, 2015	<u>\$ 229,388</u>	<u>\$ 262,624</u>	<u>\$ 268,059</u>	<u>\$ 760,071</u>

HAWKEYE COMMUNITY COLLEGE  
 SCHEDULE OF CREDIT/CONTACT HOUR ENROLLMENT  
 YEAR ENDED JUNE 30, 2015

	Credit Hours			Contact Hours		
	Eligible for Aid	Not Eligible for Aid	Total	Eligible for Aid	Not Eligible for Aid	Total
Arts and Sciences	67,207	-	67,207			
Career Tech	47,451	-	47,451			
Non-Credit	-	-	-	376,821	18,520	395,341
Total	<u>114,658</u>	<u>-</u>	<u>114,658</u>	<u>376,821</u>	<u>18,520</u>	<u>395,341</u>

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**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF TAX AND INTERGOVERNMENTAL REVENUES  
FOR THE LAST TEN YEARS**

	Years Ended June 30,				
	2015	2014	2013	2012	2011
Local (Property Tax)	\$ 8,262,008	\$ 8,410,452	\$ 8,125,536	\$ 7,616,726	\$ 7,565,783
State	17,099,053	16,097,835	15,606,493	12,860,686	12,435,369
Federal	<u>13,559,712</u>	<u>12,217,312</u>	<u>12,662,733</u>	<u>13,900,279</u>	<u>15,210,266</u>
Total	<u>\$ 38,920,773</u>	<u>\$ 36,725,599</u>	<u>\$ 36,394,762</u>	<u>\$ 34,377,691</u>	<u>\$ 35,211,418</u>

	Years Ended June 30,				
	2010	2009	2008	2007	2006
Local (Property Tax)	\$ 6,890,306	\$ 7,073,144	\$ 5,509,468	\$ 6,759,565	\$ 6,584,025
State	12,927,107	14,593,950	13,848,935	12,318,253	12,001,695
Federal	<u>16,573,673</u>	<u>9,600,696</u>	<u>8,585,768</u>	<u>7,900,156</u>	<u>8,640,955</u>
Total	<u>\$ 36,391,086</u>	<u>\$ 31,267,790</u>	<u>\$ 27,944,171</u>	<u>\$ 26,977,974</u>	<u>\$ 27,226,675</u>

**HAWKEYE COMMUNITY COLLEGE  
CURRENT FUND REVENUES BY SOURCE AND EXPENDITURES BY FUNCTION  
FOR THE LAST TEN YEARS**

	Years Ended June 30,				
	2015	2014	2013	2012	2011
<b>Revenues:</b>					
State Appropriations	\$ 16,647,722	\$ 15,697,835	\$ 13,549,640	\$ 12,424,445	\$ 12,295,053
Tuition and Fees	17,732,024	19,168,702	19,133,475	18,571,387	19,021,047
Property Tax	5,365,833	4,277,771	3,276,900	3,066,894	3,333,037
Federal Appropriations	13,559,712	12,217,312	12,662,733	13,900,279	15,184,989
Interest on Investments	275,357	173,207	86,313	109,604	177,646
Iowa Industrial New Jobs Training Program	3,813,684	1,194,342	2,809,463	3,930,802	2,868,437
Auxiliary Enterprises	2,480,309	2,186,038	2,116,873	2,396,957	2,925,415
Miscellaneous	2,872,136	1,958,797	1,829,326	2,099,885	2,031,041
Total	<u>\$ 62,746,777</u>	<u>\$ 56,874,004</u>	<u>\$ 55,464,723</u>	<u>\$ 56,500,253</u>	<u>\$ 57,836,665</u>
<b>Expenditures:</b>					
Liberal Arts and Sciences	\$ 7,251,599	\$ 6,690,837	\$ 7,576,779	\$ 7,143,778	\$ 6,530,382
Vocational Technical	10,348,488	9,850,670	9,856,494	9,435,893	9,557,818
Adult Education	3,963,525	4,761,973	3,067,166	2,580,395	2,429,625
Cooperative Services	5,345,385	3,899,676	4,599,275	5,389,973	4,117,198
Administration	1,953,527	2,265,799	2,607,332	3,541,248	2,549,778
Student Services	3,709,559	3,399,493	3,072,403	2,970,292	2,633,091
Learning Resources	1,143,181	878,858	790,155	819,601	713,523
Physical Plant	4,118,217	4,297,787	4,324,389	4,595,790	3,547,685
General Institution	6,209,544	6,583,374	6,555,564	7,434,657	7,163,263
Auxiliary Enterprises	2,799,975	2,792,120	2,441,526	2,646,111	2,963,456
Scholarships and Grants	9,669,299	9,939,104	10,637,681	11,688,960	12,378,999
Interest on Indebtedness	468,355	625,214	-	776,146	907,771
Total	<u>\$ 56,980,654</u>	<u>\$ 55,984,905</u>	<u>\$ 55,528,764</u>	<u>\$ 59,022,844</u>	<u>\$ 55,492,589</u>

	2010	2009	2008	2007	2006
\$	12,268,793	\$ 14,345,543	\$ 13,707,374	\$ 12,175,824	\$ 11,650,270
	17,097,104	15,085,782	14,167,513	13,689,822	13,120,651
	2,671,573	3,077,650	1,753,241	3,168,865	3,099,872
	16,008,293	9,600,696	8,585,768	7,900,156	8,640,955
	432,153	535,904	1,483,132	1,956,956	1,395,416
	3,294,700	4,154,074	3,529,935	3,090,789	5,405,079
	3,132,030	3,300,806	3,236,020	2,779,109	2,654,448
	<u>2,346,239</u>	<u>2,839,909</u>	<u>1,892,853</u>	<u>1,943,426</u>	<u>1,462,271</u>
\$	<u>57,250,885</u>	<u>\$ 52,940,364</u>	<u>\$ 48,355,836</u>	<u>\$ 46,704,947</u>	<u>\$ 47,428,962</u>
\$	6,034,637	\$ 6,539,305	\$ 5,850,308	\$ 6,041,749	\$ 5,057,359
	8,571,867	8,746,126	8,225,880	7,942,304	8,045,658
	1,705,003	2,232,503	2,121,382	2,366,688	3,106,555
	7,318,191	6,456,505	4,992,297	4,728,957	5,281,009
	4,767,847	3,046,212	3,060,923	2,770,850	2,387,875
	2,358,329	2,391,466	2,215,574	2,065,897	2,114,127
	762,633	799,826	801,075	786,252	777,156
	3,415,783	3,396,065	3,042,744	3,419,172	3,137,263
	6,415,669	6,225,230	5,742,150	4,308,703	4,911,479
	2,314,838	3,002,400	1,989,728	3,070,686	2,718,167
	10,573,721	6,834,454	6,259,914	5,541,916	5,788,459
	<u>990,577</u>	<u>951,985</u>	<u>920,862</u>	<u>871,687</u>	<u>-</u>
\$	<u>55,229,095</u>	<u>\$ 50,622,077</u>	<u>\$ 45,222,837</u>	<u>\$ 43,914,861</u>	<u>\$ 43,325,107</u>

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2015**

Grantor/Program	CFDA Number	Program Expenditures	New Loans and New Loan Guarantees
<b>DIRECT:</b>			
U.S. Department of Education:			
Student Financial Aid – Cluster:			
Federal Supplemental Educational Opportunity Grants (FSEOG)	84.007	\$ 106,225	\$ -
Federal Work-Study Program (FWS)	84.033	138,098	-
Federal Pell Grant Program	84.063	7,279,876	-
Federal Direct Student Loans	84.268	-	15,403,380
Total Student Financial Aid Cluster		7,524,199	15,403,380
C-Campus	84.335	92,801	-
TRIO - Student Support Services	84.042	241,613	-
Total Direct U.S. Department of Education		7,858,613	15,403,380
Corporation for National and Community Services:			
Senior Companion Program	94.016	329,569	-
U.S. Department of Labor:			
Trade Adjustment Assistance Community College and Career Training (Note 2)	17.282	2,051,676	-
Total Direct Expenditures		10,239,858	15,403,380
<b>INDIRECT:</b>			
U.S. Department of Education:			
Indirect through the Iowa Department of Education:			
Adult Education - State Grant Program	84.002	200,221	-
Vocational Education - Basic Grants to States	84.048	334,223	-
Total Indirect U.S. Department of Education		534,444	-
U.S. Department of Labor:			
Indirect through Iowa Workforce Development:			
Employment Service Cluster:			
Employment Service - Disability Employment Initiative	17.207	96,226	-
Workforce Investment Act - Cluster (WIA):			
WIA Adult Program	17.258	190,162	-
WIA Youth Program	17.259	212,468	-
WIA Dislocated Workers	17.278	183,828	-
		586,458	-
Indirect through Northeast Iowa Community College:			
Trade Adjustment Assistance Community College and Career Training	17.282	167,636	-
Indirect through Des Moines Area Community College:			
Trade Adjustment Assistance Community College and Career Training	17.282	356,832	-
Total Indirect U.S. Department of Labor		1,207,152	-
National Science Foundation:			
Indirect through Iowa State University			
Education and Human Resources	47.076	15,908	-
U.S. Department of Health and Human Services:			
Indirect through Iowa Workforce Development:			
Temporary Assistance for Needy Families Cluster:			
Temporary Assistance for Needy Families	93.558	1,515,735	-
Head Start	93.600	700	-
Total Indirect U.S. Department of Health and Human Services		1,516,435	-



**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2015**

Grantor/Program	CFDA Number	Program Expenditures	New Loans and New Loan Guarantees
<b>INDIRECT (Continued):</b>			
U.S. Department of Agriculture: Indirect through Iowa Department of Education: Child and Adult Care Food Program	10.558	11,761	-
Total Indirect Expenditures		3,285,700	-
Total Direct and Indirect Expenditures		\$ 13,525,558	\$ 15,403,380

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**Note 1 - BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Hawkeye Community College and is presented on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

**Note 2 - SUBRECIPIENTS**

Of the federal expenditures presented in the Schedule, Hawkeye Community College provided federal awards to subrecipients as follows:

Program Name	CFDA Number	Amount Provided to Subrecipients
Trade Adjustment Assistance Community College and Career Training	17.282	\$ 1,823,452

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
Hawkeye Community College  
Waterloo, Iowa

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Hawkeye Community College, Waterloo, Iowa, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise Hawkeye Community College's basic financial statements and have issued our report thereon dated January 15, 2016. Other auditors audited the financial statements of Hawkeye Community College Foundation, as described in our report on Hawkeye Community College's financial statements. The financial statements of Hawkeye Community College Foundation were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting or instances of reportable noncompliance associated with that portion of the entity.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Hawkeye Community College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hawkeye Community College's internal control. Accordingly, we do not express an opinion on the effectiveness of the Community College's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Questioned Costs, 2015-001, to be a material weakness.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Hawkeye Community College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance that are required to be reported under *Government Auditing Standards*.

## Hawkeye Community College's Response to Findings

Hawkeye Community College's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The College's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of Hawkeye Community College during the course of our audit. Should you have any questions concerning any of the above matters, we would be pleased to discuss them with you at your convenience.

*William ~ Company, P.C.*  
Certified Public Accountants

Spencer, Iowa  
January 15, 2016



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

Board of Trustees  
Hawkeye Community College  
Waterloo, Iowa

**Report on Compliance for Each Major Federal Program**

We have audited Hawkeye Community College's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Hawkeye Community College's major federal programs for the year ended June 30, 2015. Hawkeye Community College's major federal programs are identified in Part I, Summary of Auditors' Results, of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of Hawkeye Community College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Hawkeye Community College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on Hawkeye Community College's compliance.

***Basis for Qualified Opinion on Senior Companion Program***

As described in the accompanying schedule of findings and questioned costs, Hawkeye Community College did not comply with requirements regarding CFDA 94.016 Senior Companion Program as described in finding number 2015-004 related to earmarking. Compliance with such requirements is necessary, in our opinion, for the College to comply with the requirements applicable to that program.

***Qualified Opinion on Senior Companion Program***

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Hawkeye Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the Senior Companion Program for the year ended June 30, 2015.

## **Unmodified Opinion on Each of the Other Major Federal Programs**

In our opinion, Hawkeye Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its other major federal programs identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2015.

### **Other Matters**

Hawkeye Community College's response to the noncompliance finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The College's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control over Compliance**

Management of Hawkeye Community College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above.

In planning and performing our audit of compliance, we considered Hawkeye Community College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to tests and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Hawkeye Community College's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct non-compliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying Schedule of Findings and Questioned Costs as item 2015-002 and 2015-003 that we consider to be significant deficiencies.

Hawkeye Community College's responses to the internal control over compliance findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The College's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*William A. Company, P.C.*  
Certified Public Accountants

Spencer, Iowa  
January 15, 2016



**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2015**

**PART I – SUMMARY OF AUDITORS' RESULTS**

- (A) An unmodified opinion was issued on the financial statements.
- (B) A material weakness in internal control over financial reporting was disclosed by the audit of the financial statements.
- (C) The audit did not disclose any non-compliance which is material to the financial statements.
- (D) Significant deficiencies in internal control over major programs were disclosed by the audit of the financial statements.
- (E) The auditors' report on compliance for the major federal award programs expresses a qualified opinion regarding the Senior Companion Program and an unmodified opinion on all other major federal programs.
- (F) The audit disclosed audit findings which were required to be reported in accordance with Office of Management and Budget Circular A-133, Section .510(a).
- (G) Major programs were as follows:
  - Student Financial Aid Cluster:
    - CFDA Number 84.007 – Federal Supplemental Educational Opportunity Grant (FSEOG)
    - CFDA Number 84.033 – Federal Work-Study Program
    - CFDA Number 84.063 – Federal Pell Grant Program
    - CFDA Number 84.268 – Federal Direct Student Loans
  - WIA Investment Act Cluster (WIA):
    - CFDA Number 17.258 – WIA Adult Program
    - CFDA Number 17.259 – WIA Youth Program
    - CFDA Number 17.278 – WIA Dislocated Workers
  - Other Major Programs:
    - CFDA Number 94.016 – Senior Companion Program
    - CFDA Number 93.558 – Temporary Assistance for Needy Families
    - CFDA Number 17.282 – Trade Adjustment Assistance Community College and Career Training
    - CFDA Number 84.048 – Vocational Education – Basic Grants to States
- (H) The dollar threshold used to distinguish between Type A and Type B was \$300,000.
- (I) Hawkeye Community College did not qualify as a low-risk auditee.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2015**

**PART II – FINDING RELATED TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**

**MATERIAL WEAKNESS:**

2015-001 Criteria – The College is responsible for the accuracy of the financial statements.

Condition – During the audit, we identified material amounts of succeeding year property taxes and the related deferred inflows of resources, and immaterial amounts of receivables and fixed assets recorded or not properly recorded in the College's financial statements.

Effect – As a result of these misstatements, the financial statements were materially misstated related to succeeding year property taxes and the related deferred inflows of resources, and had the potential to be misstated related to the other areas identified above.

Recommendation – The College should implement procedures to ensure all the identified areas above are properly identified, classified, and included in the College's financial statements.

Response – We will continue to improve closing processes and implement additional procedures to ensure the proper amounts are recorded in the financial statements in the future.

Conclusion - Response accepted.

**INSTANCES OF NON-COMPLIANCE:** No matters were reported.

**PART III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

**SIGNIFICANT DEFICIENCIES:**

**CFDA Number 17.258 – WIA Adult Program**

**CFDA Number 17.259 – WIA Youth Program**

**CFDA Number 17.278 – WIA Dislocated Workers**

**CFDA Number 93.558 – Temporary Assistance for Needy Families**

2015-002 Criteria - The College is responsible for the accuracy of the allocation of expenses for the programs.

Condition - During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified five items out of sixty where the amount of expense allocated between the programs did not have appropriate supporting documentation of the amounts allocated.

Potential Effect – Expenses are not properly allocated between programs.

Recommendation – The College should review allocation procedures and maintaining adequate supporting documentation to ensure the expenses are properly allocated.

Response – The College will take steps to properly identify and maintain supporting documentation for all allocation entries, including corrections.

Conclusion – Response accepted.



**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2015**

**PART III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS (Continued)**

SIGNIFICANT DEFICIENCIES (continued):

**CFDA Number 17.282 – Trade Adjustment Assistance Community College and Career Training**

2015-003 Criteria - The College is responsible for maintaining proper controls over programs to provide for allowable grant expenses.

Condition - During our review of internal control procedures over the Iowa Advanced Manufacturing Program (TAACCCT grant), we identified one Pcard that was missing proper approval by College staff. This Pcard accounted for 13 of the 37 items selected for testing.

Potential Effect – Disallowed expenses could be allocated to the program.

Recommendation – The College should review procedures to ensure the expenses are properly approved.

Response – The College will review approval procedures and take steps to insure all appropriate approvals are obtained and documented.

Conclusion – Response accepted.

INSTANCES OF NON-COMPLIANCE:

**CFDA Number 94.016 – Senior Companion Program**

2015-004 Criteria – Compliance requirements require that an amount equal to 80% of the Federal share of the grant must be used for stipend and other direct benefits for Senior Companions.

Condition – During our review of compliance requirements of the Senior Companion Program, we identified that earmarking requirements were not met for the current year.

Questioned Cost – In the year under audit, the College incurred \$226,479 related to stipends and other direct benefits for Senior Companions. The Federal share of the grant is equal to \$329,569, and 80% of this amount equals \$263,655. The difference of \$37,176 was received and did not meet the requirement, thus resulting in a questioned cost.

Potential Effect – The portion of the funds received that did not meet the earmarking requirement could be disallowed.

Recommendation – The College should review grant monitoring procedures to ensure the earmarking requirements are being met in the future.

Response – The shortfall continues to be due to a shortage of volunteers. The new program manager has been researching new ways to market and recruit volunteers and is implementing findings. In addition, changes to the grant will be implemented in the next three year term that will allow the program to require a fewer number of volunteers to meet the financial requirements. Orientation and training will also be more readily available so that new volunteers can start service as soon as possible.

Conclusion – Response accepted.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2015**

**PART IV – OTHER FINDINGS RELATED TO REQUIRED STATUTORY REPORTING**

- IV-A-15: Certified Budget – Expenditures for the year ended June 30, 2015, did not exceed the amounts budgeted.
- IV-B-15: Questionable Disbursements – No expenditures we believe did not meet the requirement of public purpose as defined in an Attorney General’s opinion dated April 25, 1979 were noted.
- IV-C-15: Travel Expense – No expenditures of Hawkeye Community College money for travel expenses of spouses of College officials or employees were noted. No travel advances to College officials or employees were noted.
- IV-D-15: Business Transactions – Business transactions between the Community College and the Community College officials or employees are detailed as follows:

Business Connection	Description	Amount
Katrina Nagle, Adjunct Professor Spouse of Minority Owner of Nagle Signs	Signage and Lettering	\$ 7,644

In accordance with the Code of Iowa, the above transactions may represent a conflict of interest because the total received during the fiscal year is greater than \$2,500.

- IV-E-15: Bond Coverage – Surety bond coverage of Community College officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to insure that the coverage is adequate for current operations.
- IV-F-15: Board Minutes – No transactions were found that we believe should have been approved in the Board minutes but were not.
- IV-G-15: Publication – The Community College published a statement showing the receipt and disbursement of all funds, including the names of all persons, firms or corporations to which disbursements were made, as required by Section 260C.14(12) of the Code of Iowa.
- IV-H-15: Deposits and Investments – No instances of noncompliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the College’s investment policy were noted.
- IV-I-15: Credit/Contact Hours – Eligible credit and contact hours reported to the Iowa Department of Education by the College were supported by detailed records maintained by the Community College, except for an overstatement of 12,193 credit hours, as shown below:

	Reported	Total per Supporting Documentation	Difference
Non Credit:			
Non-Credit - Eligible for Aid	389,014	376,821	(12,193)

Recommendation – The College should develop procedures to ensure the report submitted to the Iowa Department of Education is supported by detailed records.

Response – The College will continue to monitor credit/contact hours to ensure all reports submitted are supported by the College’s detailed records.

Conclusion – Response accepted.

**HAWKEYE COMMUNITY COLLEGE  
SCHEDULE OF PRIOR YEAR FINDINGS  
JUNE 30, 2015**

**SIGNIFICANT DEFICIENCIES:**

2014-002 Finding - During our review of internal control procedures over the Senior Companion Program, we identified two paychecks out of sixty where the amount paid to the senior companion did not agree with the approved timesheet.

Recommendation – The College should review payroll procedures to ensure the calculations on timesheets are being appropriately computed.

Current Status – All payroll amounts paid agreed with the approved timesheets during the current year testing, procedures appear to have been implemented.

2014-003 Finding - During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified three paychecks out of forty where the amount of payroll expense allocated between the programs did not agree with the approved timesheet.

Recommendation – The College should review payroll procedures to ensure the expenses are properly allocated.

Current Status – The recommendation is still in process.

2014-004 Finding - During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified two expenses out of forty that were missing proper approval.

Recommendation – The College should review procedures to ensure the expenses are properly approved.

Current Status – All expenses were approved during the current year testing, procedures appear to have been implemented.

2014-005 Finding - During our review of internal control procedures over the WIA Cluster, we identified seven applications out of forty that were missing proper approval.

Recommendation – The College should review procedures to ensure the applications are properly approved.

Current Status – All applications had proper approval during the current year testing, procedures appear to have been implemented.

**INSTANCES OF NON-COMPLIANCE:**

2014-006 Finding - During our review of compliance requirements of the Senior Companion Program, we identified that earmarking requirements were not met for the current year. Compliance requirements require that an amount equal to 80% of the Federal share of the grant must be used for stipend and other direct benefits for Senior Companions.

Recommendation – The College should review grant monitoring procedures to ensure the earmarking requirements are being met in the future.

Current Status – The recommendation is still in process.

**HAWKEYE COMMUNITY COLLEGE  
CORRECTIVE ACTION PLAN FOR FEDERAL AUDIT FINDINGS  
JUNE 30, 2015**

Corporation for National and Community Services, Department of Labor, or Department of Health and Human Services:

Hawkeye Community College, respectfully submits the following corrective action plan for the year ended June 30, 2015.

The audit was performed by Williams & Company, P.C., P.O. Box 908, Spencer, Iowa, for the fiscal year ended June 30, 2015.

The findings from the June 30, 2015 Schedule of Findings and Questioned Costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule. Part I of the schedule, Summary of Independent Auditor's Results, does include a finding and is not addressed.

The audit disclosed significant deficiencies and an instance of non-compliance as identified in Part III of the accompanying Schedule of Findings and Questioned Costs.

**SIGNIFICANT DEFICIENCIES:**

2015-002 Expense Allocation – WIA Adult Program CFDA Number 17.258; WIA Youth Program CFDA Number 17.259; WIA Dislocated Workers CFDA Number 17.278; Temporary Assistance for Needy Families CFDA Number 93.558

Criteria - The College is responsible for the accuracy of the allocation of expenses for the programs.

Condition - During our review of internal control procedures over the WIA Cluster and Temporary Assistance for Needy Families Programs, we identified five items out of sixty where the amount of expense allocated between the programs did not have appropriate supporting documentation of the amounts allocated.

Potential Effect – Expenses are not properly allocated between programs.

Recommendation – The College should review allocation procedures and maintaining adequate supporting documentation to ensure the expenses are properly allocated.

Response – The College will take steps to properly identify and maintain supporting documentation for all allocation entries, including corrections.

Conclusion – Response accepted.

2015-003 Expense Approval – Trade Adjustment Assistance Community College and Career Training CFDA Number 17.282

Criteria - The College is responsible for maintaining proper controls over programs to provide for allowable grant expenses.

Condition - During our review of internal control procedures over the Iowa Advanced Manufacturing Program (TAACCCT grant), we identified one Pcard that was missing proper approval by College staff. This Pcard accounted for 13 of the 37 items selected for testing.

Potential Effect – Disallowed expenses could be allocated to the program.

Recommendation – The College should review procedures to ensure the expenses are properly approved.

Response – The College will review approval procedures and take steps to insure all appropriate approvals are obtained and documented.

Conclusion – Response accepted.

**HAWKEYE COMMUNITY COLLEGE**  
**CORRECTIVE ACTION PLAN FOR FEDERAL AUDIT FINDINGS (Continued)**  
**JUNE 30, 2015**

**INSTANCES OF NON-COMPLIANCE:**

**2015-004 Earmarking Requirements – Senior Companion Program CFDA Number 94.016**

**Criteria** – Compliance requirements require that an amount equal to 80% of the Federal share of the grant must be used for stipend and other direct benefits for Senior Companions.

**Condition** – During our review of compliance requirements of the Senior Companion Program, we identified that earmarking requirements were not met for the current year.

**Questioned Cost** – In the year under audit, the College incurred \$226,479 related to stipends and other direct benefits for Senior Companions. The Federal share of the grant is equal to \$329,569, and 80% of this amount equals \$263,655. The difference of \$37,176 was received and did not meet the requirement, thus resulting in a questioned cost.

**Potential Effect** – The portion of the funds received that did not meet the earmarking requirement could be disallowed.

**Recommendation** – The College should review grant monitoring procedures to ensure the earmarking requirements are being met in the future.

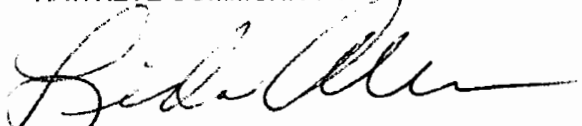
**Response** – The shortfall continues to be due to a shortage of volunteers. The new program manager has been researching new ways to market and recruit volunteers and is implementing findings. In addition, changes to the grant will be implemented in the next three year term that will allow the program to require a fewer number of volunteers to meet the financial requirements. Orientation and training will also be more readily available so that new volunteers can start service as soon as possible.

**Conclusion** – Response accepted.

If the Corporation for National and Community Services, Department of Labor, or Department of Health and Human Services has questions regarding this plan, please call Linda Allen at 319-296-4201.

Sincerely yours,

HAWKEYE COMMUNITY COLLEGE



Linda Allen, President

## **LISTING OF URLS REFERENCED IN APPENDICES**

### **Appendix A URLs:**

Page 21: <https://www.legis.iowa.gov/docs/iac/chapter/08-03-2016.281.21.pdf>

### **Appendix B URLs:**

Page 2: <https://www.hawkeyecollege.edu/webres/File/students/student-handbook/studentcomplaint-procedures-and-form.pdf>

### **Appendix D URLs:**

Page 2: <http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>

Page 2: <http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx>

Page 2: Joint Statement on Transfer and Award of Academic Credit <http://www.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx>

Page 2: American Council on Education <http://www.acenet.edu/>

Page 2: Council on Higher Education Accreditation <http://www.chea.org/>

Page 2: American Association of Collegiate Registrars and Admissions Officers  
<http://www.aacrao.org/>

Page 2: LACTS Agreement [http://www.transferiniowa.org/pdf/lacts\\_1.pdf](http://www.transferiniowa.org/pdf/lacts_1.pdf)

Page 2: College Source <http://www.collegesource.com/>

Page 2: <http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx>

Page 3: <http://www.hawkeyecollege.edu/academics/programs/transfer/default.aspx>

Page 5: <http://www.hawkeyecollege.edu/webres/File/academics/programs-of-study/2015-2017-AA-Tracking-Form.pdf>

### **Appendix M URLs:**

Page 2: <http://www.hawkeyecollege.edu/financial-aid/consumer-information.aspx>

Page 3: <http://www.hawkeyecollege.edu/about/public-safety/annual-security-and-fire-safety-report.aspx>

Page 4: <http://www.redtailathletics.com/navbar-inside>

### **Appendix N URLs:**

Page 2: <http://www.hawkeyecollege.edu/financial-aid/consumer-information.aspx>

Page 7: <http://www.hawkeyecollege.edu/financial-aid/default.aspx>

Page 7: Graduation Rate <http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

Page 7: Retention Rate <http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

Page 7: Transfer-Out Rate <http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

Page 7: Athletic Program Requirements <http://www.redtailathletics.com/navbar-inside>

Page 8: Male/Female Student Body Diversity  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-body-diversity.aspx>

Page 9: Withdrawal Processes <http://www.hawkeyecollege.edu/academics/records-registration/changing-your-course-schedule/drop-withdraw-from-a-course.aspx>

Page 12: Accessible Parking <http://www.hawkeyecollege.edu/webres/File/about/campus-map-accessible-parking.pdf>

Page 12: Facility Accessibility <http://www.hawkeyecollege.edu/about/locations/main-campus/facility-accessibility.aspx>

Page 13: Adaptive Equipment and Software  
<http://www.hawkeyecollege.edu/students/services/student-disability-services/accommodations/adaptive-equipment-lab.aspx>

Page 13: Student Tutoring Services <http://www.hawkeyecollege.edu/students/services/student-tutoring-and-computer-lab/tutoring-services/default.aspx>

Page 13: Student Computer Lab <http://www.hawkeyecollege.edu/students/services/student-tutoring-and-computer-lab/student-computer-lab.aspx>

Page 14: Disclosure of Annual Security and Fire Safety Reports  
<http://www.hawkeyecollege.edu/about/public-safety/annual-security-and-fire-safety-report.aspx>

Page 14: Disclosure of Enrollment in Study Abroad  
<http://www.hawkeyecollege.edu/academics/programs/study-abroad/enrollment-policy.aspx>

Page 15: Accreditation site reference <http://www.hawkeyecollege.edu/about/accreditation.aspx>

Page 17: Faculty Directory <http://www.hawkeyecollege.edu/contact-us/faculty-directory/>

Page 17: Employee Directory <http://www.hawkeyecollege.edu/employees/default.aspx>

Page 17: Academic Program Directories  
<http://www.hawkeyecollege.edu/academics/programs/default.aspx>

Page 17: Academic Program Page example  
<http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/default.aspx>

Page 19: Academic Standards Policy <http://www.hawkeyecollege.edu/academics/records-registration/grades/default.aspx>

Page 19: Alcohol and Drug Policies <http://www.hawkeyecollege.edu/about/public-safety/policies-regarding-alcohol-and-illegal-drugs.aspx>

Page 20: Bookstore and Text Books <http://www.hawkeyecollege.edu/academics/bookstore.aspx>

Page 20: Career Services Center <http://www.hawkeyecollege.edu/students/services/career-services-center/default.aspx>

Page 21: College Navigator  
<http://nces.ed.gov/collegenavigator/?q=Hawkeye+Community+College&s=all&id=153445#fedloans>

Page 21: Consumer Information <http://www.hawkeyecollege.edu/financial-aid/consumer-information.aspx>

Page 22: Copyright Infringement Policies  
<http://www.hawkeyecollege.edu/students/handbook/copyright-infringement-and-peer-to-peer-file-sharing-policy.aspx>

Page 22: Cost of Attendance <http://www.hawkeyecollege.edu/go/financial-aid/forms-documents.aspx>

Page 23: Crime, Security, etc. <http://www.hawkeyecollege.edu/about/public-safety/annual-security-and-fire-safety-report.aspx>

Page 23: Drug Policy <http://www.hawkeyecollege.edu/students/handbook/conduct/drug-free-campus.aspx>

Page 23: Equal Opportunity Policy, Nondiscrimination Statement, etc.  
<http://www.hawkeyecollege.edu/about/equal-opportunity/default.aspx>

Page 24: FERPA <http://www.hawkeyecollege.edu/financial-aid/FERPA.aspx>

Page 26: Financial Aid Handbook <http://www.hawkeyecollege.edu/go/financial-aid/forms-documents.aspx>

Page 30: Gainful Employment Disclosures <http://www.hawkeyecollege.edu/financial-aid/gainful-employment.aspx>

Page 32: Graduation, Retention, and Student Body Diversity  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

Page 33: Locations <http://www.hawkeyecollege.edu/about/locations/default.aspx>

Page 33: Missing Student Procedure <http://www.hawkeyecollege.edu/about/public-safety/missing-student.aspx>

Page 38: Tuition Refund Policy <http://www.hawkeyecollege.edu/students/paying-for-college/tuition-refunds.aspx>

Page 40: Student Book Purchase Policy <http://www.hawkeyecollege.edu/academics/bookstore.aspx>

Page 40: Student Disability Service Info  
<http://www.hawkeyecollege.edu/students/services/student-disability-services/default.aspx>

Page 41: Study Abroad Enrollment Policy  
<http://www.hawkeyecollege.edu/academics/programs/study-abroad/default.aspx>

Page 41: Transfer/Articulation Agreements  
<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>

Page 42: Technical Transfer Program Agreements  
<http://www.hawkeyecollege.edu/academics/transfer/articulation-agreements.aspx>

Page 42: Vaccination Policies <http://www.hawkeyecollege.edu/students/services/health/chronic-communicable-diseases.aspx>

Page 43: Immunizations  
<http://www.hawkeyecollege.edu/students/services/health/immunizations.aspx>

Page 43: Voter Registration <http://www.hawkeyecollege.edu/about/government-relations/voter-registration.aspx>

#### **Appendix O URLs:**

Page 6: <http://www.hawkeyecollege.edu/financial-aid/managing-your-award/sap.aspx>

#### **Appendix R URLs:**

Page 2: 2015-2016 College Catalog  
<http://www.hawkeyecollege.edu/webres/File/academics/college-catalog/2015-2016-catalog.pdf>

Page 2: 2016-2017 College Catalog link <http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>

Page 2: 2016-2017 College Catalog pdf version  
<http://www.hawkeyecollege.edu/webres/File/academics/college-catalog/2016-2017-catalog.pdf>

Page 684: Student Handbook <http://www.hawkeyecollege.edu/students/handbook/default.aspx>

#### **Appendix S URLs:**

Page 4: Course Fee Info Sample page  
<http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/courses.aspx>

Page 4: Cost Per Credit Hour <http://www.hawkeyecollege.edu/students/paying-for-college/tuition-and-fees.aspx>



**Appendix V URLs:**

Page 4: IPEDS Reported Graduation Rate

<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

Page 5: IPEDS Reported Retention Rate

<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

Page 5: Transfer-Out Rate <http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>

Page 7: Voluntary Framework of Accountability <http://vfa.aacc.nche.edu/about/Pages/default.aspx>

Page 7: Published HCC VFA data

<http://vfa.aacc.nche.edu/collegefinder/Pages/Profile.aspx?VFAIID=656>

**Appendix W URLs:**

Page 2: Continued Accreditation Letter – Iowa Department of Education

<http://www.hawkeyecollege.edu/webres/File/about/accreditation/iowa-doe-interim-accreditation-visit-approval-letter.pdf>

Page 2: Accreditation Visit Report – Iowa Department of Education

<http://www.hawkeyecollege.edu/webres/File/about/accreditation/iowa-doe-interim-accreditation-visit-report.pdf>

Page 2: Statement of Affiliation

<https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=1236>

Page 2: HLC Quality Checkup Report

<http://www.hawkeyecollege.edu/webres/File/about/accreditation/quality-check-up-visit-report-2009.pdf>

**Appendix X URLs:**

Page 2:

Affiliation with Accrediting Bodies <http://www.hawkeyecollege.edu/about/accreditation.aspx>

Credit Program Accreditation

Associate Degree Nursing Program

<http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/default.aspx>

Dental Assisting Program

<http://www.hawkeyecollege.edu/academics/programs/health/dental-assisting/default.aspx>

Dental Hygiene Program

<http://www.hawkeyecollege.edu/academics/programs/health/dental-hygiene/default.aspx>

Emergency Medical Services & Paramedic Programs

<http://www.hawkeyecollege.edu/academics/programs/public-services/emergency-medical-services/default.aspx>

Medical Laboratory Technology Program

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/default.aspx>

Natural Resources Management Program

<http://www.hawkeyecollege.edu/academics/programs/agriculture-and-natural-resources/natural-resources-management/default.aspx>

Occupational Therapy Assistant Program

<http://www.hawkeyecollege.edu/academics/programs/health/occupational-therapy-assistant/default.aspx>

Physical Therapist Assistant Program

<http://www.hawkeyecollege.edu/academics/programs/health/physical-therapist-assistant/default.aspx>

Practical Nursing Program

<http://www.hawkeyecollege.edu/academics/programs/health/practical-nursing/default.aspx>

Respiratory Care Program

<http://www.hawkeyecollege.edu/academics/programs/health/respiratory-care/default.aspx>

**Appendix Y URLs:**

Page 2: Comments from Public reference <http://www.hawkeyecollege.edu/about/default.aspx>

## **LISTING OF URLS REFERENCED IN FEDERAL COMPLIANCE FORM**

Note: Pages referenced refer to page number in pdf file

Page 3: Question 5 Complaint Policy <https://www.hawkeyecollege.edu/webres/File/students/student-handbook/student-complaint-procedures-and-form.pdf>

Page 4: Question 8 – Publication of Transfer Policies  
<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx> &  
<http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx>

Page 5: Question 9 – Disclosure of Articulation Agreements  
<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx> &  
<http://www.hawkeyecollege.edu/academics/transfer/articulation-agreements.aspx>

Page 5: Question 10 – Align Disclosed Transfer Policies [http://www.curricunet.com/iowa\\_doe/](http://www.curricunet.com/iowa_doe/) &  
<http://www.curricunet.com/Hawkeye/index.cfm>

Page 11: Question 17-h Three Most Recent audited Financial Statements  
[https://auditor.iowa.gov/sites/default/files/audit\\_reports/1531-0700-C00F.pdf](https://auditor.iowa.gov/sites/default/files/audit_reports/1531-0700-C00F.pdf)

Page 15: Question 20 Athletic Participation <http://www.redtailathletics.com/navbar-inside>

Pages 18-21: Question 26 HEA Required Disclosures

- Notice of Availability of Institutional and Financial Aid Information & Contact Information for Assistance in Obtaining Institutional or Financial Aid Information:  
<http://www.hawkeyecollege.edu/default.aspx?logo>  
<http://www.hawkeyecollege.edu/financial-aid/default.aspx>
- General Institutional Information
  - Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA)  
<http://www.hawkeyecollege.edu/academics/records-registration/records/privacy-of-your-records.aspx>
  - Facilities and Services for Student with Disabilities  
<http://www.hawkeyecollege.edu/students/services/student-disability-services/default.aspx>  
<http://www.hawkeyecollege.edu/students/services/student-disability-services/resources.aspx>  
<http://www.hawkeyecollege.edu/about/locations/main-campus/facility-accessibility.aspx>
  - Student Diversity  
<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-body-diversity.aspx>
  - Price of Attendance  
<http://www.hawkeyecollege.edu/financial-aid/cost-of-attendance.aspx>

- Net Price Calculator  
<http://www.hawkeyecollege.edu/financial-aid/net-price-calculator.aspx>
- Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid  
<http://www.hawkeyecollege.edu/students/paying-for-college/tuition-refunds.aspx>  
<http://www.hawkeyecollege.edu/academics/records-registration/changing-your-course-schedule/drop-withdraw-from-a-course.aspx>  
<http://www.hawkeyecollege.edu/financial-aid/managing-your-award/schedule-or-program-change.aspx>  
<http://www.hawkeyecollege.edu/go/financial-aid/forms-documents.aspx>
- Textbook Information  
<http://www.hawkeyecollege.edu/academics/bookstore.aspx>  
[http://www.hawkeyebookstore.com/site\\_textbook\\_info.asp](http://www.hawkeyebookstore.com/site_textbook_info.asp)  
<http://www.hawkeyecollege.edu/academics/programs/health/associate-degree-nursing/courses.aspx> (example of how this information displays for a program)

#### Educational Programs

- <http://www.hawkeyecollege.edu/academics/programs/default.aspx>
- Instructional Facilities  
<https://www.hawkeyecollege.edu/webres/File/about/campus-map.pdf>  
<http://www.hawkeyecollege.edu/about/locations/main-campus/hawkeye-center.aspx>
- Faculty  
<http://www.hawkeyecollege.edu/contact-us/faculty-directory/>
- Transfer of Credit Policies and Articulation Agreements  
<http://www.hawkeyecollege.edu/academics/records-registration/credits/default.aspx>  
<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>
- Accreditation, Approval, and Licensure of Institution and Programs  
<http://www.hawkeyecollege.edu/about/accreditation.aspx>  
<https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=1236>  
<http://www.hawkeyecollege.edu/webres/File/about/accreditation/iowa-doe-interim-accreditation-visit-approval-letter.pdf>
- Copyright Infringement-Policies and Sanctions  
<http://www.hawkeyecollege.edu/students/handbook/copyright-infringement-and-peer-to-peer-file-sharing-policy.aspx>  
<http://www.hawkeyecollege.edu/students/handbook/conduct/default.aspx>  
<http://www.hawkeyecollege.edu/students/handbook/academic-integrity.aspx>
- Computer Use and File Sharing  
<http://www.hawkeyecollege.edu/students/technology/computer-policies/computer-misconduct.aspx>

<http://www.hawkeyecollege.edu/students/handbook/copyright-infringement-and-peer-to-peer-file-sharing-policy.aspx>

- Student Activities
  - <http://www.hawkeyecollege.edu/students/student-life/default.aspx>
  - <http://www.hawkeyecollege.edu/calendars/student-activities/default.aspx>
  - <http://www.hawkeyecollege.edu/students/student-life/clubs-and-orgs/default.aspx>
  - <http://www.redtailathletics.com/landing/index>
- Career and Job Placement Services
  - <http://www.hawkeyecollege.edu/students/services/career-services-center/default.aspx>
- Teacher Preparation Program Report
  - <http://www.hawkeyecollege.edu/webres/File/employees/teaching-and-learning-services/quality-faculty-plan.pdf>
  - <http://www.hawkeyecollege.edu/employees/teaching-and-learning-services/professional-development/default.aspx>
- Student Financial Assistance
  - Assistance Available from Federal, State, Local, and Institutional Programs
    - <http://www.hawkeyecollege.edu/financial-aid/award-process.aspx>
    - <https://fafsa.ed.gov/>
    - <http://www.hawkeyecollege.edu/financial-aid/types-of-aid/grants-and-scholarships/scholarships.aspx>
    - <http://www.hawkeyecollege.edu/financial-aid/web-resources.aspx>
    - <http://www.hawkeyecollege.edu/about/support-hawkeye/scholarships/default.aspx>
  - Federal Student Financial Aid Penalties for Drug Law Violations
    - <http://www.hawkeyecollege.edu/webres/File/students/financial-aid/handbook-2015-16.pdf> (page 4, item 10)
- Student Loan Information
  - Initial Loan Counseling for Student Borrowers
    - <http://www.hawkeyecollege.edu/financial-aid/award-disbursement.aspx>
    - <http://www.hawkeyecollege.edu/financial-aid/entrance-loan-counseling.aspx>
    - <http://www.hawkeyecollege.edu/financial-aid/student-loan-game-plan.aspx>
  - Exit Counseling for Student Borrowers
    - <http://www.hawkeyecollege.edu/financial-aid/managing-your-award/exit-loan-counseling.aspx>
  - Institutional Code of Conduct for Education Loans
    - <http://www.hawkeyecollege.edu/financial-aid/institutional-code-of-conduct-for-educational-loans.aspx>
- Health and Safety
  - Drug and Alcohol Abuse Prevention Program

<http://www.hawkeyecollege.edu/about/public-safety/security-report/policies-regarding-alcohol-and-illegal-drugs.aspx>

<https://www.getsmartaboutdrugs.com/find-help>

- Vaccination Policies

<http://www.hawkeyecollege.edu/students/services/health/immunizations.aspx>

- Campus Security Policies, Crime Statistics and Crime Log

<http://www.hawkeyecollege.edu/about/public-safety/default.aspx>

<http://www.hawkeyecollege.edu/about/public-safety/security-report/default.aspx>

<http://www.hawkeyecollege.edu/about/public-safety/security-report/crime-statistics.aspx>

<http://www.hawkeyecollege.edu/about/public-safety/security-report/security-awareness-and-crime-prevention-programming.aspx>

- Fire Safety Policies, Fire Statistics and Fire Log

<http://www.hawkeyecollege.edu/about/public-safety/security-report/campus-emergency-response-and-immediate-notification.aspx>

<http://www.hawkeyecollege.edu/about/public-safety/security-report/default.aspx>

- Student Outcomes

- Retention Rate

<http://www.hawkeyecollege.edu/students/handbook/student-rights/retention-rate.aspx>

- Graduation Rates

<http://www.hawkeyecollege.edu/students/handbook/student-rights/graduation-rate.aspx>

- Transfer-Out Rates

<http://www.hawkeyecollege.edu/students/handbook/student-rights/transfer-out-rate.aspx>

- Graduate Placement Services

<http://www.hawkeyecollege.edu/articles/students/jobs-employers-post-openings.aspx>

<http://www.hawkeyecollege.edu/students/services/career-services-center/web-resources.aspx>

<http://www.hawkeyecollege.edu/students/services/career-services-center/web-resources.aspx>

<http://www.hawkeyecollege.edu/students/services/career-services-center/graduate-survey.aspx>

<http://www.hawkeyecollege.edu/students/services/career-services-center/exploring-careers.aspx>

- Voter Registration

<http://www.hawkeyecollege.edu/about/government-relations/voter-registration.aspx>

Page 21: Question 27 Assignment of Credit Hours <https://www.legis.iowa.gov/docs/iac/rule/12-14-2011.281.21.2.pdf>

Pages 22-24: Question 29 Advertising and Recruiting website pages

College Programs/Majors

<http://www.hawkeyecollege.edu/academics/programs/default.aspx>

Program Specific Information with Programs/Majors – Example: Medical Laboratory Technology Overview

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/default.aspx>

Admission Requirements

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/admission.aspx>

Careers

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/careers.aspx>

Courses and Fees

<http://www.hawkeyecollege.edu/academics/programs/health/medical-laboratory-technology/courses.aspx>

Liberal Arts AA and AS Degrees

<http://www.hawkeyecollege.edu/academics/programs/transfer/liberal-arts-degrees/default.aspx?=&rotators-homepage>

Transferring to

<http://www.hawkeyecollege.edu/academics/transfer/information/default.aspx>

Accreditation

<http://www.hawkeyecollege.edu/about/accreditation.aspx>

Application or Applying to Hawkeye

<http://www.hawkeyecollege.edu/admissions/apply.aspx>

Visiting the Campus

<http://www.hawkeyecollege.edu/admissions/visit.aspx>

International Students

<http://www.hawkeyecollege.edu/admissions/international-students/default.aspx>

Paying for College – Financial Aid and Scholarships

<http://www.hawkeyecollege.edu/students/paying-for-college/default.aspx>

Types of Aid

<http://www.hawkeyecollege.edu/financial-aid/types-of-aid/default.aspx>

Tuition and Fees

<http://www.hawkeyecollege.edu/students/paying-for-college/tuition-and-fees.aspx>

Scholarships

<http://www.hawkeyecollege.edu/financial-aid/types-of-aid/grants-and-scholarships/scholarships.aspx>

<http://www.hawkeyecollege.edu/about/support-hawkeye/scholarships/default.aspx>

New Student Checklist

<http://www.hawkeyecollege.edu/admissions/new-student-checklist.aspx>

**Housing**

<http://www.hawkeyecollege.edu/students/housing/default.aspx>

**Bookstore**

<http://www.hawkeyecollege.edu/academics/bookstore.aspx>

**Concurrent Enrollment:**

<http://www.hawkeyecollege.edu/admissions/high-school-counselors/college-now.aspx>

**Registering for Classes**

<http://www.hawkeyecollege.edu/academics/records-registration/register/default.aspx>

**Academic Calendar**

<http://www.hawkeyecollege.edu/calendars/academics/default.aspx>

**Services for Students:**

<http://www.hawkeyecollege.edu/students/services/default.aspx>

**Student Disability Services**

<http://www.hawkeyecollege.edu/students/services/student-disability-services/default.aspx>

**Athletics:**

<http://www.redtailathletics.com/landing/index>

**Study Abroad**

<http://www.hawkeyecollege.edu/academics/programs/study-abroad/default.aspx>

**Locations**

<http://www.hawkeyecollege.edu/about/locations/default.aspx>

**Student Handbook**

<http://www.hawkeyecollege.edu/students/handbook/default.aspx>

**College Catalog**

<http://www.hawkeyecollege.edu/academics/college-catalog/default.aspx>

**Add/Drop a Course**

<http://www.hawkeyecollege.edu/academics/records-registration/changing-your-course-schedule/drop-withdraw-from-a-course.aspx>

**Grades**

<http://www.hawkeyecollege.edu/academics/records-registration/grades/default.aspx>

**Tuition Refund for Withdraw:**

<http://www.hawkeyecollege.edu/students/paying-for-college/tuition-refunds.aspx>

**Military Absence & Withdrawal**

<http://www.hawkeyecollege.edu/academics/records-registration/course-policies/military-absence-policy.aspx>

**College Employment:**

<http://www.hawkeyecollege.edu/employment/default.aspx>



Public Safety

<http://www.hawkeyecollege.edu/about/public-safety/default.aspx>

Emergency and Safety

<http://www.hawkeyecollege.edu/emergency/default.aspx>

Sample Ads Evening Programs

<http://www.hawkeyecollege.edu/academics/programs/adult/evening.aspx?=rotators-homepage>

General Recruitment

<http://www.hawkeyecollege.edu/academics/programs/connect.aspx>

Page 24: Question 31 Mark of Affiliation <http://www.hawkeyecollege.edu/about/accreditation.aspx>

Page 26: Question 35 College Scorecard for HCC

<https://collegescorecard.ed.gov/search/?name=Hawkeye%20Community%20College&sort=advantage:desc>

Page 26: Question 35 Condition of Iowa's Community Colleges

<https://collegescorecard.ed.gov/search/?name=Hawkeye%20Community%20College&sort=advantage:desc>

Page 26: Question 35 Voluntary Framework of Accountability

<http://vfa.aacc.nche.edu/collegefinder/Pages/Profile.aspx?VFAID=656>

Page 27: Question 35 National Community College Benchmarking Project <https://www.nccbp.org/>

Page 28: Question 37 IPEDS <https://surveys.nces.ed.gov/IPEDS/>

Page 28: Question 38 HCC Student Outcome webpage

<http://www.hawkeyecollege.edu/students/handbook/student-rights/student-outcomes-data.aspx>