



WELCOME TO HAWKEYE COMMUNITY COLLEGE

APPLIED SCIENCE & TECHNOLOGY PROGRAMS

PROGRAM	AWARD	PAGE
AGRICULTURE & NATURAL RESOURCES		
Agricultural Business Management	Diploma, AAS	51
Animal Science	Diploma, AAS	53
Horticulture Science	Diploma, AAS	76
Natural Resources Management	Certificate, Diploma, AAS	85
Vet Assisting	Diploma	97
ARTS		
Graphic Communications	AAA	74
Interior Design	AAA	79
Professional Photography	AAA	91
BUSINESS		
Accounting	Diploma, AAS	49
Administrative Assistant	Diploma	50
Business Administration	AA	59
Customer Service	Diploma	65
Executive Assistant	AAS	72
Legal Office Assistant	AAS	80
Marketing Management	AAS	81
Medical Administrative Assistant	AAS	82
Medical Secretary	Diploma	84
Office Assistant (Option of Office Specialist)	Certificate	87
Office Specialist	Diploma	87
ENGINEERING TECHNOLOGY		
Architectural & Construction Technology	AAS	54
Automated Systems Technology ****	AAS	56
Civil & Construction Engineering Technology	AAS	60
CNC Machine Technology	Diploma, AAS	61
Electromechanical Maintenance Technology	Diploma	70
Electronics Engineering Technology	AAS	71
Heating and Air Conditioning	Diploma	75
Interdisciplinary Studies	AAS	78
Tool and Die/Moldmaking	AAS	95
Welding	Certificate, Diploma	99
HEALTH SCIENCES		
Associate Degree Nursing **	AAS	55
Dental Assisting	Diploma	66
Dental Hygiene	AAS	67
Medical Laboratory Technology	AAS	83
Optometric/Ophthalmic Assistant	Diploma	88
Practical Nursing	Diploma	90
Registered Nurse First Assistant ***	Certificate	92
Respiratory Care	AAS	93
Surgical Technology Prep	Diploma, AAS	94
HUMAN STUDIES		
Corrections	AA	64
Early Childhood Education	Diploma, AAS	69
Fire Science Management	AA, AS	73
Police Science	AAS	89
INFORMATION TECHNOLOGY		
Computer Networking Technician	Diploma	63
Information Systems Management	AAS	77
Network Administration & Engineering	AAS	86
Web Design and Development	AAS	98

PROGRAM	AWARD	PAGE
POWER TECHNOLOGY		
Agricultural Power Technology	AAS	52
Automotive Electronic Technology	AAS	57
Automotive Technology	AAS	58
Collision Repair and Refinishing	Diploma, AAS	62
Diesel Truck Technology	AAS	68
Truck Driving and Transportation Training	Certificate	96

ARTS & SCIENCES PROGRAMS

ARTS & SCIENCES (TRANSFER) PROGRAM

Associate in Arts Degree

Business Administration	AA	45, 59
Corrections	AA	45, 64
Fire Science Management	AA	73
Liberal Arts	AA	40-42

Associate in Science Degree

Agriculture Science	AS	43-46
Fire Science Management	AS	73
Liberal Arts	AS	40, 43-44

Associate in General Studies Degree

General Business	AGS	46-47
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COMMUNITY & CONTINUING EDUCATION

A+ Certification	Certificate	101
Certified Cisco Network Administrator (CCNA)	Certificate	101
Computer Training		100
Emergency Medical Service	Certificate	102
Health/Long Term Care	Certificate	101
High School Equivalency (GED)	Diploma	103
Law Enforcement	Certificate	102
Microsoft Certified Systems Administrator (MCSA)		
	Certificate	101
Management Development	Certificate	101
Microsoft Office Specialist	Certificate	101
Quality Improvement		100
Technical Training		100
Workplace Basic Skills		100

KEY

- AA - Associate in Arts
- AGS - Associate in General Studies
- AS - Associate in Science
- AAA - Associate in Applied Arts
- AAS - Associate in Applied Science
- Diploma - May be completed in one year
- Certificate - May be completed in less than one year
- ** Prerequisite: Practical Nursing program completion
- *** Prerequisite: Registered Nurse Licensure
- **** Prerequisite: Electromechanical Maintenance Technology



WELCOME TO HAWKEYE COMMUNITY COLLEGE



GREG SCHMITZ, PH.D.
College President



WELCOME FROM THE PRESIDENT

At Hawkeye Community College, we strive to make Hawkeye a first-class learning experience for all students - from our programs of study and faculty, to our student services and staff, through the technology we employ, and our modern facilities including our new Brock Student Center.

We invite you to visit our campus and discover what awaits you:

- Transfer Programs - Complete the first two-years of your four-year degree
- Fast-Track Careers - Begin a high-demand career in two years or less
- Personal Attention - Average class size is 22
- Graduate Placements - 93% of our career program graduates get jobs
- Scholarships - Hawkeye awards thousands of dollars each year to students
- Housing Options - Students live in the apartments across from the campus, UNI dorms, other area apartments/houses, or live at home
- Student Activities - Clubs, organizations, intramurals, events, and more
- Campus Size - 5,700 students

Visit our campus, and arrange for an individual tour or attend a Focus on Friday group event by calling our Admissions Office at 319-296-4000. You'll be glad you did.

MISSION OF HAWKEYE COMMUNITY COLLEGE

MISSION

The mission of Hawkeye Community College is a globally informed community of successful lifelong learners.

INSTITUTIONAL GOALS

To effectively demonstrate our mission, we are committed to provide:

- Educational 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.

ACCREDITATION

Hawkeye Community College is accredited by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 North Lasalle St., Chicago, IL 60602, and by the Iowa Department of Education.

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 Ave., Des Moines, IA 50319.

Dental Assisting and Dental Hygiene - Accredited by the Commission on Dental Accreditation, American Dental Association, 211 East Chicago Ave., Chicago, IL 60611.

Medical Laboratory Technology - Accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Ave., Chicago, IL 60631.

Respiratory Care - Accredited by the Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244.



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HISTORY OF HAWKEYE COMMUNITY COLLEGE

The Area Vocational/Technical School concept led to Hawkeye's creation. It was developed in Black Hawk County in 1957, with the initiation of a post-high school program in practical nursing. A detailed survey was conducted in Black Hawk County in 1964 which provided factual information regarding the need for a vocational-technical school in this area. After the passage of Senate File 550 by the Iowa Legislature in 1965, 10 counties in this area of Iowa met and developed an area school plan which was submitted to the Department of Public Instruction, State of Iowa. This plan was approved and on May 25, 1966, the first area school Board of Directors was elected by the people of Merged Area VII.

On July 1, 1966, the Waterloo Area Vocational School, which had been operated by the Waterloo Public Schools, was officially transferred to Hawkeye Institute of Technology.

Gates Business College, a metropolitan area proprietary college of long standing, terminated its operation in June 1973. At that time, the Hawkeye Institute of Technology Board of Directors agreed to add a number of the Gates business programs to the Hawkeye curriculum under the Gates Department of Business.

In 1992, Hawkeye became a comprehensive community college with the addition of arts and sciences to the curriculum. In July 1993, the name was officially changed to Hawkeye Community College. Hawkeye Community College has graduated more than 35,000 credit students since July 1, 1966. In addition, we have had more than 800,000 registrations in Continuing Education programs.

The College is growing and expanding its educational programs and services to people. Six area sites house credit and continuing education programs: the 320-acre main campus at 1501 East Orange Road, in south Waterloo; the Metro Center at 844 West 4th Street, Waterloo; the Center for Business and Industry, 5330 Nordic Drive, Cedar Falls; Hawkeye Technology Access Center (H-TAC), 1025 Technology Parkway Ste. B, Cedar Falls; the Independence Center, Highways 150 & 20, Independence; and the Martin Luther King Jr. Center, 515 Beech Street, Waterloo. In addition, classes and services are offered throughout Area VII.

Hawkeye supports and cooperates with public school districts in promoting and conducting continuing education programs, distance learning courses over the Hawkeye Telecommunications System, and other classes and programs.

MERGED AREA VII INCLUDES ALL OR PARTS OF THE FOLLOWING COUNTIES

Benton	Chickasaw
Black Hawk	Fayette
Bremer	Floyd
Buchanan	Grundy
Butler	Tama

COMMUNITY SCHOOL DISTRICTS OF MERGED AREA VII:

Allison-Bristow	Janesville
Aplington - Parkersburg	Jesup
Cedar Falls	Nashua - Plainfield
Clarksville	North Tama County
Denver	Price Laboratory School
Dike - New Hartford	Sumner
Dunkerton	Tripoli
East Buchanan	Union
Gladbrook - Reinbeck	Wapsie Valley
Grundy Center	Waterloo
Hudson	Waverly-Shell Rock
Independence	

2008 - 2009 BOARD OF TRUSTEES

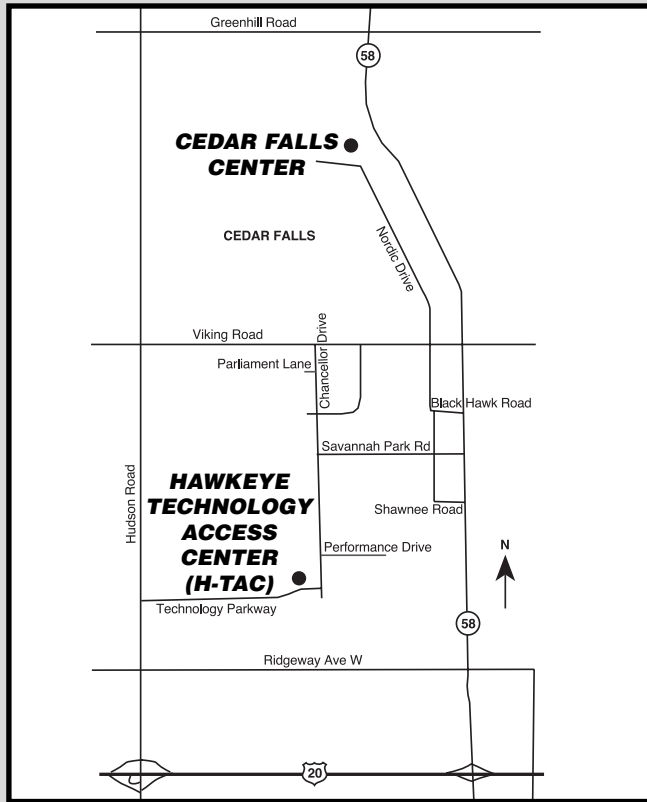
Mark D. Birdnow Chair District IV, Jesup	William W. Gronen, D.P.M. District V, Waterloo
Ruth A. Niemann Vice Chair District II, Denver	Casey P. McLaughlin District VI, Waterloo
Ronald R. McGregor District I, Nashua	Donna M. Miller District VII, Waterloo
Luane M. Lorenzen District III, Traer	Micala Lorenz District VIII, Waterloo
	Dave P. Krejchi District IX, Cedar Falls

This catalog is certified as true and correct in content and policy as of its printing in December 2008 and supercedes all previous publications. Realizing that flexibility in education can be beneficial, Hawkeye Community College reserves the right to alter tuition, fees, calendar dates, curricula and other information contained in this catalog as deemed necessary by the Board of Trustees, administration, or State Legislature. This catalog was assembled by the Public Relations and Marketing Department under the direction of Marketing Coordinator, JoAnna Nieman. For up-to-date information, visit our web site at www.hawkeyecollege.edu.

Hawkeye Community College does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, disability, or sexual orientation in its educational programs, activities, admission procedures, or employment practices. 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.



LOCATION MAPS



Cedar Falls Center

5330 Nordic Drive
Cedar Falls, IA 50613

319-277-2490

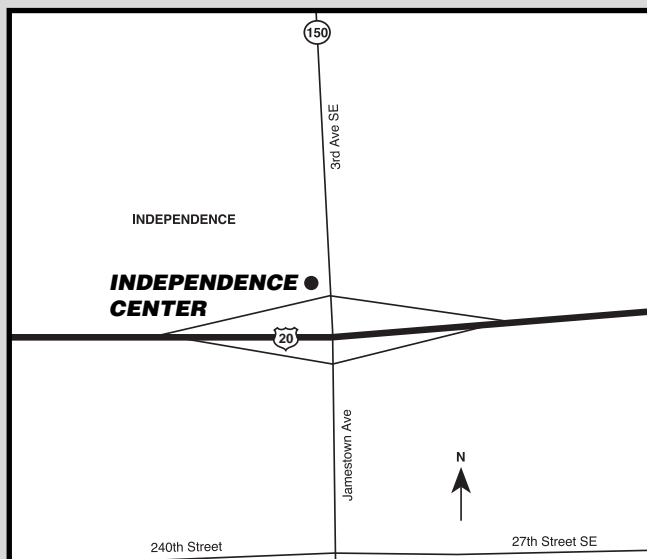
FAX: 319-266-6772

Hawkeye Technology Access Center

1025B Technology Parkway
Cedar Falls, IA 50613

319-296-4244

FAX: 319-266-2143

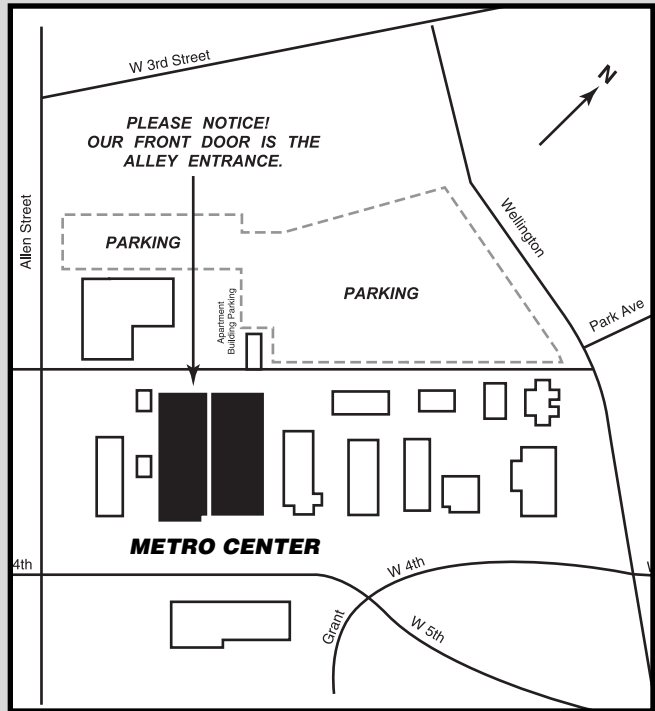


Independence Center

Highways 150 and 20
Independence, IA 50644

319-334-3131

FAX: 319-334-3337

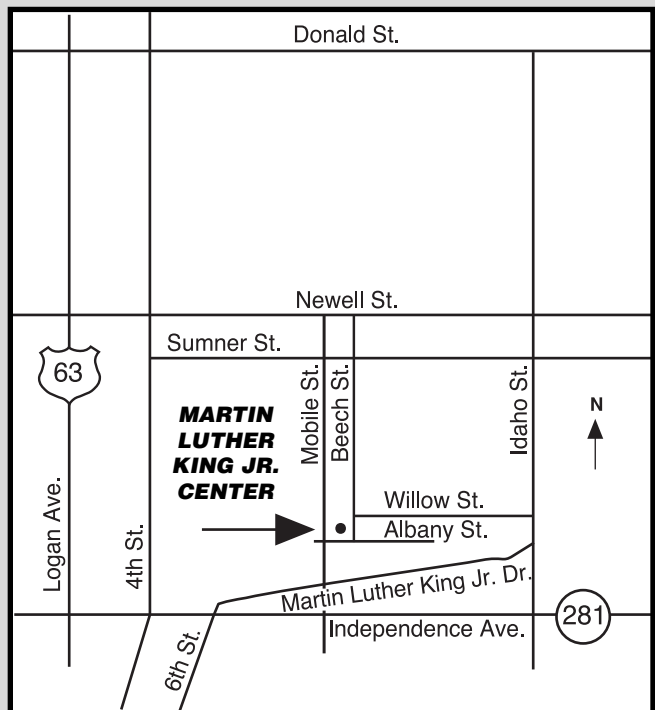


Metro Center

844 West 4th Street
Waterloo, IA 50702

319-234-5745

FAX: 319-234-5748



Martin Luther King Jr. Center

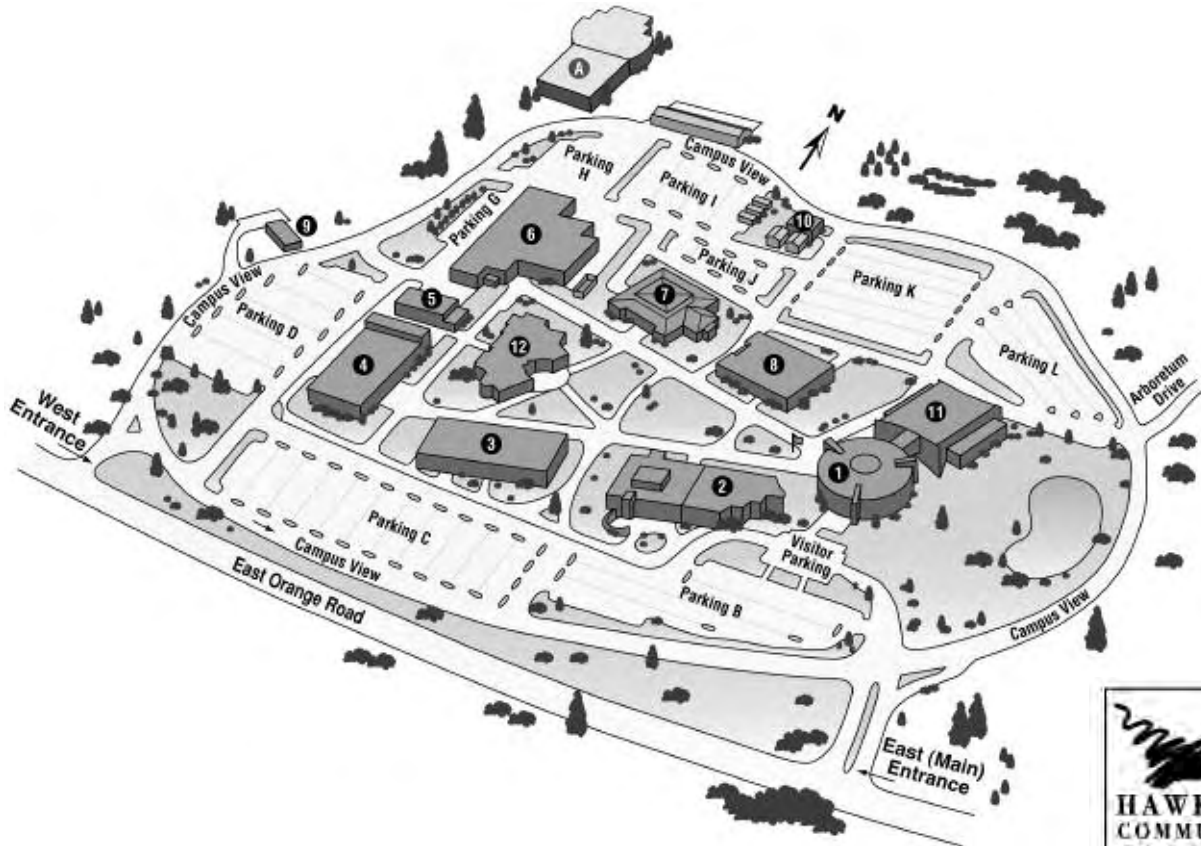
515 Beech Street
Waterloo, IA 50703

319-296-4440

FAX: 319-296-4477



MAIN CAMPUS MAP

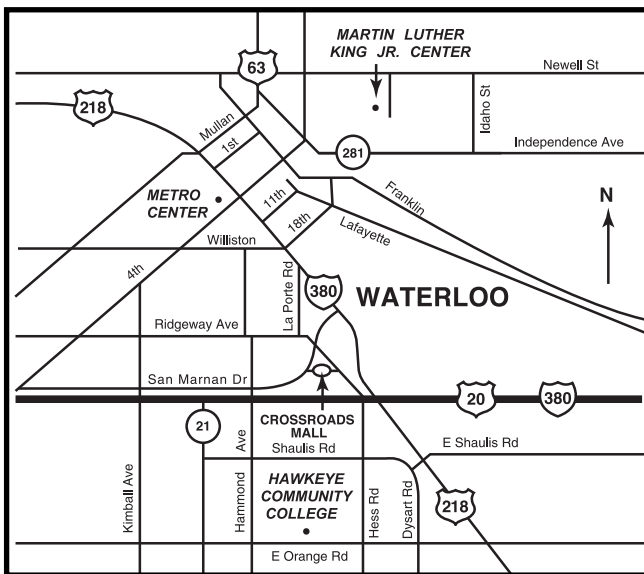


FACILITIES

1. Hawkeye Center
2. Black Hawk Hall
3. Bremer Hall
4. Buchanan Hall
5. Physical Plant
6. Butler Hall
7. Tama Hall
8. Grundy Hall
9. Chickasaw Hall
10. Fayette Hall
11. Library/Classroom Facility
12. Brock Student Center

FUTURE FACILITIES

- A. Health Education and Services Center - Opening 2010



Main Campus

1501 East Orange Road
 P.O. Box 8015
 Waterloo, IA 50704-8015

319-296-2320
 or 800-670-4769
 FAX: 319-296-2874



August 2008 - July 2010

INSTITUTIONAL CALENDAR

FALL SEMESTER, 2008

August 25 Late registration begins. Late registration/Drop/Add fee begins.
 August 25 Classes begin.
 August 27 Late registration ends.
 September 1 Labor Day. College closed.
 September 7 Last day for full refund of 16-week sessions.
 September 29 Last day to withdraw without academic penalty for first 8-week session.
 October 16 Fall Semester midterm.
 October 17 No classes.
 October 20 Second 8-week session begins.
 October 27 Early Spring registration begins for enrolled students.
 November 5 Last day to withdraw without academic penalty from 16-week session.
 November 17 Spring registration begins for new students.
 November 21 Last day to withdraw without academic penalty from second 8-week session.
 November 26 Thanksgiving vacation begins at 12:00 p.m. for students
 November 27-28 Thanksgiving. College closed.
 December 15-18 Finals Schedule.
 December 18 End of term. Classes end. Graduation.
 December 19 Finals make-up date (if necessary due to college closing).
 December 22-23 College closed.
 January 2, 2009
 December Minimester – December 22, 23, 26, 29, 30, January 2, 5, 6 (Make-update: January 7, 2009)

SPRING SEMESTER, 2009

January 12 Late registration begins. Late registration/Drop/Add fee begins.
 January 12 Classes begin.
 January 14 Late registration ends.
 January 19 Martin Luther King Jr. observance. College closed.
 January 25 Last day for full refund of 16-week sessions.
 February 16 Last day to withdraw without academic penalty for first 8-week session.
 February 23 Phone-in & Web registration begins for summer classes.
 March 6 Spring Semester midterm.
 March 6 No classes.
 March 9 Second 8-week session begins.
 March 16-20 Spring Break. No classes.
 March 20 College Closed.
 March 30 Fall registration begins for enrolled students.
 April 1 Last day to withdraw without academic penalty from 16-week session.
 April 13 Fall registration begins for new students.
 April 17 Last day to withdraw without academic penalty from second 8-week session.
 May 7-12 Finals Schedule.
 May 12 End of term. Classes end.
 May 15 Graduation.
 May Minimester – May 14, 18, 19, 21, 22, 26, 28, 29

SUMMER SEMESTER, 2009

8-WEEK SESSION AND FIRST 4-WEEK SESSION

May 25 Memorial Day observance. College closed.
 June 1 Late registration begins for 8-week and first 4-week sessions.
 June 1 Late registration/Drop/Add fee begins.
 June 1 Classes begin for 8-week and first 4-week sessions.
 June 2 Late registration ends for 8-week and first 4-week session.
 June 4 Last day for refund of tuition for first 4-week courses.
 June 6 Last day for refund of tuition for 8-week courses.
 June 12 Midterm, first 4-week session.
 June 17 Last day to withdraw from first 4-week session without academic penalty.
 June 25 Midterm, 8-week summer session.
 June 25 Classes end for first 4-week summer session.

SECOND 4-WEEK SESSION

June 29 Late registration begins for second 4-week session.
 June 29 Late registration/Drop/Add fee begins.
 June 29 Classes begin for second 4-week session.
 June 30 Late registration ends.
 July 2 Last day for refund of tuition for second 4-week courses.
 July 3 College closed.
 July 7 Last day to withdraw from 8-week session without academic penalty.
 July 13 Midterm, second 4-week session.
 July 16 Last day to withdraw from second 4-week session without academic penalty.
 July 27 8-week and second 4-week sessions end.

- Interim, weekend, and fast-track classes as scheduled each term.
- Refunds for less than 16-week sessions will be prorated.

Revised April 2008
 Revised January 2008
 Approved October 2006

FALL SEMESTER, 2009

August 24 Late registration begins. Late registration/Drop/Add fee begins.
 August 24 Classes begin.
 August 26 Late registration ends.
 September 6 Last Day for full refund of 16-week session.
 September 7 Labor Day. College closed.
 September 28 Last day to withdraw without academic penalty for first 8-week session.
 October 15 Fall Semester midterm.
 October 16 No classes.
 October 19 Second 8-week session begins.
 October 26 Early Spring registration begins for enrolled students.
 November 4 Last day to withdraw without academic penalty from 16-week session.
 November 16 Spring registration begins for new students.
 November 20 Last day to withdraw without academic penalty from second 8-week session.
 November 25 Thanksgiving vacation begins at 12:00 p.m. for students
 November 26-27 Thanksgiving. College closed.
 December 14-17 Finals Schedule.
 December 17 End of term. Classes end. Graduation.
 December 18 Finals make-up date (if necessary due to college closing).
 December 24-25 College closed. Winter Break.
 January 1, 2010
 December Minimester – December 21, 22, 23, 28, 29, 30, January 4, 5 (Make-update: January 6, 2010)

SPRING SEMESTER, 2010

January 11 Late registration begins. Late registration/Drop/Add fee begins.
 January 11 Classes begin.
 January 13 Late registration ends.
 January 18 Martin Luther King Jr. Day observance. College closed.
 January 24 Last Day for full refund of 16-week session.
 February 15 Last day to withdraw without academic penalty for first 8-week session.
 February 22 Phone-in & Web registration begins for summer classes.
 March 4 Spring Semester midterm.
 March 4 No classes.
 March 8 Second 8-week session begins.
 March 15-19 Spring Break. No classes.
 March 19 College Closed.
 March 29 Fall registration begins for enrolled students.
 March 31 Last day to withdraw without academic penalty from 16-week session.
 April 12 Fall registration begins for new students.
 April 16 Last day to withdraw without academic penalty from second 8-week session.
 May 6-11 Finals Schedule.
 May 11 End of term. Classes end.
 May 14 Graduation.
 May Minimester – May 13, 14, 17, 18, 20, 24, 25, 27

SUMMER SEMESTER, 2010

8-WEEK SESSION AND FIRST 4-WEEK SESSION

May 31 Memorial Day observance. College closed.
 June 1 Late registration begins for 8-week and first 4-week sessions.
 June 1 Late registration/Drop/Add fee begins.
 June 1 Classes begin for 8-week and first 4-week sessions.
 June 2 Late registration ends for 8-week and first 4-week session.
 June 4 Last Day for refund of tuition for first 4-week session.
 June 6 Last Day for refund of 8-week session.
 June 14 Midterm, first 4-week session.
 June 17 Last day to withdraw from first 4-week session without academic penalty.
 June 28 Midterm, 8-week summer session.
 June 28 Classes end for first 4-week summer session.

SECOND 4-WEEK SESSION

June 29 Late registration begins for second 4-week session.
 June 29 Late registration/Drop/Add fee begins.
 June 29 Classes begin for second 4-week session.
 June 30 Late registration ends.
 July 2 Last Day for refund of tuition for second 4-week session.
 July 5 Independence Day observance. College closed.
 July 8 Last day to withdraw from 8-week session without academic penalty.
 July 13 Midterm, second 4-week session.
 July 16 Last day to withdraw from second 4-week session without academic penalty.
 July 27 8-week and second 4-week sessions end.

- Interim, weekend, and fast-track classes as scheduled each term.
- Refunds for less than 16-week sessions will be prorated.

Approved 04-08-08



STUDENT INFORMATION

ADMISSIONS/REGISTRATION REQUIREMENTS

STUDENT ADMISSION REQUIREMENTS

Hawkeye Community College maintains an open-door admission policy for students of post-secondary age. The College recognizes students should demonstrate a reasonable prospect for success in the program to which they are admitted. Applicants who cannot demonstrate a reasonable prospect for success in the program to which they apply will be assisted to enroll in courses in which deficiencies may be remedied or into other programs appropriate to the individual's preparation and objectives.

The standard minimum requirement for admission to Hawkeye Community College is graduation from an approved high school, General Education Development (GED) test, or evidence of demonstrated interest, aptitude, and ability to benefit. However, high school students whose interests are best served by enrolling in the College, while also enrolled in a local, public, or private high school, are eligible. Authorization to enroll shall have cooperative approval of the College's administration and the high school executive officer/designee.

The requirements for attendance in Adult Basic Education, GED, and High School Completion classes offered through the College are:

- Student must be 16 years of age or over.
- Demonstrate relevant need.
- Receive written permission to participate from their local high school officer.
- Have not been expelled for weapons, assault, or controlled substances.

The College shall have the right to establish admission requirements higher than this basic policy.

ADMISSION OF EXPELLED STUDENTS

Applications for admission to a secondary or postsecondary course of study will not be considered from persons who within the six (6) months prior to the date of application, have been expelled from a school district or postsecondary institution for weapons, assault, or controlled substances charges. Hawkeye Community College will consider an application from such persons six (6) months after the expulsion, as a probationary student.

ADMISSION PROCEDURES

The following steps are required for admission:

1. **Complete an application for admission.** Prospective students should apply as soon as possible. Many programs/courses fill early; therefore, late applicants may be unable to begin specific courses as soon as desired. Students may apply online at www.hawkeyecollege.edu.
2. **Send transcripts. Send a copy of your high school transcript or your General Education Development (GED) test scores to the Admissions Office.** If you have attended any other colleges, including trade or business schools, please ask for official transcripts to be mailed. International students should have results of the TOEFL tests sent to the Admissions Office.
3. **Send ACT scores or register for the COMPASS Assessment.** Applicants must complete the assessment requirement. Assessment provides information about your

academic skills in reading, writing, and mathematics. You will use this information in course selection and registration to help you meet your educational goals.

Hawkeye Community College **requires assessment of all new full-time (12 credit hours or more) students or part-time students who have accumulated 12 credits.**

The assessment requirement may be completed by any one of the following:

A. **ACT Scores.** ACT scores of 19 or above on the reading, math, and English sub-scores can be used to meet Hawkeye's assessment requirement. You may submit a high school transcript (which may include your ACT scores), or an ACT score report (you can obtain from ACT).

OR

B. **Previous college experience.** Assessment MAY be waived based on courses taken, credits earned, and grades received. Please have official transcripts sent to the Registration and Records Department for evaluation.

OR

C. **COMPASS Assessment.** The COMPASS assessment in math, reading, and writing will be given to students when options A & B are not applicable. The COMPASS results are a guideline for course selection.

Students planning to enroll for less than 12 credits are required to:

- Complete a writing assessment before enrolling for a composition or writing class.
- Complete a mathematics assessment before enrolling for a math class.

Questions regarding this assessment requirement may be directed to the Admissions Office at 319-296-4000 or 1-800-670-4769.

4. **Confirmation.** All applicants will be notified of acceptance in writing after the completion of steps 1 through 3. At this time a particular starting date is assigned on a first-come, first-served basis, after considering the applicant's basic skills proficiency, potential for success, and specific major or program admission requirements.
5. **Register for classes.** Students are mailed information about registration and orientation from the individual departments.

INTERNATIONAL STUDENTS

Please request an International Student Information packet from the Admissions Office.

In order to apply to Hawkeye Community College, the following steps must be completed:

1. Fill out an International Student Application for Admission stating the specific program you are interested in attending.
2. Fill out the International Student Data Sheet.
3. Choose a Deposit of Yearly Costs option to be used and follow the steps listed under that heading (Please see the International Student Information Packet for options.).
4. Have ETS send TOEFL results to Hawkeye Community College's Admissions Office. The College requires a minimum score of 500 on the paper-based test and 173 on the

computer based exam. Hawkeye Community College reserves the right to have students take a reconfirmation test upon arrival, prior to course registration.

5. Obtain an official copy of your secondary (high school) and college (if applicable) transcripts and have them sent to Hawkeye Community College.
6. Pay your deposit for mandatory health insurance.
7. If transferring from another U.S. institution request a Transfer Form from the Hawkeye Community College Admissions Office. Have the current institution's International Student Advisor (or appropriate position) fill it out and return it to the address listed on the form.

If the prospective student has successfully completed an English Composition course, a transfer level Math course, and a college level reading course, the TOEFL and COMPASS assessment requirements may be waived. These requirements will only be waived after Hawkeye Community College has received and evaluated an official transcript from the issuing institution. Hawkeye Community College reserves the right to evaluate English abilities and place students according to our assessment regardless of coursework completed elsewhere.

When the above steps have been completed, send the information to Hawkeye Community College, Admissions Office, P.O. Box 8015, Waterloo, IA 50704-8015, USA. After all required materials have been received and evaluated you will receive written notification of the admission decision.

Hawkeye Community College will not consider admission to international student applicants under the age of 18.

Please contact Hawkeye Community College directly to inquire about current tuition rates for non-resident (international) students.

The Certificate of Eligibility (Form I-20) will be provided to each admitted international student. This document should be taken to a United States Embassy or Consulate in your home country to obtain a visa (F-1) to enter the United States as a student. Students are required to attend the educational institution designated on the Form I-20. Students 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 an I-20, the college requires the I-20 be returned to the Admissions Office immediately.

Individuals wishing to receive training in survival English skills need to contact the Hawkeye Community College Metro Center (844 W. 4th Street, Waterloo; 319-234-5745). These courses are not approved by the Department of Homeland Security to maintain F-1 visa status. Therefore, they cannot be used as part of an academic course load for individuals in the United States on F-1 visas.

COLLEGE CREDIT OPPORTUNITIES FOR CURRENT HIGH SCHOOL STUDENTS

The Postsecondary Enrollment Options Act (PSEO) allows high school students to enroll part-time at Hawkeye Community College. As many as 44 semesters credits (both applied science and technology or transfer) can be earned by high school students over a two-year period.

Students in their 11th or 12th grade in public or accredited

nonpublic schools, as well as 9th and 10th grade students in talented and gifted programs, are eligible. Courses can be taken by arrangement with the cooperating school districts before, during, or after the regular school day or on Saturday mornings. Courses can be offered on the Main Campus, ICN, high schools, or other community sites. For more information visit www.hawkeyecollege.edu.

HIGH SCHOOL – CAREER PATHWAYS

High school students interested in exploring a career may have that opportunity through a career pathway at Hawkeye Community College. Career pathways offer high school students the opportunity to:

- Earn college credits while in high school.
- Get hands-on experience in workplace settings.
- Get a jump start on their postsecondary education.

Career pathways available to high school students include:

1. Exploring Manufacturing Careers Consortium (EMC²) which provides career opportunities in advanced manufacturing.
2. Exploring Healthcare Careers Consortium (EHC²) which provides career opportunities in nursing.
3. Information Technology Careers Consortium (ITC²) which provides career opportunities for information technology.
4. Project Lead the Way which provides career opportunities in advanced manufacturing.

For more information about Career Pathways, contact the K-12 Liaison office, 319-296-4456.

TOURS

Focus on Friday Visit Days - Prospective students and parents are encouraged to visit the campus. Taking advantage of one of our Focus on Friday visit days will give you the opportunity to experience Hawkeye. Throughout your 4-hour visit, you will learn the fun side of college and the services Hawkeye has to offer you! Learn about college life and paying for college, tour the campus, and have lunch on us!

Advance Registration is required: Call 319-296-HAWK or 800-670-4769, or register online at www.hawkeyecollege.edu/fof.

Individual Tours - Prospective students who wish to visit Hawkeye Community College may also arrange for an individual tour. Interested individuals should contact the Admissions Office at 319-296-4000.

JOINT ADMISSION TO WARTBURG COLLEGE

Hawkeye Community College and Wartburg College in Waverly, Iowa, offer a joint Admissions/Enrollment program. Hawkeye Community College students can be accepted into a parallel program at Wartburg provided they complete the Associate of Arts degree at Hawkeye and meet Wartburg's admission criteria. Upon completing the AA degree, they will transfer to Wartburg as third-year students.

Students enroll at Hawkeye for their Associate's degree and at Wartburg for their Bachelor's degree. For further information, contact either college's Admissions Office.

Student Responsibility for Catalog Information:

Each student is responsible for being familiar with the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for non-compliance. The College reserves the right to change policies or revise curricula as necessary due to unanticipated circumstances.

EDUCATIONAL COSTS

It is the general policy of Hawkeye Community College to provide the highest quality instruction at the lowest cost possible. Specific tuition and fee schedules for credit classes may be obtained from the Admissions Office. Non-credit continuing education fee schedules and specific class costs are available at the Records and Registration Office, or by calling 319-296-2460 or at 1-800-670-4743. Even though you may be awarded financial aid, you are still responsible to make payment arrangements with the Business Office before the due date listed on your first invoice. Make all checks payable for tuition and fees to Hawkeye Community College. Outstanding balances to the college will block the future registration of classes.

TUITION

Tuition is assessed based on residency and class load. Non-resident tuition and international tuition are assessed at an additional tuition rate. A current tuition schedule is available from the Admissions Office. Internet course tuition will be assessed at the resident rate for all students.

Tuition and fee expenses are subject to change each year, but for the 2008-2009 academic year, tuition per credit hour is \$113.00. Students are also assessed a student services fee of \$4.00, an activity fee of \$2.50, and a computer fee of \$4.50 per credit hour. Parking permits and student I.D.'s are provided to the students free of charge.

TUITION REFUND POLICY

A. Credit

A student may receive a full refund of tuition within the first 14 calendar days of each semester after class begins through official withdrawal. A full refund will be awarded if withdrawal is completed prior to the first class meeting. Tuition refund applies only

to a reduction in credit hours or total withdrawal, as follows:

16-Week Semesters:

- 1st through 7th calendar day - 100% tuition and fees
 - 8th through 14th calendar day - 100% tuition only
- Beginning with the 8th calendar day of each semester there is no refund of fees.

Courses less than 16 weeks in length will follow a prorated refund schedule. A student may appeal a refund decision by submitting a request in writing to the Director of Business Services.

B. Non-Credit

A Community and Continuing Education student enrolled in a non-credit course will be granted a full refund of tuition if a written request for withdrawal is completed prior to the first session of class. A 50% refund will be granted if a written withdrawal is completed prior to the second session of class. NO refunds will be made after the second session of class, after classes meeting one time only, or for courses with tuition under \$15.

MATERIAL AND/OR LAB FEES

Material fees are mandatory and support a variety of materials and supplies used in educational programs. All students are assessed materials or lab fees on a semester-credit basis.

BOOKS AND SUPPLIES

The cost for books and supplies varies widely depending on the student's course of study. For example, full-time students enrolled in arts and science programs can expect books to average approximately \$350-\$400 per term. Applied science and technology program costs vary widely due to the cost of tools or uniforms. Students should consult with the departmental office or college bookstore for costs.

FINANCIAL AID

It is the goal of the Financial Aid Office to make it financially possible for all qualified students to attend Hawkeye Community College. The financial aid programs at Hawkeye Community College are administered in conjunction with the policy that the family is the primary and responsible resource for helping students meet their educational costs. The financial aid programs are available to assist in meeting the difference between potential resources and college expenses.

The complete Financial Aid Handbook can be found on the web site at www.hawkeyecollege.edu/financialaid or by request from the Financial Aid Office.

FINANCIAL AID PROCESS

FAFSA - Free Application for Federal Student Aid

Applicants must submit a Free Application for Federal Student Aid (FAFSA) form to apply for all types of financial aid. Students may file electronically via the web site: www.fafsa.ed.gov or request a paper copy that needs to be mailed to the Federal Processing Center. The FAFSA must be received by the Federal Processing Center by July 1 to receive consideration for the Iowa Vocational Technical Grant. After the FAFSA is processed, students will receive a Student Aid Report (SAR) that needs to be reviewed for accuracy. If there are questions, please call 1-800-4-FED-AID.

Financial Aid Award Notification

Hawkeye Community College's financial aid award letter is your official notification of the Financial Aid Award through the Financial Aid Office at Hawkeye Community College. The award letter, while not a commitment of funds, is an initial indication of funds available from the Iowa Vocational Technical Grant, Federal Pell Grant, Federal Direct Loan Program and any aid awarded by individuals or agencies other than Hawkeye Community College's Financial Aid Office. The award letter will include federal, state and institutional aid for which the student is eligible and the award period.

Your award letter is extremely important. Your financial aid award letter is designed to give you a complete summary of your financial assistance. Scholarships and grants listed on your award letter may be contingent upon the maintenance of a specific grade point or other academic or performance benchmarks. Please be aware that your award letter may be revised if you do not achieve specific scholarship or grant criteria.

The amount of your financial aid award depends on your enrollment status. The initial award done prior to the start of the semester is based on full time, full year enrollment. The amount will vary depending on full-time (12 or more credit hours); three-quarter time (9-11 hours); half-time (6-8 credit hours); or less than half-time status (1-5 credit hours).

Changes to the Award Letter

Any change in credit hours could affect your financial aid award. Please contact the Financial Aid Office prior to changing hours. It is the student's responsibility to notify the Financial Aid Office of any changes. Notification prior to the beginning of the term will facilitate proper disbursement of financial aid.

After the first ten (10) business 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 in your enrollment. This includes the addition of late start classes. If you fail to attend a late start class and you have already received a Pell grant for that class you will need to repay that portion to Hawkeye Community College. If you fail to do so, you will be reported to the U.S. Department of Education as having a grant overpayment. Until this overpayment is repaid you will be ineligible for any further federal financial aid. The summer lock date is seven (7) business days after the start of the term. You must have been reported as attending in each of the classes you have registered for in order for the class to be counted for financial aid purposes.

Special Circumstances

If you have a Special Circumstance, such as a loss of employment or high medical expenses, contact our office for further information.

Funding

Your financial aid award is based on projected funding from institutional, state and federal sources and is therefore subject to change.

Pell Grant: The amount shown on an award is an estimate of the grant you will receive. This amount can change as a result of any federal regulation.

Iowa Vocational Technical Grant: In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

Verification

Federal regulations require that designated applicants for financial aid must complete a verification process. Students may be selected for this process by the U.S. Department of Education or by Hawkeye Community College. If you are selected for the verification process, you are required to provide Hawkeye Community College with supporting documents (i.e. copies of your and your parent's (if applicable) federal tax returns, verification worksheet, etc.) that confirm the information reported on the FAFSA. It is important to provide Hawkeye Community College with any requested materials as soon as possible but no later than three (3) weeks prior to the end of the semester or before withdrawing from classes. The majority of financial aid funds are awarded on a first-come, first serve basis and until the missing items are submitted to the Financial Aid Office, additional processing of your file is not possible. If the documents are not returned in a timely manner, the Financial Aid Office cannot guarantee students will receive financial aid. The Financial Aid Office will verify the information reported (as stated under the financial aid program rules-CFR, Title 34, Part 668) and make any necessary corrections. You will receive a new student aid report if corrections are made.

Please remember that if you make a change to your FAFSA information, you could be selected for verification even if you were not selected on your initial application, and this may delay your financial aid disbursement.

INSTITUTIONAL ASSISTANCE

Scholarships

There are many scholarship opportunities offered through Hawkeye Community College. Most scholarship recipients are determined in the preceding academic semester. These scholarships are subject to change and new scholarships are often

being established. Students should contact the Financial Aid Office for scholarship information or visit the Hawkeye Community College web site at www.hawkeyecollege.edu/scholarships/ for a complete listing of scholarships.

All students are encouraged to submit their completed Hawkeye Scholarship Application online at www.hawkeyecollege.edu/scholarships/ or print a scholarship application from the web site. Students only need to complete one application to apply for all available Hawkeye Scholarships. The Financial Aid Office also maintains a file containing information it receives on scholarships offered from outside agencies. Scholarships available from sources outside of Hawkeye require the completion of separate applications and have various deadline dates.

Loans

Two institutionally administered loan programs are available for students for tuition, fees, and book expenses who meet specific criteria.

Fovall Loan: The amount shown on an award is an estimate of the grant you will receive. This amount can change as a result of any federal regulation.

<i>If enrolled for:</i>	<i>Maximum yearly loan amount is:</i>
6-9 credit hours	\$500
10-11 credit hours	\$750
12 or more credit hours	\$1,000

Repayment of the loan is made on a monthly basis directly to the Foundation Office beginning 90 days after graduation or withdrawal from the College, unless continuing at another institution of higher learning. Loan amounts will be applied first to tuition and fees.

McElroy Loan: Applicants must have a minimum cumulative GPA of 3.0 at Hawkeye Community College at the time of the application, must be at least a half-time student, and pass a credit report. The current interest rate is 7.25%.

<i>If enrolled for:</i>	<i>Maximum yearly loan amount is:</i>
6-9 credit hours	\$500
10-11 credit hours	\$750
12 or more credit hours	\$1,000

Repayment of the loan is made on a monthly basis directly to the Foundation Office beginning 90 days after graduation or withdrawal from the College unless continuing at another institution of higher learning. Loan amounts will be applied first to tuition and fees.

FEDERAL PROGRAMS

To receive aid from the major federal student aid programs, a student must:

1. Be enrolled as a regular student in an eligible program. A regular student is someone who is enrolled for the purpose of obtaining a degree, certificate or diploma.
 - Eligible Programs: Federal regulations require students to be accepted in an eligible academic major that leads to a degree, certificate or diploma to receive financial aid. At Hawkeye, Continuing Education, Nursing Assisting, Registered Nurse First Assistant, General Study - High School, General Studies - Graduate, General Studies - Part Time, Agriculture Science Adult, Pre-Radiology, Surgical Technology Prep, Truck Driving (6 weeks), and Veterinary Assisting academic programs are not eligible for financial aid. Students that are still attending high school cannot be accepted into an eligible program and are not eligible to receive financial aid.
2. Have a high school diploma, a recognized equivalent (GED), or pass a U.S. Department of Education-approved Ability to Benefit Test. Home-schooled students are also eligible under certain circumstances.

- **Ability to Benefit Test:** The ability to Benefit Test that Hawkeye accepts is the COMPASS Assessment. To qualify for financial aid by using an Ability to Benefit Test, a student must meet the minimum scores, at the same time, on the COMPASS Assessment (Ability to Benefit Test) of: 25 (Pre-algebra), 62 (Reading), and 32 (Writing). Students interested should contact the Student Services Office at Hawkeye Community College to arrange to take the COMPASS.
3. File the Free Application for Federal Student Aid (FAFSA). The result yielded from this form is an Expected Family Contribution (EFC).
 4. Be making satisfactory academic progress as defined later in this section.
 5. Be a U.S. citizen or eligible non-citizen.
 6. Certify that he/she is not in default on any Federal Student Aid (FSA) loan or owe an overpayment on any FSA grant or loan.
 7. Provide a correct Social Security number.
 8. Register with Selective Service, if required.
 9. Provide federal tax returns, verification worksheets, and any other information if requested in a timely manner.
 10. Attend class on a regular basis.

*All federally funded programs are subject to change as a result of legislative action.

Federal Pell Grant

This grant is available to undergraduate students who meet certain financial need qualifications and meet the other FSA requirements as stated above. Application is made by filing a FAFSA. The final amount a student receives is determined by the number of credit hours that he/she is enrolled in at the lock date and the Expected Family Contribution (EFC). The maximum grant for 2008-09 is \$4,731. No repayment is required unless the student changes credit hours or withdraws from school. The maximum grant is determined by federal legislation.

Academic Competitiveness Grant (ACG)

The ACG is awarded to eligible students of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study. Eligible student must be a U. S. Citizen, a Pell grant recipient, enrolled full-time in a two-year degree program and have completed a rigorous secondary school program of study after 1/1/2006 for first year students and 1/1/2005 for second year students. A first year student must not have been previously enrolled as a regular student in an undergraduate program and a second-year student must have a cumulative 3.0 grade point average at the end of their first academic year.

Federal Supplemental Education Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions. The maximum eligibility for these grants is \$4,000 per student per year. Awards at Hawkeye Community College usually average between \$100 and \$500 a year. There is no guarantee every eligible student will be able to receive a FSEOG. Awards are based on the availability of funds at Hawkeye Community College.

Federal College Work-Study (FWS)

The Federal Work-Study program is based on need. Application is made first by filing the FAFSA and then a work-study application form obtained from the Financial Aid Office or the Hawkeye web site. The student's eligibility depends upon the need for employment to defray educational expenses, with preference given to those with the highest financial need. Awards generally range between \$2,000 and \$3,000 per year, with students usually working 10-15 hours per week. The student is expected to work during those hours agreed upon with the supervisor and cannot work while they are scheduled for class.

Every effort will be made to help the student find a job related to his/her field of interest and/or past experience. However, there is no guarantee of employment or the amount the student will earn. A student can only earn up to the amount awarded. The funds are only disbursed when the student works the required hours.

William D. Ford Federal Direct Loan Program

The Direct Loan Program helps students meet their education costs. The Direct Loan Program offers both Federal Direct Subsidized and Unsubsidized Stafford Loans.

A subsidized loan is awarded on the basis of financial need. If the student qualifies for a subsidized loan, the federal government pays interest on the loan ("subsidizes" the loan) until the student begins repayment and during authorized periods of deferment thereafter.

An unsubsidized loan is not awarded on the basis of need. If the student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest or allow it to accumulate. If the student allows the interest to accumulate, it will be capitalized that is, the interest will be added to the principal amount of the loan and will increase the amount repaid. If the student pays the interest as it accumulates, the student will repay less during the loan repayment period.

The student can receive a subsidized and an unsubsidized loan for the same enrollment period. If the student is a regular (degree-seeking) student enrolled in an eligible program of study at least half-time, the student may receive a Direct Loan. The student also must meet other general FSA eligibility requirements as noted previously. The interest rate is fixed at 6.0% for subsidized loans and 6.8% for unsubsidized loans. The loans have a 2.5 percent origination fee less a 2.0 percent interest rate rebate that is subtracted from the loan proceeds.

The student can borrow up to: \$3,500 if the student is a first-year student and \$4,500 if the student is in the second year of a two-year program. However, students are encouraged not to take a loan for an amount larger than necessary.

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS loan (denied), the student can borrow up to an additional amount of \$4,000 in unsubsidized loan.

The total debt the student can have outstanding from all Direct Loans is: \$23,000 as a dependent undergraduate student; \$46,000 as an independent undergraduate student (no more than \$23,000 of this amount may be in subsidized loans).

The student must complete the required Master Promissory Note and entrance interview session. Information on these procedures will be sent from the Financial Aid Office. The loan proceeds will be applied to the student accounts in two disbursements - one each semester. The loan proceeds will first be applied to any outstanding balance on your student account. Any excess funds will be sent to you by the Business Office.

Federal Direct PLUS Loans

For parent borrowers, the Direct Loan Program offers the Federal Direct PLUS loan (Direct PLUS Loan). This enables a parent with good credit history to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half-time.

To be eligible to receive a Direct PLUS loan, the student's parent will be required to pass a credit check. If the parent does not pass the credit check, the parent might still be able to receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to co-sign the loan, promising to repay it if the student's parent should fail to do so. The student and his/her parent must also meet other general FSA eligibility requirements.

The yearly limit on a PLUS Loan is equal to the student's cost of attendance less any other financial aid for which the student is

eligible. For example, if the student's cost of attendance is \$10,000 and the student is eligible for \$7,000 in other financial aid, the student's parent could borrow up to, but no more than \$3,000.

The interest rate is fixed at 7.9%. The PLUS loan has a 4.0 percent origination fee less a 1.5 percent interest rebate that is subtracted from the loan proceeds.

Repayment begins 60 days after the loan is fully disbursed, unless a deferment condition applies. More information and the application for this loan can be obtained by contacting the Financial Aid Office.

STATE ASSISTANCE

To be eligible for state financial aid programs, a student must be: a resident of Iowa (as defined by the State Board of Regents) and a United States citizen; or residing in the United States on a permanent visa; or a refugee (as defined by the U.S. Citizenship and Immigration Services); and currently enrolled or planning to enroll at least part-time (3 hours minimum) in an undergraduate degree program.

Iowa Vocational Technical Grants

Iowa residents enrolled in vocational-technical or career option programs at Iowa community colleges may be eligible to receive these grants. The maximum Vocational-Technical Tuition Grant is \$1,200 per year for up to two years of education. Part-time students may be eligible for adjusted amounts.

To apply, students must submit a FAFSA (Free Application for Federal Student Aid) so that the Department of Education processor receives the student's FAFSA form no later than July 1 for the next academic year.

Iowa Grants

This grant is available to assist Iowa residents who demonstrate the greatest financial need on their FAFSA. Funding for this program varies each year. Limited funds are available. Award amounts usually range up to \$1,000 per academic year. The number of grants awarded each year is based on the availability of funds.

Iowa National Guard

The Iowa National Guard Tuition Aid Program (INGTAP) may pay up to 100% of undergraduate tuition for active members of the Iowa Army and Air National Guard. Eligibility for this tuition assistance program is determined by the Adjutant General of Iowa and funding for the program is determined on an annual basis by the Iowa General Assembly.

Individuals must submit an application to their Unit Commander to apply for this program. The Adjutant General determines eligibility and then notifies the Iowa College Student Aid Commission (ICSAC) of approved applications. The College is notified by the Iowa College Student Aid Commission of the student's eligibility.

All Iowa Opportunity Scholarship

Awarded to students attending eligible Iowa colleges. Students may receive an award up to the cost of tuition. Priority for the scholarship will be given to students who participated in the Federal TRIO Programs, graduated from alternative high schools, and to homeless youth.

Eligible criteria: Iowa resident who begins initial enrollment at an eligible Iowa college or university within two academic years of graduating high school, minimum of 2.5 cumulative GPA on a 4.0 scale or its equivalent, and must be enrolled for at least 3 semester hours (or the trimester or quarter equivalent) in a program leading to an undergraduate degree.

All Iowa Opportunity Foster Care Grant and Education and Training Voucher (ETV) Programs

These programs provide grants to students who have been in Iowa foster care. The grant programs, which can cover up to the full cost of attendance, may be used for a range of education or

career training programs. The grants are renewable for programs that extend beyond one year.

Eligibility Criteria: Iowa Resident, have a high school diploma or general equivalency diploma (GED), 18 to 23 years of age, and are in foster care, were in foster care, or were adopted from foster care after age 16.

ADDITIONAL FINANCIAL AID PROGRAMS

Sponsorship

Financial assistance from outside agencies and/or businesses. These sponsorships are included as part of your financial aid award. Examples of these include Vocational Rehabilitation, Promise Jobs, and John Deere Forgivable Loan Programs.

Outside Scholarships

An outside scholarship is one awarded by an independent grant source such as a civic organization or a foundation. This scholarship is considered a part of the student's financial assistance award and must be reported to the Financial Aid Office.

Scholarships and grants administered and regulated by the State of Iowa and the federal government are not considered outside scholarships.

If the student's financial aid is based on financial need and contains federal and/or state funds, the financial aid award cannot exceed the student's financial need from any source. If a student's financial need has not been met in full, the outside scholarship will be added to a student's financial aid award. If the student's need has been met in full, reductions will be made in the Federal Direct Subsidized loan. If the financial aid award does not contain a Federal Direct Subsidized loan, but does contain federal or state funds, and the need has been met in full, the federal or state funds will be reduced by the value of the outside scholarship. This is mandatory in order for the College not to exceed the student's financial need and stay in compliance with state and federal regulations.

It is the responsibility of the student receiving the outside scholarship or the donor of the scholarship to notify the Financial Aid Office of all the details pertaining to the scholarship. At that time, the appropriate adjustments will be made in the award. No student may receive financial aid in excess of the budgeted cost of attending Hawkeye Community College.

Private Loans

Privately-funded loans from various agencies are available to students who require additional financial aid in order to fund their education. Information on private loans Hawkeye students have used in the past is available from the Financial Aid Office.

Veterans' Affairs

The Financial Aid/Veterans' Affairs Office will maintain all files for veterans enrolled at Hawkeye. Contact the Financial Aid/Veteran's Affairs Office to begin the application process. It is suggested that veterans and reservists at Hawkeye keep their attendance and grade point average in good standing. Be sure to report any change of address to the Financial Aid/Veteran's Affairs Office. Although veterans will not generally receive any VA benefits for at least 10-12 weeks after initial registration in a program, they are still expected to pay their first semester costs the day of registration or make other arrangements with the Business Office. Veterans enrolled in a two-year program need not be concerned about further paperwork at the beginning of their second year, unless they change their program. It is the College's responsibility to notify the VA of your status. However, if you should change your original schedule or drop below full-time, it is your responsibility to make sure that the Financial Aid/Veterans' Affairs Office is aware of this fact. Also, be aware that the Veterans Administration will not pay for you to retake a course that you have received a passing grade in, nor will they pay you for any advance credit you have received from prior education. Should problems arise in processing your application or other claims, contact the Financial Aid/Veterans' Affairs

Office in Hawkeye Center, 319-296-4020, or the Veterans' Affairs Office at 1-888-442-4551.

Under Veterans Administration guidelines, veterans may receive payments in advance of the start of classes. Contact the Hawkeye Community College Financial Aid/Veterans' Affairs Office for detailed information. Veteran Education benefits are regarded as resources in a student's financial aid package which may affect eligibility.

Summer Financial Aid

Summer financial aid requires a separate institutional application and award letter. This application can normally be picked up in the Financial Aid Office starting in February for the next summer term.

Summer financial aid eligibility is based on the preceding academic year's FAFSA and aid already awarded during that academic year. Students seeking financial aid through the Federal Direct Stafford and/or Federal Direct Plus Loan programs must be enrolled in at least six credit hours, while students may be eligible for Federal Pell Grants with only three credit hours of enrollment. Hawkeye Community College does not award institutional financial aid for the summer term. Summer campus employment opportunities may also be available.

FINANCIAL AID STANDARDS FOR SATISFACTORY PROGRESS

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 Loan for Undergraduate Students. These standards apply to a student's entire academic transcript, including terms for which financial aid was not applied or disbursed.

The Financial Aid Satisfactory Progress Standards require that students successfully complete a specific number of credit hours each academic semester and maintain a minimum required grade point average as defined by the standards, and complete a degree within a specific time period. These are minimum standards that must be attained. Specific aid programs or department standards may require more than these minimum standards.

The academic progress of students is monitored a minimum of twice each academic year. 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 contact Academic Affairs with questions.

Satisfactory Academic Progress is a Three-Part Federal Regulation to Ensure Students:

1.) Successfully complete a minimum number of enrolled credit/hours each semester

Students are required to earn (with passing grades) at least 2/3 (67%) of the credit/hours of which they have cumulatively attempted.

2.) Maintain a cumulative grade point average (GPA) consistent with graduation

Students are required to maintain a minimum cumulative grade point average based on the number of credit hours completed as follows:

Credit/Hours Completed	Required Minimum Cumulative GPA
1-29	1.8
30 or more	2.0

3.) Complete a degree within a specific time period

Students' program 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.)

OTHER ACADEMIC PROGRESS GUIDELINES:

Grades

Only grades of A, B, C, 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 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.

Repeated Courses

Students are allowed to repeat courses and Hawkeye Community College will count all credits but only accept the highest grade obtained.

Transfer Students

Hawkeye assumes transfer students enrolled at the institution are making satisfactory academic progress. Students will be held responsible only for academic progress at Hawkeye Community College. Hawkeye will start monitoring students according to the Hawkeye Financial Aid Satisfactory Progress guidelines.

Probation Status

After one semester of not complying with the Standards of Satisfactory Progress, the student will be placed on "probation" status and be notified via their Hawkeye e-mail. However, the student will still be eligible to receive financial aid during their probation period (unless other financial aid withdrawal guidelines apply—see Financial Aid Handbook). Once a student is placed on "probation" status, the "probation" status cannot be removed unless the grade that caused the probation was in error or submitted late. If so, please contact the Financial Aid Office. Students on probation status will receive an e-mail reminding them of their probation status at the end of each subsequent Fall and Spring semesters.

Suspension Status

After the second semester of not complying with the Standards of Satisfactory Progress, or upon reaching 150% of their degree program length, the student is placed on "suspension" status and is no longer eligible to receive financial aid. 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 be reinstated for financial aid eligibility.

- Hawkeye 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 0.00 GPA in their first term at Hawkeye Community College.

Appeal Process

If a student is not able to comply with these academic progress standards due to a crisis situation, the following steps may be completed to receive consideration for reinstatement of financial aid eligibility. If no documentation is submitted with the appeal, it may be denied.

1. **The student must attend a mandatory Yes-You-Can Seminar (LIVE or video) before** their appeal paperwork is accepted.
2. **The student must complete an Appeal Form** that is available in the Financial Aid Office or Hawkeye web site. The Appeal Form requires students to provide a written explanation of their situation and provide supporting documents to verify their situation.
3. The student must meet with an academic advisor from their degree program and develop a written Educational Plan to assist them toward graduation. **The Educational Plan must be submitted with the Appeal Form.** If 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.
4. The student must submit all of the above either at the Yes-You-Can Seminar, or at the Financial Aid Office by no later than the Friday (by noon) before the first day of classes of the next term the student enrolls 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.
5. 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. **If reinstated, the student will be put back on probation status and receive a Financial Aid Satisfactory Progress Agreement Form to be signed and returned to the Hawkeye Financial Aid Office.**

Reinstatement

Students may be reinstated if they appeal their suspension status (explained above) and the 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 remain in probation status and be expected to adhere to the Financial Aid Satisfactory Progress Policy outlined above and any other conditions listed on the Financial Aid Satisfactory Progress Agreement Form.

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 the Hawkeye Center.

Financial Aid Adjustment

If financial aid has already been awarded & an appeal is not completed or approved, the financial aid funds will be cancelled 30 days after the start of the suspended semester. Reinstatement of the financial aid is contingent upon the availability of the funds at the time the appeal is approved.

RENEWAL OF AWARDS

Each year you must fully complete the FAFSA. Electronic filing is also available online at www.fafsa.ed.gov.

The FAFSA or Renewal FAFSA must reach the processing center by July 1 in order to be considered for state grants. Late applicants are awarded on a funds-available basis. Please contact the Financial Aid Office with questions regarding completing your FAFSA or Renewal FAFSA.

FINANCIAL AID REFUND POLICY

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.

Title IV funds refer to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs:

Direct Unsubsidized loans, Direct Subsidized loans, Direct Plus loans, Federal Perkins loans, Federal Pell Grant, Federal Academic Competitiveness Grant, and Federal SEOG. Though the Federal Work-Study Program is also included in Title IV funds, it is not included when calculating the Return of Title IV funds.

A student starts the withdrawal process by dropping all classes on the student's SOAR account. The withdrawal date is the date on which the student starts the withdrawal process or the date that the student otherwise provides official notification to Hawkeye Community College of his/her intent to withdraw. However, if Hawkeye Community College can document an academically related activity different than the date the student officially withdrew, that date may be used. If a student leaves school and fails to follow the withdrawal process, then it is assumed the student withdrew at the midpoint of the period of enrollment. If Hawkeye Community College is able to document a date of academically-related activity that is later than the midpoint, this date may then be used to calculate the amount of Title IV funds that will be returned. The Financial Aid Office is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal. The Hawkeye Community College administrative software performs the calculation. You can review the software upon request from the Financial Aid Office.

Hawkeye Community College will return any unearned aid that was applied to a student's institutional charges. The student must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note. If a student owes a grant overpayment, the student must make satisfactory repayment arrangements either with the Business Office at Hawkeye Community College or with the Department of Education. If the student fails to do so within 14 days of the date on the notice of overpayment, the student will be reported to the National Student Loan Data System and will become ineligible for future financial aid.

In accordance with Federal regulations, the student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Direct Plus, Pell Grant, Federal ACG or FSEOG, and Other Title IV programs.

Return of Hawkeye Community College and State Financial Aid

Once the student has attended beyond the 14-day full tuition refund period, the student is considered to have earned all of the Hawkeye aid and state aid for that semester.

Financial Aid Adjustments

Partial refunds will be calculated during the first 10 days of class of 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.

RIGHTS AND RESPONSIBILITIES

Student Rights

A student has the right to ask Hawkeye Community College:

- The names of accrediting and licensing organizations.
- About its programs; its instructional, laboratory and other physical facilities; and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.

- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects aid recipients.
- How it determines the student's financial need. This process includes how costs for tuition and fees, travel, books and supplies and personal and miscellaneous expenses are considered in the cost of education. It also includes the resources considered in calculating need (such as parental contribution, other financial aid, assets, etc.).
- How much of a student's financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in the student's financial aid award and how a student was selected as a recipient.
- What the interest rate is on any student loan the student has, the total amount the student must repay, the length of time the student has to repay, when the student must start repaying and what cancellation or deferment provisions apply.
- If the student is offered a federal work-study job, what kind of job it is, what hours the student must work, what the student's duties will be, what the rate of pay will be, and how and when the student will be paid.
- To reconsider the student's aid package if the student believes a mistake has been made, or if the student's enrollment or financial circumstances have changed.
- How the school determines whether the student is making satisfactory academic progress and what happens if the student is not.
- What special facilities and services are available to the disabled.
- Completion/graduation and job placement rates and how they are calculated.
- Terms and conditions of loan deferments for service in the Peace Corps and Volunteer Service.

Student Responsibilities

It is the student's responsibility to:

- Review and consider all information about Hawkeye Community College's programs before the student enrolls.
- Pay special attention to the student's application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent the student from receiving aid.
- Know all the deadline dates for applying or reapplying for aid, and meet them.
- Provide documentation, corrections, and/or new information requested by either the Financial Aid Office or the agency to which the student submitted the student's application.
- Notify Hawkeye Community College of any information that has changed since the student applied.
- Read, understand and keep copies of all forms the student is asked to sign.
- Submit a valid FAFSA while still enrolled.
- Report any additional financial aid that you received, but that is not listed on your current award letter from Hawkeye Community College.
- Regularly check your SOAR and Hawkeye e-mail accounts.

- Maintain good academic standing as discussed previously in this publication.
- Repay any student loans the student has received. When the student signs the promissory note, the student is agreeing to repay their loan.
- Participate in an entrance interview for federal student loan applicants.
- Complete the financial aid exit interview if the student received a federal student loan while attending Hawkeye Community College.
- Notify the school of change in the student's name, address or attendance status (i.e. full-time to part-time attendance). If the student has a loan, the student also must notify their lender of these changes.
- Satisfactorily perform the work agreed upon in a college work-study job and read the student employment handbook.
- Read the Financial Aid Handbook.
- Understand the Hawkeye Community College refund policy.
- Understand the Hawkeye Community College over-award policy.

ADDITIONAL INFORMATION

Questions

Hawkeye Community College's Financial Aid Office has staff members who can assist you in understanding your financial aid, budgeting your resources and loan management. You are encouraged to contact our office when you need assistance at 1-800-670-4769, ext. 4020, locally at 296-4020, on campus at ext. 4020 or by e-mailing us at finaid@hawkeyecollege.edu to schedule an appointment. You are also welcome to stop into the office at anytime. Other services provided by the office include assessing eligibility for financial aid, awarding aid, and processing student loans.

Financial Aid as You Continue at Hawkeye Community College

In general, if your calculated financial need and academic standing remain consistent from year to year, your financial aid package should also remain consistent from year to year.

Calculation of your eligibility for financial aid is based upon the information you and your family provide on your FAFSA. If your family situation changes, such as another sibling enters college or your family's income or assets significantly increase or decrease, your financial aid award(s) may change.

Meeting the FAFSA filing priority deadline of July 1 is important to insure the consistency of your package from year to year.

You have the right to expect equitable treatment in the awarding of financial aid. Your application is individually analyzed by one of the staff in the Financial Aid Office. Your award may also be changed because of changes in federal, state or institutional funding or regulations. Please call the Financial Aid Office if you have questions about your financial aid package.

Contact Information

The Financial Aid Office is located in the Hawkeye Center. The office is open from 8:00 a.m. to 4:30 p.m. Monday-Friday. The Financial Aid Office fax number is 319-296-4495.

REGISTRATION/RECORDS AND ORIENTATION

REGISTRATION

Registration is the process for choosing classes for the next semester. Registration assistance and advising is provided by the College, but it is the student's responsibility to register for class. Refer to the College calendar for registration and enrollment dates. Assistance is given by staff members, but final responsibility for fulfilling all requirements rests with the student.

EARLY REGISTRATION

Early registration provides students with an opportunity to reserve classes for the following semester. Early registration is announced across the campus and through the media to all students. Students must complete the registration procedure by paying their college bills designated on the invoice. Failure to make payment will result in the cancellation of the registration and deletion from the official class list.

ENROLLMENT

No one may attend classes at Hawkeye Community College unless he or she is officially enrolled. Enrollment is final and official when web registration or a Credit Course Registration is completed and submitted to the Records and Registration Office and all tuition and fees are paid, or arrangements for payment have been made with the Business Office. Enrollment to a course(s) may be assumed by the college and registration added based on a student's attendance in a course(s).

FULL OR PART-TIME STUDENTS

Students taking 12 credit hours or more are classified as full-time students. Students who take less than 12 credit hours per semester are classified as part-time students. Students taking a minimum of six credits during an 8-week summer session or three semester credits or more during a 4-week or interim sessions are considered full-time students. Students desiring to enroll on a part-time basis should contact the Records and Registration Office at 319-296-2460 or 1-800-670-4743.

NEW STUDENT ORIENTATION

All students should attend an orientation session prior to beginning classes at the College. These sessions are designed to acquaint students with student life at Hawkeye and to help students make the easiest transition possible between their last school experience, job, or military service and their new role as Hawkeye students. These sessions are held before the beginning of the Fall and Spring terms.

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 the College or who is found to have fraudulently altered Hawkeye academic credentials or records will be subject to penalties ranging from suspension or expulsion from the College to legal prosecution.

TRANSCRIPTS

All students enrolled at Hawkeye may receive from the Records and Registration Office a copy of their transcript upon request. The documents are kept in perpetuity by Hawkeye. Official transcripts bear the signature of the Director of Records and Registration the seal of the College and the date of signature. When transcripts are issued to a student, the document is stamped in red with "Issued to Student". Official transcripts are normally required by other educational institutions and may be mailed to that educational institution by Hawkeye.

Requests will be honored in the order of request. Picture ID is required for students to pick up transcripts.

PERMANENT STUDENT RECORDS

An official transcript record of all credit granted to a person while enrolled as a student of Hawkeye Community College shall be retained in perpetuity. All student records and documents which are used to create, update and support the accuracy of the official transcript will be retained for five (5) years after a student's last enrollment with the College. After five (5) years, the official transcript will be retained electronically or on microfilm and kept in fireproof files in perpetuity. Duplicate electronic or microfilm records shall be housed in a facility other than that of the building in which the Records and Registration Office is located in a fireproof and secure depository.

RESIDENCY POLICY

Students enrolling at Hawkeye Community College will be classified as residents or non-residents for admissions, fee and tuition purposes by the Admissions Office and shall be considered minors for the purpose of determining non-resident costs until they reach the legal age of majority (18) as stipulated in the Code of Iowa. It is the responsibility of the student to request that reclassification for residency purposes is considered by the College.

The decision regarding residency status shall be based upon relevant information furnished by the student. The College is authorized to require such written documents, affidavits, verifications and other evidence deemed necessary to establish the domicile of the student, including proof of emancipation, adoption, award of custody, or appointment of a guardian. The burden of establishing a student is exempt from paying the non-resident tuition and fees are upon the student, and students will be required to pay non-resident costs until they request residency classification and can provide verification of the residency. For purposes of resident and non-resident classification, the word "parents" as herein used shall include legal guardians or others standing in loco parents in all cases where lawful custody of any applicant for admission has been awarded to persons other than actual parents. The residence of a minor shall follow that of the parent or parents with whom he or she resides, except in cases where emancipation can be proven. A minor's parent or parents shall be considered residents of Iowa if they have resided within the state 30 days and have registered to vote prior to the beginning of the semester in which the minor enrolls. Students shall complete the appropriate request for residency form for classification as a resident of the State of Iowa, thereby establishing in-state tuition and fee charges. Students shall submit the request for residency form to the Records and Registration Office 30 calendar days prior to enrolling for the semester for which residency status is sought.

In determining a community college resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

A. The registrar or official designated community college office may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student. A student will be required to file at least two documents to determine

his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation:

1. Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
2. State of Iowa income tax return.
3. A State of Iowa driver's license or State of Iowa non-driver ID.
4. An Iowa vehicle registration card.
5. An Iowa voter registration card.
6. Proof of Iowa Homestead credit on property taxes.

In all events to be determined a resident of Iowa, the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling. (This documentation may include rent receipts or a letter from the individual whose residence you are residing in. A lease agreement is not acceptable evidence.)

- B. If a student gives misleading or incorrect information for the purpose of evading payment of nonresident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident. Copies of the documentary evidence shall be attached to the request for residency form. The request for residency form and docu-

mentary evidence shall be filed in the student's permanent folder in the Records and Registration Office. Students will be notified as to the approval or denial of their request for residency status by the Records and Registration Office prior to enrollment in the semester for which residency status is sought. Students may appeal the denial of residency status to the Vice President of Finance. Students who are participating in M-1 or F-1, nonimmigrant students or J-1 exchange or visitor programs shall be considered non-residents for admission, fees and tuition purposes while attending Hawkeye Community College.

READMISSION

All students wishing to return to classes in the same program/major after having left the College must contact their academic department or advisor. Students planning to return to a new program/major should apply for admission. See Admission/Registration Requirements.

CHANGE OF ADDRESS OR NAME

If a student changes his/her local or permanent address or phone number, it is his/her responsibility to report changes to the Records and Registration Office or make changes using the Hawkeye Community College web site, www.hawkeyecollege.edu. If a student changes his/her name, he/she should notify the Records and Registration Office.

ACADEMIC REGULATIONS AND GUIDELINES

ACCEPTANCE OF APPLIED SCIENCE AND TECHNOLOGY CREDIT TOWARD AA OR AS DEGREES

The College will accept a maximum of 16 semester credit hours of applied science and technology credits as elective credit towards the Associate in Arts, the Associate in Science, or Associate in General Studies Degrees.

ADVANCED STANDING/TRANSFER CREDIT

Credit may be awarded for prior courses with a grade "C-" or higher or for work or military experience in lieu of completing courses in Hawkeye Community College programs. Credit may also be awarded by examination (proficiency testing). If you want to receive advance standing by examination, you should contact your dean so the necessary steps may be initiated. All official college transcripts received by the Records and Registration Office will be evaluated for advanced standing. Advanced standing is optional for all students except those who are attending under Veterans Administration benefits. Veterans must have previous educational experience evaluated by Hawkeye Community College for advanced standing. Requests for credit for prior education and work or military experience should be initiated at the time of admission.

CREDIT BY EXAMINATION

Various credit options enable individuals who have acquired their education in various ways to demonstrate academic achievement. The College recognizes credit by examination as a valid means of granting college credit. This option offers college students the opportunity to abbreviate their college program. Credit by examination is limited to 30 credit hours per student. Credit may be given for college level experience as demonstrated by acceptable test results regardless of the means by which knowledge was acquired, except where college credit has been previously granted or attempted. Students may

receive credit in the following ways:

1. Through the Advanced Placement (AP) program of the College Board.
2. Through selected examinations of the College Level Examination Program (CLEP).
3. Through evaluation of military courses.
4. Through locally designed examinations administered by the various educational departments of the 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.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Hawkeye Community College provides students with an alternative for earning college credit through CLEP (College Level Examination Program), a series of standardized tests. The fee for each CLEP test is \$65.00 plus a registration fee. The registration fee must be received prior to the testing date. CLEP testing is scheduled year round. A schedule of test dates and registration information is provided at www.hawkeyecollege.edu/futurestudents/assessment_clep.aspx and can be mailed to potential examinees upon request. Contact the Student Services Office with questions, Hawkeye Center, 319-296-4014.

CREDIT ASSIGNMENT IN EMERGENCY SITUATIONS

Upon completion of two-thirds of a semester and the requirements of a course, a student may request a grade from the instructor for a course in progress under the following conditions:

1. Activation but not enlistment into the U.S. Armed Forces.

2. Serious personal or immediate family illness requiring the student to drop out of school.
3. Other emergency circumstances that prevent a student from finishing the semester. The decision of the instructor relating to this request will be binding.

PREREQUISITES

The prerequisites specified for a given course must be met unless permission to omit the prerequisites is obtained from the instructor. Faculty recommends that students should have a minimum of a "C" grade in all prerequisite courses. Students with a "D" grade should consult with their advisor or the appropriate department. Students who do not receive credit in the first course of a sequence cannot take the following course in the sequence.

ACADEMIC STANDARDS FOR SATISFACTORY PROGRESS

The Hawkeye Community College administration has been authorized by College policy to establish the following guidelines concerning academic progress toward a degree or course completion:

1. A student is responsible for monitoring his/her own progress.
2. A student whose current semester grade point average (GPA) or cumulative grade point average is below a 2.00 shall be placed on academic probation for one semester. During the probationary period, it is the student's responsibility to meet at least twice a semester with his/her academic advisor and/or counselor to discuss his/her progress.
3. If a student's progress remains unsatisfactory at the end of any probationary term, the student will be academically suspended by the Vice President of Academic Affairs. Students may appeal a suspension by contacting the Office of the Vice President of Academic Affairs. The student's appeal will be heard by an Institutional Student Progress Review Committee. The Committee's options are as follows:
 - A. A student may be continued on probation. Should students desire to continue enrollment, they will be required to attend approved workshops focusing on student success. The "Yes You Can" seminar must be completed prior to the date late registration ends. Any student who does not satisfy this requirement will be administratively withdrawn. (It is also recommended students be given a reduced course load.)
 - B. A student may be academically suspended from the College by the Vice President of Academic Affairs for not less than one semester.
4. A student readmitted to Hawkeye Community College or a student admitted to the College with previous coursework from another post-secondary institution who has a cumulative GPA of below 2.00 will be placed on academic probation.
5. A previously suspended Hawkeye Community College student may be approved or denied readmission to the same department or another department by obtaining a petition from the Admissions Office. Admissions will refer the student to the appropriate Dean in his/her discipline area. The student must demonstrate to the Dean and/or Discipline Review Committee that problems leading to academic suspension have been resolved or remediated. The student will be required to attend approved workshops focusing on student success. The "Yes You Can" seminar must be completed prior to the date late registration ends. Any student who does not satisfy this requirement will be administratively withdrawn. The College may elect not to readmit a student who has previously demonstrated poor academic progress.

DEAN'S LIST

The Dean's List is official recognition of outstanding academic accomplishment by full-time students. The Dean's List is compiled and issued at the end of the fall, spring, and summer sessions. To qualify for the Dean's List:

1. You must be a full-time student and successfully complete 12 or more credits in Fall or Spring semesters with a term GPA of 3.50 or better for courses taken at Hawkeye Community College.
2. Students who have an outstanding grade of "I" (Incomplete) in any course will not be eligible for recognition on the Dean's List.

REPEATING COURSES

Students who receive an unsatisfactory grade in a course may, according to procedures described below, repeat the course at Hawkeye Community College or another accredited college, or receive credit by examination, and have the original grade not counted in the current cumulative GPA.

Provisions of this policy are as follows:

1. The original course mark will be marked for a repeated course after official notice is received that a grade has been awarded. The repeated mark carries no credit nor does it affect cumulative grade point average. A student may not repeat a course and then choose the better of the two grades. The repeated course grade will be the grade computed as part of the academic record (transcript). This policy does not apply to courses designed to be repeated.
2. Students who drop or withdraw from a course they are repeating for a better grade under this policy will have the original grade retained on their academic record. Refer to Student Withdrawal Procedure.

STUDENT ATTENDANCE

Regular class attendance contributes to successful course completion. Students are encouraged to attend every class. Students not attending the first two class meetings will, at the instructor's discretion, lose their place in a course to those students waiting to enroll. Students who have never attended any class(es) during a semester (term) will be withdrawn from all course(s) for which they have registered. It shall be the responsibility of each educational department chair and faculty member at Hawkeye Community College to assure the proper keeping of attendance records and to make the required reports relevant to the policies and procedures established by the Administration. Instructors will publish and distribute attendance policy guidelines during the first class meeting.

ACADEMIC LOAD

Students expecting to graduate with an Associate in Arts, Associate in General Studies or Associate in Science degree within two years will generally average 16 transferable credit hours per semester for four semesters. Students may not carry more than 18 hours of credit in Fall and Spring semesters and 10 in the Summer without approval of their advisor and the Dean. Students in technical programs will follow the program of study in their specific programs.

DROPS AND ADDS

Dropping a course after the full refund period has ended is known as "withdrawal." A student may add a course through the end of the last day of late registration using their SOAR web account or a Registration and Records Policy Waiver form. A student may drop a course using their SOAR web account or a Registration and Policy Waiver form prior to 2/3 completion of a class. To drop a class after 2/3 completion, students must complete a Course Withdrawal Form. A student may add a course, without faculty approval, during the first three days of a 16-

week semester, the first two days for shorter sessions, or before the second meeting of an evening or weekend class. After this time, the student must obtain the instructor's permission to register the course by securing the instructor's signature on the Registration and Records Policy Waiver form. Students who add a course after the term begins must attend the next class meeting. Registration after the second week of classes is not permitted. A fee will be assessed for any drop/add done after late registration begins.

FINALS WEEK

During the final four days of 16-week, 12-week, and second 8-week courses, a separate schedule will be used to allow two-hour blocks of time for final examinations. Final examinations will be administered during the last class period of first 8-week courses. During summer term final examination dates will be determined by the faculty in each course.

STUDENT WITHDRAWAL PROCEDURE

It is recommended that a student considering withdrawal always contact his/her instructor, advisor, the Retention Coordinator, or a counselor before officially withdrawing. These individuals may be able to suggest alternatives to withdrawal that will be more viable for the student. In order for the student to be considered "officially withdrawn" from the College or individual course(s), the following procedures must be complied with:

1. During the first two-thirds of the total class meetings, the student should use SOAR to withdraw from a course. After two-thirds of total class meetings, the student must obtain a Course Withdrawal Form from their department office or the Records and Registration Office. After completing the form, obtain the instructor's signature and grade (the last date of attendance will also be required if the grade is F). The form should be delivered to the Business Office, Hawkeye Center, for processing. Students who, for reasons beyond their control, are unable to initiate this process may ask their department secretary to initiate the withdrawal form. The date this procedure is initiated is known as the "withdrawal request date."
2. A student will receive a "W" or a "F" grade based on the following stipulations:
 - a. A student may drop any course(s) with a "W" grade if the withdrawal request date is within the first two-thirds of the total class time. This process can be completed by the student on their SOAR web account.
 - b. A student who is failing and whose withdrawal request date is after two-thirds of the class meetings shall receive a "F".
 - c. A student who is passing and whose withdrawal request date is after two-thirds of the class meetings shall receive a "W".
3. Upon notification of extenuating circumstances or non-attendance for two consecutive weeks, the Director of Records and Registration Office may initiate a withdrawal for the student using the same criteria as listed above.
4. Students who neglect to follow withdrawal procedures without good cause will not be considered officially withdrawn. They may forfeit their rights to refunds, and will receive a final grade in each course for which they enroll.
5. Withdrawal forms will not be honored if the withdrawal request date is later than the course or semester end date.

GRADE REQUITAL FOR FAILURE TO WITHDRAW

A student who has received all grades of "F" for a term due to failure to withdraw may appeal to have those grades changed by completing the Grade Requit for Failure to Withdraw form available in the Records and Registration Office. The following conditions apply:

1. The student did not complete the term, receive a passing grade of A through D or take the final examination(s), AND
2. The student was unable to withdraw from classes due to circumstances beyond the student's control. Examples of circumstances that might be considered are medical, military call-up, sudden and unexpected relocation, institutionalization, etc. Documentation to substantiate the extenuating circumstances is required.

Not having read the withdrawal policies in the catalog or student handbook shall not be considered as a reason to invoke this policy.

The student may make a written appeal to the Director of Records and Registration to have the failing grade(s) changed to grades of "O" indicating grade requital (forgiveness). The appeal must contain documentation by faculty that the final examinations were never taken.

The appeal will be reviewed by a committee appointed by the Director of Records and Registration and will render a decision usually within thirty days of the receipt of the written appeal and documentation.

AUDITING A COURSE

Auditing a course provides the student with an opportunity to attend classes as a non-graded, non-credit participant. The audit enrollment is usually used by a student who wants to review a subject area, as a refresher or for general interest. Students must complete a Petition for Course Audit form before class begins. Forms can be obtained in department offices or from the Records and Registration Office. Caution is advised in the use of audit, as the course must be repeated if a letter grade for credit is desired at a later date, that is, the audit grade cannot be changed later to a grade granting credit. Class participation, assignments, tests and quizzes are optional. Additionally, audit enrollment of a course must be recorded at the time the student completes registration. Standard tuition and fees apply to all audit courses regardless of the length or scope of the course and are due and payable at enrollment.

ACADEMIC INTEGRITY AND CONDUCT POLICY

The integrity of the academic program and degree rests on the principle that the grades awarded to students 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: Representing someone else's work (written or visual) as your own without proper attribution or acknowledgement using academic conventions of citation is 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 one's own.
- Borrowing a paper in whole or part and presenting any part of it as one's own without appropriate crediting.
- Falsifying or inventing any information or citation in an academic exercise.

Cheating:

- Obtaining or giving assistance in any academic work such as on quizzes, tests, homework, etc., without instructor's consent.
- Taking an examination or course or turning in work for someone else.
- Allowing someone to take an examination or course or turn in work in your name.
- Using crib notes or electronic devices to get unauthorized assistance on examinations or other in-class work.

ADDRESSING VIOLATIONS OF ACADEMIC INTEGRITY

Any violations of academic integrity are addressed first by the instructor within the classroom; the instructor shall have the discretion to determine the level of severity in setting appropriate penalties.

- First Offense: The individual instructor may reduce the student's grade in the assignment or examination and has the discretion to file a report. The instructor may assign the student a grade of "F" in the course as a result of cheating or plagiarism. This will be reported to the academic Dean; the report will be placed in the student's file.

- Second Offense: Upon confirmation by the academic Dean of a student's previous reported offense, the Dean of Students will be notified and the instructor will have the authority to issue a grade of "F" in the course. A report will be made to the Dean of Students and also placed in the student's file. The student is required to meet with the Dean of Students.
- Third Offense: Upon confirmation by the academic Dean of a student's third offense, the Dean of Students will determine appropriate penalties ranging from an "F" in the course to recommending suspension from the college for academic misconduct.

If the student feels that the penalty imposed is unjust, the student may request a review by the Academic Integrity Review Board composed of the Dean of Students (presiding), at least three faculty representatives selected from the Academic Standards and Issues Committee, two Student Senate representatives, and the Director of Records and Registration (serving ex officio). The Review Board shall meet with the student and faculty to review the case and make recommendations to the Vice President of Academic Affairs, who shall determine the appropriate penalty.

GRADES, COURSES, CREDITS

WHAT'S THE SYSTEM?

The following letter grades and points are used at Hawkeye:

GRADE	DESCRIPTION	GRADE POINTS
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
P	Credit Earned/Pass	
I	Incomplete	0
W	Withdrew	
X	Course Repeated	
N	Audit	
O	Grade Requit	
Q	No Credit/No Pass	

Any "I" grade may be made up by the student arranging with the instructor and/or Dean to complete an unfinished course. The work must be completed within the first 15 class days of the next 16-week semester unless extenuating circumstances prevail. If after the first 15 class days of the next 16-week semester the work has not been completed, the "I" grade will be changed to a "F".

The above grading symbols and descriptions will be used uniformly throughout all programs at Hawkeye Community College. However, students should be aware that there may be a modification in the application of the grading system by an individual program or instructor.

Instructors are expected to inform students of their grading scale and procedures at the start of each course. "P" and "Q" grades are used exclusively in courses designated by the Vice President of Academic Affairs. The grading system used by an instructor must be applied to all students in a given class and to all of his/her sections of a multi-section course.

College grading and transcript designations conform to "Common Master List of Grade Symbols and Definitions for

Merged Area Schools" as recommended by the State of Iowa Department of Education.

GRADE CHANGES

All discussions of grades should be initiated with the instructor of the course in question. If there is an error, the instructor will submit a Grade Change Form to the department chair for signature. The signed form is routed to the Records and Registration Office to be recorded and the permanent student record (transcript) updated.

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.

GRADE REPORTS

Grades will normally be available on SOAR to students four working days after the final day of the course at www.hawkeyecollege.edu. Students who earn "D" or "F" grades are sent an Early Alert report by e-mail approximately 7-8 weeks into a 16-week term.

Grades will not be given out over the telephone. Questions as to grade validity should be directed to the instructor or dean and are considered to be correct after 15 class days following the end date of the class.

COMPUTING YOUR GRADE POINT AVERAGE (GPA)

Your grade point average is computed by multiplying the number of semester credits for each course by the numeric value of the grade given for that course. These values are then added together for the total points, which are then divided by the total number of semester credits for the GPA.

The grades, P, W, X, N, O, and Q are not used for computing the term GPA or CGPA.

EXAMPLE:

Course	Grade	=	Numeric Value	=	Semester Credits	=	Course Points
X	A	=	4	x	4	=	16
Y	B	=	3	x	4	=	12
YY	C	=	2	x	3	=	6
YYY	I	=	0	x	1	=	0
Z	D	=	1	x	2	=	2
XX	F	=	0	x	4	=	0
					18	=	36

GPA = course points/semester credits = 36/18 = 2.00

The same method is used for computing the cumulative grade point average (CGPA).

GRADE FORGIVENESS/"FRESH START" PROGRAM

The "Fresh Start" program is intended for students who change to a new program of study after receiving unsatisfactory grades in a previous program(s) (program grade point average below 2.00) at Hawkeye Community College. Fresh Start cannot be applied if you have graduated from a previous program. The Fresh Start program allows the student to begin a new cumulative grade point average (CGPA) from the beginning of the new program.

A change to a new program of study is identified as a change in declared program/major; that is, changing from Arts and Science to a technical program, changing from any technical program to Arts and Science, or changing from one technical program to another technical program.

"Fresh Start" is a one-time-only option. All academic work completed prior to the designated "Fresh Start" date will appear on the academic record but will not be considered for use in the new program cumulative grade point average (CGPA). "F" grades will be required (changed to "O" grade). Any passing grades prior to the "Fresh Start" will be changed to a grade of "P". This may impact your ability to transfer the course to another educational institution. After meeting with a counselor, a student may file a petition to implement the "Fresh Start" through the Records and Registration Office after completing 12 semester hours in the new program major with a cumulative program/major GPA of 2.50 or better. "Fresh Start" is canceled if the student returns to an original program of study from which the "Fresh Start" was granted.

CANCELLATION OF COURSES

The College reserves the right to cancel, reschedule or alter the meeting times of any course. A student must follow the withdrawal procedure in order to obtain a refund. In addition, students must follow the drop/add procedure to add another course or section to replace the canceled section.

DEGREE AND GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

Graduation requirements for each of the education programs and majors offered shall be established by the President/Designee in accordance with current state and accrediting agency guidelines and recommended to the Board for approval. Official publications should detail the requirements and procedures for graduation with the various degrees, diplomas, or certificates.

Students must satisfy the graduation requirements in effect at the time of initial enrollment if they are continuously enrolled. Continuous enrollment is defined as consecutive enrollment each Fall and Spring semester. Students who are readmitted will be required to fulfill the graduation requirements in effect at the time of readmission.

A. Requirements for technical graduation awards:

1. A minimum grade point average of 2.00 with passing grades in all courses specified.
2. Graduates must earn at least one-fourth of the required credits in residence at Hawkeye Community College.
3. The following awards are offered:
 - a. Associate in Applied Arts and Associate in Applied Science Degree - awarded for satisfactory completion of a prescribed curriculum of at least 60 semester hours and at least four semesters in length, and meeting specified minimum requirements in applied or technical and general education courses. The emphasis in such curriculum is placed upon acquiring competence in applying basic principles and theories as well as attaining specific occupational competence.
 - b. Diploma - awarded for satisfactory completion of prescribed curriculum which places greater emphasis upon job specific skill performance than the AAA or AAS degrees, yet includes some foundation and gen-

eral education. The program must be at least 30 semester hours and at least two semesters in length.

- c. Certificate - awarded for satisfactory completion of courses of study other than degree or diploma programs and usually less than two semesters in length.

B. Requirements for the Arts and Sciences graduation awards:

1. A minimum grade point average of 2.00 with passing grades in all courses specified.
2. Graduates must earn 30 hours of credit OR 16 of the last 22 required credits in residence at Hawkeye Community College to receive an Associate in Arts degree.
3. The Associate in Arts, Associate in Science, and Associate in General Studies degrees will be awarded for satisfactory completion of a prescribed curriculum of at least 62 semester hours (63 hours for Business Administration) and meeting specified minimum requirements in general education courses designed and acceptable for transfer. The credits may include up to 16 semester hours of applied science and technology courses as electives.

C. Requirements for high school graduation:

1. High School Diploma - awarded for satisfactory completion of the required number of courses as specified by the State of Iowa in the guidelines of the Adult Basic Education/High School Completion Department.
2. GED High School Equivalency Diploma - awarded for satisfactory completion of the battery of GED tests with at least the minimum scores as specified by the State of Iowa in the guidelines of the Adult Basic Education/High School Completion Department.

GRADUATION AWARDS

Upon successful completion of a program of study, the graduate will receive a certificate, diploma, Associate in Applied Science degree, Associate in Applied Arts degree, Associate in Arts degree, Associate in Science degree, or Associate in General Studies degree. These awards are sent by first class mail to the student's graduation application address.

GRADUATION APPLICATION

Each student who is a candidate for graduation must complete a graduation application online via SOAR. Fall or Spring graduates must file a graduation application during the semester immediately preceding the graduation semester. Summer semester graduates who wish to be listed in the Spring commencement program must complete a graduation application during the first four weeks of the Spring semester. All other Summer graduates must complete a graduation application during the semester immediately preceding their graduating semester.

GRADUATION COMMENCEMENT

Students graduating in Spring and Summer attend the Spring Commencement Ceremony and students graduating in the Fall attend the Fall Commencement Ceremony. You must attend the ceremony for the semester you are graduating due to space limitations - no exceptions to this policy are allowed.

GRADUATION WITH HONORS

Candidates for graduation who earn a cumulative grade point average of at least 3.50 to 3.74 will graduate with "Honors". Candidates for graduation who earn a cumulative grade point average of at least 3.75 to 3.99 will graduate with "High Honors". Candidates for graduation who earn a cumulative grade point average of 4.00 will graduate with "Presidential Honors". Please Note: Students that have received grade forgiveness (i.e., Fresh Start or Grade Requit) are not eligible to graduate with Presidential Honors. "High Honors" would be the highest honors designation awarded under those circumstances. Honors designations will be placed on graduation awards based on cumulative grade point average. Students may be required to earn at least 12 credits in the past two years to earn these designations.

GRADUATION RATE

Graduation and transfer out rate for Fall 2004 on a full-time basis is 53%. The graduation rate averages 30% and transfer out for non-graduates is 16%. Individual program rates may vary.

STUDENT SUPPORT SERVICES

STUDENT SERVICES - HAWKEYE CENTER, UPPER LEVEL, 319-296-4014

1. **ACADEMIC/CAREER ADVISING** - Academic/career advisors are available to help clarify academic/career goals, assist in course planning and registration, understand degree requirements and help transfer students make the transition to four-year institutions. Various assessment tools, including CHOICES, a comprehensive computer information system, are available to help students explore career options. Additional information about advising can be found at www.hawkeyecollege.edu/currentstudents/advising.aspx.
2. **ASSESSMENT** - Pre-enrollment academic assessment is offered through the COMPASS exam. This assessment assists in course placement. After completion of this assessment, students will be directed to the appropriate staff to schedule courses to meet individual needs. The ACT assessment may be accepted in lieu of COMPASS; students may schedule an appointment for an ACT exam at www.act.org. CLEP exams may be accepted and are also available. Students interested in taking CLEP or COMPASS or are interested in receiving additional information about these assessments should call 319-296-4014. Photo identification is required for all persons taking the tests. Additional information about assessment can be found at www.hawkeyecollege.edu/futurestudents/assessment.aspx.
3. **CAREER/LIFE PLANNING** - Individual and group career advising is offered to help potential students identify an appropriate course or program. Counselors and advisors are available to assist transfer students in planning and scheduling their coursework. Career planning is also available to enrolled students who may question their choice of a program and are looking at making a change. A career placement center is located on the second floor of the Hawkeye Center. Additional information about career counseling can be found at www.hawkeyecollege.edu/counseling.

4. **COUNSELING** - Counselors are available to assist students who have academic or career concerns, personal/social needs, and provide referrals to appropriate agencies. Appointments are scheduled through the Student Services Office, 319-296-4014, with drop-in assistance available. Additional information about counseling can be found at www.hawkeyecollege.edu/counseling.
5. **TRANSFER CENTER** - Transfer Center resources include: college catalogs, degree and major information, and assistance in transferring to other post-secondary institutions. Additional information about transferring can be found at www.hawkeyecollege.edu/transfer.
6. **STUDENTS WITH DISABILITIES** - Various services are offered at the College to assist special populations who may have difficulty getting into or staying in educational programs at Hawkeye.

The Disabilities Services Staff are available to assist qualified students with disabilities in transition planning and accessing accommodations at Hawkeye. The College will work closely with each qualified student having a disability to select the type of accommodation or aid needed. Individual schedules may be modified depending upon the individual needs of the student.

Students requesting special accommodations are urged to contact the Student Services Office on the upper level of the Hawkeye Center or call 319-296-4014 to initiate the process of obtaining accommodations prior to the start of the semester. The student is responsible for providing documentation of the disability. Additional information about disability services can be found at www.hawkeyecollege.edu/counseling/disabilities.aspx.

COURSE SUBSTITUTION POLICY - If a qualified student is determined to be disabled and has reached his/her achievement level with appropriate accommodations and maximum student effort, the Course Substitution policy may be pursued.

A student may apply for a course substitution under the following conditions:

- A. The student, having made a good faith effort to complete the required course in question and having availed him/herself of the accommodations recommended by the Disability Services staff in the Student Services Office, has been unable to satisfactorily complete the course.
- B. The student and the Disability Services staff, including the Dean of Students agree that, due to the nature and severity of the disability, even beginning the course with accommodation is futile.

Course substitutions would not be permitted if the course or content is found to be essential to the area of study for the student and if making a substitution would require a substantial change in an essential element of the curriculum.

ACADEMIC SUPPORT CENTER (ASC) - BREMER HALL, ROOM 116, 319-296-4029

The Academic Support Center is a walk-in learning assistance center and open computer lab located in Bremer Hall, Room 116. The area consists of a study center, a large computer lab, an ESL language lab, an Applied Arts Macintosh lab, an adaptive equipment lab for students with special needs, and other services listed below. Instructors are available to assist students in math, science, writing, reading, and study skills, as well as a variety of other content area courses. Specific tutoring hours are posted in the ASC. Peer tutoring is also available, and students are encouraged to seek tutoring help as soon as a problem in a course begins to surface.

The ASC staff in cooperation with the Student Services Department provides academic services for persons with disabilities, which includes accommodations for testing and training with adaptive equipment. Call 319-296-4014 (Student Services) or 319-296-4029 (Academic Support) for further information.

The Academic Support Center computer lab staff provides instruction in basic computer literacy skills, including word processing, online program access, and business applications. The lab is equipped with more than 80 new computers, a scanner, color and black/white laser printers, and a large document color plotter. CD burners are also available for student use. Most of the software used in programs and classrooms at Hawkeye, along with tutorials in math, reading, writing, science, and study skills are available on our ASC lab computers for student use. There is no fee for classroom-related printing. A personal user name and password are supplied to each student.

Other Academic Support services offered to Hawkeye students include:

- Free workshops in a variety of computer software.
- Free study skills workshops.
- Special needs computer equipment and software.
- PLATO self paced learning software.
- Smart thinking on-line tutoring.

The Academic Support Center 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.
- The ASC is closed on holidays, and changes in hours are announced over the ComLink system, on our web page, and posted in the ASC.

The Academic Support Center Policies and Rules:

- Students must adhere to the "End-User Computing Policies and Standards" as outlined in the student handbook
- All policies and rules outlined in the Student Handbook will be enforced
- Students must clock in/out by the entrance

- Children are not permitted in the ASC.
- No food or drink is allowed at the computers.
- No talking on cell-phones in the ASC.
- No game playing of any kind on the computers.
- Priority of computer use is given to academic related usage.

Students who violate the ASC Policies and Rules will have their right to use the ASC lab suspended or revoked. Students in violations of these policies are also subject to disciplinary action as defined in the student handbook.

COLLEGE SUCCESS COURSES

Following the academic assessment process, students needing to learn or review skills necessary for success in college will be encouraged to take College Success courses. These classes are also available to anyone interested in improving his or her skills in reading, writing, English as a Second Language, mathematics, study skills, and biology. The courses may be taken prior to, or along with, course work in a student's major area of study.

Success courses credit hours count toward financial aid eligibility; they do not apply toward graduation from a program. Please contact the Financial Aid Office on the lower level of Hawkeye Center for further information. For more information about Success courses contact the Developmental Studies at 319-296-4418.

ACADEMIC SUPPORT TESTING SERVICES

Make-up testing services are provided to all Hawkeye instructors. Students who have made arrangements to make up through the Academic Support Testing Center (ASTC), Bremer 125, may drop-in to take tests any time the Testing Center is open.

Testing hours are as follows:

- Monday - Thursday 8:00 a.m. - 8:00 p.m.
- Friday 8:00 a.m. - 4:30 p.m.
- The ASTC is closed on holidays, and changes in hours are announced over the ComLink system and posted in the ASC.

Special Needs testing services are provided to qualified students who need testing accommodations. These accommodations include, but are not limited to, having a test reader, test scribe, or a quiet room. Students intending to use the ASTC services must give a copy of their accommodations testing letter to the one of the testing staff. Students who are allowed extended time on tests can take tests during make-up testing hours and do not need to reserve a testing room. Students who need testing rooms are strongly encouraged to make appointments in advance as a limited numbers of rooms are available for testing. However, requests for test readers/scribes must be made two days in advance to secure appropriate personnel.

Instructors may have very specific guidelines for testing outside of the classroom, so students must make appropriate arrangements with instructors and ASC testing staff in advance to fulfill those requirements.

ASTC testing policies for all testers:

1. Students must show a clear, valid photo ID every time they test. Examples: Hawkeye student ID, drivers' license, passport.
2. The ASC staff will follow the instructor's specific testing instructions attached to the test. Students should contact instructors prior to 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.
3. Students will be responsible to provide any materials - calculators, blue books, pencils, etc., needed for testing. ASC staff will provide all scratch paper.
4. Students 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.

5. Students who are caught cheating will be suspended from future testing opportunities in the ASTC until disciplinary actions have been determined (see Student Handbook). The instructor will be immediately notified of the offense.

These additional guidelines also apply for students who need testing accommodations:

1. Plan ahead. Before you take your first test, you, your instructor, and the Director of Student Services (or designee) will determine your testing accommodations. Bring in a copy of your accommodations letter and give it to the Academic Support Testing Center staff.
2. Know your instructor's testing rules and guidelines for testing outside the classroom. ASTC staff cannot change special needs testing accommodations nor instructor guidelines for testing.
3. Set up a time to talk with an ASTC monitor about the ASTC testing policies if you have any questions. Read all the ASTC testing rules and if you have questions, ask the ASTC staff for clarification before your scheduled test time.
4. When you need to take a test, call or come into the ASTC and make an appointment with the testing staff. Appointments are made on a first come, first served basis. If the time you request is not available because the testing rooms are booked, you may have to schedule for an alternate time.
5. Be on time. If you are ten minutes late, your testing time will be canceled and will be available for another student to use.
6. If you need to cancel or reschedule a test, be sure to call or come in to let the testing staff know. If you are a "no show" twice, you will not be allowed to reschedule that test in the ASTC again.

These guidelines and procedures are in place to provide students with appropriate accommodations and testing environments, to give the ASC staff ample time to make appropriate arrangements for testing, and to assure instructors that tests are secure and testers are well monitored. Students with any questions should contact the ASC testing staff in Bremer 125 (ext.. 1098) or call 319-296-4029.

LIBRARY, 319-296-4006

The library's main mission is to support the curriculum of the College, but its resources also provide ample material for personal enjoyment. The book, e-book and video collections include more than 60,000 items, and the current periodical collection includes 330 titles. The library provides access to 39 online subscription research databases with thousands of full-text periodicals. Online library resources are available at the College's web site: www.hawkeyecollege.edu/library. To use online resources from off-campus, you must log on with your HAWKEYE network/e-mail user name and password.

Fall and Spring Semester 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.

Contact the library or check the library's web page for library hours in the summer and between semesters.

Library Card: Your Hawkeye student ID is your library card. You must have it with you to check out library materials.

Library Instruction: Many students participate in a library instruction session while taking a writing or a communications class. In addition students may request research assistance at the Reference Desk.

Study Rooms: Eight small-group study rooms are available and are equipped with VCRs and DVD players.

Computers: Twenty-two PCs are supplemented by 12 wireless laptops for library use and 12 laptops for home use.

Distance Learning Students who need library resources but

are unable to visit the campus should call the College library at 319-296-4006 and ask to speak with a librarian to learn about online library resources and to arrange loan of materials.

TRIO

TRIO-SSS (Student Support Services) is a federally funded program through the U.S. Department of Education. It provides eligible Hawkeye Community College students with intensive academic support services including personal, academic, and career advising. In addition, the program prepares participants to explore and transfer successfully to four-year institutions. For more information, contact us at 319-296-2320, ext. 1803, Bremer Hall Room 120 or visit us at www.hawkeyecollege.edu/trio.

LEARNING COMMUNITIES

Learning communities programs at Hawkeye create smaller groups of students and faculty within the larger college, with the goal of helping students adjust to college and have a rewarding college experience. Hawkeye offers the following communities:

1. Tomorrow's Teachers in Action Today (TTACT)

This learning community focuses on teacher preparation and provides a suggested course of study to keep students on track with degree requirements at four-year universities. Ask your advisor about TTACT. For more information, contact the TTACT coordinator, Catharine Freeman, at 319-296-2320, ext. 1242 or cfreeman@hawkeyecollege.edu. You may also sign up for TTACT at www.hawkeyecollege.edu/learningcommunities/ttact.aspx

2. Classmates or Paired Classes

Any interested liberal arts student may enjoy the benefits of learning communities through paired classes. Students in paired classes take two classes together, get to know each other better, and deepen their understanding through discussion of the same ideas in both courses. For more information, ask your advisor about which paired classes are currently being offered.

STUDENT ACTIVITIES/CAREER PLACEMENT - BROCK STUDENT CENTER, 319-296-4027 OR 1-800-670-4769

1. **Student Activities** - The Hawkeye Community College Student Senate provides, through student activity fees, a comprehensive program of co-curricular and extracurricular activities. The basic philosophy and intent is to provide access to activities and programs that will enable the student to grow as a person while having fun. Attempts are made to schedule activities and programs when the majority of students are free, but it is impossible to fit every event into all students' schedules. Student activities are viewed as an extension of the classroom and the same policies governing student conduct within the educational division are also in force for student activities. Examples of student activities made available are: soccer, basketball, campus festivals, family events, golf, guest speakers, pool, volleyball, workshops, etc.
2. **Multicultural Programming** - The Student Activities department implements a comprehensive multicultural program that embraces campus diversity. This diversity awareness training is part of the Color Me Human program. Several events including multicultural speakers and an ethnic food fest are part of the Color Me Human program.
3. **Career Placement** - A list of jobs are available on Hawkeye's new online career center at www.collegecentral.com/hawkeyecollege. Jobs on the web site consist of part-time, full-time, temporary, seasonal, and internship opportunities. Help sheets to access the web site can be obtained from the Student Activities/Career Placement Office.

4. **Student Senate** - Hawkeye Community College provides a duly constituted Student Senate. Every student enrolled at Hawkeye Community College is eligible to be a member of Student Senate. Twenty-five elected representatives, ten delegated of sophomore status (30 or more hours), ten delegates of freshman status (29 or less hours) and five at-large delegates will be elected. Delegates will meet with peer representatives on a monthly basis to plan activities, consider matters involving student welfare, legislate and administer Student Senate policy and allocate Student Senate funds. Student Senate funds are primarily derived from an assessed semester student activity fee.

The Hawkeye Community College Student Senate has adapted the "Color Me Human" program to promote greater awareness and appreciation for the diversity in our classrooms, our college, and our community.

Our goal is to respond to this challenge and be active participants in recognizing and appreciating cultural, gender and age differences, while respecting individual values, alternative lifestyles and political perspectives.

We pledge our commitment, leadership, and collaboration to embrace diversity within our college, our community, and society.

Students interested in becoming involved with Student Senate or the Color Me Human Program may contact the Student Activities Office located in the Brock Student Center, call 319-296-4027, or e-mail hccstudentlife@hawkeyecollege.edu.

CLUBS AND ORGANIZATIONS

Leadership opportunities exist for students who choose to participate in various clubs and associations. Some of the clubs/associations available at Hawkeye Community College are:

All - Agricultural Club
 American Dental Hygienists' Association
 BASIC
 Child Development Club
 Criminal Justice Club
 Dental Assistant
 Education Club
 Environmental Club
 Future Electronics Technicians Club
 Global Humanitarian Relief Club
 Horticulture Club
 Interior Design Club
 International Association of Administrative Professionals
 International Student Club
 LGBTA
 Marketing Management - Delta Epsilon Chi
 Math Club
 Multicultural Club
 Non-Traditional Student Club
 Paintball Club
 Peer Educators
 Photography Club
 Respiratory Therapy Technology Club
 Soccer Club
 Society of Manufacturing Engineers
 Student Ambassadors

Phi Theta Kappa - Phi Theta Kappa is the national honor society for two-year colleges. The purpose of this organization is to recognize and promote academic achievement among students, to provide opportunities for leadership training for college students, and to encourage personal growth and foster fellowship among members and associates. Membership is by invitation and is based on GPA.

ORGANIZING AND REGISTERING A CLUB/ORGANIZATION

Students are encouraged to take an active part in the activities on campus. All College affiliated clubs/organizations must be recognized as provided in the Student Senate Constitution. For assistance in organizing new clubs/organizations at Hawkeye, see the Student Life Coordinator. Clubs/organizations which are registered and recognized have the following right and responsibilities:

1. Use of the general campus and Student Activities resources and equipment with prior approval of Student Activities.
2. Hold approved meetings and activities on campus.
3. If interested, receive publicity through activities, brochures or other publications, by contacting the Student Activities Office.
4. Must keep a current constitution with bylaws, current membership list, and list of officers on file in the Student Activities Office.
5. Must be recognized by Student Senate and have a staff advisor. Additionally, must submit yearly club objectives, projects, etc., and a yearly report on such items to the student senate.
6. Receive funding from Student Senate based upon guidelines established by the Senate.

POSTING INFORMATION ON CAMPUS

The Student Activities Office must approve all flyers, announcements and advertisements for posting in designated areas of the campus. Any literature posted in non-designated areas and without prior approval will be removed immediately.

STUDENT PUBLICATIONS

Publications, other than those originating from the central administrative offices of the College, must receive approval of the Public Relations and Marketing Office before being published and distributed.

CHILD CARE

The quality of your child's care is as important to you as the quality of your own education. That's why we will do everything we can to ensure every aspect of your learning experience at Hawkeye is exemplary, including our Child Care Service. The Hawkeye Child Development Center is located across from Main Campus. The Hawkeye Child Development Center serves 18 month to 5-year old children and is open on scheduled class days during the Fall and Spring semesters. If there is enough interest, child care is open during Summer semesters. The child care center is a participant with Iowa QRS (Quality Rating System) and is in the process of renewal for NAEYC (National Association for the Education of young Children) accreditation. The child care facility complies with the standards set by the Iowa State Department of Human Services and the Waterloo Fire Department, and is certified for agency funding. Hawkeye Community College has been awarded a CCAMPIS (Child Care Access Mean Parents In School) Grant to help student parents pay for child care.

For more information contact Hawkeye Child Development Center at 319-296-4245. For evening child care options or other provider information, contact the Child Resource and Referral office at 319-233-0804.

VOTER REGISTRATION

Students desiring to register to vote may use the form located online at www.sos.state.ia.us or pick one up a registration form from the Student Activities Office in the Brock Student Center.

STUDENT RIGHTS

PRIVACY OF STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) offers students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Student Records and Registration or dean, written requests that identify the record(s) they wish to inspect. The College 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's 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 the College but its purpose may also be to allow the 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.

The 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, the most recent previous educational agency or institution attended by the student, and other similar information.

The 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, and e-mail address. The college will require a court-ordered subpoena to release any other information concerning a student's record.

Students who do not wish the College to release directory information should complete a Notice of Disclosure within 10 days of the start of each semester with the Registration and Student Records Office, Hawkeye Community College, PO Box 8015, Waterloo, Iowa 50704-8015.

Another exception to the consent requirement is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an

administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the 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. Additional exceptions to the consent requirement are HCC may forward educational record information to requesting institutions (1) in which the student seeks or intends to enroll or (2) if the information is necessary to protect the health or safety of the student or other individuals.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State 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

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.

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 will be periodically reviewed and revised in an evolving process to continually and optimally promote equity in educational services and employment practices at Hawkeye Community College.

NONDISCRIMINATION STATEMENT:

Hawkeye Community College does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, disability, or sexual orientation in its educational programs, activities, admission procedures, or employment practices. 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.

COMPLAINT PROCEDURE:

A Discrimination Complaint Form must be completed in order to initiate a formal investigation. Forms are available in the Human Resource Services office. The completed Discrimination Complaint Form must be submitted to the Equity Coordinator, Human Resource Services. All complaints and inquiries shall be promptly investigated. The result of the investigation shall be reported to the President or designee for review and final decision. This policy applies to all employees, applicants for employment, students, and applicants for educational programs. Students who feel that they have experienced discrimination

should contact the Equity Coordinator at 319-296-4405 or 1-800-670-4769, ex. 4405.

SEXUAL HARASSMENT

The 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. Such conduct includes but is not limited to the following:

- 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;
- The 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 promptly report the facts surrounding the incident, including the names of the individual(s) involved, in writing. Please refer to the Complaint Procedure in the Equal Opportunity section above for the procedure to be used.

AMERICANS WITH DISABILITIES ACT & THE VOCATIONAL REHABILITATION ACT

Hawkeye Community College provides a variety of accommodations for qualified students with disabilities. Services are designed to enhance the student's abilities and are based upon a student's individual needs. The College makes every effort to assure that qualified students with disabilities have equal access to all services. Students requesting special accommodations are urged to contact the Student Services Office on the upper level of Hawkeye Center, or call 319-296-4014 to initiate the process of obtaining accommodations prior to the start of the semester. The student is responsible for providing documentation of the disability. Additional information can be found at www.hawkeyecollege.edu/counseling/disabilities.aspx.

RIGHT TO ASSEMBLE

Hawkeye Community College will recognize the right of students, faculty, and staff members to assemble provided the person or persons involved:

1. Do not obstruct, disrupt, or otherwise interfere with the instructional program, administration, disciplinary procedures, board meetings, or any other authorized Hawkeye Community College functions or events.
2. Do not occupy or use without express authority any Hawkeye Community College facility.
3. Do not physically abuse or threaten to physically abuse, or incite or encourage others to physically abuse or threaten the physical abuse of any person on the campus or at any Hawkeye Community College location, function, or event.
4. Do not steal or damage property of Hawkeye Community College or of any person on the premises of a Hawkeye Community College facility.
5. Do not set a fire on the premises of any Hawkeye Community College facility without specific authorization from Hawkeye Community College administration.

6. Do not interfere with the right of access of any Hawkeye Community College facilities or with any other lawful right of any person on the College premises.
7. Do not use or possess on Hawkeye Community College premises firearms, ammunition or any other weapon or incendiary device, substance or materials (except as expressly authorized by the College officials).

Any person - student, member of the faculty or staff, or visitor - who intentionally commits, attempts to commit or incites or aids others in committing or attempting to commit any of the acts of misconduct set out above shall be subject to disciplinary procedures by Hawkeye Community College.

Any student or member of the faculty or staff or visitor who is found to have violated any of the rules of conduct set out above may be disciplined by one or more of the following: probation, suspension, expulsion, or any visitor may be subject to criminal prosecution by the appropriate local authorities.

STUDENT GRIEVANCE POLICY

A grievance procedure is available to students with a complaint(s) that a Hawkeye Community College policy or practice is improper or unfair, results in an unsatisfactory learning environment, or where there has been a deviation from, misinterpretation of, or misapplication of a practice or policy. This grievance procedure is used when regular communication channels and approaches have failed. Copies of the grievance procedure are available from the Student Services Office and the Academic Affairs Office located on the upper level of the Hawkeye Center.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act of 1990 requires colleges to collect, publish, and distribute certain information concerning policies and procedures, including statistics relating to campus security and criminal actions on campus. This information will be provided to all current students and employees, and to applicants for enrollment or employment upon request.

REPORTABLE CAMPUS CRIME RATE

Our 2004-2005, 2005-2006, and 2006-2007 comparative reportable crime rates were as follows:

	2004-2005	2005-2006	2006-2007
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Burglary	0	0	0
Liquor-law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

Information regarding sex offenders in the Hawkeye Community College district may be accessed at the following web site: www.iowasexoffenders.com.

We are concerned for the safety and welfare of students, faculty and staff and seek to provide a safe and secure environment.

STUDENT HEALTH

STUDENT HEALTH CLINIC

The Hawkeye Community College Student Health Clinic is located on the upper level of Grundy Hall in Room 215. The clinic is staffed by nurse practitioners, registered nurses and a licensed mental health counselor. Medical services offered at the clinic include treatment of illness, physical exams, immunizations, prescriptions, smoking cessation, women's health, and family planning. In addition, mental health screening, counseling and referral are available for issues such as stress management, depression, anxiety, eating disorders, and personal/social concerns. Most services are at no cost to all full time and part time students and their children, however, insurance may be billed for services if applicable. The Student Health Clinic is open year round; Fall, Spring, and Summer semesters. Appointments are preferred but walk-ins are welcome. For additional information, contact the Student Health Clinic, 319-296-4224 or e-mail studenthealthcenter@hawkeyecollege.edu.

IMMUNIZATIONS

Hawkeye Community College does not require immunizations for admission. However, the following immunizations are highly recommended:

1. Measles, Mumps, Rubella (MMR)
2. Varicella (Chicken Pox)
3. Td,Tdap (Tetanus/pertussis)
4. Hepatitis B
5. Meningitis (Menactra)
6. Influenza (Flu shot)
7. HPV (Human Papillomavirus Vaccine) - For female students

ACCIDENT & HEALTH INSURANCE

Hawkeye Community College does not offer nor sponsor a student health insurance plan. Information about student health insurance is available in the Registration/Records Office on the lower level of Hawkeye Center. International students are required to have accident and health insurance as a condition of admission and should contact the International Student Advisor in the Student Services Office regarding appropriate coverage.

CHRONIC COMMUNICABLE DISEASES

Students with identified chronic communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such settings so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. Placement decisions will be made by using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of

the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College. The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)

It is the policy of Hawkeye Community College not to discriminate against students on the basis of a handicapping condition or medical status in admissions and enrollment. Students who are identified as being infected with the human immunodeficiency virus will be allowed to attend college in an unrestricted setting unless conditions arise in the College that place the infected student or others at risk of special health hazards. No prescreening or testing for the purpose of detecting HIV infection will be conducted by Hawkeye Community College; nor will admission, enrollment, or continued attendance of any student be conditioned on providing proof that the student is free from HIV infection.

The Dean of Students of Hawkeye Community College shall serve as, or designate, a spokesperson who shall act as a liaison to the students regarding the policies on AIDS and human immunodeficiency virus. Staff shall be provided with current and accurate information regarding human immunodeficiency virus and AIDS.

CONFIDENTIALITY OF MEDICAL STATUS OF HIV-INFECTED STUDENT

It is the policy of the Hawkeye Community College that information regarding a student's HIV status will be treated as confidential. This information will be released only with the student's written consent to staff or persons who have a need to know, as determined by the student, the student's physician, and college officials working in concert. All personnel who receive confidential medical information regarding a student's HIV status will maintain strict confidentiality of the data. Any staff member who violates this policy is subject to disciplinary sanctions and civil liability.

In the event the student is denied admission to the College or continuance in an educational program in violation of this policy, or in the event a conflict arises over the release of confidential medical information governed by this policy, the student may appeal the decision to the President of the College.

STUDENT E-MAIL, SOAR, AND NETWORK ACCOUNTS

As a Hawkeye Community College student, you are given a personal e-mail address to use for the duration of your enrollment as well as access to WebAdvisor SOAR, where you will be able to register for classes, look at your grades, etc. Once you have been accepted into a program and are within 120 days of the start of your first term your e-mail address and WebAdvisor SOAR access will be created. If you are accepted into a program within the 120 day window, once you are accepted, your e-mail account and WebAdvisor SOAR access will typically be created in one business day. All important information for students is sent to each student's Hawkeye e-mail address. Following are instructions to access your SOAR and e-mail accounts:

- 1. WebAdvisor SOAR:** Your WebAdvisor SOAR user ID is your legal first name and last name separated by a period, in lower case. Example: Bob Doe = robert.doe. If you have a common legal name such as John Smith, or are unsure of your user name:
 - a. Go to www.hawkeyecollege.edu.
 - b. Click "My Hawkeye" and Click "SOAR."
 - c. Click on "What's My User ID?" located at the bottom of the page.
 - d. Enter your last name AND either you social security number OR your Colleague ID number (seven numbers). Click "Submit".
 - e. When you first log into SOAR your password will be the month, day and year of your birth expressed in six digits. Example: January 4, 1983 = 010483. You will be required to reset this password the first time you access you account. Your new password must be 6 to 9 characters in length and must contain both letters and numbers. It is case sensitive. Changing this password will not change the password of your E-mail account or network access.
 - f. WebAdvisor SOAR contains a feature, "What's My Password". You should use this feature to reset your password if you forget what it is, or are locked out of your account because of too many incorrect log in attempts.
- 2. E-mail Log-in:** Your e-mail address is your legal first name and last name separated by a period, in lower case. Example: Bob Doe = robert.doe@hawkeyecollege.edu. If you have a common legal name such as John Smith, or are unsure of your username:
 - a. Go to www.hawkeyecollege.edu.
 - b. Click "My Hawkeye" and Click "SOAR."
 - c. Click on "What's My User ID?" located at the bottom of the page.
 - d. Enter your last name AND either you social security number OR your Colleague ID number (seven numbers). Click "Submit".
 - e. Go to www.hawkeyecollege.edu .
 - e. Click "Student E-mail" at the top of the web page.
 - f. Click "Check Student E-mail". When first logging into your e-mail account, your password will be the month, day, and year of your birth expressed in six digits. Example: January 4 1983 = 010483. You will be required to reset this password the first time you access your account.
 - g. Once you have successfully reset your password at first

logon, you will be required to answer a series of security questions. These questions can then be used in the future to reset your e-mail/network password. If you forget your password you can click the "Forgot your password?" link on the e-mail logon web page. Enter your username and your birth date. Your password will be randomly generated and reset for you and displayed it on the page. (Remember to write this temporary password down as you will then be required to change it to something you choose.) Once your temporary password is displayed click on the link to return to the logon page. You will then use that password to logon and change your password to something you choose.

- 3. Locating Your E-mail Address from your Online Student Record Account:** If you are not sure what your student e-mail address is:
 - a. Go to www.hawkeyecollege.edu
 - b. Click "My Hawkeye" and Click "SOAR."
 - c. Click "Log In". Log in to SOAR.
 - d. Click "My Profile." This screen will display your e-mail address, mailing address, phone number and other information. Please verify and update incorrect information by clicking on the "Address Change" link at the bottom of the screen.
- 4. Hawkeye Community College Computers & Network:** As a Hawkeye Community College student, you will also be able to utilize the numerous computer labs and workstations on campus. To login to any of these computers you will need to use your personal username and password. Your username and default password is the same as your SOAR and e-mail accounts.

Another advantage of utilizing Hawkeye Community College computers on campus is each student is given a personal network drive to store personal files and folders. This personal drive is labeled as the 'P:' drive and is accessible from any computer on campus. Additional drives and usernames may be assigned by your instructors for class use.

NOTE: Use a password you will remember and password hints when available.

END-USER COMPUTING POLICIES AND STANDARDS

College computer systems are provided by Hawkeye Community College for use by students, faculty, and staff for the purpose of furthering the educational mission of the College. This includes course work, college-related educational endeavors, and business operations. Each user is expected to follow established computing policies and standards and not to interfere with or disrupt the orderly processes of Hawkeye Community College resources. Users accept the responsibility for utilizing services in the ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computing policies and standards.

Acts of misconduct which will be the cause for subject to disciplinary action up to and including suspension or dismissal, as well as possible legal and/or civil action include but, are not limited to the following:

- a. Unauthorized copying of anything that is licensed or protected by copyright. This includes, but is not limited to any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.

- b. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful hacking attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.
- c. Knowingly introducing a "computer virus" to a computer or network (i.e. a program, either harmless or damaging, which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).
- d. Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code or data; attempting to gain network privileges to which you are not entitled.
- e. Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or attempting to do so.
- f. Introducing or using profanity/obscenities on the network including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.
- g. Using the network to conduct business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.
- h. Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person's login or attempting to do so; unauthorized use of a generic login outside of the context for which that login was created. Each student/employee will be responsible for all activities under his/her assigned login.
- i. Inappropriate or misuse of e-mail. This includes sending unsolicited e-mail (including junk mail, jokes, or chain letters) to anyone from the College's e-mail system that is not of a business nature.
- j. Installing unauthorized personal hardware to any computer or network resource.
- k. Installing any software on the College network. Installations on the network are the responsibility of Hawkeye Community College Information Systems.
- l. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- m. Unauthorized transfer of a file.
- n. Use of computing facilities to interfere with the work of another student, faculty member, or Hawkeye Community College official.
- o. Use of computing facilities to send, print, or display obscene or abusive messages or material.
- p. Use of computing facilities to interfere with normal operation of Hawkeye Community College's computing system.

- q. Inappropriate or misuse of printing resources. This includes, but is not limited to, the printing of profanity/obscenities and/or items not directly associated with class material.

Each individual who is given a computer and/or e-mail account, or uses the computers and network resources made available by Hawkeye, must understand that they are accountable for the policies set forth in this document. In addition, users assume responsibility for:

- Protection of passwords.
- Reporting any breach of system security.
- Reporting unauthorized use of their account.
- Changing their password on a regular basis.
- Frequently making backup copies of work to ensure against loss.
- Clearly label works and opinions as their own before they are widely distributed.

Hawkeye does not agree to unconditionally deliver all mail addressed to its users. All inbound e-mail destined for staff and students Hawkeye e-mail accounts are subject to automated filtering. The goal of filtering is to prevent dissemination of spam, both pornographic and non-pornographic mass mailing, which clogs e-mail systems. Filtering is performed automatically by a system acting on rules set up to detect spam. It is therefore possible that some mail bound for Hawkeye users will be rejected even if it does not qualify as spam, for instance, if it comes from a mail server known to be used by spammers.

Information Systems reserves the right to image any machine back to an initial base, in an effort to troubleshoot problems occurring on that machine. This re-image will be performed to rule out any non-supported software and allow Information Systems to better diagnose the problem.

The Information Systems Department may access other's files for the maintenance of networks, computers and storage systems. Data, information, and files stored in electronic form on college owned equipment and/or transmitted across college owned networks is the property of Hawkeye Community College, and no right to privacy can be assumed. Office staff may also routinely monitor and log usage data, such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence of violation of policy or law occur. If necessary, staff may monitor the activities and files of specific users on the College computers and networks. Any staff member who believes such monitoring is necessary should discuss the problem and strategy for investigation with the Director of Information Systems.

ANY STUDENT WHO VIOLATES THE POLICIES SET FORTH IN THIS DOCUMENT IS SUBJECT TO DISCIPLINARY ACTION AS DEFINED IN THE STUDENT HANDBOOK. FACULTY AND STAFF WHO VIOLATE THESE POLICIES ARE SUBJECT TO DISCIPLINARY ACTION AS DEFINED IN THE EMPLOYEE HANDBOOK. ALL VIOLATORS MAY BE SUBJECT TO ARREST ACCORDING TO LOCAL, STATE AND FEDERAL LAW.

Student Responsibility for Catalog Information:

Each student is responsible for being familiar with the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for non-compliance. The college reserves the right to change policies or revise curricula as necessary due to unanticipated circumstances.

STUDENT CONDUCT

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 the College. 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, suspension or expulsion from Hawkeye Community College. Each student shall be expected to conduct themselves in a mature, adult manner. At all times, the rights of all students and Hawkeye Community College personnel must be the primary consideration.

STUDENT DISCIPLINARY CODE

Any student found to have committed the following misconduct is subject to disciplinary action:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any Hawkeye Community College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any Hawkeye Community College document, record, or instrument of identification.
 - d. Tampering with the election of any Hawkeye Community College recognized student organization.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other college activities, including its public-service functions on or off campus, or other authorized non-college activities.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of Hawkeye Community College or property of a member of our college community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, 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 group or organization.
6. Failure to comply with directions of Hawkeye Community College's officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys of any Hawkeye Community College's premises or unauthorized entry to or use of college premises.
8. Violation of published Hawkeye Community College's policies, rules or regulations.
9. Violation of federal, state or local law on Hawkeye Community College's premises or at college sponsored or supervised activities.
10. Obstruction of the free flow of pedestrian or vehicular traffic on Hawkeye Community College's premises or at college sponsored or supervised functions.
11. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Hawkeye Community College's premises or at functions sponsored by, or participated in by, the college.
12. Violations of the Hawkeye Community College End User Computing Policies and Standards.

POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF STUDENT DISCIPLINE

The discipline of student conduct which interferes with the normal operation of the College outside the classroom is delegated to the Dean of Students with input from the appropriate parties involved.

Disciplinary Sanctions: Students who are found to have violated the Code of Student Conduct may be subject to one or more of the following sanctions:

- a. Verbal reprimand
- b. Written reprimand
- c. Denial of college privileges
- d. Restitution
- e. Removal of the student from the course in progress
- f. Disciplinary probation
- g. Disciplinary suspension
- h. Expulsion

Disciplinary Suspension/Expulsion: There may arise, on occasion, circumstances in which a student's conduct within the College interferes or disrupts effective instruction at the College. Such interference must be handled immediately. The authority to act upon such conduct is delegated to the administration as follows:

1. Instructors have the authority to suspend a student from their class. Maximum duration of the suspension should not exceed one (1) day. An incident report will be written by the instructor within three working days. This report will be placed in the student's permanent records and copies will be forwarded to the appropriate academic Dean and the Dean of Students.
2. 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. An incident report will be written by the academic Dean within three working days. This report will be placed in the student's permanent records and a copy kept with the academic Dean and another copy forwarded to the Dean of Students.
3. Upon consultation with the Vice-President of Academic Affairs and appropriate academic Dean, the Dean of Students may suspend a student from the College for a period of one semester, one year, or permanent suspension (expulsion) depending upon the severity of the offense. An incident report will be written by the Dean of Students within three working days. This report will be placed in the student's permanent records and a copy kept in the Dean of Students Office.

Right of Appeal: If the student believes that the penalty imposed is unjust, the student may request a review by the Student Conduct Review Board composed of the Dean of Students, at least three faculty representatives selected by the Vice President of Academic Affairs, two Student Senate representatives, and the Director of Records and Registration (serving ex officio) who will ensure the student understands his/her rights and responsibilities. The Review Board shall meet with the student to review the case and make a recommendation to the Vice President of Academic Affairs, who shall determine the final outcome.

DRUG-FREE COLLEGE POLICY

Hawkeye Community College finds the possession, consumption, and use of alcoholic beverages, or any controlled substance on any premises of the College to be a major inconsistency with the educational philosophy of the College. Therefore, such possession, consumption, and use will not be allowed except where such items are used as a part of an approved educational program. The Board of Trustees also finds that no College controlled finances will be utilized for the purchase or sale of alcoholic beverages, or any controlled substance on or off Hawkeye Community College premises except where such items are used as a part of an approved educational program of the College. It is the intent of Hawkeye Community College to provide a drug-free campus environment in order to promote optimal learning. There is considerable evidence to support the premise that most students who use mood altering drugs (alcohol, marijuana, cocaine, heroin, and other uppers and downers) place themselves at a disadvantage in the learning process. Attention, retention, and recall are strongly influenced by drugs. Users are not as successful and have more learning, attendance, and attitudinal problems than non-users. The possession of illicit drugs is not permitted on Hawkeye premises or while the student is participating in College sponsored events off campus. Violations of this policy will result in disciplinary action or expulsion and may have legal consequences as prescribed by local, state, or federal statute. See Drug-Free Workplace Act for 1988, P.L. 100-690.

The College recognizes alcohol and illicit drug abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to seek help and utilize the resources made available through the campus and community.

OFFENSES AND PENALTIES FOR CONTROLLED SUBSTANCES

Under Chapter 124 of the State of Iowa Code regarding controlled substances, various penalties and offenses are described involving the illegal manufacture, possession, and design (simulation and counterfeiting) of controlled drugs. Except as authorized under Chapter 124 (prescribed drugs), it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance, or to act with, 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, or possess with intent to deliver a counterfeit or simulated controlled substance. Violations of Chapter 124 may result in simple, aggravated, or serious misdemeanors, or class "C" and "D" felony charges.

PUBLIC INTOXICATION

In addition, Section 123.46 of the Code deals with the illegal consumption of alcohol in public places. Part 2 reads: A person shall not use or consume alcoholic liquor, wine, or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place except premises covered by a liquor control license. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

TOBACCO FREE POLICY

In order to provide a healthy environment for students, employees, and visitors, Hawkeye Community College fully supports the provisions of the Smokefree Air Act. This new law was

enacted by the General Assembly of the State of Iowa and took effect on July 1, 2008.

The law outlines the health effects of tobacco smoke on children and adults and attempts to regulate smoking in public places, places of employment, and outdoor areas to protect the public health and the health of employees.

As defined by the Smokefree Air Act, a "public place" refers to all public educational facilities. As a result, students, employees, or guests of Hawkeye Community College are prohibited from smoking inside any College-owned or leased building, vehicle, or on College grounds.

The Smokefree Air law defines "smoking" as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other tobacco product in any manner in any form. In addition, Hawkeye Community College has had a long standing policy of being a tobacco-free campus. The use of any tobacco product is prohibited on College property.

Any student, employee, or visitor who violates this policy shall be subject to the civil penalties outlined in the the Smokefree Air Act. The Iowa Department of Public Health is responsible for the enforcement of this law and is working with Hawkeye Community College to ensure compliance.

For more information on Hawkeye's tobacco policy and the Smokefree Air Act, please go to www.hawkeyecollege.edu.

Hawkeye Community College offers a variety of services to help individuals stop smoking. Some of the activities include smoking cessation classes and special quit kits. For more information, contact 319-296-2320, ext. 1128 or quittobacco@hawkeyecollege.edu. Additional assistance is available at the Hawkeye Student Health Center at 319-296-4224.

APPROPRIATE ATTIRE

Dress and personal appearance should be in good taste, consistent with an adult, professional atmosphere and should reflect the student's respect for himself or herself and for the College. Students are expected to wear clothing appropriate to the particular program in which they are enrolled. In some cases, certain programs may require the use of a standard uniform each day or on specified days. In these cases, details and standards for the proper wearing of the uniform will be governed by your instructor or Dean.

ACCESS TO COLLEGE FACILITIES AND PROGRAMS

The facilities of Hawkeye Community College exist for the primary purpose of education and community service. Priority for the use of the facilities is designated for the College's academic and administrative activities and secondly to programs sponsored by authorized college groups and organizations. Prior registration for the use of facilities through the appropriate college administrative offices is required. Identification and/or sign-in registration is not required to enter college facilities. However, entry to college facilities is limited to students, faculty and authorized guests. Trespassers will be prosecuted.

LOST AND FOUND

The College is not responsible for lost or found articles. However, as a service, the College will keep found articles in the Business Office for 14 calendar days. Articles left beyond the 14 days will be disposed of in a manner in which the College considers appropriate. Contact the Business Office to claim lost articles or to submit found articles.

PUBLIC SAFETY

Hawkeye Community College employs public safety personnel to control traffic, enforce parking regulations and provide assistance in emergency situations. The Public Safety Office is located on the upper level of Hawkeye Center. Students must obtain a parking sticker and parking regulations booklet from the Business Office and familiarize themselves with the parking regulations contained in the parking regulation booklet. Public Safety assistance may be reached at 319-493-1763 or 319-493-1765, 24 hours a day, seven days a week. Public Safety can also be reached by pager at 319-235-8422.

If, for good reason, an employee or student desires assistance to go to or from their car, an escort can be arranged by calling 319-493-1763 or 319-493-1765.

PARKING AND TRAFFIC REGULATIONS

Hawkeye Community College has adopted parking and traffic regulations in order to maximize safety and ensure access for emergency vehicles. Parking stickers are provided and required for student and employee vehicles. Copies of the parking and traffic regulations are provided to all students when they register their vehicles at the Business Office in Hawkeye Center. The Public Safety Office enforces the parking regulations and assesses fines for violations. Students may appeal parking tickets by completing a Parking Violation Appeal form. The Parking Violation Appeal forms are available in the following offices: Academic Affairs, Public Safety and the Business Office.

FIREARMS ON CAMPUS

No firearms, ammunition, or any other controlled weapon or incendiary device, substance, or materials are allowed on college property, except as expressly authorized by the appropriate Dean as used in a continuing education class, in the firing range, or for required use in an instructional program. Firearms shall be restricted to appropriate educational laboratories.

MATERIAL SAFETY

Hawkeye Community College complies with the Iowa Right-To-Know Law. Material Safety Data Sheets are filed within each building. Faculty and staff have received the safety training required to manage hazardous materials in the workplace.

CHILDREN ON CAMPUS

Children are not authorized on college property at any time, unless they are under the immediate supervision of a parent, guardian, or registered student. Children are not permitted in class. Children are not to be left unsupervised. Children should not be left in vehicles without an adult present inside the vehicle. Instances of unsupervised children will be reported to the Department of Human Services.

ANIMALS ON CAMPUS

Livestock and other domesticated animals, including but not limited to fowl, cats, dogs, cows, horses, mules, sheep, goats, swine, or reptiles, when on College property, must be kept confined or otherwise physically constrained. For safety and sanitation reasons, pets are not permitted in College buildings. Service dogs are allowed. Pets are permitted on the campus in outdoor areas when properly controlled and constrained. Pets brought on the campus must have tags attached to the collar of the pet indicating license and vaccination under Iowa law. Pets must be under control of a leash with a maximum length of three feet.

Any person who walks an animal on public areas of the campus shall be responsible for the prompt collection and disposal of the solid waste left by that animal. This requirement shall not apply to service animals assisting a person with a disability.

Animals found running at large or not properly constrained may be impounded. Consistent with Iowa law, such animals may be turned over to city animal control officials. A record will be maintained by the Public Safety Office. In those cases where impoundment is necessary, the owner of the animal or its claimant shall be personally 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 College Farm or for other instructional activities with prior approval of an Academic Affairs Dean.

GENERAL INFORMATION

TEMPORARY CLOSING

The decision to cancel classes is made by the College administration. Classes may be canceled or delayed due to inclement weather or because of college maintenance situations (i.e. shutdown of electricity, shutdown of water, etc.). Students are notified of cancellations or delayed starts through the

1. Hawkeye Alert and Information Line at 319-296-4444.
2. College web site at www.hawkeyecollege.edu.
3. Local radio/television stations.
4. Announcements from instructors.

Notifications of individual class cancellations are made through the instructional department office. Community and Continuing Education classes in local school districts will follow the decisions made for that particular school where classes are held.

Classes at the Cedar Falls Center, Metro Campus, MLK Center, Hawkeye Technology Access Center, and Iow@ Work will follow

the schedule for Hawkeye Community College's main campus. Since weather and road conditions can vary greatly, students and staff should use good judgment when Hawkeye Community College is open and conditions in one's area warrant not traveling. If students decide not to attend classes due to weather, it is their responsibility to contact their instructors.

COLLEGE SWITCHBOARD

The College's telephone switchboard is open from 7:30 a.m. to 8:00 p.m. Monday through Thursday; 7:30 a.m. to 6:00 p.m. on Friday; except during spring break and on workdays prior to a holiday, when it is open until 4:30 p.m.

HOUSING

The Waterloo-Cedar Falls metropolitan area offers numerous opportunities for housing, such as single rooms, apartments, and homes. Hawkeye Community College students are also able to live

in the residence halls at UNI. There are also apartment complexes directly across from the Hawkeye Community College campus on Orange Road (these facilities are not owned or operated by Hawkeye Community College). The College maintains a list of housing rentals and students seeking roommates which is available through the Student Activities/Employment Services Office in the Brock Student Center. The College does not maintain an approved housing referral service.

FOOD SERVICE

Located in the Brock Student Center, food service is available for students, staff, and guests. A full cafeteria menu consists of complete meals, soups, hot and cold sandwiches, and French fries. We also offer a variety of salads, desserts, snacks, and beverages. Our prices are very affordable. The Java Hut Coffee House hours are 7:30 a.m. to 4:00 p.m. Breakfast is offered from 7:30 a.m. to 10:30 a.m. Lunch, including a hot line, is available 10:30 a.m. to 2:00 p.m. Hours vary during the summer and between semesters. The cafeteria employees strive to provide fast service for students and staff on tight schedules. Vending machines located in many campus buildings.

BUS TRANSPORTATION (HAWKEYE COMMUNITY COLLEGE SPECIAL)

Bus transportation is a viable alternative for all students residing in the Waterloo-Cedar Falls communities. The route includes service from the dormitories on the UNI campus. Up-to-date information and cost of the service is available by calling the Metropolitan Transit Authority at 319-234-5714.

CARPOOL

Students in need of a ride or riders may sign-up at any time on the general information bulletin boards in the Brock Student Center, near the cafeteria.

HAWKEYE BOOKSTORE

The Hawkeye Bookstore, a private business, is located on the second floor of Hawkeye Center. All the textbooks for classes can be purchased from the store. All purchases must be paid at the time of purchase either by Hawkeye Card, cash, check, major credit card, or charged on financial aid. For the first two weeks of the semester, textbooks can be returned for a full refund if you have the receipt and the books are not marked in. Books and merchandise purchased with the Hawkeye Card and returned to the bookstore will be refunded to the Hawkeye Card, in accordance with the Hawkeye Bookstore refund policy. Also, textbooks can be sold back to the bookstore the last two weeks of every semester. The bookstore also carries software, school supplies as well as gift items and Hawkeye clothing. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

WELLNESS CENTER

The Hawkeye Community College Wellness Center is located in Bremer Hall, Room 141. The Wellness Center is open for student and staff use. Open use hours are posted shortly after the start of each semester on the Hawkeye Community College web site and on bulletin boards throughout campus. The Wellness Center is filled with equipment including elliptical trainers, treadmills, a variety of weight machines, and free weights. For additional information, stop by the Wellness Center, or call 319-296-2320, ext. 1334. Wellness classes have priority scheduling of the facility. In times of inclement weather, classes may be using the Wellness Center.

HAWKEYE CARDS

All students must have a student ID. The Hawkeye Card is issued by the Business Office in Hawkeye Center from 8:30 a.m. to 4:30 p.m., Monday through Friday. The Library can issue Hawkeye Cards on Sundays and after 4:30 p.m. Monday through Friday. The Hawkeye Card is used for participation in student

activities, issuance of documents, library material usage and checkout, bookstore transactions, computer labs, and for the use of certain college equipment. If a Hawkeye Card is lost or stolen, a duplicate card can be obtained for \$20.00.

The Hawkeye Card is a pre-paid card. Students can use their cards to make purchases in the cafeteria, bookstore, vending machines, print shop, a copier in the library, or pay their tuition at the Business Office. Deposits to a student's Hawkeye Card can be made at the Business Office, at the "Hawkeye Card Center" terminal located in the Brock Student Center and at www.hawkeyecollege.edu.

General Terms and Conditions: The following terms and conditions will govern the use of the Hawkeye Card Account:

1. By opening a Hawkeye Card account(s) you agree to be legally bound by all terms and conditions set forth in this and other related Hawkeye Card agreements. Hawkeye Community College ("the College") agrees to establish, accept, and maintain an account(s) for your benefit and exclusively for the purpose described herein, funds prepaid by you. Prepaid funds shall be applied against amounts charged to your Hawkeye Card account(s) for goods and services purchased by you at points of sale accepting payments through the use of the Hawkeye Card.
2. The Hawkeye Card account is non-interest bearing. The Hawkeye Card is not a credit card. The Hawkeye Card is a pre-paid card.
3. Only the person pictured on the Hawkeye Card is authorized to spend money from that account.
4. To receive a Hawkeye Card, individuals must provide one piece of government issued photo I.D. (i.e. drivers license).
5. The College reserves the right to change the account terms and conditions at any time. If a change reduces, limits, or restricts the account holder's rights under the terms and conditions, the College will give at least 20 calendar days' prior notice by mail. However, if an immediate change is necessary for security reasons, the College may first make the change and then notify the account holder.
6. Hawkeye Community College reserves the right to utilize any and all data and images for official College business, according to FERPA.

Deposits: Currency deposits in an amount of \$1 or more may be made at any Hawkeye Card Center terminal. Cash, credit/debit card and personal check deposits will be accepted during normal business hours at the Business Office in Hawkeye Center.

1. Maximum deposit by check is \$50.00 per day, unless specifically designated for Bookstore or tuition. A \$30.00 charge will be assessed upon receipt of a returned check. The amount of your check and the \$30.00 fee will be added to your Hawkeye Community College account in the Business Office.
2. Maximum card balance is \$750.00.
3. Hawkeye Card Center terminal accept major credit cards: VISA and Master Card. The minimum credit card deposit is \$10.00.
4. Automated deposit services are available at the Hawkeye Card Center terminal located in the Brock Student Center. The Hawkeye Card Center machine accepts cash, credit/debit cards.
5. Web deposits are available by going to www.hawkeyecollege.edu and clicking on the Hawkeye Card button.

Refunds:

1. Cash withdrawals from the Hawkeye Card Account are not permitted. Purchases made on the card will be for exact amount only - no cash back.
2. The account holder may close the account at any time. The College may terminate the card holder's right to use the card for purchases. Any obligation of the account holder to make

any payment or reimbursement to the College will survive account termination. Inactive accounts (accounts with no activity for one calendar year) will be assessed a \$10.00 handling fee annually.

3. Refunds by check are mailed within ten business days when a written or e-mail request is received by the Business Office.
4. Refund checks are written in the name of the account holder and mailed to the current address on file in the office of Records and Registration for students, or Human Resource Services or Payroll for staff.
5. Account holders are encouraged to spend the remaining account balance to avoid the \$10.00 handling/closing fee.
6. Books and merchandise purchased with the Hawkeye Card and returned to the Bookstore will be refunded to the Hawkeye Card, in accordance with Hawkeye Bookstore refund policy.

Misuse of Cards: Cards presented by anyone other than the proper holder of the card will be deactivated for financial transactions. The deactivated card will be able to be used by the cardholder as a college ID only. Any unused funds will be returned to the card holder after deducting a \$20.00 deactivation fee and a \$10.00 service charge. The incident will be referred to Public Safety for investigation and subsequent referral to the Dean of Students for disciplinary action. 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.

Summary of Fees:

1. No charge for initial issuance of the Hawkeye Card.
2. There are no transaction fees for purchase transactions or for deposits.
3. \$30.00 returned check fee.
4. \$10.00 account handling/closing fee.
5. \$20.00 card replacement fee for lost, stolen, or damaged card.
6. No charge for legal name change and using current photo on file.
7. \$20.00 to retake photo and replace card.
8. No charge for cards worn out through normal wear and tear.
9. \$20.00 deactivation fee and \$10.00 handling fee for misuse of the Hawkeye Card.
10. \$20.00 card reactivation fee.

Account Balances and Documentation of Transactions:

1. Card activity (documentation of transactions) is available at www.hawkeyecollege.edu. Click on "My Hawkeye", then on "Hawkeye Card".
2. Account balances can be obtained at the Hawkeye Card Center terminal with the Hawkeye Card.
3. Receipts will be provided for all purchases at cashier attended stations.
4. Receipts will be provided for all deposits at the Hawkeye Card Center terminal and at the Business Office.

Error Resolution Procedures:

1. As soon as the account holder believes there is a discrepancy with a charge or deposit to his or her account, or would like more information about a transaction listed on the statement, the Point of Sale entity which processed the transaction should be contacted. Charges for goods or services need to be discussed with the vendor of the goods or service. Questions regarding deposits made on an account need to be brought to the attention of the Business Office during normal business hours.

2. The appropriate vendor/cashier must hear from the account holder within 60 calendar days of questioned transaction discrepancy.
3. If an account holder makes an oral request, the vendor/cashier may require that the account holder send the request in writing or e-mail within ten business days. The account holder will be requested to include the account holder name and account number, describe the transaction in question and explain as clearly as possible the discrepancy, and indicate the date and dollar amount of the transaction.
4. The vendor/cashier will tell the account holder the results of their investigation within ten business days after hearing from the account holder and will correct any error promptly. If the vendor/cashier needs more time, however, they may take up to 45 business days to investigate the discrepancy. If the vendor/cashier decides to do this, the vendor/cashier will credit the account holder's account within ten business days for the amount of the discrepancy; so that the account holder will have use of the money during the time it takes the vendor/cashier to complete their investigation. If the account holder is asked to put the discrepancy in writing or e-mail and the vendor/cashier does not receive it within ten business days, the vendor/cashier is not obligated to credit the account during the period of investigation.
5. If the vendor/cashier determines that there was no error, the vendor/cashier will send the account holder a written explanation within three business days after the finish of the investigation and reapply the disputed item to the account. The account holder may ask for copies of the documents that the vendor/cashier used in the investigation.

Account Balances and Documentation of Transactions:

1. If a lost or stolen card is reported within two business days, the account holder's liability for unauthorized charges will not exceed \$50. If a report is made within 60 calendar days, the account holder's liability for unauthorized charges may be limited to funds available in the account.
2. During normal business hours notice may be given to:
 - Business Office, Hawkeye Center: 319-296-4478 or 1-800-670-4769, ext. 1260
 - Public Safety: 319-296-4234
 - Web site: www.hawkeyecollege.edu
3. After normal business hours, report a lost or stolen card by contacting:
 - Public Safety: 319-296-4234
 - Web site: www.hawkeyecollege.edu
 - In writing to: Business Office, Hawkeye Community College, P.O. Box 8015, Waterloo, IA 50704-8015
 - By e-mail to: businessofficemail@hawkeyecollege.edu
 Provide your name, card ID number, and a brief description of the circumstances.
4. If you give notice of a lost or stolen card by telephone, you must confirm this in writing or e-mail within 48 hours to the Business Office address shown above.

Disclosure of Account Information to Third Parties: The College will disclose information to third parties about the account holder's account or the transactions under any of the following circumstances:

1. To comply with court orders.
2. To meet the requirements of applicable law.
3. The account holder gives written permission to disclose.
4. To verify the existence and condition of the account for a third party vendor.



ACADEMIC AFFAIRS

OVERVIEW

GENERAL EDUCATION PHILOSOPHY

General Education at Hawkeye Community College is intended to teach common knowledge, intellectual concepts, and attitudes enabling people to function effectively in a diverse and changing society.

Curricular offerings are designed to:

- Enhance technical skills and employability,
- Facilitate pre-baccalaureate transfer, and,
- Provide a foundation for continuing education,

by promoting:

- Access to educational opportunities,
- Curiosity, intellectual inquiry, and creativity,
- Acceptance of social responsibilities, and,
- Sensitivity to cultural diversity.

Courses and instructional services leading to the Associate in Arts, Associate in Science, Associate in Applied Arts, Associate in Applied Science, and Associate in General Studies degrees, diplomas, and certificates are provided as appropriate through the following academic areas:

- Ag and Power Technologies
- Arts and Human Studies
- Business and Engineering Technologies
- Community Services
- Education and Humanities
- Industrial and Continuing Education
- Mathematics, Communications and Developmental Studies
- Natural and Health Sciences

ASSESSMENT OF STUDENT LEARNING

Hawkeye Community College is committed to providing each student with a quality educational experience. For this reason, assessment of student learning is an integral part of our mission. Hawkeye's assessment initiative includes curriculum and program evaluation as well as assessment studies to monitor student achievement at classroom, laboratory, discipline and program levels. Data collected provides the foundation for ongoing review and innovation of curricula and academic standards. In addition, assessment promotes the development and use of effective strategies for teaching and learning and an atmosphere of continual improvement.

DISTANCE LEARNING

• Live, Interactive Courses

Each semester, certain courses are offered over the interactive television classrooms in the area. These sites include most Region VII high schools, as well as, AEA 267 in Cedar Falls, and the Center sites of Hawkeye Community College: Independence Center in Independence, Iowa, the Cedar Falls Center in Cedar Falls, Iowa, and the Martin Luther King Jr. Center in Waterloo. Hawkeye offers courses at most of these sites each semester.

• Online Courses

Hawkeye offers several courses each semester over the Internet. Most courses run during a regular semester time frame. Students will need an Internet connection and know

how to access their Hawkeye e-mail address at home and a computer capable of handling graphics and sound. The browser may be Firefox, Internet Explorer, or comparable.

Each course will include an online syllabus, lesson modules, a textbook and other resources. Tests may be taken via the computer and/or proctored at a designated campus or public library site. Self motivated adults who feel comfortable with computer technology will enjoy the flexibility of Hawkeye's online courses. The following online course resources are available at www.hawkeyecollege.edu/distancelearning:

- Course Readiness Questions - Are you prepared for online courses?
- Online Course Launch Pad - This is where you can attend a class online.
- Web Welcome Letter - A brief welcome from us and a rundown of some basics you'll need to know for your online course.
- Online Course FAQs - Answers to frequently asked questions concerning online courses.
- Online Course Checklist - A thorough checklist to get you started off right in your online course.

All Distance Learning courses require motivation, self-determination, independence, and an investment in time. Current and upcoming offerings are available at www.hawkeyecollege.edu/schedules.

It is possible to earn an Associate in Arts degree almost entirely via distance learning. Enrollment procedures, credits, and other prerequisites are usually the same for distance learning courses as they are for other similar, regular classroom courses. Textbooks may be ordered from the Hawkeye Bookstore by phone and shipped. Distance learning students who need library resources, but are unable to visit the campus, should call the College library 319-269-4006 and ask to speak with a librarian to arrange loan of materials or visit www.hawkeyecollege.edu/library for online resources.

For more information, contact the Distance Learning Department in Tama Hall, 319-296-4022.

SPECIAL SERVICES AND PROGRAMS

THE INSTITUTE FOR LEARNING AFTER FIFTY

This is a member-directed learning organization that promotes educational, cultural, and social experiences for learners over fifty.

- Sponsored by Hawkeye Community College that provides discounts on services, facility use, and administrative support.
- Provides learning, enjoyment, socializing and networking for its members.

For membership information or a current course schedule, please call Community Services at 319-296-4017.



STUDY ABROAD PROGRAM

Study abroad courses are offered for credit or non-credit, although most programs are for credit. Students are encouraged to participate in these unique educational and cultural experiences, which may enhance a student's employment opportunities. Hawkeye Community College is a member of the Kirkwood Consortium which promotes student and faculty opportunities for study abroad. Interested students should contact the Study Abroad Coordinator, at 319-296-2329, ext. 1590.

MILITARY SCIENCE (RESERVE OFFICERS TRAINING CORPS – ROTC)

Freshman and Sophomore Military Science (ROTC) classes are offered through a cooperative agreement between Hawkeye Community College and the University of Northern Iowa (UNI). Most classes and labs are conducted on the UNI campus (class sections with 20 or more Hawkeye students will be held on the Hawkeye campus.) These classes count as elective credit toward your degree and all books and class materials are provided free of charge.

Military Science (ROTC) classes provide students with the basic concepts and principles of the military arts and sciences. Classes emphasize the development of leadership potential as

well as a strong sense of personal integrity, ethics, and individual responsibility. Instructors are experienced career Army officers who have held several leadership positions.

The Department of Military Science at UNI administers the Army Reserve Officers' Training Corps (ROTC) Program. ROTC is normally a four-year program. There is no military commitment for the first two years, and these classes are open to the entire student body. Completion of all Freshman and Sophomore classes (also called the ROTC Basic Course) helps students qualify for the ROTC Advanced Course at UNI and a career as an Army Officer. Students who contract in their Junior year and complete the entire ROTC program are commissioned as Army 2nd Lieutenants upon graduation from college. They may choose to serve in either the active Army (starting pay about \$26,000 a year), National Guard, or Army Reserve. Students may apply for two and three year scholarships which pay for full tuition, \$450 a year for books, all mandatory fees, as well as \$100 for each month of school. Scholarships are based on academic merit, and scholarship winners incur a military obligation.

For additional information, write to the University of Northern Iowa, Department of Military Science, Cedar Falls, IA 50614-0142; come in person to the Auditorium Building (Room 37), UNI campus; or call 319-273-6337 or 273-6178.



Transfer Programs

The Transfer Programs

Hawkeye Community College's transfer programs 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 whose goals are to transfer to public or private four-year colleges and universities. There are three types of transfer degrees at Hawkeye Community College. The Associate in Arts Degree (AA) and the Associate in Science Degree (AS) prepare students who have the intention of completing the first two years of a four-year bachelor's degree program. The Associate in General Studies (AGS) program is designed for students who desire to pursue a course of study that offers the option of transferring to a four-year institution or moving directly from Hawkeye into the workforce. The individual degrees are described in more detail below.

Transfer of Courses

Hawkeye Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the organization that accredits the region's finest colleges and universities. Credits earned in transfer courses are, therefore, accepted by most colleges and universities in the United States.

To assist students in the transfer of their courses, Hawkeye Community College has established special articulation agreements with the public and private four-year colleges or universities in the State of Iowa. These agreements set forth both the manners by which Hawkeye's courses transfer and their equivalents at the receiving colleges. Agreements are in effect with the following institutions:

University of Northern Iowa
University of Iowa

Iowa State University
Wartburg College
Allen College
Upper Iowa University
Loras College
Mount Mercy College

Students who have decided to transfer to specific colleges or universities or have determined what their college majors will be are advised to work closely with an academic advisor at Hawkeye Community College and to carefully follow the appropriate transfer guides. During their first year at Hawkeye, students should contact the Admissions Office at the college to which they plan to transfer to obtain specific program and transfer requirements. Information on appropriate Hawkeye advisors for specific degrees can be obtained at the Admissions Office of Hawkeye Community College.

Graduation Awards

Holding with the tradition of post-secondary education, Hawkeye Community College offers a variety of transfer degrees. Students who enroll in one of the three transfer degrees (AA, AS, and AGS) may choose a major from which to graduate. The College offers AA degrees in Liberal Arts, Corrections, and Business Administration; an AS degree in Liberal Arts and Agricultural Science; and an AGS degree in General Business. Majors at Hawkeye Community College are designed to steer the student into the general category of their intended educational goals. Each of the general majors listed above can prepare students for transfer into a number of specific four-year majors. It is presumed that students will select a focus of classes within the general Hawkeye Community College major that will prepare them for their four-year major.

ARTS & SCIENCES

Associate in Arts (AA Degree)

The Associate in Arts degree at Hawkeye Community College is primarily a general education degree designed for students who want to transfer to a four-year college or university. Since all courses have been articulated and certified (or are in process where new courses are being introduced) by Iowa's Regent universities, students may transfer the Associate in Arts degree or specific courses to institutions around the state and nation.

Students earning an Associate in Arts degree from Hawkeye Community College and transferring to a Regent university will have met most freshman and sophomore level general education requirements for the respective colleges of liberal arts and sciences or their equivalent. Generally, such students will be admitted to Iowa Regent universities with junior status.

Associate in Science (AS Degree)

The Associate in Science degree is also designed to transfer to a four-year college or university but has a greater emphasis in mathematics and science than the Associate in Arts degree. Because a statewide articulation agreement for Associate in Science degrees does not exist, each degree and its associated program focus is articulated on a college-by-college basis.

Hawkeye Community College Liberal Arts Degree Student Outcomes

In addition to offering a strong foundation for most programs offered by four-year colleges or universities, Hawkeye Community College liberal arts courses encourage the development of attitudes, values, and skills that empower students to enjoy lives that are individually satisfying and enable them to play constructive roles in their communities.

Students receiving an AA or AS degree from Hawkeye Community College will have developed the following:

Communication

- Communication abilities in speaking, writing, reading, and listening

Critical and Creative Thinking

- Skills in acquiring information, including the use of technology
- Abilities to apply effective critical thinking and reasoning skills in evaluating information, solving problems, and making decisions
- Skills in creative expression

Diversity

- Understanding of and ability to live and function in a diverse society and world
- Appreciation and respect for one's own culture and the culture of others

Ethical Values and Social Responsibility

- Awareness of ethical values and social responsibilities

Historical Consciousness

- Awareness of past and present cultural forces which shape our lives
- Awareness of the historical perspective and the cultural heritage shaping our world

Mathematics and Science

- Skills in and knowledge of mathematical and logical modes of thinking
- Understanding of scientific principles and methods

Social Awareness

- Understanding and appreciation of individual and group differences and dynamics
- Appreciation of the impact and interactions of social, economic, political, and cultural institutions and systems

Hawkeye Community College Arts and Sciences

Rationale Statements

Graduation from Hawkeye Community College with an AA, or AS degree requires that coursework has been successfully completed in several discipline areas. Those areas and the reasons for their inclusion in the curriculum for these degree majors are listed below.

I. Humanities

A. Western Civilization

- Western Civilization provides the framework for the common origins and meaning of European and American ways of life through a study of Western development and its impact.

B. Other

1. Literature and Fine Arts

- Literature and the fine arts provide dynamic, holistic ways of viewing the human condition.

2. Philosophy/Religion/Ethics

- Philosophy, religion, and ethics courses introduce students to basic concepts and values that have shaped numerous cultures of the world.

3. Non-Western Cultures

- Non-western cultures courses introduce students to other cultures, including their economic, political and family systems, values, lifestyles, and religions.

II. Natural Science & Mathematics

A. Biological Sciences

- Biological sciences provide students with a framework of key biological science concepts associated with health issues, ethical controversies, social responsibility and environmental quality which they can apply to their lives and interests. The laboratory experience allows the student to be introduced to the process of science.

B. Physical Sciences

- Physical sciences provide the opportunity to explore the chemical and physical nature of our universe and the applications to the lives and interests of the students. The laboratory experience introduces the student to the process of science and the exposure to the world of scientific technology.

C. Mathematics

- Mathematical concepts are all around us, from finances to statistics and from algebra to geometry. Individuals should have an understanding of these topics to be able to recognize and to use them effectively in their lives.
- Mathematics teaches logical problem solving skills that can be applied to almost any problem.

III. Social Sciences

- Social science courses provide a basis for understanding oneself, society, and one's relationship to the social world. These courses help to explain the impact of institutions, history, and physical space on individual and social behavior.

IV. Communications

A. Written Communications

- First year composition courses epitomize the tasks of analysis and inquiry that are the essence of college learning.
- First year composition courses further language acquisition and learning, allowing students to broaden their control over reading and writing processes and improve fluency.

B. Oral Communications

- Employees who can articulate their ideas, speak well, listen attentively, think critically, and work well with others are highly valued by employers.
- Improved oral communication skills can foster increased productivity, better relationships, and greater cultural understanding.

V. Social Diversity

- Diversity is explored to provide a platform on which to build an awareness of diversity and how it impacts all persons. By focusing on tolerance and looking for the best in others, diversity courses help individuals live and work in a changing society.

AA: Liberal Arts

AA DEGREE REQUIREMENTS

The Associate in Arts in Liberal Arts degree is composed of specific courses which must be successfully completed. These liberal arts core requirements are consistent with the requirements of the State of Iowa Regent Institutions Articulation Agreement with Iowa Community Colleges. The liberal arts degree includes courses in Humanities, Natural Sciences and Math, Social Sciences, Communications, and Social Diversity.

Category I:	Humanities	9 hrs. minimum
Category II:	Natural Sciences & Math	10 hrs. minimum
Category III:	Social Sciences	9 hrs. minimum
Category IV:	Communications	9 hrs. minimum
Category V:	Social Diversity	3 hrs. minimum
		40 hrs. minimum
		Liberal Arts Core

Elective courses are defined as those courses that are created to broaden student knowledge in several disciplines of the arts and sciences. The AA degree in Liberal Arts requires a total of 62 credit hours with a minimum of 40 credit hours of liberal arts core credits and the remaining 22 hours as college electives. Up to 16 semester hours of technical courses can be counted toward the 22 hours of electives. The AA degree tracking form demonstrates all the specific requirements for this degree.

AS: Liberal Arts

AS DEGREE REQUIREMENTS

The general education portion of the Associate in Science degree is composed of specific courses, which must be successfully completed. The liberal arts core includes courses in the Humanities, Natural Sciences and Math, Social Sciences, Communications, Social Diversity, and appropriate electives.

Category I:	Humanities	6 hrs. minimum
Category II:	Natural Sciences & Math	12 hrs. minimum
Category III:	Social Sciences	6 hrs. minimum
Category IV:	Communications	9 hrs. minimum
Category V:	Social Diversity	3 hrs. minimum
		36 hrs. minimum
		Liberal Arts Core

Elective courses are defined as those courses that are created to broaden student knowledge in several disciplines of the arts and sciences. The AS degree requires a total of 62 semester hours with a minimum of 36 semester hours of liberal arts core credits and the remaining 26 hours as college electives. Up to 16 semester hours of technical courses can be counted toward the 26 hours of electives. The AS degree tracking form demonstrates all the specific requirements for this degree.

AA/AS Liberal Arts Focus Areas

Students who plan to graduate from Hawkeye Community College with an AA degree in Liberal Arts may choose to follow the guidelines of a focus area. Students should meet with an advisor for focus course plans for the specific schools to which they will transfer. These course plans are also located on Hawkeye Community College's web site. Following are the Hawkeye focus areas with possible four-year majors a student could declare after transfer.

Focus: Health and Pre-Medical Science

Possible Transfer Majors: Pre-Medical Arts, Pre-Dentistry, Pre-Chiropractor Medical Arts, Athletic Training, Dietetics, Exercise Science, BSN Nursing, Health Education & Promotion, Leisure Services, Occupational and Physical Therapy, Sports Management, and Therapeutic Recreation

Focus: Social Sciences

Possible Transfer Majors: Psychology, Sociology, Social Geography, Anthropology, Gerontology, Women's Studies, Criminology, History, Political Science, and Pre-Law

Focus: Human Services/Social Work

Possible Transfer Majors: Human Services, Family and Consumer Sciences, and Social Work

Focus: Humanities

Possible Transfer Majors: Philosophy, Religion, and Cultural Studies, Western Civilization

Focus: Business

Possible Transfer Majors: Accounting, Management, MIS, Finance, Real Estate, Sales, Marketing, Advertisement, Economics, and Human Resource Management

Focus: English/Literature

Possible Transfer Majors: English, Literature, Journalism, Writing, and Editing

Focus: Communications/Speech

Possible Transfer Majors: Communications, Mass Communications, Communicative Disorders, Public Relations, Broadcasting, and Foreign Languages

Focus: Education

Possible Transfer Majors: Elementary, Middle School, High School, Physical Education, Special Education, and Early Childhood Education

Focus: Fine Arts

Possible Transfer Majors: Art Studio Studies, Art History, Painting, and Drawing

Focus: Math/Computer Science/Pre-Engineering

Possible Transfer Majors: Engineering, Mathematics, Statistics and Actuarial Sciences, Computer Sciences, and CIS (for some of these majors, students may be advised to transfer after one year at Hawkeye, depending on their transfer school of choice)

Focus: Natural Sciences

Possible Transfer Majors: Biology, Chemistry, Physics, Geology, Environmental Sciences, and Earth Sciences

For Undecided Students: Students who are undecided about which focus area to pursue should meet with academic counselors and advisors from Student Services for aid in this area.

ASSOCIATE IN ARTS (AA) DEGREE TRACKING FORM (62 Credit Hours)

I. HUMANITIES 9 Hours (minimum)

- A. WESTERN CIVILIZATION 3 Hours (minimum)
- HIS117 Western Civilization I: Ancient and Medieval 3
 - HIS118 Western Civilization II: Early Modern 3
 - HIS119 Western Civilization III: The Modern Period 3
- B. HUMANITIES 6 Hours (minimum)
- Requires courses from 2 different areas (1,2, or 3)
- (1) LITERATURE AND FINE ARTS
- ART101 Art Appreciation 3
 - ART106 Art Appreciation–Studio 3
 - ART203 Art History I 3
 - ART204 Art History II 3
 - DRA107 Theatrical Arts & Society 3
 - LIT101 Intro to Literature 3
 - MUS100 Music Appreciation 3
- (2) PHILOSOPHY AND RELIGION
- PHI101 Intro to Philosophy 3
 - PHI105 Intro to Ethics or PHI140 3
 - REL101 Survey of World Religions 3
 - REL130 Intro to Religions of the East 3
- (3) NON-WESTERN CULTURES
- CLS130 African Cultures * 3
 - CLS141 Mid Eastern History & Culture * 3
 - CLS150 Latin Am History and Culture * 3
 - CLS160 East Asian Cultures * 3
 - CLS164 Japanese History & Culture * 3
 - CLS172 Russian Civilization * 3

II. NATURAL SCIENCE & MATHEMATICS 10 Hours (minimum)

Requires one course each from A, B and C, including one 4 hr. Science laboratory course. Total of 7 hrs. from A & B.

- A. BIOLOGICAL SCIENCES
- BIO105 Introductory Biology 4
 - BIO112 General Biology I 4
 - BIO113 General Biology II 4
 - BIO154 Human Biology 3
 - BIO163 Essentials of Anatomy & Physiology 4
 - BIO173 Human Anatomy & Physiology II w/lab (P) 4
 - BIO185 Microbiology w/lab 3
 - CNS121 Environmental Conservation *** 3
- B. PHYSICAL SCIENCES
- CHM122 Intro to General Chemistry 4
 - CHM165 General Chemistry I (P) 4
 - ENV115 Environmental Science *** 3
 - ENV116 Environmental Science Lab *** (C) 1
 - GEO131 Physical Geography 3
 - GEO132 Physical Geography Lab (C) 1
 - PHS120 Exploring Physical Science 4
 - PHS142 Principles of Astronomy 3
 - PHY162 College Physics I (P) 4
 - PHY212 Classical Physics I (P) 5
- C. MATHEMATICS (Assessment Required) 3 Hours (minimum)
- MAT110 Math for Liberal Arts (P) 3
 - MAT122 College Algebra (P) 5
 - MAT128 Precalculus (P) 4
 - MAT134 Trig & Analytical Geometry (P) 3
 - MAT156 Statistics (P) 3
 - MAT210 Calculus I (P) 4

III. SOCIAL SCIENCES 9 Hours (minimum)

Requires one course from Group A, one course from Group B And one course from Group A, B or C.

- A. PEOPLE AND THEIR RELATIONSHIPS
- PSY111 Introduction to Psychology 3
 - SOC110 Introduction to Sociology 3
- B. AMERICAN SOCIETY
- HIS151 U.S. History to 1877 3
 - HIS152 U.S. History Since 1877 3
 - POL111 American National Government 3
- C. OTHER GENERAL SOCIAL SCIENCES
- GEO115 Human Geography 3
 - GEO121 World Regional Geography 3
 - POL121 International Relations 3
 - POL125 Comparative Government and Politics 3
 - PSY121 Developmental Psychology 3
 - SOC115 Social Problems 3
 - SOC120 Marriage & Family 3
 - SOC135 Death & Dying 3
 - SOC208 Intro to Cultural Anthropology 3

IV. COMMUNICATIONS 9 Hours (minimum)

- A. WRITTEN COMMUNICATIONS 6 Hours (required)
- (Assessment Required)
- ENG105 Composition I (P) 3
 - ENG106 Composition II (P) 3
- B. ORAL COMMUNICATIONS 3 Hours (required)
- SPC101 Fundamentals of Oral Communication 3

V. SOCIAL DIVERSITY 3 Hours (minimum)

- COM148 Diversity and the Media 3
- LIT133 Minority Voices in U.S. Literature 3
- PSY262 Psychology of Gender (P) 3
- SOC200 Minority Group Relations 3
- SOC205 Diversity in America 3
- WST101 Women's Studies 3

* Meets the Non-Western Cultures requirement at UNI.
 ** Repeatable: see course description for number of times.
 *** CNS121 ore ENV115/116 - only one can be taken towards your 7 hrs. of science requirements.
 (P) Must complete a pre-requisite.
 (C) Must take a co-requisite.

UP TO 16 TECHNICAL CREDITS MAY BE USED AS ELECTIVES.

SUCCESS COURSES TAKEN OR TO BE TAKEN:

- | | |
|---|------------------|
| <input type="checkbox"/> Review at Metro: <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math | |
| <input type="checkbox"/> MAT052 Pre-Algebra (3) | 18-38 |
| <input type="checkbox"/> MAT063 Elementary Algebra (4) | PA 39-100 A 1-41 |
| <input type="checkbox"/> RDG038 College Prep Reading I (3) | 40-46 |
| <input type="checkbox"/> RDG039 College Prep Reading II (3) | 47-68 |
| <input type="checkbox"/> SDV025 College Study Skills (3) | 69-81 |
| <input type="checkbox"/> ENG060 College Prep Writing I (3) | 20-40 |
| _____ COMPASS retest or faculty recommendation | |
| <input type="checkbox"/> ENG061 College Prep Writing II (3) | 41-64 |
| <input type="checkbox"/> NONE NEED TO BE TAKEN | |

MATH ACT SCORE _____

THESE WILL NOT APPLY TOWARD THE 62 HOURS TO GRADUATE.

TRANSFER PROGRAMS

ASSOCIATE IN ARTS (AA) DEGREE TRACKING FORM (62 Credit Hours)

VI. ELECTIVE COURSES SUGGESTED FOR VARIOUS AA DEGREE OPTIONS

(BEYOND GENERAL EDUCATION REQUIREMENTS) May include courses from Categories I, II, III or V above.

22 Hours

<table border="0" style="width: 100%;"> <tr><td>__ ACC131</td><td>Principles of Accounting I</td><td style="text-align: right;">4</td></tr> <tr><td>__ ACC132</td><td>Principles of Accounting II (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ ART120</td><td>2-D Design</td><td style="text-align: right;">3</td></tr> <tr><td>__ ART123</td><td>3-D Design</td><td style="text-align: right;">3</td></tr> <tr><td>__ ART133</td><td>Drawing</td><td style="text-align: right;">3</td></tr> <tr><td>__ ART134</td><td>Drawing II</td><td style="text-align: right;">3</td></tr> <tr><td>__ ART143</td><td>Painting</td><td style="text-align: right;">3</td></tr> <tr><td>__ ART144</td><td>Painting II (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ ART173</td><td>Ceramics</td><td style="text-align: right;">3</td></tr> <tr><td>__ ART184</td><td>Photography</td><td style="text-align: right;">3</td></tr> <tr><td>__ BCA201</td><td>Intro to Information Systems</td><td style="text-align: right;">2</td></tr> <tr><td>__ BIO150</td><td>Fundamentals of Nutrition</td><td style="text-align: right;">2</td></tr> <tr><td>__ BIO151</td><td>Nutrition</td><td style="text-align: right;">3</td></tr> <tr><td>__ BIO168</td><td>Human Anat & Physiology I w/lab</td><td style="text-align: right;">4</td></tr> <tr><td>__ BUS102</td><td>Introduction to Business</td><td style="text-align: right;">3</td></tr> <tr><td>__ BUS180</td><td>Business Ethics</td><td style="text-align: right;">3</td></tr> <tr><td>__ BUS183</td><td>Business Law</td><td style="text-align: right;">3</td></tr> <tr><td>__ BUS210</td><td>Business Statistics (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ BUS230</td><td>Quant Mthds for Bus Dec Making (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ CHM132</td><td>Intro to Organic and Biochemistry (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ CHM175</td><td>General Chemistry II (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ CNS201</td><td>Conservation Biology (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ COM140</td><td>Introduction to Mass Media</td><td style="text-align: right;">3</td></tr> <tr><td>__ COM143</td><td>Media Messages: Printed Page</td><td style="text-align: right;">1</td></tr> <tr><td>__ COM144</td><td>Media Messages: TV and Movies</td><td style="text-align: right;">1</td></tr> <tr><td>__ COM147</td><td>Media Messages: WorldWideWeb</td><td style="text-align: right;">1</td></tr> <tr><td>__ COM155</td><td>Newspaper Production **</td><td style="text-align: right;">3</td></tr> <tr><td>__ COM763</td><td>Intro to Professional Writing (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ CRJ100</td><td>Intro to Criminal Justice</td><td style="text-align: right;">3</td></tr> <tr><td>__ CRJ120</td><td>Intro to Corrections</td><td style="text-align: right;">3</td></tr> <tr><td>__ CRJ200</td><td>Criminology (also SOC240)</td><td style="text-align: right;">3</td></tr> <tr><td>__ CRJ201</td><td>Juvenile Delinquency (also SOC230)</td><td style="text-align: right;">3</td></tr> <tr><td>__ CRJ233</td><td>Prob, Parole, & Comm Based Corrections (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ CRJ258</td><td>Ethical Issues in Criminal Justice (P)</td><td style="text-align: right;">2</td></tr> <tr><td>__ CRJ299</td><td>Current Issues in Criminal Justice</td><td style="text-align: right;">2</td></tr> <tr><td>__ CRJ955</td><td>Field Observation (P)</td><td style="text-align: right;">1</td></tr> <tr><td>__ CSC110</td><td>Intro to Computers (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ DRA110</td><td>Intro to Film</td><td style="text-align: right;">3</td></tr> <tr><td>__ ECN110</td><td>Introduction to Economics (No credit if ECN120 or ECN130 earned)</td><td style="text-align: right;">3</td></tr> <tr><td>__ ECN120</td><td>Principles of Macroeconomics</td><td style="text-align: right;">3</td></tr> <tr><td>__ ECN130</td><td>Principles of Microeconomics</td><td style="text-align: right;">3</td></tr> <tr><td>__ EDU216</td><td>Introduction to Teaching</td><td style="text-align: right;">3</td></tr> <tr><td>__ EDU223</td><td>Multicultural Education (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ EDU235</td><td>Children's Literature</td><td style="text-align: right;">3</td></tr> <tr><td>__ EDU240</td><td>Educational Psychology (P) (C)</td><td style="text-align: right;">3</td></tr> <tr><td>__ EDU255</td><td>Technology in the Classroom (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ EDU901</td><td>Academic Service Learning Exp**</td><td style="text-align: right;">1</td></tr> <tr><td>__ EDU920</td><td>Field Experience (C)</td><td style="text-align: right;">1</td></tr> <tr><td>__ ENG221</td><td>Creative Writing</td><td style="text-align: right;">3</td></tr> <tr><td>__ FIN101</td><td>Principles of Banking</td><td style="text-align: right;">3</td></tr> <tr><td>__ FIN110</td><td>Money & Banking</td><td style="text-align: right;">3</td></tr> <tr><td>__ FIN130</td><td>Principles of Finance (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ FIN175</td><td>Commercial & Mortgage Lending</td><td style="text-align: right;">3</td></tr> <tr><td>__ FIN190</td><td>Trust Op & Fund Management</td><td style="text-align: right;">3</td></tr> <tr><td>__ FLF145</td><td>French I</td><td style="text-align: right;">5</td></tr> <tr><td>__ FLF245</td><td>French II (P)</td><td style="text-align: right;">5</td></tr> <tr><td>__ FLS128</td><td>Conversational Spanish</td><td style="text-align: right;">3</td></tr> <tr><td>__ FLS151</td><td>Elementary Spanish I</td><td style="text-align: right;">5</td></tr> <tr><td>__ FLS152</td><td>Elementary Spanish II (P)</td><td style="text-align: right;">5</td></tr> <tr><td>__ HIS155</td><td>American Civilization</td><td style="text-align: right;">3</td></tr> <tr><td>__ HIS201</td><td>Iowa History (P)</td><td style="text-align: right;">3</td></tr> 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<tr><td>__ LIT142</td><td>Major British Writers</td><td style="text-align: right;">3</td></tr> <tr><td>__ LIT189</td><td>Women and Literature</td><td style="text-align: right;">3</td></tr> <tr><td>__ LIT949</td><td>Special Topics in Literature (1-3 credits)</td><td style="text-align: right;">3</td></tr> <tr><td>__ MAT102</td><td>Intermediate Algebra (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ MAT117</td><td>Math for Elementary Teachers (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ MAT216</td><td>Calculus II (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ MAT219</td><td>Calculus III (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ MGT101</td><td>Principles of Management</td><td style="text-align: right;">3</td></tr> <tr><td>__ MIL103</td><td>Military Survival Skills</td><td style="text-align: right;">2</td></tr> <tr><td>__ MIL110</td><td>Leadership & Personal Development</td><td style="text-align: right;">1</td></tr> <tr><td>__ MIL115</td><td>Foundations in Leadership</td><td style="text-align: right;">1</td></tr> <tr><td>__ MIL120</td><td>Innovative Leadership</td><td style="text-align: right;">2</td></tr> <tr><td>__ MKT110</td><td>Principles of Marketing</td><td style="text-align: right;">3</td></tr> <tr><td>__ MUA106</td><td>Class Voice **</td><td style="text-align: right;">1</td></tr> <tr><td>__ MUS102</td><td>Music Fundamentals</td><td style="text-align: right;">3</td></tr> <tr><td>__ PEA102</td><td>Aerobic Fitness I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA114</td><td>Bicycling I</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA117</td><td>Bowling I**</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA119</td><td>Step and Pump I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA123</td><td>Circuit Training **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA125</td><td>Indoor Cycling **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA128</td><td>Distance Running I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA134</td><td>Golf I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA150</td><td>Powerwalking **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA154</td><td>Racquetball I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA157</td><td>Rollerblading* **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA171</td><td>Self Defense</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA174</td><td>Tennis I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA176</td><td>Volleyball I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA187</td><td>Weight Training I **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA191</td><td>Pilates **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA193</td><td>Resist-A-Ball **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEA194</td><td>Vinyasa Yoga **</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEC110</td><td>Coaching Ethics, Techniques and Theory</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEC115</td><td>Athletic Development and Human Growth</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEC123</td><td>Anatomy for Coaching</td><td style="text-align: right;">1</td></tr> <tr><td>__ PEC127</td><td>Care and Prevention of Athletic Injuries</td><td style="text-align: right;">2</td></tr> <tr><td>__ PEH110</td><td>Personal Wellness</td><td style="text-align: right;">2</td></tr> <tr><td>__ PEH141</td><td>First Aid</td><td style="text-align: right;">2</td></tr> <tr><td>__ PEH266</td><td>Leadership Techniques for Fitness Programs</td><td style="text-align: right;">3</td></tr> <tr><td>__ PHI121</td><td>Classical and Medieval Philosophy</td><td style="text-align: right;">3</td></tr> <tr><td>__ PHY172</td><td>College Physics II (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__ PHY222</td><td>Classical Physics II (P)</td><td style="text-align: right;">5</td></tr> <tr><td>__ PSY241</td><td>Abnormal Psychology (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ PSY251</td><td>Social Psychology (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ PSY261</td><td>Human Sexuality</td><td style="text-align: right;">3</td></tr> <tr><td>__ SOC160</td><td>Intro to Social Work</td><td style="text-align: right;">3</td></tr> <tr><td>__ SOC195</td><td>Urban Studies (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ SOC220</td><td>Sociology of Aging</td><td style="text-align: right;">3</td></tr> <tr><td>__ SOC850</td><td>Cultural Immersion Field Exp **</td><td style="text-align: right;">1</td></tr> <tr><td>__ SPC120</td><td>Intercultural Communications</td><td style="text-align: right;">3</td></tr> <tr><td>__ SPC122</td><td>Interpersonal Communication (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ SPC132</td><td>Group Communication (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ SPC140</td><td>Oral Interpretation</td><td style="text-align: right;">3</td></tr> <tr><td>__ SDV113</td><td>Strategies for Academic Success</td><td style="text-align: right;">3</td></tr> <tr><td>__ SDV131</td><td>Career Exploration</td><td style="text-align: right;">2</td></tr> <tr><td>__ SDV151</td><td>Leadership Training & Skill Dev</td><td style="text-align: right;">2</td></tr> </table>	__ HIS251	U.S. History 1945 to Present (P)	3	__ HIS277	History of Women in the U.S. (P)	3	__ HUM130	Holocaust Perspectives: Confronting the Future	3	__ HUM140	Shakespeare: Dramatist, Historian, and Psychologist (also LIT145)	3	__ ITP128	Intro to Deaf Studies	3	__ LIT142	Major British Writers	3	__ LIT189	Women and Literature	3	__ LIT949	Special Topics in Literature (1-3 credits)	3	__ MAT102	Intermediate Algebra (P)	4	__ MAT117	Math for Elementary Teachers (P)	3	__ MAT216	Calculus II (P)	4	__ MAT219	Calculus III (P)	4	__ MGT101	Principles of Management	3	__ MIL103	Military Survival Skills	2	__ MIL110	Leadership & Personal Development	1	__ MIL115	Foundations in Leadership	1	__ MIL120	Innovative Leadership	2	__ MKT110	Principles of Marketing	3	__ MUA106	Class Voice **	1	__ MUS102	Music Fundamentals	3	__ PEA102	Aerobic Fitness I **	1	__ PEA114	Bicycling I	1	__ PEA117	Bowling I**	1	__ PEA119	Step and Pump I **	1	__ PEA123	Circuit Training **	1	__ PEA125	Indoor Cycling **	1	__ PEA128	Distance Running I **	1	__ PEA134	Golf I **	1	__ PEA150	Powerwalking **	1	__ PEA154	Racquetball I **	1	__ PEA157	Rollerblading* **	1	__ PEA171	Self Defense	1	__ PEA174	Tennis I **	1	__ PEA176	Volleyball I **	1	__ PEA187	Weight Training I **	1	__ PEA191	Pilates **	1	__ PEA193	Resist-A-Ball **	1	__ PEA194	Vinyasa Yoga **	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	__ PEH110	Personal Wellness	2	__ PEH141	First Aid	2	__ PEH266	Leadership Techniques for Fitness Programs	3	__ PHI121	Classical and Medieval Philosophy	3	__ PHY172	College Physics II (P)	4	__ PHY222	Classical Physics II (P)	5	__ PSY241	Abnormal Psychology (P)	3	__ PSY251	Social Psychology (P)	3	__ PSY261	Human Sexuality	3	__ SOC160	Intro to Social Work	3	__ SOC195	Urban Studies (P)	3	__ SOC220	Sociology of Aging	3	__ SOC850	Cultural Immersion Field Exp **	1	__ SPC120	Intercultural Communications	3	__ SPC122	Interpersonal Communication (P)	3	__ SPC132	Group Communication (P)	3	__ SPC140	Oral Interpretation	3	__ SDV113	Strategies for Academic Success	3	__ SDV131	Career Exploration	2	__ SDV151	Leadership Training & Skill Dev	2
__ ACC131	Principles of Accounting I	4																																																																																																																																																																																																																																																																																																																																																																																			
__ ACC132	Principles of Accounting II (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ ART120	2-D Design	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ART123	3-D Design	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ART133	Drawing	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ART134	Drawing II	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ART143	Painting	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ART144	Painting II (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ART173	Ceramics	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ART184	Photography	3																																																																																																																																																																																																																																																																																																																																																																																			
__ BCA201	Intro to Information Systems	2																																																																																																																																																																																																																																																																																																																																																																																			
__ BIO150	Fundamentals of Nutrition	2																																																																																																																																																																																																																																																																																																																																																																																			
__ BIO151	Nutrition	3																																																																																																																																																																																																																																																																																																																																																																																			
__ BIO168	Human Anat & Physiology I w/lab	4																																																																																																																																																																																																																																																																																																																																																																																			
__ BUS102	Introduction to Business	3																																																																																																																																																																																																																																																																																																																																																																																			
__ BUS180	Business Ethics	3																																																																																																																																																																																																																																																																																																																																																																																			
__ BUS183	Business Law	3																																																																																																																																																																																																																																																																																																																																																																																			
__ BUS210	Business Statistics (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ BUS230	Quant Mthds for Bus Dec Making (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ CHM132	Intro to Organic and Biochemistry (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ CHM175	General Chemistry II (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ CNS201	Conservation Biology (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ COM140	Introduction to Mass Media	3																																																																																																																																																																																																																																																																																																																																																																																			
__ COM143	Media Messages: Printed Page	1																																																																																																																																																																																																																																																																																																																																																																																			
__ COM144	Media Messages: TV and Movies	1																																																																																																																																																																																																																																																																																																																																																																																			
__ COM147	Media Messages: WorldWideWeb	1																																																																																																																																																																																																																																																																																																																																																																																			
__ COM155	Newspaper Production **	3																																																																																																																																																																																																																																																																																																																																																																																			
__ COM763	Intro to Professional Writing (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ100	Intro to Criminal Justice	3																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ120	Intro to Corrections	3																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ200	Criminology (also SOC240)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ201	Juvenile Delinquency (also SOC230)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ233	Prob, Parole, & Comm Based Corrections (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ258	Ethical Issues in Criminal Justice (P)	2																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ299	Current Issues in Criminal Justice	2																																																																																																																																																																																																																																																																																																																																																																																			
__ CRJ955	Field Observation (P)	1																																																																																																																																																																																																																																																																																																																																																																																			
__ CSC110	Intro to Computers (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ DRA110	Intro to Film	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ECN110	Introduction to Economics (No credit if ECN120 or ECN130 earned)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ECN120	Principles of Macroeconomics	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ECN130	Principles of Microeconomics	3																																																																																																																																																																																																																																																																																																																																																																																			
__ EDU216	Introduction to Teaching	3																																																																																																																																																																																																																																																																																																																																																																																			
__ EDU223	Multicultural Education (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ EDU235	Children's Literature	3																																																																																																																																																																																																																																																																																																																																																																																			
__ EDU240	Educational Psychology (P) (C)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ EDU255	Technology in the Classroom (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ EDU901	Academic Service Learning Exp**	1																																																																																																																																																																																																																																																																																																																																																																																			
__ EDU920	Field Experience (C)	1																																																																																																																																																																																																																																																																																																																																																																																			
__ ENG221	Creative Writing	3																																																																																																																																																																																																																																																																																																																																																																																			
__ FIN101	Principles of Banking	3																																																																																																																																																																																																																																																																																																																																																																																			
__ FIN110	Money & Banking	3																																																																																																																																																																																																																																																																																																																																																																																			
__ FIN130	Principles of Finance (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ FIN175	Commercial & Mortgage Lending	3																																																																																																																																																																																																																																																																																																																																																																																			
__ FIN190	Trust Op & Fund Management	3																																																																																																																																																																																																																																																																																																																																																																																			
__ FLF145	French I	5																																																																																																																																																																																																																																																																																																																																																																																			
__ FLF245	French II (P)	5																																																																																																																																																																																																																																																																																																																																																																																			
__ FLS128	Conversational Spanish	3																																																																																																																																																																																																																																																																																																																																																																																			
__ FLS151	Elementary Spanish I	5																																																																																																																																																																																																																																																																																																																																																																																			
__ FLS152	Elementary Spanish II (P)	5																																																																																																																																																																																																																																																																																																																																																																																			
__ HIS155	American Civilization	3																																																																																																																																																																																																																																																																																																																																																																																			
__ HIS201	Iowa History (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ HIS214	Russian History and Culture * (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ HIS251	U.S. History 1945 to Present (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ HIS277	History of Women in the U.S. (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ HUM130	Holocaust Perspectives: Confronting the Future	3																																																																																																																																																																																																																																																																																																																																																																																			
__ HUM140	Shakespeare: Dramatist, Historian, and Psychologist (also LIT145)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ ITP128	Intro to Deaf Studies	3																																																																																																																																																																																																																																																																																																																																																																																			
__ LIT142	Major British Writers	3																																																																																																																																																																																																																																																																																																																																																																																			
__ LIT189	Women and Literature	3																																																																																																																																																																																																																																																																																																																																																																																			
__ LIT949	Special Topics in Literature (1-3 credits)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ MAT102	Intermediate Algebra (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ MAT117	Math for Elementary Teachers (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ MAT216	Calculus II (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ MAT219	Calculus III (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ MGT101	Principles of Management	3																																																																																																																																																																																																																																																																																																																																																																																			
__ MIL103	Military Survival Skills	2																																																																																																																																																																																																																																																																																																																																																																																			
__ MIL110	Leadership & Personal Development	1																																																																																																																																																																																																																																																																																																																																																																																			
__ MIL115	Foundations in Leadership	1																																																																																																																																																																																																																																																																																																																																																																																			
__ MIL120	Innovative Leadership	2																																																																																																																																																																																																																																																																																																																																																																																			
__ MKT110	Principles of Marketing	3																																																																																																																																																																																																																																																																																																																																																																																			
__ MUA106	Class Voice **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ MUS102	Music Fundamentals	3																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA102	Aerobic Fitness I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA114	Bicycling I	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA117	Bowling I**	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA119	Step and Pump I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA123	Circuit Training **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA125	Indoor Cycling **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA128	Distance Running I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA134	Golf I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA150	Powerwalking **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA154	Racquetball I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA157	Rollerblading* **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA171	Self Defense	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA174	Tennis I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA176	Volleyball I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA187	Weight Training I **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA191	Pilates **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA193	Resist-A-Ball **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ PEA194	Vinyasa Yoga **	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																																																																																																																																																																																																																																																																																																																																																																																			
__ PEH110	Personal Wellness	2																																																																																																																																																																																																																																																																																																																																																																																			
__ PEH141	First Aid	2																																																																																																																																																																																																																																																																																																																																																																																			
__ PEH266	Leadership Techniques for Fitness Programs	3																																																																																																																																																																																																																																																																																																																																																																																			
__ PHI121	Classical and Medieval Philosophy	3																																																																																																																																																																																																																																																																																																																																																																																			
__ PHY172	College Physics II (P)	4																																																																																																																																																																																																																																																																																																																																																																																			
__ PHY222	Classical Physics II (P)	5																																																																																																																																																																																																																																																																																																																																																																																			
__ PSY241	Abnormal Psychology (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ PSY251	Social Psychology (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ PSY261	Human Sexuality	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SOC160	Intro to Social Work	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SOC195	Urban Studies (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SOC220	Sociology of Aging	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SOC850	Cultural Immersion Field Exp **	1																																																																																																																																																																																																																																																																																																																																																																																			
__ SPC120	Intercultural Communications	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SPC122	Interpersonal Communication (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SPC132	Group Communication (P)	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SPC140	Oral Interpretation	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SDV113	Strategies for Academic Success	3																																																																																																																																																																																																																																																																																																																																																																																			
__ SDV131	Career Exploration	2																																																																																																																																																																																																																																																																																																																																																																																			
__ SDV151	Leadership Training & Skill Dev	2																																																																																																																																																																																																																																																																																																																																																																																			

ASSOCIATE IN SCIENCE (AS) DEGREE TRACKING FORM (62 Credit Hours)

I. HUMANITIES 6 Hours (minimum)

- A. WESTERN CIVILIZATION 3 Hours (minimum)
- HIS117 Western Civilization I: Ancient and Medieval 3
 - HIS118 Western Civilization II: Early Modern 3
 - HIS119 Western Civilization III: The Modern Period 3
- B. HUMANITIES 3 Hours (minimum)
- Requires 3 hours from (1), (2) or (3).
- (1) LITERATURE AND FINE ARTS
- ART101 Art Appreciation 3
 - ART106 Art Appreciation-Studio 3
 - ART203 Art History I 3
 - ART204 Art History II 3
 - DRA107 Theatrical Arts & Society 3
 - LIT101 Intro to Literature 3
 - MUS100 Music Appreciation 3
- (2) PHILOSOPHY AND RELIGION
- PHI101 Intro to Philosophy 3
 - PHI105 Intro to Ethics or PHI140 3
 - REL101 Survey of World Religions 3
 - REL130 Intro to Religions of the East 3
- (3) NON-WESTERN CULTURES
- CLS130 African Cultures* 3
 - CLS141 Mid Eastern History & Culture* 3
 - CLS150 Latin Am History and Culture* 3
 - CLS160 East Asian Cultures* 3
 - CLS164 Japanese History & Culture* 3
 - CLS172 Russian Civilization* 3

II. NATURAL SCIENCE & MATHEMATICS 12 Hours (minimum)

Requires one course each from A, B and C, including two Science laboratory courses. Minimum total of 7 hrs. from A & B.

- A. BIOLOGICAL SCIENCES
- BIO105 Introductory Biology 4
 - BIO112 General Biology I 4
 - BIO113 General Biology II 4
 - BIO154 Human Biology 3
 - BIO163 Essentials of Anatomy & Physiology 4
 - BIO173 Human Anatomy & Physiology II w/lab (P) 4
 - BIO185 Microbiology w/lab 3
 - CNS121 Environmental Conservation *** 3
- B. PHYSICAL SCIENCES
- CHM122 Intro to General Chemistry 4
 - CHM132 Intro to Organic and Biochemistry (P) 4
 - CHM165 General Chemistry I (P) 4
 - CHM175 General Chemistry II (P) 4
 - ENV115 Environmental Science *** 3
 - ENV116 Environmental Science Lab *** (C) 1
 - GEO131 Physical Geography 3
 - GEO132 Physical Geography Lab (C) 1
 - PHS120 Exploring Physical Science 4
 - PHS142 Principles of Astronomy 3
 - PHY162 College Physics I (P) 4
 - PHY172 College Physics II (P) 4
 - PHY212 Classical Physics I (P) 5
 - PHY222 Classical Physics II (P) 5
- C. MATHEMATICS (Assessment Required) 3 Hours (minimum)
- MAT110 Math for Liberal Arts (P) 3
 - MAT122 College Algebra (P) 5
 - MAT128 Precalculus (P) 4
 - MAT134 Trig & Analytical Geometry (P) 3
 - MAT156 Statistics (P) 3
 - MAT210 Calculus I (P) 4
 - MAT216 Calculus II (P) 4

III. SOCIAL SCIENCES 6 Hours (minimum)

Requires one course from Group A and one course from Group B.

- A. PEOPLE AND THEIR RELATIONSHIPS
- PSY111 Introduction to Psychology 3
 - SOC110 Introduction to Sociology 3
- B. AMERICAN SOCIETY
- HIS151 U.S. History to 1877 3
 - HIS152 U.S. History Since 1877 3
 - POL111 American National Government 3

IV. COMMUNICATIONS 9 Hours (minimum)

- A. WRITTEN COMMUNICATIONS 6 Hours (required)
- (Assessment Required)
- ENG105 Composition I (P) 3
 - ENG106 Composition II (P) 3
- B. ORAL COMMUNICATIONS 3 Hours (required)
- SPC101 Fundamentals of Oral Communication 3

V. SOCIAL DIVERSITY 3 Hours (minimum)

- COM148 Diversity and the Media 3
- LIT133 Minority Voices in U.S. Literature 3
- PSY262 Psychology of Gender (P) 3
- SOC200 Minority Group Relations 3
- SOC205 Diversity in America 3
- WST101 Women's Studies 3

* Meets the Ethics requirement at ISU for College of Agriculture.

** Repeatable: see course description for number of times.

*** CNS121 ore ENV115/116 - only one can be taken towards your 12 hrs. of science requirements.

(P) Must complete a pre-requisite.

(C) Must take a co-requisite.

° Other AGP, AGB, AGA, AGS, and AGH transfer classes may be taken.

Please visit with your advisor.

UP TO 16 TECHNICAL CREDITS MAY BE USED AS ELECTIVES.

SUCCESS COURSES TAKEN OR TO BE TAKEN:

- | | |
|---|------------------|
| <input type="checkbox"/> Review at Metro: <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math | |
| <input type="checkbox"/> MAT052 Pre-Algebra (3) | 18-38 |
| <input type="checkbox"/> MAT063 Elementary Algebra (4) | PA 39-100 A 1-41 |
| <input type="checkbox"/> RDG038 College Prep Reading I (3) | 40-46 |
| <input type="checkbox"/> RDG039 College Prep Reading II (3) | 47-68 |
| <input type="checkbox"/> SDV025 College Study Skills (3) | 69-81 |
| <input type="checkbox"/> ENG060 College Prep Writing I (3) | 20-40 |
| <input type="checkbox"/> _____ COMPASS retest or faculty recommendation | |
| <input type="checkbox"/> ENG061 College Prep Writing II (3) | 41-64 |
| <input type="checkbox"/> NONE NEED TO BE TAKEN | |

MATH ACT SCORE _____

THESE WILL NOT APPLY TOWARD THE 62 HOURS TO GRADUATE.

TRANSFER PROGRAMS

ASSOCIATE IN SCIENCE (AS) DEGREE TRACKING FORM (62 Credit Hours)

VI. ELECTIVE COURSES SUGGESTED FOR VARIOUS AS DEGREE OPTIONS

(BEYOND GENERAL EDUCATION REQUIREMENTS) May include courses from Categories I, II, III or V above.

26 Hours

<table border="0" style="width: 100%;"> <tr><td>__ACC131</td><td>Principles of Accounting I</td><td style="text-align: right;">4</td></tr> <tr><td>__ACC132</td><td>Principles of Accounting II (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__AGA114</td><td>Principles of Agronomy °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGA154</td><td>Funds of Soil Science °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGA214</td><td>Cash Grains °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGA284</td><td>Pesticide Application Certification °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGA376</td><td>Integrated Pest Management °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGB101</td><td>Agricultural Economics °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGB111</td><td>Agriculture Enterprise Lab ** °</td><td style="text-align: right;">1</td></tr> <tr><td>__AGB235</td><td>Intro to Agriculture Markets °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGB303</td><td>Ag Leadership °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGB331</td><td>Entrepreneurship in Agriculture °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGB336</td><td>Agricultural Selling °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGB466</td><td>Ag Finance °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGC103</td><td>Ag Computer °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH111</td><td>Introduction to Turfgrass Management °</td><td style="text-align: right;">2</td></tr> <tr><td>__AGH119</td><td>Herbaceous Plant Materials °</td><td style="text-align: right;">2</td></tr> <tr><td>__AGH122</td><td>Woody Plant Materials °</td><td style="text-align: right;">2</td></tr> <tr><td>__AGH144</td><td>Landscape Construction and Design °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH161</td><td>Irrigation Systems °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH211</td><td>Advanced Turfgrass Management °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH221</td><td>Principles of Horticulture °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH222</td><td>Plant Propagation I °</td><td style="text-align: right;">2</td></tr> <tr><td>__AGH280</td><td>Botany for Horticulture °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH322</td><td>Plant Propagation II °</td><td style="text-align: right;">2</td></tr> <tr><td>__AGH710</td><td>Intro to Leisure Services</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH720</td><td>Leadership in Leisure Services</td><td style="text-align: right;">3</td></tr> <tr><td>__AGH730</td><td>Programming for Leisure Services</td><td style="text-align: right;">3</td></tr> <tr><td>__AGP333</td><td>Precision Farming Systems °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGP401</td><td>Intro to GIS Software ° (P)</td><td style="text-align: right;">1</td></tr> <tr><td>__AGP450</td><td>Funds of GIS</td><td style="text-align: right;">3</td></tr> <tr><td>__AGS113</td><td>Survey of the Animal Industry °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGS211</td><td>Issues Facing Animal Science °</td><td style="text-align: right;">2</td></tr> <tr><td>__AGS218</td><td>Domestic Animal Physiology (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__AGS272</td><td>Foods of Animal Origin ° (P)</td><td style="text-align: right;">5</td></tr> <tr><td>__AGS305</td><td>Livestock Evaluation °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGS319</td><td>Animal Nutrition °</td><td style="text-align: right;">3</td></tr> <tr><td>__AGT805</td><td>Employment Experience °</td><td style="text-align: right;">5</td></tr> <tr><td>__AGV123</td><td>Companion Animal °</td><td style="text-align: right;">3</td></tr> <tr><td>__ART120</td><td>2-D Design</td><td style="text-align: right;">3</td></tr> <tr><td>__ART133</td><td>Drawing</td><td style="text-align: right;">3</td></tr> <tr><td>__ART143</td><td>Painting</td><td style="text-align: right;">3</td></tr> <tr><td>__ART173</td><td>Ceramics</td><td style="text-align: right;">3</td></tr> <tr><td>__ART184</td><td>Photography</td><td style="text-align: right;">3</td></tr> <tr><td>__BCA201</td><td>Intro to Information Systems</td><td style="text-align: right;">2</td></tr> <tr><td>__BIO150</td><td>Fundamentals of Nutrition</td><td style="text-align: right;">2</td></tr> <tr><td>__BIO151</td><td>Nutrition</td><td style="text-align: right;">3</td></tr> <tr><td>__BIO168</td><td>Human Anat & Physiology I w/lab</td><td style="text-align: right;">4</td></tr> <tr><td>__BUS102</td><td>Introduction to Business</td><td style="text-align: right;">3</td></tr> <tr><td>__BUS180</td><td>Business Ethics</td><td style="text-align: right;">3</td></tr> <tr><td>__BUS183</td><td>Business Law</td><td style="text-align: right;">3</td></tr> <tr><td>__BUS210</td><td>Business Statistics (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__BUS230</td><td>Quant Mthds for Bus Dec Making (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__CNS201</td><td>Conservation Biology (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__COM155</td><td>Newspaper Production **</td><td style="text-align: right;">3</td></tr> <tr><td>__CSC763</td><td>Intro to Computers (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__ECN110</td><td>Introduction to Economics (No credit if ECN120 or ECN130 earned)</td><td style="text-align: right;">3</td></tr> <tr><td>__ECN120</td><td>Principles of Macroeconomics</td><td style="text-align: right;">3</td></tr> <tr><td>__ECN130</td><td>Principles of Microeconomics</td><td style="text-align: right;">3</td></tr> <tr><td>__EDU216</td><td>Introduction to Teaching</td><td style="text-align: right;">3</td></tr> <tr><td>__EDU223</td><td>Multicultural Education (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__EDU235</td><td>Children's Literature</td><td style="text-align: right;">3</td></tr> <tr><td>__EDU240</td><td>Educational Psychology (P) (C)</td><td style="text-align: right;">3</td></tr> </table>	__ACC131	Principles of Accounting I	4	__ACC132	Principles of Accounting II (P)	4	__AGA114	Principles of Agronomy °	3	__AGA154	Funds of Soil Science °	3	__AGA214	Cash Grains °	3	__AGA284	Pesticide Application Certification °	3	__AGA376	Integrated Pest Management °	3	__AGB101	Agricultural Economics °	3	__AGB111	Agriculture Enterprise Lab ** °	1	__AGB235	Intro to Agriculture Markets °	3	__AGB303	Ag Leadership °	3	__AGB331	Entrepreneurship in Agriculture °	3	__AGB336	Agricultural Selling °	3	__AGB466	Ag Finance °	3	__AGC103	Ag Computer °	3	__AGH111	Introduction to Turfgrass Management °	2	__AGH119	Herbaceous Plant Materials °	2	__AGH122	Woody Plant Materials °	2	__AGH144	Landscape Construction and Design °	3	__AGH161	Irrigation Systems 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Business	3	__BUS180	Business Ethics	3	__BUS183	Business Law	3	__BUS210	Business Statistics (P)	3	__BUS230	Quant Mthds for Bus Dec Making (P)	3	__CNS201	Conservation Biology (P)	4	__COM155	Newspaper Production **	3	__CSC763	Intro to Computers (P)	3	__ECN110	Introduction to Economics (No credit if ECN120 or ECN130 earned)	3	__ECN120	Principles of Macroeconomics	3	__ECN130	Principles of Microeconomics	3	__EDU216	Introduction to Teaching	3	__EDU223	Multicultural Education (P)	3	__EDU235	Children's Literature	3	__EDU240	Educational Psychology (P) (C)	3	<table border="0" style="width: 100%;"> <tr><td>__EDU255</td><td>Technology in the Classroom (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__EDU235</td><td>Educational Psychology (P) (C)</td><td style="text-align: right;">3</td></tr> <tr><td>__EDU901</td><td>Academic Service Learning Exp **</td><td style="text-align: right;">1</td></tr> <tr><td>__EDU920</td><td>Field Experience (C)</td><td style="text-align: right;">1</td></tr> <tr><td>__ENG221</td><td>Creative Writing</td><td style="text-align: right;">3</td></tr> <tr><td>__FLF145</td><td>French I</td><td style="text-align: right;">5</td></tr> <tr><td>__FLF245</td><td>French II (P)</td><td style="text-align: right;">5</td></tr> <tr><td>__FLS128</td><td>Conversational Spanish</td><td style="text-align: right;">3</td></tr> <tr><td>__FLS151</td><td>Elementary Spanish I</td><td style="text-align: right;">5</td></tr> <tr><td>__FLS152</td><td>Elementary Spanish II (P)</td><td style="text-align: right;">5</td></tr> <tr><td>__GEO115</td><td>Human Geography</td><td style="text-align: right;">3</td></tr> <tr><td>__GEO121</td><td>World Regional Geography</td><td style="text-align: right;">3</td></tr> <tr><td>__HIS155</td><td>American Civilization</td><td style="text-align: right;">3</td></tr> <tr><td>__HIS201</td><td>Iowa History (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__HIS214</td><td>Russian History and Culture * (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__HIS277</td><td>History of Women in the U.S. (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__LIT189</td><td>Women and Literature</td><td style="text-align: right;">3</td></tr> <tr><td>__MAT102</td><td>Intermediate Algebra (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__MAT117</td><td>Math for Elementary Teachers (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__MAT219</td><td>Calculus III (P)</td><td style="text-align: right;">4</td></tr> <tr><td>__MGT101</td><td>Principles of Management</td><td style="text-align: right;">3</td></tr> <tr><td>__MKT110</td><td>Principles of Marketing</td><td style="text-align: right;">3</td></tr> <tr><td>__MUA106</td><td>Class Voice **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA102</td><td>Aerobic Fitness I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA114</td><td>Bicycling I</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA117</td><td>Bowling I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA119</td><td>Step and Pump I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA123</td><td>Circuit Training **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA125</td><td>Indoor Cycling **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA128</td><td>Distance Running I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA134</td><td>Golf I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA150</td><td>Powerwalking **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA154</td><td>Racquetball I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA157</td><td>Rollerblading **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA171</td><td>Self Defense</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA174</td><td>Tennis I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA176</td><td>Volleyball I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA187</td><td>Weight Training I **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA191</td><td>Pilates **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA193</td><td>Resist-A-Ball **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEA194</td><td>Vinyasa Yoga **</td><td style="text-align: right;">1</td></tr> <tr><td>__PEC110</td><td>Coaching Ethics, Techniques and Theory</td><td style="text-align: right;">1</td></tr> <tr><td>__PEC115</td><td>Athletic Development and Human Growth</td><td style="text-align: right;">1</td></tr> <tr><td>__PEC123</td><td>Anatomy for Coaching</td><td style="text-align: right;">1</td></tr> <tr><td>__PEC127</td><td>Care and Prevention of Athletic Injuries</td><td style="text-align: right;">2</td></tr> <tr><td>__PEH110</td><td>Personal Wellness</td><td style="text-align: right;">2</td></tr> <tr><td>__PEH141</td><td>First Aid</td><td style="text-align: right;">2</td></tr> <tr><td>__PHI121</td><td>Classical and Medieval Philosophy</td><td style="text-align: right;">3</td></tr> <tr><td>__POL121</td><td>International Relations</td><td style="text-align: right;">3</td></tr> <tr><td>__POL125</td><td>Comparative Government and Politics</td><td style="text-align: right;">3</td></tr> <tr><td>__PSY121</td><td>Developmental Psychology</td><td style="text-align: right;">3</td></tr> <tr><td>__PSY251</td><td>Social Psychology (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__PSY261</td><td>Human Sexuality</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC115</td><td>Social Problems</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC120</td><td>Marriage & Family</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC135</td><td>Death & Dying</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC160</td><td>Intro to Social Work</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC195</td><td>Urban Studies (P)</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC208</td><td>Intro to Cultural Anthropology</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC220</td><td>Sociology of Aging</td><td style="text-align: right;">3</td></tr> <tr><td>__SOC850</td><td>Cultural Immersion Field Exp **</td><td style="text-align: right;">1</td></tr> <tr><td>__SDV113</td><td>Strategies for Academic Success</td><td style="text-align: right;">3</td></tr> <tr><td>__SDV131</td><td>Career Exploration</td><td style="text-align: right;">2</td></tr> <tr><td>__SDV151</td><td>Leadership Training & Skill Dev</td><td style="text-align: right;">2</td></tr> </table>	__EDU255	Technology in the Classroom (P)	3	__EDU235	Educational Psychology (P) (C)	3	__EDU901	Academic Service Learning Exp **	1	__EDU920	Field Experience (C)	1	__ENG221	Creative Writing	3	__FLF145	French I	5	__FLF245	French II (P)	5	__FLS128	Conversational Spanish	3	__FLS151	Elementary Spanish I	5	__FLS152	Elementary Spanish II (P)	5	__GEO115	Human Geography	3	__GEO121	World Regional Geography	3	__HIS155	American Civilization	3	__HIS201	Iowa History (P)	3	__HIS214	Russian History and Culture * (P)	3	__HIS277	History of Women in the U.S. (P)	3	__LIT189	Women and Literature	3	__MAT102	Intermediate Algebra (P)	4	__MAT117	Math for Elementary Teachers (P)	3	__MAT219	Calculus III (P)	4	__MGT101	Principles of Management	3	__MKT110	Principles of Marketing	3	__MUA106	Class Voice **	1	__PEA102	Aerobic Fitness I **	1	__PEA114	Bicycling I	1	__PEA117	Bowling I **	1	__PEA119	Step and Pump I **	1	__PEA123	Circuit Training **	1	__PEA125	Indoor Cycling **	1	__PEA128	Distance Running I **	1	__PEA134	Golf I **	1	__PEA150	Powerwalking **	1	__PEA154	Racquetball I **	1	__PEA157	Rollerblading **	1	__PEA171	Self Defense	1	__PEA174	Tennis I **	1	__PEA176	Volleyball I **	1	__PEA187	Weight Training I **	1	__PEA191	Pilates **	1	__PEA193	Resist-A-Ball **	1	__PEA194	Vinyasa Yoga **	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	__PEH110	Personal Wellness	2	__PEH141	First Aid	2	__PHI121	Classical and Medieval Philosophy	3	__POL121	International Relations	3	__POL125	Comparative Government and Politics	3	__PSY121	Developmental Psychology	3	__PSY251	Social Psychology (P)	3	__PSY261	Human Sexuality	3	__SOC115	Social Problems	3	__SOC120	Marriage & Family	3	__SOC135	Death & Dying	3	__SOC160	Intro to Social Work	3	__SOC195	Urban Studies (P)	3	__SOC208	Intro to Cultural Anthropology	3	__SOC220	Sociology of Aging	3	__SOC850	Cultural Immersion Field Exp **	1	__SDV113	Strategies for Academic Success	3	__SDV131	Career Exploration	2	__SDV151	Leadership Training & Skill Dev	2
__ACC131	Principles of Accounting I	4																																																																																																																																																																																																																																																																																																																																																																																												
__ACC132	Principles of Accounting II (P)	4																																																																																																																																																																																																																																																																																																																																																																																												
__AGA114	Principles of Agronomy °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGA154	Funds of Soil Science °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGA214	Cash Grains °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGA284	Pesticide Application Certification °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGA376	Integrated Pest Management °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGB101	Agricultural Economics °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGB111	Agriculture Enterprise Lab ** °	1																																																																																																																																																																																																																																																																																																																																																																																												
__AGB235	Intro to Agriculture Markets °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGB303	Ag Leadership °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGB331	Entrepreneurship in Agriculture °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGB336	Agricultural Selling °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGB466	Ag Finance °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGC103	Ag Computer °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH111	Introduction to Turfgrass Management °	2																																																																																																																																																																																																																																																																																																																																																																																												
__AGH119	Herbaceous Plant Materials °	2																																																																																																																																																																																																																																																																																																																																																																																												
__AGH122	Woody Plant Materials °	2																																																																																																																																																																																																																																																																																																																																																																																												
__AGH144	Landscape Construction and Design °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH161	Irrigation Systems °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH211	Advanced Turfgrass Management °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH221	Principles of Horticulture °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH222	Plant Propagation I °	2																																																																																																																																																																																																																																																																																																																																																																																												
__AGH280	Botany for Horticulture °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH322	Plant Propagation II °	2																																																																																																																																																																																																																																																																																																																																																																																												
__AGH710	Intro to Leisure Services	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH720	Leadership in Leisure Services	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGH730	Programming for Leisure Services	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGP333	Precision Farming Systems °	3																																																																																																																																																																																																																																																																																																																																																																																												
__AGP401	Intro to GIS Software ° (P)	1																																																																																																																																																																																																																																																																																																																																																																																												
__AGP450	Funds 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																																																																																																																																																																																																																																																																																																																																																																																												
__ART133	Drawing	3																																																																																																																																																																																																																																																																																																																																																																																												
__ART143	Painting	3																																																																																																																																																																																																																																																																																																																																																																																												
__ART173	Ceramics	3																																																																																																																																																																																																																																																																																																																																																																																												
__ART184	Photography	3																																																																																																																																																																																																																																																																																																																																																																																												
__BCA201	Intro to Information Systems	2																																																																																																																																																																																																																																																																																																																																																																																												
__BIO150	Fundamentals of Nutrition	2																																																																																																																																																																																																																																																																																																																																																																																												
__BIO151	Nutrition	3																																																																																																																																																																																																																																																																																																																																																																																												
__BIO168	Human Anat & Physiology I w/lab	4																																																																																																																																																																																																																																																																																																																																																																																												
__BUS102	Introduction to Business	3																																																																																																																																																																																																																																																																																																																																																																																												
__BUS180	Business Ethics	3																																																																																																																																																																																																																																																																																																																																																																																												
__BUS183	Business Law	3																																																																																																																																																																																																																																																																																																																																																																																												
__BUS210	Business Statistics (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__BUS230	Quant Mthds for Bus Dec Making (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__CNS201	Conservation Biology (P)	4																																																																																																																																																																																																																																																																																																																																																																																												
__COM155	Newspaper Production **	3																																																																																																																																																																																																																																																																																																																																																																																												
__CSC763	Intro to Computers (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__ECN110	Introduction to Economics (No credit if ECN120 or ECN130 earned)	3																																																																																																																																																																																																																																																																																																																																																																																												
__ECN120	Principles of Macroeconomics	3																																																																																																																																																																																																																																																																																																																																																																																												
__ECN130	Principles of Microeconomics	3																																																																																																																																																																																																																																																																																																																																																																																												
__EDU216	Introduction to Teaching	3																																																																																																																																																																																																																																																																																																																																																																																												
__EDU223	Multicultural Education (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__EDU235	Children's Literature	3																																																																																																																																																																																																																																																																																																																																																																																												
__EDU240	Educational Psychology (P) (C)	3																																																																																																																																																																																																																																																																																																																																																																																												
__EDU255	Technology in the Classroom (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__EDU235	Educational Psychology (P) (C)	3																																																																																																																																																																																																																																																																																																																																																																																												
__EDU901	Academic Service Learning Exp **	1																																																																																																																																																																																																																																																																																																																																																																																												
__EDU920	Field Experience (C)	1																																																																																																																																																																																																																																																																																																																																																																																												
__ENG221	Creative Writing	3																																																																																																																																																																																																																																																																																																																																																																																												
__FLF145	French I	5																																																																																																																																																																																																																																																																																																																																																																																												
__FLF245	French II (P)	5																																																																																																																																																																																																																																																																																																																																																																																												
__FLS128	Conversational Spanish	3																																																																																																																																																																																																																																																																																																																																																																																												
__FLS151	Elementary Spanish I	5																																																																																																																																																																																																																																																																																																																																																																																												
__FLS152	Elementary Spanish II (P)	5																																																																																																																																																																																																																																																																																																																																																																																												
__GEO115	Human Geography	3																																																																																																																																																																																																																																																																																																																																																																																												
__GEO121	World Regional Geography	3																																																																																																																																																																																																																																																																																																																																																																																												
__HIS155	American Civilization	3																																																																																																																																																																																																																																																																																																																																																																																												
__HIS201	Iowa History (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__HIS214	Russian History and Culture * (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__HIS277	History of Women in the U.S. (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__LIT189	Women and Literature	3																																																																																																																																																																																																																																																																																																																																																																																												
__MAT102	Intermediate Algebra (P)	4																																																																																																																																																																																																																																																																																																																																																																																												
__MAT117	Math for Elementary Teachers (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__MAT219	Calculus III (P)	4																																																																																																																																																																																																																																																																																																																																																																																												
__MGT101	Principles of Management	3																																																																																																																																																																																																																																																																																																																																																																																												
__MKT110	Principles of Marketing	3																																																																																																																																																																																																																																																																																																																																																																																												
__MUA106	Class Voice **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA102	Aerobic Fitness I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA114	Bicycling I	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA117	Bowling I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA119	Step and Pump I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA123	Circuit Training **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA125	Indoor Cycling **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA128	Distance Running I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA134	Golf I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA150	Powerwalking **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA154	Racquetball I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA157	Rollerblading **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA171	Self Defense	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA174	Tennis I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA176	Volleyball I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA187	Weight Training I **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA191	Pilates **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA193	Resist-A-Ball **	1																																																																																																																																																																																																																																																																																																																																																																																												
__PEA194	Vinyasa Yoga **	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																																																																																																																																																																																																																																																																																																																																																																																												
__PEH110	Personal Wellness	2																																																																																																																																																																																																																																																																																																																																																																																												
__PEH141	First Aid	2																																																																																																																																																																																																																																																																																																																																																																																												
__PHI121	Classical and Medieval Philosophy	3																																																																																																																																																																																																																																																																																																																																																																																												
__POL121	International Relations	3																																																																																																																																																																																																																																																																																																																																																																																												
__POL125	Comparative Government and Politics	3																																																																																																																																																																																																																																																																																																																																																																																												
__PSY121	Developmental Psychology	3																																																																																																																																																																																																																																																																																																																																																																																												
__PSY251	Social Psychology (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__PSY261	Human Sexuality	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC115	Social Problems	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC120	Marriage & Family	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC135	Death & Dying	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC160	Intro to Social Work	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC195	Urban Studies (P)	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC208	Intro to Cultural Anthropology	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC220	Sociology of Aging	3																																																																																																																																																																																																																																																																																																																																																																																												
__SOC850	Cultural Immersion Field Exp **	1																																																																																																																																																																																																																																																																																																																																																																																												
__SDV113	Strategies for Academic Success	3																																																																																																																																																																																																																																																																																																																																																																																												
__SDV131	Career Exploration	2																																																																																																																																																																																																																																																																																																																																																																																												
__SDV151	Leadership Training & Skill Dev	2																																																																																																																																																																																																																																																																																																																																																																																												

CAREER-RELATED TRANSFER

AA: Business Administration

The Associate in Arts in Business Administration degree is designed for students who plan to continue their studies toward a baccalaureate degree in such areas as Business Administration, Accounting, Marketing, Management, or Finance. This degree offers a balanced distribution of business and liberal arts electives that permit students to select a business major at a four-year college or university. Students should consult with an advisor and the catalog of the College to which they plan to transfer to determine specific course requirements.

Students majoring in Business Administration need to complete the 40 credit hours of general education requirements for the AA degree (Please see the General Education Program requirements described with the Liberal Arts major and tracking form). Students must select MAT156 (Statistics) to meet the mathematics requirement. In addition, they need to complete the following program requirements:

- ACC131 Principles of Accounting I
- ACC132 Principles of Accounting II
- ECN120 Principles of Macroeconomics
- ECN130 Principles of Microeconomics

A minimum of 9 hours from the following business electives:

- BCA201 Introduction to Information Systems
- BUS102 Introduction to Business
- BUS183 Business Law
- BUS210 Business Statistics *
- BUS230 Quantitative Methods for Business Decision Making *
- CSC110 Introduction to Computers
- MGT101 Principles of Management
- MKT110 Principles of Marketing

*It is highly recommended that students enroll in BUS210 or BUS230 and BUS201.

AA: Corrections

The Associate in Arts in Corrections degree enables graduates to enter four-year institutions with junior standing in Corrections. If graduates decide to postpone their transfer, the courses in the program could prepare the associate degree graduate for entry-level employment in the corrections career field. This degree provides all the necessary general education and specific course requirements to allow graduates to transfer to virtually any four-year institution and to pursue degrees in criminal justice-related majors (e.g., Corrections, Criminology, Social Work).

Students majoring in Corrections need to complete the 40 credit hours of general education requirements for the AA degree (Please see the General Education Program requirements described with the Liberal Arts major and tracking form). In addition, they need to complete a minimum of 22 credit hours from the following Corrections program electives:

- CRJ100 Introduction to Criminal Justice (3 credits)
- CRJ120 Introduction to Corrections (3 credits)
- CRJ200 Introduction to Criminology (3 credits)
- CRJ201 Juvenile Delinquency (3 credits)
- CRJ216 Employment Strategies for Criminal Justice (2 credits)
- CRJ233 Probation, Parole, & Community-Based Corrections (3 credits)
- CRJ258 Ethical Issues in Criminal Justice (2 credits)
- CRJ299 Current Issues in Criminal Justice (2 credits)
- AGP401 Introduction to GIS Software (1 credits)

AS: Agriculture Science

AS DEGREE REQUIREMENTS

The general education portion of the Associate in Science degree is composed of specific courses, which must be successfully completed. The liberal arts core includes courses in the Humanities, Natural Sciences and Math, Social Sciences, Communications, Social Diversity, and appropriate electives.

Category I:	Humanities	6 hrs. minimum
Category II:	Natural Sciences & Math	12 hrs. minimum
Category III:	Social Sciences	6 hrs. minimum
Category IV:	Communications	9 hrs. minimum
Category V:	Social Diversity	3 hrs. minimum
		36 hrs. minimum Liberal Arts Core

Elective courses are defined as those courses that are created to broaden student knowledge in several disciplines of the arts and sciences. The AS degree requires a total of 62 semester hours with a minimum of 36 semester hours of liberal arts core credits and the remaining 26 hours as college electives. Up to 16 semester hours of technical courses can be counted toward the 26 hours of electives. The AS degree tracking form demonstrates all the specific requirements for this degree.

Agriculture Science Degree and Focus Areas

Students who plan to graduate from Hawkeye Community College with an AS degree in Agriculture Science may choose from among the following focus areas. These foci prepare students for transfer into several undergraduate majors, which they declare at the four-year college or university. While a focus area is not a "major", it contains course work designed to prepare students for study in major fields. Students should meet with their advisors for focus course plans for the specific schools to which they will transfer. Following are the Hawkeye focus areas with possible four-year majors a student could declare after transfer.

Focus: Agronomy

Possible Transfer Majors: directly articulated to Iowa State University (ISU) for the Agronomy majors.

Focus: Animal Science

Possible Transfer Majors: directly articulated to ISU for the Animal Science and Pre-Veterinary Medicine majors.

Focus: Agricultural Business

Possible Transfer Majors: directly articulated to ISU for the Ag Business majors.

Focus: Agriculture Education

Possible Transfer Majors: directly articulated to ISU for the Ag Education majors.

Focus: Agricultural Studies

Possible Transfer Majors: directly articulated to ISU for the Ag Studies majors.

Focus: Horticulture

Possible Transfer Majors: directly articulated to ISU for the Horticulture majors.

Focus: Natural Resources

Possible Transfer Majors: directly articulated to ISU for the Animal Ecology and Ecology majors.

The Associate of Science in Agriculture Science degree allows graduates to enter four-year colleges or universities with 62 credits and/or junior standing. Students wishing to transfer with this standing must work closely with the Hawkeye advising staff because specific baccalaureate program requirements

vary. This degree and associated focus areas were designed with assistance from the Iowa Department of Education, Iowa State University, and other universities in surrounding states. This degree meets or exceeds the requirements for freshman and sophomore course work for those pursuing most four-year degrees in Agriculture and Natural Resources.

Our 400-acre Center for Agriculture Science Education (CASE) utilizes new and up-to-date facilities and equipment to provide students hands-on experience with the latest production and management techniques.

Associate in General Studies: General Business Degree (AGS)

The Associate in General Studies in General Business degree is designed to provide students the opportunity to transfer to a four-year college or university or move directly from Hawkeye Community College to the workforce. The AGS degree includes a minimum of 62 to 64 semester hours of courses. Of those 62 to 64 hours, 31 are in general education and 31 to 33 are in a program emphasis. Students will concentrate in a particular

interest area while fulfilling the business requirements. AGS graduates will gain an understanding of the various facets of business and their importance in today's business world and will be able to demonstrate skills in a particular area of concentration.

Category I:	Humanities	6 hrs. minimum
Category II:	Natural Sciences & Math	7 hrs. minimum
Category III:	Social Sciences	6 hrs. minimum
Category IV:	Communications	9 hrs. minimum
Category V:	Social Diversity	3 hrs. minimum

31 hrs. minimum
Liberal Arts Core

The Associate in General Studies degree articulates with the Bachelor of General Studies degree at the University of Northern Iowa. Because a statewide articulation agreement for AGS degree does not exist, it is necessary to articulate the degree on a college-by-college basis. Special care will have to be taken to assure that the upper division baccalaureate program specific requirements are met by the lower division work completed by AGS students at Hawkeye Community College.



ASSOCIATE IN GENERAL STUDIES (AGS) GENERAL BUSINESS DEGREE TRACKING FORM (62-64 Credit Hours)

I. HUMANITIES 6 Hours (minimum)

- A. WESTERN CIVILIZATION** 3 Hours (minimum)
- HIS117 Western Civilization I: Ancient and Medieval 3
 - HIS118 Western Civilization II: Early Modern 3
 - HIS119 Western Civilization III: The Modern Period 3
- B. HUMANITIES** 3 Hours (minimum)
- Requires courses from 2 different areas (1,2, or 3)
- (1) LITERATURE AND FINE ARTS**
- ART101 Art Appreciation 3
 - ART106 Art Appreciation–Studio 3
 - ART203 Art History I 3
 - ART204 Art History II 3
 - DRA107 Theatrical Arts & Society 3
 - LIT101 Intro to Literature 3
 - MUS100 Music Appreciation 3
- (2) PHILOSOPHY AND RELIGION**
- PHI101 Intro to Philosophy 3
 - PHI105 Intro to Ethics 3
 - REL101 Survey of World Religions 3
 - REL130 Intro to Religions of the East 3
- (3) NON-WESTERN CULTURES**
- CLS130 African Cultures * 3
 - CLS141 Mid Eastern History & Culture * 3
 - CLS150 Latin Am History and Culture * 3
 - CLS160 East Asian Cultures * 3
 - CLS164 Japanese History & Culture * 3
 - CLS172 Russian Civilization * 3

II. NATURAL SCIENCE & MATHEMATICS 7 Hours (minimum)

- A. SCIENCES** 4 Hours (minimum)
- BIO105 Introductory Biology 4
 - ENV115 Environmental Science *** 3
 - ENV116 Environmental Science Lab *** (C) 1
 - GEO131 Physical Geography 3
 - GEO132 Physical Geography Lab (C) 1
 - PHS120 Exploring Physical Science 4
- B. MATHEMATICS (Assessment Required)** 3 Hours (minimum)
- MAT110 Math for Liberal Arts (P) 3
 - MAT156 Statistics (P) 3

III. SOCIAL SCIENCES 6 Hours (minimum)

- A. PEOPLE AND THEIR RELATIONSHIPS** 3 Hours (minimum)
- PSY111 Introduction to Psychology 3
 - SOC110 Introduction to Sociology 3
- B. AMERICAN SOCIETY** 3 Hours (minimum)
- HIS151 U.S. History to 1877 3
 - HIS152 U.S. History Since 1877 3
 - POL111 American National Government 3

IV. COMMUNICATIONS 9 Hours (minimum)

- A. WRITTEN COMMUNICATIONS** 6 Hours (required)
- (Assessment Required)
- ENG105 Composition I (P) 3
 - ENG106 Composition II (P) 3
- B. ORAL COMMUNICATIONS** 3 Hours (required)
- SPC101 Fundamentals of Oral Communication 3

V. SOCIAL DIVERSITY 3 Hours (minimum)

- COM148 Diversity and the Media 3
- LIT133 Minority Voices in U.S. Literature 3
- PSY262 Psychology of Gender (P) 3
- SOC205 Diversity in America 3
- WST101 Women's Studies 3

VI. BUSINESS CORE 16 Hours (minimum)

- ACC131 Principles of Accounting I 4
- BUS102 Introduction to Business 3
- BUS183 Business Law 3
- CSC110 Introduction to Computers OR 3
- BCA201 Introduction to Information Systems 3

- ECN120 Principles of Macroeconomics OR 3
- ECN130 Principles of Microeconomics 3

VII. BUSINESS CONCENTRATION

Select one of the following areas of concentration.

(1) ACCOUNTING 15 Hours (minimum)

- ADM131 Office Calculators 1
- ACC132 Principles of Accounting II 4
- ACC265 Income Tax Accounting 4
- ACC311 Computer Accounting 4
- ACC801 Payroll Accounting 1
- ACC803 Accounting Simulations 1

(2) INFORMATION SYSTEMS MANAGEMENT

17 Hours (minimum)

- CIS510 Systems Implementation 3
- MGT101 Principles of Management 3
- MGT170 Human Resource Management 3
- NET109 A+ Certification Prep Course 4
- Computer Science Requirement 4
(Students should meet with program advisor.)

(3) MARKETING

15 Hours (minimum)

- BCA132 Electronic Communications 3
- MKT110 Principles of Marketing 3
- MKT140 Principles of Selling 3
- MKT152 Advertising & Visual Merchandising 3
- MKT160 Principles of Retailing 3

(4) OFFICE TECHNOLOGY

15 Hours (minimum)

- ADM105 Introduction to Keyboarding 1
- ADM148 Transcription 2
- ADM159 Proofreading and Editing 3
- ADM162 Office Procedures 3
- BCA134 Word Processing 3
- BCA213 Intermediate Computer Applications OR 3
- BCA132 Electronic Communications 3

(5) SMALL BUSINESS MANAGEMENT

15 Hours (minimum)

- MGT101 Principles of Management 3
- MGT110 Small Business Management 3

Choose 9 hours of electives from the following:

- ACC311 Computer Accounting 4
- ACC801 Payroll Accounting 1
- MGT170 Human Resource Management 3
- MKT140 Principles of Selling 3
- MKT152 Advertising & Visual Merchandising 3
- MKT160 Principles of Retailing 3
- MKT184 Customer Service 3

* Meets the Non-Western Cultures requirement at UNI.

(P) Must complete a pre-requisite.

(C) Must take a co-requisite.

SUCCESS COURSES TAKEN OR TO BE TAKEN:

- Review at Metro: Writing Reading Math
- MAT052 Pre-Algebra (3) 18-38
- MAT063 Elementary Algebra (4) PA 39-100 A 1-41
- RDG038 College Prep Reading I (3) 40-46
- RDG039 College Prep Reading II (3) 47-68
- SDV025 College Study Skills (3) 69-81
- ENG060 College Prep Writing I (3) 20-40
- _____ COMPASS retest or faculty recommendation
- ENG061 College Prep Writing II (3) 41-64
- NONE NEED TO BE TAKEN

MATH ACT SCORE _____

**THESE WILL NOT APPLY TOWARD THE 62 HOURS
TO GRADUATE.**

TRANSFER PROGRAMS



Graduation Awards for Technical Programs

In keeping with the mission and goals of Hawkeye Community College, Vocational-Technical programs are designed primarily to prepare persons for immediate employment upon program completion. Awards granted for programs are: Associate in Applied Arts Degree, Associate in Applied Science Degree, Diploma, or Certificate. Each award is identified with a specialty designation that implies relevant preparation for employment in a specific area of work. All career preparatory programs offered by the College are committed to being responsive to the employment needs of business, industry, public agencies, and entrepreneurship. Emphasis in preparatory programs' curriculums is placed upon application and skill development for entry-level employment or transfer to a four-year institution.

Each program is designed and developed with a specialty component and supportive general education coursework. Reinforcement of basic skills in communications, mathematics, science, human relations, computer applications, and employability occurs throughout program instruction.

Students will be provided with opportunities to select appropriate transfer courses in lieu of required general education courses in Vocational-Technical programs.

Each program has been developed with the assistance of an advisory committee. Some programs include cooperative education/work experience.

Each program is approved for veteran's benefits. Some cooperative work experience courses may not be included in the program's approval for benefits. Specific information regarding cooperative education course approval is available from the department and/or the Financial Aid Office.

REQUIREMENTS FOR CERTIFICATE

1. Earn the minimum semester hours of credit as identified by the specific program.
2. Earn at least one-fourth of the required credits in residence at Hawkeye Community College in the program for which the certificate is being sought.
3. Earn a minimum cumulative grade point average of 2.0.

REQUIREMENTS FOR DIPLOMA

1. Earn a minimum of 30 semester credit hours for a two semester program. Additional credits are required for programs of longer length. Curriculums of Vocational-Technical programs vary in content, length, and total credit requirements. Each program specifies the minimum semester credit hours required for graduation.
2. Earn at least one-fourth of the required credits in residence at Hawkeye Community College.
3. Earn a minimum cumulative grade point average of 2.0.
4. Complete a minimum of nine semester credits in general education distributed in the following areas:

Communications:

three semester credits as specified in the program

Social Science:

three semester credits - Human Relations course or equivalent transfer courses in Psychology or Sociology

Mathematics/Science:

three semester credits as specified in each program

REQUIREMENTS FOR THE ASSOCIATE IN APPLIED ARTS & THE ASSOCIATE IN APPLIED SCIENCE DEGREES

1. Earn a minimum of 60 semester hours of credit for a four semester program. Additional credits are required for programs of longer length. Curriculums of Vocational-Technical programs vary in content, length, and total credit requirements. Each program specifies the minimum semester credit hours required for graduation.
2. Earn at least one-fourth of the required credits in residence at Hawkeye Community College.
3. Earn a minimum cumulative grade point average of 2.0.
4. Complete a minimum of 12 semester credits in general education distributed in the following areas:

Communications:

six semester credits, including Applied Writing and Fundamentals of Oral Communication or equivalent transfer courses

Social Science:

three semester credits - Human Relations course or equivalent transfer courses in Psychology or Sociology

Mathematics/Science:

three semester credits as specified in each program



Accounting

ACCOUNTING

The Accounting program prepares students with competence for the fields of public, private, financial, or government accounting.

COURSEWORK

The Accounting program provides students with a systematic approach to analyzing and tracking financial information through the accounts and records of a business.

Students will learn:

- The essential skills for beginning a successful career in today's ever-changing business environment.
- A variety of accounting systems and procedures. Students will become familiar with software applications including Microsoft Excel, Word, and Access; Peachtree Accounting and QuickBooks Pro.

MAJOR AREAS OF TRAINING

- Accounting Principles
- Accounting Theory
- Income Tax Preparation
- Cost Accounting
- Payroll
- Accounting and Business Software

TRANSFER OPTIONS

Students completing the Accounting program may transfer to Wartburg or Upper Iowa University to complete a Bachelor's degree in accounting. Students planning to transfer to one of the Iowa Regent institutions should consult their advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Accounting - ACC115	4
OR	
Principles of Accounting I - ACC131	
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Word Processing - BCA134	3
Office Calculators - ADM131	1
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	

SECOND SEMESTER

Course Title/Catalog Number	Credits
Income Tax Accounting - ACC265	4
Computer Accounting - ACC311	3
Introduction to Accounting II - ACC116	4
OR	
Principles of Accounting II - ACC132	
Accounting Simulations - ACC803	1
Database/Spreadsheets - BCA205	3
Payroll Accounting - ACC801	1

Diploma in Accounting Technician awarded after successful completion of terms one and two.

THIRD SEMESTER

Course Title/Catalog Number	Credits
Cost Accounting - ACC222	4
Introduction to Business - BUS102	3
OR	
Business Ethics - BUS180	
OR	
Business Law - BUS183	
Intermediate Accounting I - ACC231	4
Fundamentals of Oral Communication - SPC101	3
Principles of Macroeconomics - ECN120	3
OR	
Introduction to Economics - ECN110	

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Intermediate Accounting II - ACC232	4
Accounting Systems - ACC370	2
Accounting Spreadsheets - ACC360	2
Career Capstone - ADM222	3
Financial Analysis - ACC190	2

PROGRAM TOTAL 63

AWARD - Diploma or AAS - Associate in Applied Science degree



Administrative Assistant

ADMINISTRATIVE ASSISTANT

The Administrative Assistant program helps students develop the knowledge, skills, and attitude of proficient office workers. Students also become knowledgeable in computer operations such as database, spreadsheets, and word processing.

COURSEWORK

Students will learn keyboarding, notetaking, English, math, electronic calculators, communication skills, accounting, office technology, human relations, office systems and procedures, and cooperative office education experience. Students also acquire a knowledge of computer operations such as databases, spreadsheets, and word processing.

MAJOR AREAS OF TRAINING

- Computer Software Packages
- Notetaking and Transcription
- Accounting
- Office Procedures
- Cooperative Office Experience

TRANSFER OPTIONS

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.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Keyboarding - ADM105	1
Word Processing - BCA134	3
Proofreading & Editing - ADM159	3
Database/Spreadsheets - BCA205	3
Applied Math - MAT772	3
OR	
Math for Liberal Arts - MAT110	
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	

SECOND SEMESTER

Course Title/Catalog Number	Credits
Transcription - ADM148	2
Introduction to Accounting - ACC111	3
OR	
Introduction to Accounting - ACC115	4
OR	
Principles of Accounting - ACC131	4
Office Procedures - ADM162	3
Keyboarding Skill Development - ADM108	1
Office Calculators - ADM131	1
Career Capstone - ADM222	3
Electronic Communications - BCA132	3
OR	
Intermediate Computer Business Applications - BCA213	

THIRD SEMESTER

Course Title/Catalog Number	Credits
Business Field Experience - BUS903	3
Composition I - ENG105	3
OR	
Fundamentals of Oral Communication - SPC101	

PROGRAM TOTAL 38

The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules.

AWARD - Diploma



Agricultural Business Management

AGRICULTURAL BUSINESS MANAGEMENT

This program prepares graduates for careers in sales, service, production, management, marketing, and research.

COURSEWORK

Students receive hands-on training as well as courses in marketing, management, finance, economics, and GPS/GIS technologies. This high-tech field prepares students for technical careers using global positioning systems, data collection equipment, and geo-spatial mapping software. Emphasis is placed on the application of these technologies in the agricultural field.

Our 400-acre Farm Laboratory utilizes new and up-to-date facilities and equipment to provide students hands-on experience with the latest production and management techniques. Our Farm Laboratory offers opportunities in agronomy, animal science, horticulture, and natural resources.

MAJOR AREAS OF TRAINING

- Sales and Marketing
- Finance
- Farm and Business Management
- GPS/GIS Technology

TRANSFER OPTIONS

Hawkeye Community College's Ag and Natural Resources programs have articulation agreements with Iowa State, Upper Iowa University, and Northwest Missouri to transfer both general education and technical credits. Many other state and private colleges and universities accept up to 65 credit hours. For more information, contact a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Agriculture and Natural Resources Department, 319-296-4011
or agnr@hawkeyecollege.edu or visit www.hawkeyecollege.edu/faculty/agnr

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Ag Computer - AGC103	3
Principles of Agronomy - AGA114	3
Composition I - ENG105	3

OR

Written Communication in the Workplace - COM781	
Applied Math - MAT772	3

OR

Math Transfer Elective	
Environmental Conservation - CNS121	3
Survey of the Animal Industry - AGS113	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Soil Science - AGA154	3
Animal Nutrition - AGS319	3
Fundamentals of Oral Communication - SPC101	3
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110	
Fundamentals of GIS - AGP450	3
Integrated Pest Management - AGA376	3

At successful completion of terms one and two the student may apply for a General Agricultural Diploma.

THIRD SEMESTER

Course Title/Catalog Number	Credits
Introduction to Agriculture Markets - AGB235	3
Principles of Accounting I - ACC131	4
Agricultural Economics - AGB101	3
Agriculture Leadership - AGB303	3
Precision Farming Systems - AGP333	3
Cash Grains - AGA214	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Employment Experience - AGT805	5
Agricultural Selling - AGB336	3
Entrepreneurship in Agriculture - AGB331	3
Agricultural Finance - AGB466	3

PROGRAM TOTAL 69

AWARD - Diploma or AAS - Associate in Applied Science degree



Agricultural Power Technology

AGRICULTURAL POWER TECHNOLOGY

The development and growth of the agricultural implement industry has created a demand for the agricultural technician in service shops throughout the country. The Ag Power Technology program prepares students for a career as a service technician in the agricultural service occupation.

COURSEWORK

Students are provided with classroom and hands-on shop time in comprehensive applications of repair and maintenance of internal combustion engines, diesel fuel systems, hydraulics, power trains, and electrical systems.

MAJOR AREAS OF TRAINING

Repair and maintenance including:

- Preventive Maintenance
- Internal Combustion Engines
- Diesel Components
- Electrical/Electronic Components
- Hydraulics
- Transmissions
- Power Trains

TRANSFER OPTIONS

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. This allows transfer of up to 65 general education and technical credits towards UNI's Technology Management program. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Power Technology Department, 319-296-4011.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Gas Engine Rebuild - AGM107	7
Hydraulics I - AGM113	3
Ag Power Electricity - AGM104	4

SECOND SEMESTER

Course Title/Catalog Number	Credits
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Diesel Fuel Systems - DSL447	7
Diesel Engine Rebuild - DSL377	7

THIRD SEMESTER

Course Title/Catalog Number	Credits
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Equipment Maintenance - AGM327	7
Ag Power Electronics - AGM333	3
Hydraulics II - AGM224	4

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Oral Communication - SPC101	3
Power Transfer Systems - AGM408	7
Ag Equipment Repair - AGM417	7

PROGRAM TOTAL 68

AWARD - AAS - Associate in Applied Science degree



Animal Science

ANIMAL SCIENCE

The Animal Science degree program provides students with opportunities to develop the skills and knowledge required for entering a career in animal science and transferring to the university level.

COURSE WORK

Students gain hands-on training on Hawkeye's 400-acre Farm Laboratory in the latest production and management techniques. Students participate in livestock judging teams, field trips, and presentations from industry representatives.

Instructional areas include beef, sheep and swine, along with courses in health, anatomy, and physiology. The technical core curriculum allows students to specialize in areas of beef, sheep, and swine as livestock production specialists.

EMPLOYMENT EXPERIENCE

The Animal Science 8-week employment experience allows students to gain real work experience on-site at an employer. This ensures students gain the skills they need to succeed on the job.

MAJOR AREAS OF TRAINING

- Livestock production
- Livestock sales and marketing
- Livestock processing

TRANSFER INFORMATION FOR CONTINUED STUDY

Most colleges and universities will accept up to 65 hours of transfer credit. Students wishing to transfer should see an advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Agriculture and Natural Resources Department, 319-296-4011
or agnr@hawkeyecollege.edu or visit www.hawkeyecollege.edu/faculty/agnr

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Ag Computer - AGC103	3
Science Elective	3
Survey of the Animal Industry - AGS113	3

OR

Veterinary Reception and Administration Skills - AGV154	
Fundamentals of Oral Communication - SPC101	3
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110	
Livestock Evaluation & Selection - AGS305	3

OR

Approved Elective*

SECOND SEMESTER

Course Title/Catalog Number	Credits
Animal Nutrition - AGS319	3
Principles of Agronomy - AGA114	3
Fundamentals of Soil Science - AGA154	3
Written Communication in the Workplace - COM781	3

OR

Composition I - ENG105	
Applied Math - MAT772	3

OR

Math Transfer Elective	
Principles of Accounting I - ACC131	4

At successful completion of terms one and two the student may apply for a General Agricultural Diploma.

THIRD SEMESTER

Course Title/Catalog Number	Credits
Agricultural Finance - AGB466	3
Agricultural Selling - AGB336	3
Issues Facing Animal Science - AGS211	2
Domestic Animal Physiology - AGS218	4
Swine Science - AGS225	3

OR

Approved Elective*

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Foods of Animal Origin - AGS272	5
Introduction to Agriculture Markets - AGB235	3
Beef Cattle Science - AGS226	3

OR

Approved Elective*	
Employment Experience - AGT805	5

PROGRAM TOTAL 68

*Students can take ag electives in equine, sheep, beef, swine, ag business, veterinary, or companion animals.

AWARD - Diploma or AAS - Associate in Applied Science degree



Architectural & Construction Technology

ARCHITECTURAL & CONSTRUCTION TECHNOLOGY

The Architectural & Construction Technology program provides instruction in the architectural and construction fields with the application of mathematics, construction methods, materials, site plans, mechanical systems, estimates, specifications, communications, construction safety, computer applications, manual drafting, and computer-aided drafting (CAD).

COURSEWORK

A prime objective of the Architectural & Construction Technology program is to ensure that students' educational experiences are relevant to the needs of prospective employers. A technical portfolio is developed in the final semester to assist in the placement of the graduate.

MAJOR AREAS OF TRAINING

- Construction Methods and Materials
- Construction Estimating
- Construction Drawings
- Construction Safety
- Computer-Aided Drafting (CAD)

TRANSFER OPTIONS

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology and Mount Mercy College in Cedar Rapids to transfer both general education and technical credits. For more information on transferring credits, visit with a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
- **Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - College Preparatory Writing II (ENG061)
 - College Study Skills (SDV025)
 - Elementary Algebra (MAT063)
- **Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Architectural Drafting I - ARC112	3
Construction Drawings - CON113	2
Site Planning - CON135	3
Introduction to Computers - CSC110	3
OR	
Introduction to Computers - CIS102	2
Composition I - ENG105	3
Technical Math - MAT744	4
OR	
College Algebra - MAT122	5

SECOND SEMESTER

Course Title/Catalog Number	Credits
Architectural Drafting II - ARC122	3
Building Systems - ARC175	3
Construction Scheduling - ARC176	3
Mechanical Systems - ARC266	2
CAD I - CAD105	2
Construction Estimating I - CON124	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Load Calculations - ARC177	3
Building Codes and Construction Documents - ARC178	2
AEC CAD I - ARC252	3
Construction Safety - CON109	2
Construction Estimating II - CON125	3
Fundamentals of Oral Communication - SPC101	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
AEC CAD II - ARC262	3
AEC Design Projects - ARC272	3
Technical Portfolio Design - CON372	2
Technical Presentations - CON373	3
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	

PROGRAM TOTAL 63

AWARD - AAS - Associate in Applied Science degree



Associate Degree Nursing

ASSOCIATE DEGREE NURSING

The Associate Degree Nursing Program prepares students for entry level practice as registered nurses and provides upward mobility for practical nurses. Students gain their clinical practice in local hospitals, public mental health institutions, public health agencies, public school nursing, and long-term care facilities.

Associate Degree Nursing graduates must take the national licensing examination for Registered Nursing to practice as a Registered Nurse.

COURSEWORK

The curriculum includes study in microbiology, anatomy and physiology, nutrition, communications, social sciences, and nursing.

Students are provided with realistic classroom and laboratory experiences emphasizing skill development. Instructional activities include observational and hands-on nursing care experiences in acute-care facilities and community health agencies.

MAJOR AREAS OF TRAINING

- Medical/Surgical Nursing
- Nursing Leadership/Management
- Maternal/Child Nursing
- Anatomy and Physiology

ACCREDITATION

Hawkeye's Associate Degree Nursing program is approved by the Iowa Board of Nursing and the Commission on Institutes of the North Central Association.

ADMISSIONS REQUIREMENTS

- Must be fully accepted into the Practical Nursing program, have at least one semester completed in Practical Nursing, and have a 2.80 cumulative GPA or higher in the Practical Nursing program.
- Must have a grade of "C" or higher in one year of high school chemistry or an equivalent college chemistry course.
- Must have a minimum of five points. (Points awarded as stated below.) Applicants with highest points will receive priority in admission.

CRITERIA	POINTS AWARDED
Cumulative Practical Nursing GPA 3.50 or higher	4 pts.
Cumulative Practical Nursing GPA 3.00 to 3.49	3 pts.
Cumulative Practical Nursing GPA 2.80 to 2.99	1 pt.
ACT Composite of 22 or higher	1 pt.
Hawkeye Practical Nursing Graduate	1 pt.
Master of Arts or Science Degree	3 pts.
Bachelor of Arts or Science Degree	2 pts.
Associate of Arts of Science Degree	1 pt.

Upon completion of ALL the following general education courses (BIO185, SOC110, SPC101, and *BIO163) with the following GPA:

Cumulative GPA 3.50 or higher	3 pts.
Cumulative GPA 3.00 to 3.49	2 pts.
Never repeated any of the above courses	1 pt.

**For additional information contact:
Health Sciences Department, 319-296-4013.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Transition to Professional Nursing - ADN121	2
Advanced Nursing Skills - ADN122	2
Physical Assessment - ADN123	2
Advanced Adult Health Nursing I - ADN531	6
Diet Management - ADN281	1
Essentials of Anatomy and Physiology - BIO163	4

OR

Human Anatomy and Physiology I w/lab - BIO168	4
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AND

Human Anatomy and Physiology II w/lab - BIO173	4
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SECOND SEMESTER

Course Title/Catalog Number	Credits
Issues in Nursing Management - ADN331	2
Advanced Adult Health Nursing II - ADN532	6
Advanced Nursing in OB and PEDS - ADN410	5
Fundamentals of Oral Communication - SPC101	3
Microbiology w/lab - BIO185	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Psychiatric Nursing - ADN477	5
Introduction to Sociology - SOC110	3

PROGRAM TOTAL 44

AWARD - AAS - Associate in Applied Science degree



Automated Systems Technology

AUTOMATED SYSTEMS TECHNOLOGY

The Automated Systems Technology program prepares graduates for a technical career and employment in a broad range of manufacturing, food processing, and business environments.

COURSEWORK

Hawkeye's Automated Systems Technology program provides an in-depth knowledge of electricity and electronics, fluid power, mechanical systems, and manufacturing processes. Student learn with state of the art equipment used in today's business.

MAJOR AREAS OF TRAINING

- Computer Concepts
- Electrical Systems
- Fluid and Mechanical Systems
- Manufacturing Technology
- Semiconductors
- Advanced PLC Programming

TRANSFER OPTIONS

Hawkeye Community College has a block articulation with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- Must be a graduate of Electromechanical Maintenance Technology program.
- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Complete Electromechanical Maintenance Technology program & the following:	
Manufacturing Processes - MFG202	2
Facilities Blueprint Reading - ELT103	3
Instrumentation & Control - ELT736	2
Machinery's Handbook - MFG111	1
Semiconductors - ELT590	5
Electronics Drafting - ELT104	3
Advanced Fluid Power & Servo Systems - EGT152	2

SECOND SEMESTER

Course Title/Catalog Number	Credits
PLCs II - ELT240	2
Electric Motor Drives - ELT133	2
Machine Maintenance - MFG514	4
Systems Integration - MFG802	2
Fundamentals of Oral Communication - SPC101	3
<i>(1st 8 Weeks) Phase 1</i>	
Digital Circuits - ELT309	3
<i>(2nd 8 Weeks) Phase 2</i>	
Microprocessors ELT610	2

PROGRAM TOTAL 36

AWARD - AAS - Associate in Applied Science degree



Automotive Electronics Technology

AUTOMOTIVE ELECTRONICS TECHNOLOGY

Diagnosis of today's complex automobiles requires an understanding of electronic theory and principles along with comprehension of all the mechanical aspects of the vehicle. The Automotive Electronics Technology program is designed to join the field of electronics with mechanics and give an in-depth study of both areas providing students a broad knowledge base that may be utilized in many different job areas.

COURSEWORK

Students are provided with classroom and hands-on shop time in comprehensive applications in automotive electronics and automotive mechanics.

MAJOR AREAS OF TRAINING

- Testing and Diagnosing
- Engine Driveability Diagnosis
- Automatic Transmissions
- Gas Engines
- Suspension, Alignment, and Brakes
- Computer Applications
- Basic Electricity and Electronics
- Analog and Digital Microelectronics

ACCREDITATION

The Automotive Technology program is A.S.E. Master Certified in all eight areas of curriculum by the National Automotive Technician Education Foundation.

TRANSFER OPTIONS

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. This allows transfer of up to 65 general education and technical credits towards UNI's Technology Management program. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:
Power Technology Department, 319-296-4011.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Applied Math - MAT772	3
OR	
Math for Liberal Arts - MAT110	
Introduction to Automotive Technology - AUT107	6
Automotive Charging, Starting and Electrical Systems - AUT645	5
Automotive Engine Repair - AUT165	5

SECOND SEMESTER

Course Title/Catalog Number	Credits
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Automotive Suspension and Steering - AUT405	5
Automotive Brake Systems - AUT505	5
Automotive Engine Drivability Diagnosis - AUT850	6

THIRD SEMESTER

Course Title/Catalog Number	Credits
Automotive Electronics I - AUT634	3
Automotive Electronics II - AUT635	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Automotive Automatic Transmissions/ Transaxles - AUT205	5
Automotive Heating and Air Conditioning - AUT705	5
Advanced Automotive Engine Drivability Diagnosis - AUT857	6

FIFTH SEMESTER

Course Title/Catalog Number	Credits
Automotive Manual Drive Train and Axles - AUT305	5
Fundamentals of Oral Communication - SPC101	3

PROGRAM TOTAL 71

AWARD - AAS - Associate in Applied Science degree



Automotive Technology

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program prepares students for a career in the vast automotive repair field.

COURSEWORK

This program enables students to become proficient in all mechanical and electrical systems of the automobile with an emphasis on those systems affecting the performance, comfort, and safety of the vehicle.

MAJOR AREAS OF TRAINING

- Testing and Diagnosing
- Engine Driveability Diagnosis
- Automatic Transmissions
- Gas Engines
- Suspension, Alignment, and Brakes
- Basic Electricity and Electronics

ACCREDITATION

The Automotive Technology program is A.S.E. Master Certified in all eight areas of curriculum by the National Automotive Technician Education Foundation.

TRANSFER OPTIONS

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. This allows transfer of up to 65 general education and technical credits towards UNI's Technology Management program. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Power Technology Department, 319-296-4011.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Applied Math - MAT772	3
OR	
Math for Liberal Arts - MAT110	
Introduction to Automotive Technology - AUT107	6
Automotive Charging, Starting and Electrical Systems - AUT645	5
Automotive Engine Repair - AUT165	5

SECOND SEMESTER

Course Title/Catalog Number	Credits
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Automotive Suspension and Steering - AUT405	5
Automotive Brake Systems - AUT505	5
Automotive Engine Drivability Diagnosis - AUT850	6

THIRD SEMESTER

Course Title/Catalog Number	Credits
Practicum - AUT941	5

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Automotive Automatic Transmissions/ Transaxles - AUT205	5
Automotive Heating and Air Conditioning - AUT705	5
Advanced Automotive Engine Drivability Diagnosis - AUT857	6

FIFTH SEMESTER

Course Title/Catalog Number	Credits
Automotive Manual Drive Train and Axles - AUT305	5
Fundamentals of Oral Communication - SPC101	3

PROGRAM TOTAL 70

AWARD - AAS - Associate in Applied Science degree



Business Administration

BUSINESS ADMINISTRATION

The Business Administration program 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.

COURSEWORK

This program provides students with a strong foundation to pursue a four-year Bachelor's degree. Students focus on general education courses with an emphasis in business courses.

MAJOR AREAS OF TRAINING

- Economics
- Accounting
- Statistics
- Management and Marketing

TRANSFER OPTIONS

The AA in Business Administration degree is designed for students who plan to continue their studies toward a four year or baccalaureate degree in Business Administration, Accounting, Marketing, Management, or Finance at the University of Northern Iowa or at another Regent university or private college. Hawkeye is the number one source of new students to the University of Northern Iowa.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Principles of Macroeconomics - ECN120	3
Composition I - ENG105	3
Western Civilization I: Ancient or Medieval - HIS117	3

OR

Western Civilization II: Early Modern - HIS118

OR

Western Civilization III: The Modern Era - HIS119	
Introduction to Psychology - PSY111	3

OR

Introduction to Sociology - SOC110	
Humanities (Non-Western Culture)*	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Principles of Microeconomics - ECN130	3
Composition II - ENG106	3
Statistics - MAT156	3
Humanities (Literature and Fine Arts)*	3

OR

Humanities (Philosophy and Religion)*	
Social Diversity*	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Principles of Accounting I - ACC131	4
US History to 1877 - HIS151	3

OR

US History since 1877 - HIS152	
American National Government - POL111	
Biological Science*	4

OR

Physical Science*	
Business Electives	6

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Principles of Accounting II - ACC132	4
Fundamentals of Oral Communication - SPC101	3
Biological Science*	3

OR

Physical Science*	
General Social Sciences*	3
Business Elective	3

PROGRAM TOTAL 63

*See Associate in Arts tracking sheet (Page 41) for all course options.

AWARD - AA - Associate in Arts degree

Business Electives can be chosen from the following courses:

Introduction to Information Systems - BCA201	3
Introduction to Business - BUS102	3
Business Law - BUS183	3
Business Statistics - BUS210	3
Quant. Methods for Business Decision Making - BUS230	3
Introduction to Computers - CSC110	3
Principles of Management - MGT101	3
Principles of Marketing - MKT110	3



Civil & Construction Engineering Technology

CIVIL & CONSTRUCTION ENGINEERING TECHNOLOGY

The Civil & Construction Engineering Technology program prepares students for entry-level work and advancement as civil and construction engineering technicians. Civil & Construction Engineering Technicians work closely with civil engineers, contractors, government agencies, architects, and the public. They apply their practical knowledge of engineering skills to problems in areas such as computer-aided drawing (CAD) and detailing, construction and land surveying, route surveying, mapping, project design and management, materials testing, construction inspection and safety, construction methods and estimating, and environmental technology.

COURSEWORK

Students will learn:

- Through lectures, demonstrations, field trips, hands-on training, and assignments.
- In small classrooms and specialty laboratories both indoors and outdoors, providing closer student-faculty contact.
- By using surveying equipment, materials testing equipment, and state-of-the-art computer hardware and software used in industry.
- By participating in projects providing hands-on work experience.

MAJOR AREAS OF TRAINING

- Computer-Aided Drawing (CAD)
- Project Design and Inspection
- Construction Materials and Testing
- Construction Methods and Safety
- Environmental Technology
- Route Surveying and Roadway Design
- Construction Drawings and Contacts
- Structural Analysis, Design, and Detailing
- Construction and Land Surveying, and Mapping

TRANSFER OPTIONS

Hawkeye's Industrial and Engineering Technology Department has a block articulation agreement with the University of Northern Iowa as well as Mount Mercy College in Cedar Rapids to transfer both general education and technical credits. Many graduates of this program have transferred substantial credits into the Construction Management program at UNI.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
- **Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - College Preparatory Writing II (ENG061)
 - College Study Skills (SDV025)
 - Elementary Algebra (MAT063)
- **Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

For additional information contact:
Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
CAD I - CAD105	2
Construction Drawings and Contracts - CET123	3
Construction Methods and Resources - CET133	3
Introduction to Computers - CSC110	3

OR

Introduction to EET Computer Science - ELT192	
Fundamentals of Technical Drafting - DRF113	3
Technical Math - MAT744	4

OR

College Algebra - MAT122	5
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SECOND SEMESTER

Course Title/Catalog Number	Credits
PC Concrete, HMA & Testing - CET142	3
Surveying - CET160	3
Structural Detailing Using CAD - CET182	2
Composition I - ENG105	3

OR

Written Communication in the Workplace - COM781	
Trigonometry and Analytic Geometry - MAT134	3

OR

Pre-Calculus - MAT128	4
College Physics I - PHY162	4

THIRD SEMESTER

Course Title/Catalog Number	Credits
Route Surveying/Roadway Design - CET213	3
Soils, Testing and Foundations - CET223	3
Fundamentals of GPS/GIS - CET233	3
Construction Safety - CON109	2
Statics/Strength of Materials - EGT243	3
College Physics II - PHY172	4

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Construction Estimating - CET253	3
Land Surveying - CET256	3
Environmental Technology - CET262	3
Structural Steel/Reinforced Concrete Design - CET285	3
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111	
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OR

Introduction to Sociology - SOC110	
Fundamentals of Oral Communication - SPC101	3

PROGRAM TOTAL 72

AWARD - AAS - Associate in Applied Science degree



CNC Machine Technology

CNC MACHINE TECHNOLOGY

The CNC Machine Technology program helps students to acquire basic and intermediate level experience in the areas of computer numerical control (CNC), computer aided machining (CAM) as well as developing job shop machinist skills in the operation of conventional machine tools such as lathes, mills, and grinders.

COURSEWORK

This program provides students with the knowledge and the opportunity to develop the skills required in the operation of precision machine tools such as engine lathes, milling machines, grinders, drill presses, and computer-controlled machines. The student applies computer-aided manufacturing and computer-aided design software to program CNC machining tools.

MAJOR AREAS OF TRAINING

- Computer Numerical Control (CNC) Operations
- CNC Programming
- Computer-Aided Machining (CAM)
- Set-up and Operation of Lathes, Mills, and Grinders
- Geometric Dimension and Tolerancing

TRANSFER OPTIONS

Hawkeye's Industrial and Engineering Technology department has a block articulation with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 24 on pre-algebra, 69 on reading, and 20 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
- **Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - Fundamentals of Math (MAT045)
 - College Preparatory Reading II (RDG039)
 - Review in writing at Metro Center**OR**
- **Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Machine Trade Printreading I - MFG122	3
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Basic Machine Theory - MFG211	2
Machine Operations I - MFG222	4
CNC Operations - MFG305	2
CNC Programming Theory - MFG308	4

SECOND SEMESTER

Course Title/Catalog Number	Credits
Machine Trade Print Reading II - MFG132	3
Applied Geometry/Trigonometry - MAT778	3
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Advanced Machine Theory - MFG214	2
Machine Operations II - MFG228	4
CNC Operations II - MFG306	2
CNC Programming Theory II - MFG309	4

THIRD SEMESTER

Course Title/Catalog Number	Credits
EDM Fundamentals - MFG380	2
Hydraulic Jigs and Fixtures - MFG363	3
Computer Aided Machining - MFG321	4

Diploma awarded in CNC Machine Tech after successful completion of terms 1-3.

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Oral Communication - SPC101	3
<i>Electives - (choose at least 7 credits)</i>	
CAD I - CAD105	2
Introduction to Computers - CSC110	3
Tool Steel Welding and Heat Treatment - WEL402	2
Statistical Process Control - MFG502	2
Group Communication - SPC132	3
AutoCAD II - CAD117	3
Manufacturing Processes - MFG202	2
Arc Welding I (SMAW) - WEL155	4
Cutting Processes - WEL134	2

PROGRAM TOTAL 61

AWARD - Diploma or AAS - Associate in Applied Science degree



Collision Repair & Refinishing

COLLISION REPAIR & REFINISHING

Collision technology is rapidly changing, and the need for qualified trained individuals continues to increase. The Collision Repair & Refinishing program provides students with the training and knowledge needed for entry into the various collision and refinishing repair fields such as auto frame/unibody technician, auto-body painter/refinisher, collision specialist, estimator, and auto-body management.

COURSEWORK

Students are provided with classroom and hands-on shop time studying comprehensive applications in vehicle repair and refinishing.

MAJOR AREAS OF TRAINING

- Unibody/Frame Repair
- Estimating and Appraising
- Safety Procedures
- Techniques of Painting and Refinishing
- Basic Electricity
- Air Conditioning
- Basic Brake Service
- Air Bag Basic Service

TRANSFER OPTIONS

Hawkeye's Power Technology Department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. This allows transfer of up to 65 general education and technical credits towards UNI's Technology Management program. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Power Technology Department, 319-296-4011.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Oral Communication - SPC101	3
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Introduction to Refinishing - CRR806	6
Introduction to Collision Repair - CRR306	6

SECOND SEMESTER

Course Title/Catalog Number	Credits
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Refinishing II - CRR836	6
Basic Collision Procedures - CRR331	6

THIRD SEMESTER

Course Title/Catalog Number	Credits
Computer Applications - BCA191	2
Refinishing Production - CRR876	6

Diploma option awarded after successful completion of terms 1 - 3.

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Refinishing Applications - CRR877	7
Collision Production Technology - CRR510	7

FIFTH SEMESTER

Course Title/Catalog Number	Credits
Refinishing Production Technology - CRR881	7
Advanced Collision Repair - CRR657	7

PROGRAM TOTAL 72

AWARD - Diploma or AAS - Associate in Applied Science degree



Computer Networking Technician

COMPUTER NETWORKING TECHNICIAN

The Computer Networking Technician program will prepare students to perform entry level personal computer and network diagnostics and repair. Students will study troubleshooting methods as well as computer and network architecture.

COURSEWORK

Students will learn:

- Through lecture, demonstrations, hands-on training, and work assignments providing the required knowledge and experience needed for employment in personal computer and network diagnostics and repairs.
- In small classrooms and labs with the latest hardware, networks, and software programs.
- By participating in actual projects through, testing and troubleshooting hardware, networks, and software.

MAJOR AREAS OF TRAINING

- Server Installation and Administration
- Database Design and Query Language
- Personal Computer Hardware
- Desktop Operating Systems

TRANSFER OPTIONS

The one-year Computer Networking Technician program coursework is designed to allow students the option to continue their studies and pursue an AAS degree in Hawkeye's Network Administration and Engineering program or Information Systems Management program.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
- **Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - College Preparatory Writing II (ENG061)
 - College Study Skills (SDV025)
 - Elementary Algebra (MAT063)**OR**
- **Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

**For additional information contact:
Information Technology Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
A+ Certification Prep - NET109	4
CISCO Networking - NET211	2
Network Math - NET205	1
CISCO Routers - NET221	2
Data Transportation - NET206	1
Introduction to Computers - CSC110	3

OR

Database/Spreadsheets - BCA205	
Math for Liberal Arts - MAT110	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
CISCO Switches - NET232	3
Windows Server - NET313	3
Introduction to Database - CIS303	3
Written Communication in the Workplace - COM781	3

OR

Composition I - ENG105	
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

PROGRAM TOTAL 31

AWARD - Diploma



Corrections

CORRECTIONS

The Corrections program is designed to allow students to complete the first two years of a four-year bachelor's degree program. Student are also prepared for entry-level employment in the corrections career field.

COURSEWORK

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 and liberal arts electives.

MAJOR AREAS OF TRAINING

- General Education Courses
- Criminal Justice

TRANSFER OPTIONS

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 (e.g., Corrections, Criminology, Social Work).

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Arts and Human Services Department, 319-296-4007.

SUGGESTED PLAN OF STUDY

AA - ASSOCIATE IN ARTS DEGREE

Humanities	9 hours
Western Civilization	
Literature and Fine Arts	
Philosophy & Religion	
Non-Western Culture	
Natural Science & Mathematics	10 hours
Biological Sciences	
Physical Sciences	
Mathematics	
Social Sciences	9 hours
People & Relationships	
Social Systems	
Other Social Sciences	
Communications	9 hours
Written Communications	
Oral Communications	
Social Diversity	3 hours
Electives	22 hours

PROGRAM TOTAL 62

Select a minimum of 22 credits from the following electives:

Introduction to Criminal Justice - CRJ100	3
Introduction to Corrections - CRJ120	3
Introduction to Criminology - CRJ200	3
Juvenile Delinquency - CRJ201	3
Employment Strategies for Criminal Justice - CRJ216	2
Probation, Parole, & Community-Based Corrections - CRJ233	3
Ethical Issues in Criminal Justice - CRJ258	2
Current Issues in Criminal Justice - CRJ299	2
Introduction to GIS Software - AGP401	1

AWARD - AA - Associate in Arts degree



Customer Service

CUSTOMER SERVICE

The Customer Service program is a one-year option of the Marketing Management program. It is designed for students desiring more immediate employment skills in positions where the management skills of a two-year program are not necessary.

COURSEWORK

Students learn the essential skills to work in today's fast-paced business environment. Students study marketing activities, management functions, decision-making skills, sales, and customer service. Courses feature an emphasis on the application of computer technology and communication. It is recommended that students work with their academic advisor to determine the specific sequencing of courses to meet their needs and career goals.

MAJOR AREAS OF TRAINING

- Customer Service
- Selling
- Communications

TRANSFER OPTIONS

Many of the Business Department courses are designed to transfer from one business program to another. Transfer among Marketing Management and the Arts & Science transfer programs is common.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Business - BUS102	3
Principles of Marketing - MKT110	3
Written Communication in the Workplace - COM781	3

OR

Composition I - ENG105	
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110	
Applied Math - MAT772	3

OR

Math for Liberal Arts - MAT110	
Word Processing - BCA134	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Principles of Selling - MKT140	3
Customer Service - MKT184	3
Electronic Communications - BCA132	3
Office Calculators - ADM131	1
Introduction to Accounting - ACC115	4

OR

Principles of Accounting I - ACC131	
Career Capstone - ADM222	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Introduction to Computers - CSC110	3
Fundamentals of Oral Communication - SPC101	3

PROGRAM TOTAL 41

AWARD - Diploma



Dental Assisting

DENTAL ASSISTING

The Dental Assisting program provides students with the theory and practical experience to become efficient members of the dental health team. Students learn to assist the dentist at chairside, perform receptionist and clinical functions, and carry out selected dental laboratory work.

COURSEWORK

Students are provided with classroom and hands-on clinical time studying dental procedures, lab work, and office work.

Students learn:

- In an on-campus clinic with 16 or more dentists participating. Students spend more hours in the clinic than in most other Iowa Dental Assisting programs.
- In private offices during the summer semester through Hawkeye's internship program.
- Using state-of-the-art laboratory and clinical facilities and equipment.
- In small classes with individual help.

Hawkeye's strong curriculum is developed through our local dental community and advisory board.

MAJOR AREAS OF TRAINING

- Biomedical Sciences
- Clinical Sciences and Practices
- Dental Sciences
- General Studies
- Infection Control

ACCREDITATION

This program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education.

Commission on Dental Accreditation
 American Dental Association
 211 East Chicago Avenue
 Chicago, IL 60611

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 82 on reading and 41 on writing or obtain a 19 on the ACT sub scores of reading and English.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing I (ENG060)
- College Study Skills (SDV025)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in reading and writing.

- A personal interview or program orientation session may be required.

For additional information contact:

Health Sciences Department, 319-296-4013.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Chairside Assisting I - DEA513	4
Dental Anatomy - DEA258	4
Dental Materials I - DEA412	3
Dental Radiography - DEA302	3
Orientation to Dental Assisting - DEA103	2
Basic Anatomy and Physiology - BIO158	2
Basic Anatomy and Physiology Lab - BIO160	1

SECOND SEMESTER

Course Title/Catalog Number	Credits
Dental Science II - DEA263	2
Chairside Assisting II - DEA514	2
Dental Materials II - DEA417	2
Dental Office Procedures - DEA702	2
Assisting Clinic I - DEA556	4
Dental Specialties - DEA603	2
Communications - COM730	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Career Strategies and Seminar - DEA595	2
Assisting Clinic II - DEA557	3
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

PROGRAM TOTAL 44

AWARD - Diploma



Dental Hygiene

DENTAL HYGIENE

The Dental Hygiene program is a challenging licensed health profession. Dental hygienists provide educational, clinical, and therapeutic services to the public focusing on disease prevention and health promotion. Graduates are eligible to take the national and state/regional examinations for licensure, which is required to practice in any state.

COURSEWORK

The Dental Hygiene program provides stimulating and rigorous classroom and clinical experience requiring multiple and complex abilities necessary to provide comprehensive dental hygiene care. The program goal is to prepare students with entry level competence to enter into the discipline of dental hygiene. Supportive program objectives are available to candidates entering the program during orientation.

MAJOR AREAS OF TRAINING

- Oral and Dental Hygiene
- Natural and Clinical Sciences
- Community Health
- Professional Development

ACCREDITATION

The Dental Hygiene program at Hawkeye is accredited by the Commission on Dental Accreditation. Registered Dental Hygienist (RDH) is the designation of a licensed professional.

Commission on Dental Accreditation
American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611

ADMISSIONS REQUIREMENTS

Applicants must meet at least one of the following groups of requirements and be a high school graduate or equivalent to be eligible for admission to the Dental Hygiene program.

- **Option I:** Be in upper one-third of high school graduation class (or GED percentile average of 75 or above), have ACT composite standard score of at least 22, and complete Introduction to General Chemistry (CHM122) or the equivalent with a grade of "C" or higher.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- Introduction to General Chemistry (CHM122)
- Human Anatomy and Physiology I with Lab (BIO168)*
- Microbiology with Lab (BIO185)*

AND

Successfully complete two of the following seven courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- Human Anatomy and Physiology II with Lab (BIO173)*
- Introduction to Organic and Bio-Chemistry (CHM132)*
- Introduction to Psychology (PSY111)*
- Introduction to Sociology (SOC110)*
- Fundamentals of Oral Communication (SPC101)*
- Composition I (ENG105)*
- Nutrition (BIO151)*

*On coursework completed, applicant must attain at least a cumulative 2.75 GPA.

OR

Option III: Successfully complete an accredited Dental Assistant program with at least a 3.25 GPA and complete Introduction to General Chemistry (CHM122) or the equivalent with a grade of "C" or higher.

- Students must be CPR certified and have a physical exam on Hawkeye format, prior to the first day of clinical course work.

For additional information contact:
Health Sciences Department, 319-296-4013.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Dental Hygiene Anatomical Sciences - DHY113	3
Fundamentals of Clinical Dental Hygiene - DHY175	6
Oral Radiology - DHY162	2
Oral Histology & Embryology - DHY121	2
Human Anatomy and Physiology I w/lab - BIO168	4
Medical Terminology for Health Sciences - HSC113	2

SECOND SEMESTER

Course Title/Catalog Number	Credits
Biomaterials for the Dental Hygienist - DHY222	3
Oral Health Education - DHY260	2
General and Oral Pathology - DHY141	3
Clinical Dental Hygiene II - DHY185	4
Human Anatomy and Physiology II w/lab - BIO173	4
Introduction to Organic and Biochemistry - CHM132	4

THIRD SEMESTER

Course Title/Catalog Number	Credits
Introduction to Sociology - SOC110	3
Introduction to Psychology - PSY111	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Pharmacology - DHY131	2
Community Oral Health I - DHY254	2
Pain Control - DHY271	2
Clinical Dental Hygiene III - DHY292	5
Periodontology - DHY211	2
Microbiology w/lab - BIO185	3
Nutrition - BIO151	3

FIFTH SEMESTER

Course Title/Catalog Number	Credits
Community Oral Health II - DHY255	2
Ethics and Jurisprudence - DHY240	1
Interdisciplinary Health Care - DHY272	2
National Board Review - DHY201	1
Clinical Dental Hygiene IV - DHY302	5
Fundamentals of Oral Communication - SPC101	3
Composition I - ENG105	3

PROGRAM TOTAL 81

Independent Study Clinical Dental Hygiene - DHY901 (Optional)	1
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AWARD - AAS - Associate in Applied Science degree



Diesel Truck Technology

DIESEL TRUCK TECHNOLOGY

The development and growth of the transportation industry has created a demand for the diesel truck technician in service shops throughout the country. Students entering the Diesel Truck Technology program will become proficient and develop skills for service and repair procedures on gasoline and diesel trucks from basic maintenance to systems overhaul.

COURSEWORK

Students are provided with classroom and hands-on shop time in comprehensive applications of repair and maintenance of internal combustion engines, diesel fuel systems, hydraulics, and power train and electrical systems.

MAJOR AREAS OF TRAINING

- Diesel Components
- Internal Combustion Engines
- Hydraulics
- Electrical/Electronic Components
- Power Trains
- Preventive Maintenance

TRANSFER OPTIONS

Hawkeye's Power Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology accepting up to 65 general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Power Technology Department, 319-296-4011.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Gas Engine Rebuild - AGM107	7
Hydraulics I - AGM113	3
Electricity - AGM104	4

SECOND SEMESTER

Course Title/Catalog Number	Credits
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Diesel Fuel Systems - DSL447	7
Diesel Engine Rebuild - DSL377	7

THIRD SEMESTER

Course Title/Catalog Number	Credits
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Equipment Maintenance - AGM327	7
Electronics - AGM333	3
Hydraulics II - AGM224	4

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Oral Communication - SPC101	3
Power Transfer Systems - AGM408	7
Diesel Truck Equipment Repair - DSL807	7

PROGRAM TOTAL 68

AWARD - AAS - Associate in Applied Science degree



Early Childhood Education

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program prepares students for a rewarding career nurturing the growth and development of children. Students are provided basic knowledge about the childcare and education fields, child development from birth through adolescence, and appropriate practices in working with children.

COURSEWORK

Students will learn:

- Through lecture, demonstrations, and “hands-on” activities.
- From instructors with experience and educational backgrounds in the child development field.
- Through practical application of theoretical knowledge during field experiences in community-based childcare settings.
- A wide variety of skills necessary to interact with children ranging in age from infancy to school age and their families.

MAJOR AREAS OF TRAINING

- Health
- Home Economics
- Business
- Mathematics
- Communications

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.
- Persons desiring employment in the childcare field in Iowa should not have any child abuse or felony convictions.
- Students will be required to be screened by the Department of Human Services for criminal records and child abuse check.

For additional information contact:

Arts and Human Studies Department, 319-296-4007.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
*Foundations of Early Childhood Education - ECE107	3
*Child Growth and Development - ECE171	4
*Child Health, Safety and Nutrition - ECE133	3
*Curriculum: Three Through Five Years - ECE146	5
*Composition I - ENG105	3
OR	
Written Communication in the Workplace - COM781	

SECOND SEMESTER

Course Title/Catalog Number	Credits
*Parenting Relationships - ECE122	2
*Infant/Toddler Care and Education - ECE221	3
*School Age Care - ECE125	2
*Curriculum, Environment and Teaching Materials - ECE145	3
*Field Experience I - ECE274	2
*Introduction to Sociology - SOC110	3
OR	
Human & Work Relations - PSY102	
*Applied Math - MAT772	3
OR	
Math Transfer Elective	

Diploma may be awarded after successful completion of * courses.

THIRD SEMESTER

Course Title/Catalog Number	Credits
Observing and Managing Child Behavior - ECE240	2
Field Experience II - ECE275	3
Current Topics and Issues in Child Care - ECE260	2
Communication with Families - ECE120	2
Child Development Career Strategies - ECE298	2
Fundamentals of Oral Communication - SPC101	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Advanced Curriculum Planning - ECE250	3
Exceptional Child - ECE285	2
Early Childhood Program Administration - ECE290	3
Introduction to Psychology - PSY111	3
Electives	3

PROGRAM TOTAL 64

AWARD - Diploma or AAS - Associate in Applied Science degree



Electromechanical Maintenance Technology

ELECTROMECHANICAL MAINTENANCE TECHNOLOGY

The Electromechanical Maintenance Technology program prepares students to be a part of the production team in electrical and mechanical maintenance. They will be working to prevent costly breakdowns by making repairs to machines.

COURSEWORK

Students are provided with classroom and hands-on shop time in comprehensive applications areas include electronics, hydraulics, pneumatics, and mechanics in maintenance and repair of equipment found in today's manufacturers, food processors, and other business environments.

MAJOR AREAS OF TRAINING

- Mechanical Theory
- Hydraulics
- Pneumatics
- Electrical
- Electronic Devices and Controls
- PLC Programming

TRANSFER OPTIONS

Students graduating from the Electromechanical Maintenance Technology program may continue their studies through an apprenticeship or by continuing their studies at Hawkeye Community College to earn an Associate in Applied Science degree in Automated Systems Technology.

Hawkeye's Industrial and Engineering Technology department has a block articulation with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 24 on pre-algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing II (ENG061)
- College Study Skills (SDV025)
- Fundamentals of Math (MAT045)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.

- A personal interview or program orientation session may be required.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Computer Science - ELT192 <i>(1st 8 Weeks) Phase I</i>	3
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Fluid Power - EGT140	2
Electrical Systems - ELT139 <i>(2nd 8 Weeks) Phase II</i>	3
Applied Geometry/ Trigonometry - MAT778	3
Fluid Power Systems II - EGT149	3
Advanced Electrical Systems - ELT149	2

SECOND SEMESTER

Course Title/Catalog Number	Credits
Basic Blueprint Reading - MFG153	3
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105 <i>(1st 8 Weeks) Phase I</i>	
Basic Mechanical Systems - IND100	2
Fluid Power Applications - EGT144	2
Motors and Controls - ELT215 <i>(2nd 8 Weeks) Phase II</i>	2
PLC Programming - ELT234	2
Industrial Safety Mechanical Systems - IND111	1

THIRD SEMESTER

Course Title/Catalog Number	Credits
Machine Shop Processes - MFG193	3
Electromechanical Maintenance - WEL339	3

PROGRAM TOTAL 43

AWARD - Diploma



Electronics Engineering Technology

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology program provides broad-based knowledge and skills in the areas of electronics, communications, electronics manufacturing, electronics maintenance, computer and business machine repair, electronics design and development, computer software and networking and industrial maintenance.

COURSEWORK

Hawkeye's Electronics Engineering Technology program provides an in-depth study of: electronics, basic mathematics, physics, drafting (including computer-aided drafting), communication skills, shop processes, electronic communications, computer systems, microprocessors, industrial electronics, radio frequencies, microwave, hydraulics, and mechanical systems.

MAJOR AREAS OF TRAINING

- Electronics
- Drafting (CAD)
- Communication Electronics
- Programming
- RF and Microwave Technology
- Industrial Electronics
- Computer and Networking Technology

Mechanical Emphasis

- Fluid power
- Mechanical systems
- Industrial safety

TRANSFER OPTIONS

Hawkeye's Electronics Engineering Technology program has a block articulation with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. Other state and private four-year colleges may transfer credits.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - College Preparatory Writing II (ENG061)
 - College Study Skills (SDV025)
 - Elementary Algebra (MAT063)**OR**
Option III: Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

AWARD - AAS - Associate in Applied Science degree

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
DC Electricity - ELT290	4
AC Electricity - ELT291	4
Electronics Math I - MAT504	4
Electronic Fabrication - ELT512 2	
Introduction to EET Computer Science - ELT192	3
Written Communication in the Workplace - COM781	3

OR

Composition I - ENG105

SECOND SEMESTER

Course Title/Catalog Number	Credits
Electronic Devices - ELT320	5
Operational Amplifiers - ELT321	3
Electronics Math II - MAT514	4
Electronics Drafting - ELT104	3
Applied Computer Programming - ELT600	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Digital Circuits and Systems - ELT311	4

Electronics Engineering Tech Option:

Human & Work Relations - PSY102	3
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OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

Mechanical Emphasis Option:

Fluid Power - EGT140	2
Fluid Power Applications - EGT144	2

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Communication Circuits I - ELT415	5
Operating Systems - ELT605	3
Applied Physics - PHY183	3
Microprocessors - ELT700	3
Microcomputer Hardware - ELT702	2
Electronics Design Project I - ELT802	1

Electronics Engineering Tech Option:

C++ Programming - ELT194	3
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Mechanical Emphasis Option:

Human & Work Relations - PSY102	3
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OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

FIFTH SEMESTER

Course Title/Catalog Number	Credits
Introduction to Networking - ELT703	2
Electronics Design Project II - ELT803	1
Fundamentals of Oral Communication - SPC101	3
Industrial Electronics - ELT156	5

Electronics Engineering Tech Option:

Embedded Processors - ELT701	3
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Communication Circuits II - ELT416	5
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Mechanical Emphasis Option:

Industrial Safety Mechanical Systems - IND111	1
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Basic Mechanical Systems - IND100	2
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Mechanical Power Transfer - IND145	2
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Advanced Fluid Power and Servo Systems - EGT152	2
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PROGRAM TOTAL 84



Executive Assistant

EXECUTIVE ASSISTANT

The Executive Assistant program provides students with secretarial skills and knowledge of executive secretarial responsibilities, and coordinating, expediting, and facilitating functions of the office.

COURSEWORK

The program combines lecture, laboratory work, and cooperative office education experience in developing a student's secretarial skills. Students learn notetaking, keyboarding, word processing, accounting, human relations, office management, and office procedures.

MAJOR AREAS OF TRAINING

- Computer Software Packages
- Notetaking and Transcription
- Office Procedures
- Accounting
- Communication Skills
- Administrative Management
- Business Field Experience

TRANSFER OPTIONS

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.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Keyboarding - ADM105	1
Word Processing - BCA134	3
Proofreading & Editing - ADM159	3
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Applied Math - MAT772	3

OR

Math for Liberal Arts - MAT110	
Introduction to Business - BUS102	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Introduction to Accounting - ACC115	4

OR

Principles of Accounting I - ACC131	
Database/Spreadsheets - BCA205	3
Transcription - ADM148	2
Keyboarding Skill Development - ADM108	1
Composition I - ENG105	3
Fundamentals of Oral Communication - SPC101	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Office Calculators - ADM131	1
Payroll Accounting - ACC801	1
Business Law - BUS183	3
Legal Terminology - ADM208	3

OR

Legal Office Concepts & Procedures - ADM203	
OR	
Legal Document Processing - ADM200	
Office Procedures - ADM162	3
Electronic Communications - BCA132	3
Intermediate Computer Business Applications - BCA213	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Career Capstone - ADM222	3
Business Ethics - BUS180	3
Principles of Macroeconomics - ECN120	3

OR

Introduction to Economics - ECN110	
Business Field Experience - BUS903	3
Administrative Management - ADM180	3

PROGRAM TOTAL 64

The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules.

AWARD - AAS - Associate in Applied Science degree



Fire Science Management

FIRE SCIENCE MANAGEMENT

The Fire Science Management program is shared with Kirkwood Community College and consists of courses in Fire Science, Business, and General Education. Fire Science courses are offered over the Iowa Communications Network (ICN) and are taught by instructors from Kirkwood. Seven Fire Science courses are offered by Kirkwood on a rotating basis over the ICN. Three of the seven are also offered on-line by Kirkwood on a rotating basis. Registration for these courses is through Kirkwood. Other courses required for a degree may be taken at Hawkeye Community College. Registration for these courses is through Hawkeye Community College.

COURSEWORK

This program is designed for persons who wish to move from the firefighter level of the fire service into officer and management positions. It does not take the place of bootcamp training that new firefighters are required to take, but it may give the graduate an advantage in being considered for employment in professional firefighting departments.

Specific information about the Fire Science courses and their schedule may be obtained by calling the Industrial Technologies Department at Kirkwood, 319-398-5460. Because there is a minimum of three students required for any given ICN site to operate, it is recommended that students register well ahead of the beginning of any course.

Information about the general education courses and schedules may be obtained by calling the Business department, 319-296-4021.

MAJOR AREAS OF STUDY

- Comprehensive Fire Science
- General Business and Management
- General Education Courses

TRANSFER OPTIONS

The Fire Science Management degree is articulated with many four-year colleges across Iowa. Many schools that are not articulated will accept the general education credit toward a Bachelor's degree. Most transfer students pursue a Bachelor's degree in Management, Business Administration, or Public Administration. Graduates from the program have the option to transfer to the University of Northern Iowa and pursue a Bachelor's degree in Technology Management. Students in the program should visit with a program advisor to discuss transfer options.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

REQUIRED FIRE SCIENCE TECHNICAL COURSES (Choose six of the seven courses)

Fire Behavior and Building Design - FIR125	3
Chemistry of Hazardous Materials - FIR180	3
Hazardous Materials Management - FIR183	3
Firefighting Tactics and Strategy - FIR146	3
Fundamentals of Fire Prevention - FIR130	3
Fire Detection and Suppression Systems - FIR150	3
Instructional Techniques for Fire Service Training - FIR280	3

Required General Education and Business Courses

Composition I - ENG105	3
Composition II - ENG106	3
Fundamentals of Oral Communication - SPC101	3
Principles of Macroeconomics - ECN120	3
Principles of Microeconomics - ECN130	3
Introduction to Psychology - PSY111	3
Statistics - MAT156	3

OR

Math for Liberal Arts - MAT110	
Principles of Accounting I - ACC131	4
Principles of Accounting II - ACC132	4
Principles of Management - MGT101	3
Introduction to Computers - CSC110	3
Introduction to General Chemistry - CHM122	4
Introduction to Ethics - PHI105	3
Humanities/History/Culture Elective	3

PROGRAM TOTAL 66

Students wishing to graduate from Hawkeye Community College should follow the program of study for the AA degree.

AWARD - AS/CO - Associate in Science/Career Option



Graphic Communications

GRAPHIC COMMUNICATIONS

The Graphic Communications program prepares students to work in the graphic communications industry. Students are provided an advanced level of experience using the leading page layout, drawing, and image manipulation software.

COURSEWORK

Students are provided with classroom and laboratory experiences emphasizing skill development in the following areas: design, advertising layout, illustration, desktop publishing, typography, production processes, and web page construction.

MAJOR AREAS OF TRAINING

- Design and Layout
- Production Processes
- Desktop Publishing
- Illustration/Drawing
- Web Page Construction

TRANSFER OPTIONS

Hawkeye Community College has articulation agreements with Upper Iowa University and Wartburg College allowing graduates to enter with junior status. The Regent universities accept 12 hours of transfer credit and 16 hours of elective credit. Articulation agreements with the University of Northern Iowa Department of Industrial Technology may assist graduates in transferring additional credits.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Have artistic ability.
- Have strong foundation in computer concepts using either a Mac or PC.
- Be able to work in a face-paced, detail-oriented environment.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 24 on pre- algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing II (ENG061)
- College Study Skills (SDV025)
- Fundamentals of Math (MAT045)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.

- A personal interview or program orientation session may be required.

For additional information contact:

Arts and Human Studies Department, 319-296-4007.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Drawing and Composition - GRA105	4
OR	
Drawing - ART133	3
AND	
Drawing II - ART134	3
Desktop Publishing - GRA133	4
Typography - GRA174	5
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	

SECOND SEMESTER

Course Title/Catalog Number	Credits
Design and Layout - GRA185 4	
Electronic Illustration - GRA124	4
Principles of Illustration - GRA106	4
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	

THIRD SEMESTER

Course Title/Catalog Number	Credits
Applications of Color - GRA200	3
Graphic Imaging - GRA142	4
Design and Layout II - GRA186	4
Interactive Multimedia - GRA160	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Advanced Design - GRA187	4
Web Design - GRA151	3
Portfolio Preparation - GRA290	3
Production Processes - GRA114	4
Fundamentals of Oral Communication - SPC101	3

PROGRAM TOTAL 65

AWARD - AAA - Associate in Applied Arts degree



Heating & Air Conditioning

HEATING & AIR CONDITIONING

The Heating & Air Conditioning program is designed to give students classroom and shop learning experiences enabling them to become proficient in the theory and service of domestic environmental comfort conditioning equipment.

COURSEWORK

The Heating & Air Conditioning program prepares students to install, repair, and maintain heating and air conditioning equipment. Students learn skills and gain knowledge in basic electricity and electronic controls, heating processes and equipment, cooling and refrigeration theory, and heating theories and equipment. Students also study customer relations and communications skills needed for the workplace.

MAJOR AREAS OF TRAINING

- Heating Systems
- Cooling Systems
- Refrigeration Theory
- Fabrication of Sheet Metal
- Basic Electricity
- Electrical and Electronic Controls

TRANSFER OPTIONS

Hawkeye's Industrial and Engineering Technology Department has a block articulation with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 24 on pre-algebra, 82 on reading, and 41 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
- **Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - College Preparatory Writing I (ENG060)
 - College Study Skills (SDV025)
 - Fundamentals of Math (MAT045)**OR**
- **Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Applied Electricity for HVACR - HCR402	3
HVACR Systems I - HCR444	4
Applied Practices I - HCR265	5
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Applied Math - MAT772	3
OR	
Math Transfer Elective	

SECOND SEMESTER

Course Title/Catalog Number	Credits
Controls for HVACR - HCR414	4
HVACR Systems II - HCR516	6
Applied Practices II - HCR275	5
Communications - COM730	3
OR	
Written Communication in the Workplace - COM781	
AND	
Fundamentals of Oral Communication - SPC101	

THIRD SEMESTER

Course Title/Catalog Number	Credits
Applied Controls for HVACR - HCR502	2
HVACR Systems III - HCR602	2
HVACR Field Experience - HCR912	2
Operation Strategies - HCR852	2

PROGRAM TOTAL 44

AWARD - Diploma



Horticulture Science

HORTICULTURE SCIENCE

The Horticulture Science program is designed to enable students to find employment in various careers related to Horticulture. Students may find employment as golf course assistants or in specialty areas of nursery, landscape, greenhouse, and grounds maintenance. Other areas in which graduates may become employed are fruit and vegetable production, public recreation areas, cemetery and conservation work. Most program graduates are able to quickly assume job responsibilities and enter into management roles, and many have become self-employed and own successful businesses.

COURSEWORK

Students will be provided with a combination of classroom instruction, laboratory activities, and cooperative work experiences. Many courses include hands-on learning experiences. College transfer is available for some courses. Students have the opportunity to gain hands-on experience in Horticulture at the Hawkeye greenhouse, nursery/orchard, and Cedar Valley Arboretum located on main campus, as well as a nearby golf course.

MAJOR AREAS OF TRAINING

- Nursery Production and Management
- Turf and Golf Course Management
- Landscape Construction and Design
- Greenhouse Production and Management

TRANSFER OPTIONS

Hawkeye Community College's Ag and Natural Resources programs have articulation agreements with Iowa State, Upper Iowa University, and Northwest Missouri to transfer both general education and technical credits. A Parks and Turf option has a direct articulation agreement with the University of Northern Iowa Leisure Services Department.

Many other state and private colleges and universities accept up to 65 credit hours. For more information, contact a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Agriculture and Natural Resources Department, 319-296-4011
or agnr@hawkeyecollege.edu or visit www.hawkeyecollege.edu/faculty/agnr.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
*Introduction to Turfgrass Management - AGH111	3
*Composition I - ENG105	3
OR	
Written Communication in the Workplace - COM781	
*Ag Computer - AGC103	3
OR	
Computer Science Requirement	
*Botany for Horticulture - AGH280	3
*Fundamentals of Soil Science - AGA154	3
*Principles of Horticulture - AGH221	3
OR	
Introduction to Leisure Services - AGH710	

SECOND SEMESTER

Course Title/Catalog Number	Credits
*Plant Propagation I - AGH222	2
OR	
Leadership in Leisure Services - AGH720	3
*Integrated Pest Management - AGA376	3
*Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Math for Liberal Arts - MAT110	3
OR	
Math Transfer Elective	
**Horticulture Electives	6

*Upon successful completion of all * courses, and 7 approved elective credits, the student may apply for a diploma.*

SUMMER SEMESTER

(summer term optional, but course is required)

Course Title/Catalog Number	Credits
Employment Experience - AGT805	5

THIRD SEMESTER

Course Title/Catalog Number	Credits
Woody Plant Materials - AGH122	2
Plant Propagation II - AGH322	2
OR	
Programming for Leisure Services - AGH730	3
Fundamentals of Oral Communication - SPC101	3
**Horticulture Electives	6

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Entrepreneurship in Agriculture - AGB331	3
**Horticulture Electives	6

PROGRAM TOTAL 62

**Suggested amount of horticulture electives varies based upon selected concentration.

AWARD - Diploma or AAS - Associate in Applied Science degree



Information Systems Management

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. Students will gain an understanding in the technology department implementation process and the business management process.

COURSEWORK

Students gain knowledge of the technology implementation process in the classroom with hands-on applications using the latest networks, software, and operating systems. The students also develop an understanding of the management process in a technology department.

MAJOR AREAS OF TRAINING

- Server Installation and Administration
- Database Design and Query Language
- Personal Computer Hardware
- Desktop Operating Systems

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
 - OR
 - Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - College Preparatory Writing II (ENG061)
 - College Study Skills (SDV025)
 - Elementary Algebra (MAT063)
 - OR
 - Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

For additional information contact:
Information Technology Department, 319-296-4021.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
A+ Certification Prep - NET109	4
CISCO Networking - NET211	2
Network Math - NET205	1
CISCO Routers - NET221	2
Data Transportation - NET206	1
Introduction to Computers - CSC110	3
OR	
Database/Spreadsheets - BCA205	3
Math for Liberal Arts - MAT110	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
CISCO Switches - NET232	3
Windows Server - NET313	3
Introduction to Database - CIS303	3
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	

THIRD SEMESTER

Course Title/Catalog Number	Credits
Introduction to Business - BUS102	3
Principles of Accounting I - ACC131	4
Principles of Management - MGT101	3
Fundamentals of Oral Communication - SPC101	3
Information Technology Elective*	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Systems Implementation - CIS510	3
Human Resource Management - MGT170	3
Statistics - MAT156	3
Principles of Accounting II - ACC132	4

PROGRAM TOTAL 60

*Information Technology Electives may be taken any semester that fits into the schedule. *Electives can be chosen from any of the following courses:*

Basic Web Design Software - BCA183	2
Multimedia for Web Design - BCA232	3
Business Law - BUS183	3
Web Scripting - CIS206	3
Server Side Web Programming - CIS215	3
Data Driven Web Page - CIS217	3
Web Site Administration - CIS234	3
Web Languages - CIS249	3
E-Commerce Design - CIS274	3
Introduction to Web Design - GRA150	3
Web Page Graphics - GRA162	3
CISCO Wide Area Networks (WAN) - NET241	2
Windows Directory Services - NET343	3
Windows Exchange Server - NET346	3
UNIX - NET453	3
Fundamentals of Network Security - NET612	3
PHP Programming - CIS231	3
Advanced Server Side Web Programming - CIS225	3
Internship - NET932	3

AWARD - AAS - Associate in Applied Science degree



Interdisciplinary Studies

INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies program is an experience-based program designed for individuals who have skills and competencies in a wide variety of occupations. Individuals who have reached a journeyman or equivalent proficiency in their trade or occupation can earn an Associate in Applied Science degree for job advancement or personal satisfaction.

WHAT IS THE INTERDISCIPLINARY STUDIES PROGRAM?

The Interdisciplinary Studies program offers adult learners an opportunity to earn an Associate in Applied Science degree by receiving academic credit for their experience and knowledge in the work force.

WORK EXPERIENCE THAT CAN BE APPLIED TOWARD A DEGREE

- Law Enforcement
- Public Service
- Business
- Management
- Secretarial
- Health Occupations
- Sales
- Social Services
- Human Services
- Industrial Engineering
- And More

WHY THE INTERDISCIPLINARY STUDIES PROGRAM?

The Interdisciplinary Studies program is one of the very few programs enabling individuals to earn college credit and obtain a degree from achieving a level of proficiency in a trade or occupation through actual work experience. The majority of students in the program continue to work their full-time day job and complete their class studies during the evening.

TRANSFER OPTIONS

Hawkeye's Industrial and Engineering Technology Department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.
- Minimum four years experience in one occupational/professional area.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

Course Title/Catalog Number	Credits
Track One	
Approved Electives - APPELEC	32
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Experiential Credits - EXPCR	16
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Portfolio Development - SDV161	2
Fundamentals of Oral Communication - SPC101	3
PROGRAM TOTAL	
	62

Course Title/Catalog Number	Credits
Track Two	
Approved Electives - APPELEC	50
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Fundamentals of Oral Communication - SPC101	3
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
PROGRAM TOTAL	
	62

AWARD - AAS - Associate in Applied Science degree



Interior Design

INTERIOR DESIGN

The field of interior design is versatile and growing. Interior designers plan the spaces in which people live and work. After consulting with the client to determine needs, preferences, and budget, the professional selects furnishings, materials, and colors. Presentation boards and business documents are prepared, and the project is coordinated and completed.

COURSEWORK

The Interior Design program prepares students for a career in the profession:

- Through lectures, demonstrations, and practical applications.
- In classes with good student-to-faculty ratios.
- During internships in a professional interior design setting.

The Interior Design curriculum is developed with the guidance of a strong advisory committee of professional interior designers.

MAJOR AREAS OF TRAINING

- Residential and Contract Design
- Technical Drawing, Rendering, and CAD
- Design, Color, and Materials
- History of Interior Design
- The Profession of Interior Design

TRANSFER OPTIONS

Hawkeye Community College has articulation agreements with Upper Iowa University and Wartburg College allowing graduates to enter with junior status. The Regent universities accept 12 hours of transfer credit and 16 hours of elective credit. For more information, visit with a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Arts and Human Studies Department, 319-296-4007.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Basic Drafting and Rendering - INT101 (<i>Weeks 1-5</i>)	3
Residential Studio I - INT102 (<i>Weeks 6-16</i>)	5
Design and Color Fundamentals for Interiors - INT103	3
Interior Backgrounds/Window Treatments - INT106	2
Applied Math - MAT772	3
OR	
Math Transfer Elective	
History of Interiors I - INT109	2

SECOND SEMESTER

Course Title/Catalog Number	Credits
Residential Studio II - INT135 (<i>Weeks 1-12</i>)	4
Kitchen Design - INT139 (<i>Weeks 13-16</i>)	3
Lighting - INT133	2
History of Interiors II - INT137	3
CAD for Interior Designers - INT209	3
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	

THIRD SEMESTER

Course Title/Catalog Number	Credits
Contract Studio I - INT202	5
Modern Design - INT239	2
Quality Buying - INT204	2
Textiles for Interior Design - INT300	3
Principles of Selling - MKT140	3
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Contract Studio II - INT232	5
Residential Architecture/Construction - INT233	3
Professional Practice - INT335	3
Internship - INT932	3
Interior Design Study Tour - INT241	1
Fundamentals of Oral Communication - SPC101	3

PROGRAM TOTAL 72

AWARD - AAA - Associate in Applied Arts degree



Legal Office Assistant

LEGAL OFFICE ASSISTANT

The Legal Office Assistant program is designed to prepare students to be able to support the legal divisions of businesses and law firms. It is an option of the Executive Assistant program.

COURSEWORK

Students learn essential skills for beginning a successful career in today's legal office environment. Students are provided the opportunity to focus on application of technology and to improve interpersonal skills related to the workplace.

MAJOR AREAS OF TRAINING

- Computer Software Packages
- Legal Office Procedures
- Legal Transcription
- Legal Terminology
- Legal Document Production

TRANSFER OPTIONS

Many of the business courses are designed to allow students easy transfer from one business program to another. For more information on transferring credits, visit with a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Keyboarding - ADM105	1
Word Processing - BCA134	3
Proofreading & Editing - ADM159	3
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Applied Math - MAT772	3
OR	
Math for Liberal Arts - MAT110	
Introduction to Business - BUS102	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Introduction to Accounting - ACC115	4
OR	
Principles of Accounting I - ACC131	
Database/Spreadsheets - BCA205	3
Transcription - ADM148	2
Keyboarding Skill Development - ADM108	1
Legal Terminology - ADM208	3
Legal Document Processing - ADM200	3
Legal Office Concepts & Procedures - ADM203	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Office Calculators - ADM131	1
Business Law - BUS183	3
Fundamentals of Oral Communication - SPC101	3
Electronic Communications - BCA132	3
Composition I - ENG105	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Career Capstone - ADM222	3
Business Ethics - BUS180	3
Intermediate Computer Business Applications - BCA213	3
Business Field Experience - BUS903	3
Administrative Management - ADM180	3

PROGRAM TOTAL 63

The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules.

**AWARD - AAS - Associate in Applied
Science degree**



Marketing Management

MARKETING MANAGEMENT

The Marketing Management program prepares students with competence to enter mid-management marketing.

COURSEWORK

Students learn the essential skills for beginning a successful career in today's fast paced business environment. Students 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. Students should meet with their program advisor to determine the specific sequencing of required and elective courses that best meet their needs and career goals.

MAJOR AREAS OF TRAINING

- Marketing and Sales Management
- Organizational Management
- Human Resources
- Financial Management

TRANSFER OPTIONS

Transfer among Marketing Management and the Arts & Science transfer programs of Business Administration and General Studies in Business is common. Graduates may transfer with junior status to Wartburg College and Upper Iowa University. For more information, visit with a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:
Business Department, 319-296-4021.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Business - BUS102	3
Principles of Marketing - MKT110	3
Written Communication in the Workplace - COM781	3

OR

Composition I - ENG105	
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111	
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OR

Introduction to Sociology - SOC110	
Applied Math - MAT772	3

OR

Math for Liberal Arts - MAT110	
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SECOND SEMESTER

Course Title/Catalog Number	Credits
Principles of Retailing - MKT160	3
Principles of Selling - MKT140	3
Fundamentals of Oral Communication - SPC101	3
Introduction to Computers - CSC110	3
Marketing Electives	6

THIRD SEMESTER

Course Title/Catalog Number	Credits
Principles of Management - MGT101	3
Introduction to Accounting - ACC115	4

OR

Principles of Accounting I - ACC131	
Business Law - BUS183	3
Marketing Electives	7

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Career Capstone - ADM222	3
Human Resource Management - MGT170	3
Advertising and Visual Merchandising - MKT152	3
Marketing Electives	6

PROGRAM TOTAL 65

Students select a minimum of 19 credits from the following elective categories. Select one but no more than two of the three: (3-6 credits)

Introduction to Economics - ECN110	3
Principles of Macroeconomics - ECN120	3
Principles of Microeconomics - ECN130	3

Select four or six of (13-16 credits)

Principles of Accounting II - ACC132	4
Introduction to Accounting II - ACC116	4
Introduction to Keyboarding - ADM105	1
Word Processing - BCA134	3
Office Calculators - ADM131	1
Electronic Communications - BCA132	3
Business Field Experience - BUS903	3
Composition II - ENG106	3
Textiles for Interior Design - INT300	3
Professionalism - MKT295	1
Customer Service - MKT184	3
Business Ethics - BUS180	3
Consumer Behavior - MKT142	3
Small Business Management - MGT110	3
Management Decision Making - MGT210	3

AWARD - AAS - Associate in Applied Science degree



Medical Administrative Assistant

MEDICAL ADMINISTRATIVE ASSISTANT

The Medical Administrative Assistant program is designed to prepare students with entry-level competencies to enter the medical administrative field.

COURSEWORK

The program provides students with skills and knowledge of the medical secretarial field by coordinating, expediting, and facilitating functions of the office. In addition, students also study management courses including Accounting, Administrative Management, Business Law, and Oral Communications. A business field experience in the last semester reinforces classroom and laboratory instruction. Students have an option of taking a portion of this program and earning a Medical Secretary diploma, or a certificate in Medical Transcription.

MAJOR AREAS OF TRAINING

- Medical Office Procedures
- Medical Terminology and Transcription
- Medical Insurance and Coding
- Administrative Management
- Accounting
- Computer Software Packages

TRANSFER INFORMATION FOR CONTINUED STUDIES

Programs in the office technology area are designed to allow students to transfer from one office technology program to another. For more information, visit with a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Keyboarding - ADM105	1
Word Processing - BCA134	3
Proofreading & Editing - ADM159	3
Applied Math - MAT772	3
OR	
Math for Liberal Arts - MAT110	
Beginning Medical Terminology - HSC116	4
Basic ICD-9-CM Coding - HIT245	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Introduction to Accounting - ACC111	3
OR	
Introduction to Accounting - ACC115	4
OR	
Principles of Accounting - ACC131	4
Database/Spreadsheets - BCA205	3
Transcription - ADM148	2
Keyboarding Skill Development - ADM108	1
Advanced Medical Terminology - HSC124	4
Medical Insurance - MAP141	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Intermediate Computer Business Applications - BCA213	3
Composition I - ENG105	3
Fundamentals of Oral Communication - SPC101	3
Administrative Medical Office Procedures - MAP123	3
Computer Patient Billing - MAP152	2
Medical Transcription - MAP132	2

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Career Capstone - ADM222	3
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Business Law - BUS183	3
Pharmacology for the Medical Secretary - MAP511	1
Business Field Experience - BUS903	3
Administrative Management - ADM180	3

PROGRAM TOTAL 65

The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules.

**AWARD - AAS - Associate in Applied
Science degree**



Medical Laboratory Technology

MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology program offers the challenges and rewards of both medicine and technology. The medical technician performs general tests in all laboratory areas including blood banking, hematology, immunology, and microbiology. Working with the supervision of a medical technologist or pathologist, a medical laboratory technician hunts for clues to the absence, presence, extent, and causes of diseases.

COURSEWORK

The Medical Laboratory Technology program teaches the knowledge and develops the skills necessary to perform in all areas of a medical clinical laboratory. Students learn clinical laboratory techniques along with formal coursework in basic science and liberal arts.

MAJOR AREAS OF TRAINING

- Clinical Chemistry
- Immunochemistry
- Hematology
- Microbiology
- Urinalysis
- Molecular Diagnostics
- Immunology/Serology
- Phlebotomy

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

8410 Bryn Nawr Ave, Suite 610
Chicago, IL 60631

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English. Applicants must also complete one year of high school biology with a grade of "C" or higher.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing II (ENG061)
- College Study Skills (SDV025)
- Elementary Algebra (MAT063)
- Pre-Technical Biology (BIO041)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, writing, and biology.

- A personal interview or program orientation session may be required.

For additional information contact:
Health Sciences Department, 319-296-4013.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER - FALL

Course Title/Catalog Number	Credits
Introduction to Lab Science - MLT101	2
Lab Mathematics - MLT103	3
Essentials of Anatomy and Physiology - BIO163	4
Introduction to General Chemistry - CHM122	4
Fundamentals of Oral Communication - SPC101	3
Introduction to Psychology - PSY111	3

OR

Introduction to Sociology - SOC110

SECOND SEMESTER - SPRING

Course Title/Catalog Number	Credits
Medical Terminology for Health Sciences - HSC113	2
Urinalysis - MLT120	3
General Biology II - BIO113	4
OR	
Introduction to Organic and Biochemistry - CHM132	
Microbiology w/lab - BIO185	3
Composition I - ENG105	3

THIRD SEMESTER - SUMMER

Course Title/Catalog Number	Credits
Fundamental Lab Techniques - MLT110	3
Hematology - MLT130	3
Clinical Microbiology - MLT250	4

FOURTH SEMESTER - FALL

Course Title/Catalog Number	Credits
Hemostasis and Thrombosis - MLT233	2
Advanced Hematology - MLT230	3
Immunochemistry - MLT260	4
Clinical Chemistry I - MLT240	7
Parasitology - MLT252	1
Immunology and Serology - MLT270	2

FIFTH SEMESTER - SPRING

Course Title/Catalog Number	Credits
Clinical Practicum: Chemistry - MLT285	4
Clinical Practicum: Hematology - MLT287	4
Clinical Practicum: Microbiology - MLT288	4

SIXTH SEMESTER - SUMMER

Course Title/Catalog Number	Credits
Clinical Practicum: Urinalysis - MLT283	1
Clinical Practicum: Immunochemistry - MLT284	2
Clinical Practicum: Immunology and Serology - MLT286	1
Lab Survey and Review - MLT291	1

PROGRAM TOTAL 80

AWARD - AAS - Associate in Applied Science degree



Medical Secretary

MEDICAL SECRETARY

The Medical Secretary program is designed to prepare students with knowledge and skills for entry-level positions as secretaries in the medical profession.

COURSEWORK

The program provides students with skills and knowledge of secretarial functions of the medical office. Students study patient billing, insurance, coding, and medical transcription.

MAJOR AREAS OF TRAINING

- Medical Office Procedures
- Medical Terminology and Transcription
- Medical Insurance and Coding
- Computer Software Packages

TRANSFER OPTIONS

Students completing the Medical Secretary program may continue their studies in the Medical Administrative Assistant program to earn an Associate in Applied Science degree.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4013.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Introduction to Keyboarding - ADM105	1
Word Processing - BCA134	3

NOTE: ADM105 and BCA134 are prerequisites and are included in the program total.

Proofreading & Editing - ADM159	3
Applied Math - MAT772	3

OR

Math for Liberal Arts - MAT110	
Keyboarding Skill Development - ADM108	1
Beginning Medical Terminology - HSC116	4
Basic ICD-9-CM Coding - HIT245	3
Transcription - ADM148	2

SECOND SEMESTER

Course Title/Catalog Number	Credits
Database/Spreadsheets - BCA205	3
Medical Transcription - MAP132	2
Advanced Medical Terminology - HSC124	4
Medical Insurance - MAP141	3
Administrative Medical Office Procedures - MAP123	3
Computer Patient Billing - MAP152	2
Pharmacology for the Medical Secretary - MAP511	1

THIRD SEMESTER

Course Title/Catalog Number	Credits
Career Capstone - ADM222	3
Fundamentals of Oral Communication - SPC101	3
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

Intermediate Computer Business Applications - BCA213	3
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PROGRAM TOTAL 50

The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules.

AWARD - Diploma



Natural Resources Management

NATURAL RESOURCES MANAGEMENT

The Natural Resources Management program provides students the opportunity to develop the necessary skills and certifications for entering careers as natural resources technicians. Students learn both the physical aspects of managing natural areas and the theory behind the procedures.

COURSEWORK

Students are provided with a combination of classroom instruction, laboratory and field experiences, and cooperative work experiences. Elective courses allow students to follow a specific career pathway while providing for flexibility of course offerings and career paths. Emphasis is in the development of skills necessary to perform technician tasks in the management of natural areas.

The technical core curriculum allows students to specialize in a specific area of natural resource management. Students complete courses in general education, natural resources management, and vegetation and wildlife management. The first year includes both general education classes and natural resources management classes that provide the skills necessary to perform technician tasks in an employment setting the following summer. The second year includes classes to further develop these skills and specialize in their area of interest. A supervised employment experience is scheduled for the last eight weeks of the second year.

MAJOR AREAS OF TRAINING

- Roadside Management
- Vegetation Management
- Wildlife Management
- Environmental Education

TRANSFER OPTIONS

Hawkeye Community College's Ag 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 credit hours. For more information, contact a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Agriculture and Natural Resources Department, 319-296-4011
or agnr@hawkeyecollege.edu or visit www.hawkeyecollege.edu/faculty/agnr.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
*Outdoor Recreation Techniques - CNS107	1
*Wildlife Identification - CNS108	3
*Environmental Conservation - CNS121	3
*Native Vegetation - CNS204	3
Ag Computer - AGC103	3
Pesticide Application Certification - AGA284	3

OR

*Principles of Agronomy - AGA114

OR

*General Biology I - BIO112	4
*Composition I - ENG105	3

Certificate: Requires successful completion of 13 semester hours from Terms 1 or 2 with a minimum of 3 Natural Resources courses.

SECOND SEMESTER

Course Title/Catalog Number	Credits
*Wildlife Ecology - CNS106	4
*Fire Management - CNS143	3
*Fundamentals of Oral Communication - SPC101	3
Equipment Operation - AGH140	2

OR

*General Biology II - BIO113	4
*Math Transfer Elective	3
*Human & Work Relations - PSY102	3

OR

*Introduction to Psychology - PSY111

OR

*Introduction to Sociology - SOC110

Successful completion of terms 1 & 2 students may apply for Diploma.

THIRD SEMESTER

Course Title/Catalog Number	Credits
*Aquatic Management - CNS136	3
*Woodland Management - CNS138	3
*Advanced Outdoor Recreation Techniques - CNS205	1
*Natural Areas Management - CNS228	3
*Foundations of GIS and GPS - AGP340	3
Approved Electives	4

OR

*Introduction to General Chemistry - CHM122

OR

*General Chemistry I - CHM165

FOURTH SEMESTER

Course Title/Catalog Number	Credits
*Conservation Biology - CNS201	4
*Integrated Roadside Vegetation Management - CNS231	2
Employment Experience - AGT805	5

OR

*Math Transfer Elective	3
Fundamentals of Soil Science - AGA154	3

OR

*Composition II - ENG106

PROGRAM TOTAL 68

**Transfer option available by completing the * courses. Students may choose either CNS136 or CNS138 and either PSY102, PSY111, or SOC110. Students work with a program advisor.*

AWARD - Certificate, Diploma, or AAS - Associate in Applied Science degree



Network Administration & Engineering

NETWORK ADMINISTRATION & ENGINEERING

The Network Administration & Engineering program prepares students to design and manage local and wide area networks. Students will design layouts and write specifications for the implementation of networks. The program provides an in-depth knowledge of design, specifications, set-up, maintenance, and support of networks, servers, and security.

COURSEWORK

Students learn:

- Through lecture, demonstrations, hands-on training, and work assignments that provide the required knowledge and experience needed for employment in the rapidly changing field of network administration and applications.
- In small classrooms and labs with the latest networks, servers, and software programs.
- By designing, building, and supporting an enterprise network with full outside access.
- By participating in actual projects designing, implementing, testing, and troubleshooting networks and security systems.

MAJOR AREAS OF TRAINING

- Design Network Layouts
- Network Configuration, Maintenance, and Troubleshooting
- Network Installation
- Maintenance of Domain Controllers, Active Directory Exchange, and SQL Servers
- Firewall and Intrusion Detection
- Network Security
- Project Management

CERTIFICATION FOCUS

- CompTIA A+
- CompTIA Security+
- CISCO CCNA
- Microsoft MCSA

TRANSFER OPTIONS

Students enrolled in the Network Administration & Engineering program wishing to transfer should visit with a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
- **Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - College Preparatory Writing II (ENG061)
 - College Study Skills (SDV025)
 - Elementary Algebra (MAT063)**OR**
- **Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

For additional information contact:
Information Technology Department, 319-296-4021.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
A+ Certification Prep - NET109	4
CISCO Networking - NET211	2
Network Math - NET205	1
CISCO Routers - NET221	2
Data Transportation - NET206	1
Introduction to Computers - CSC110	3

OR

Database/Spreadsheets - BCA205	3
Math for Liberal Arts - MAT110	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
CISCO Switches - NET232	3
Windows Server - NET313	3
Introduction to Database - CIS303	3
Written Communication in the Workplace - COM781	3

OR

Composition I - ENG105	
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

THIRD SEMESTER

Course Title/Catalog Number	Credits
CISCO Wide Area Networks (WAN) - NET241	2
UNIX - NET453	3
Windows Exchange Server - NET346	3
Windows Directory Services - NET343	3
Fundamentals of Network Security - NET612	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Experiential Learning - NET916	3
Fundamentals of Oral Communication - SPC101	3
Systems Implementation - CIS510	3
SQL Database - NET710	2
Information Technology Elective*	3

PROGRAM TOTAL 61

*Information Technology Electives may be taken any semester that fits into the schedule. *Electives can be chosen from any of the following courses:*

Basic Web Design Software - BCA183	2
Multimedia for Web Design - BCA232	3
Web Scripting - CIS206	3
Server Side Web Programming - CIS215	3
Data Driven Web Page - CIS217	3
Web Site Administration - CIS234	3
Web Languages - CIS249	3
E-Commerce Design - CIS274	3
Introduction to Web Design - GRA150	3
Web Page Graphics - GRA162	3
Advanced Server Side Web Programming - CIS225	3
PHP Programming - CIS231	3
Internship - NET932	3

AWARD - AAS - Associate in Applied Science degree



Office Specialist

OFFICE SPECIALIST

The Office Specialist and Office Assistant programs are designed to serve those students who desire entry-level skills for a variety of office positions.

COURSEWORK

Students study computer applications such as word processing, spreadsheets, database, communications, machine transcription, keyboarding, electronic calculators, accounting, communication skills, office procedures, and human relations. Students learn the applications of technology and improve interpersonal skills for the workplace.

MAJOR AREAS OF TRAINING

- Accounting
- Office Procedures
- Computer Software Packages
- Transcription

TRANSFER OPTIONS

Programs in the office technology area are designed to allow students to transfer from one office technology program to another. See a program advisor for more information.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

**For additional information contact:
Business Department, 319-296-4021.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
*Introduction to Keyboarding - ADM105	1
*Word Processing - BCA134	3
*Database/Spreadsheets - BCA205	3
Proofreading & Editing - ADM159	3
*Introduction to Accounting - ACC111	3
OR	
Introduction to Accounting - ACC115	
OR	
Principles of Accounting I - ACC131	
*Human & Work Relations - PSY102	3
OR	
*Introduction to Psychology - PSY111	
OR	
*Introduction to Sociology - SOC110	
*Applied Math - MAT772	3
OR	
*Math for Liberal Arts - MAT110	

SECOND SEMESTER

Course Title/Catalog Number	Credits
Transcription - ADM148	2
Office Procedures - ADM162	3
Keyboarding Skill Development - ADM108	1
*Office Calculators - ADM131	1
Electronic Communications - BCA132	3
*Career Capstone - ADM222	3
Composition I - ENG105	3
OR	
Fundamentals of Oral Communication - SPC101	

PROGRAM TOTAL 35

*Electives (from ACC, ADM, BCA, BUS, COM, ECN, ENG, MGT, MKT, SPC) 6
 * Upon the successful completion of courses, students are awarded a certificate in Office Assistant.

The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules.

AWARD - Certificate or Diploma



Optometric/Ophthalmic Assistant

OPTOMETRIC/OPHTHALMIC ASSISTANT

Hawkeye Community College is the only college in Iowa and one of the few in the country that prepares individuals to become a member of an eye care team as an optician, technician, or an assistant.

The Optometric/Ophthalmic Assistant program prepares graduates for a rewarding challenging career in providing quality eye care, office management, and frame and lens selection, fittings, and repair.

Hawkeye's Optometric/Ophthalmic program offers specialized instruction and field experience, so graduates are ready to apply their new job skills in less than a year!

COURSEWORK

Students will learn:

- Through lecture, demonstrations, and “hands-on” activities.
- From instructors with experience and educational backgrounds in eye care.
- Through practical application of theoretical knowledge during internships in community-based clinics.
- The wide variety of skills necessary to interact with patients ranging in age from infancy to elderly.

MAJOR AREAS OF TRAINING

- Anatomy and Physiology
- Pharmacology
- Pathology
- Frames and Lenses
- Eye Exam
- Office and Insurance Procedures

ACCREDITATION

Graduates may sit for the Optometric Assistants certification exam given by the American Optometric Association, the certification exam for Ophthalmic Assistants given by JACOPPO, and/or the American Board of Opticianry Certification Exam for Opticians.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 82 on reading and 41 on writing or obtain a 19 on the ACT sub scores of reading and English.

OR

Option II: Successfully complete the following courses with a grade of “C” or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing II (ENG061)
- College Study Skills (SDV025)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in reading and writing.

- A personal interview or program orientation session may be required.

For additional information contact:

Health Sciences Department, 319-296-4013.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Optometric/Ophthalmic Assisting I - OPT101	3
Optometric/Ophthalmic Assisting I Lab - OPT102	3
Introduction to Keyboarding - ADM105	1
Word Processing - BCA134	3
Communications - COM730	3

OR

Written Communication in the Workplace - COM781

AND

Fundamentals of Oral Communication - SPC101	
Medical Terminology for Health Sciences - HSC113	2

SECOND SEMESTER

Course Title/Catalog Number	Credits
Optometric/Ophthalmic Assisting II - OPT103	3
Optometric/Ophthalmic Assistant II Lab - OPT104	3
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110	
Optometric/Ophthalmic Assisting Advanced Pre-testing - OPT107	3
Optometric/Ophthalmic Assisting Advanced Pre-testing Lab - OPT108	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Internship - OPT932	3

PROGRAM TOTAL 33

AWARD - Diploma



Police Science

POLICE SCIENCE

The Police Science program prepares men and women for the employment challenges of the law enforcement field. Students gain basic knowledge of criminal justice and receive training to perform duties and tasks in public safety, crime prevention, and criminal investigation.

COURSEWORK

Students are provided the opportunity to learn from hands-on lab experience and classroom instruction.

Students will learn:

- Through lecture, live demonstrations, and practical applications.
- From instructors with experience and educational backgrounds in the career area.
- Strong technical skills including the use of computer and lab equipment.
- In classes with good student-to-faculty ratio.

MAJOR AREAS OF TRAINING

- Patrol Procedures
- Criminal Justice
- Criminology
- Constitutional Law
- Traffic Investigation
- Defensive Tactics
- Firearms
- Physical Activity and Wellness
- Practicum

TRANSFER OPTIONS

The Police Science program is articulated with Wartburg College and Upper Iowa College. For articulation to other four-year institutions, see a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.
- 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. For further information, please contact the Police Science program of Hawkeye Community College.

For additional information contact:

Arts and Human Studies Department, 319-296-4007.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Patrol Procedures - CRJ110	3
Intro to Criminal Justice - CRJ100	3
Introduction to Sociology - SOC110	3
Composition I - ENG105	3
Personal Wellness - PEH110	2

SECOND SEMESTER

Course Title/Catalog Number	Credits
Criminology - CRJ200	3
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Traffic Collision Investigation - CRJ244	3
Defensive Tactics - CRJ151	2
Introduction to Psychology - PSY111	3
Composition II - ENG106	3

THIRD SEMESTER

Course Title/Catalog Number	Credits
Intro to GIS Software - AGP401	1
Criminal Law and Procedure - CRJ131	3
Employment Strategies for Criminal Justice - CRJ216	2
Applied Criminalistics - CRJ242	3
Basic Firearms - CRJ252	1
Fundamentals of Oral Communication - SPC101	3
Physical Activity - Aerobics Course	1
Physical Activity - Skilled Course	1

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Ethical Issues in Criminal Justice - CRJ258	2
Current Issues in Criminal Justice - CRJ299	2
Constitutional Law - CRJ132	3
Juvenile Delinquency - CRJ201	3
Criminal Investigation - CRJ141	3
Advanced Firearms - CRJ254	1
Practicum - CRJ941	4

PROGRAM TOTAL 64

1 credit of one of the following aerobic courses:

Distance Running I - PEA128	1
Bicycling - PEA114	1
Aerobic Fitness I - PEA102	1
Circuit Training - PEA123	1
Power Walking - PEA150	1
Pilates - PEA191	1
Vinyasa Yoga - PEA194	1
Step & Pump - PEA119	1

1 credit of one of the following skilled courses:

Weight Training I - PEA187	1
Golf I - PEA134	1
Bowling I - PEA117	1
Roller Blading - PEA157	1
Volleyball I - PEA176	1
Tennis I - PEA174	1
Racquetball I - PEA154	1
Resist-A-Ball - PEA193	1
Self Defense - PEA171	1

AWARD - AAS - Associate in Applied Science degree



Practical Nursing

PRACTICAL NURSING

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 instructors.

Graduates receive a diploma and are eligible to take the national licensing examination.

COURSEWORK

The program includes coursework in nursing fundamentals, growth and development, pharmacology, anatomy and physiology, medical-surgical nursing including gerontology, as well as maternal-child nursing, mental health concepts, and general education courses. Also, students will learn direct patient care and collaboration within the healthcare team.

MAJOR AREAS OF TRAINING

- Nursing Fundamentals
- Medical/Surgical Nursing
- Growth and Development
- Nutrition

ACCREDITATION

Hawkeye's Practical Nursing program is approved by the Iowa Board of Nursing and the Commission on Institutes of the North Central Association.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing II (ENG061)
- College Study Skills (SDV025)
- Elementary Algebra (MAT063)
- Pre-Technical Biology (BIO041)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, writing, and biology.

- A personal interview or program orientation session may be required.
- Students must be CPR certified and have a physical exam on Hawkeye Format, prior to the first day of clinical course work.

For additional information contact:

Health Sciences Department, 319-296-4013.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Anatomy & Physiology - BIO159	3
OR	
Human Anatomy and Physiology I w/lab - BIO168	4
AND	
Human Anatomy and Physiology II w/lab - BIO173	4
Introduction to Nutrition - PNN270	2
Introduction to Client Care - PNN161	1
Nursing Fundamentals I - PNN132	3
Nursing Fundamentals II - PNN133	3
Nursing Calculations - PNN103	2
Introduction to Psychology - PSY111	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Foundations of Clinical Practices - PNN543	3
Medical Surgical Nursing A - PNN541	5
Medical Surgical Nursing B - PNN542	5

THIRD SEMESTER

Course Title/Catalog Number	Credits
Nursing Perspectives Through the Lifespan - PNN343	3
Maternal - Child Nursing - PNN433	3
PN Issues and Trends - PNN311	1
Mental Health Nursing - PNN401	1
Nursing Practicum - PNN341	1

PROGRAM TOTAL 42

AWARD - Diploma



Professional Photography

PROFESSIONAL PHOTOGRAPHY

The Professional Photography program provides students with a working knowledge of the industry. Students will be educated for photographic positions as assistants in the fields of commercial, photojournalism, and portraiture.

COURSEWORK

- Lectures, demonstrations and practical application assignments provide the necessary knowledge to compete in a rapidly-growing profession.
- Instruction takes place in spacious studio areas, black and white and color processing laboratories, and computer labs.
- The strong photographic education includes electronic technologies used by professional photographic studios and laboratories.

MAJOR AREAS OF TRAINING

- Portraiture
- Commercial
- Photojournalism

ACCREDITATION

This program is recognized by the Professional Photographers of America.

TRANSFER OPTIONS

Hawkeye's Professional Photography program has articulation agreements with Upper Iowa University and Wartburg College allowing students to transfer with a junior status. The Regent universities accept 12 hours of general education transfer credit and 16 hours of elective credit. Articulation agreements with the Department of Industrial Technology at the University of Northern Iowa assist the graduate in transferring additional credits.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.

For additional information contact:

Arts and Human Studies Department, 319-296-4007.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Analog Fundamentals of Photography - PHT101	6
Photo Design I - PHT102	3
Print Presentation Techniques - PHT103	3
Introduction to Electronic Imaging - PHT106	3
Applied Math - MAT772	3

OR

Math Transfer Elective

SECOND SEMESTER

Course Title/Catalog Number	Credits
Basic Color Negatives and Prints - PHT131	3
Photo Design II - PHT132	3
Theory of Photography - PHT134	3
Digital Fundamentals - PHT135	3
Written Communication in the Workplace - COM781	3

OR

Composition I - ENG105	
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

THIRD SEMESTER

Course Title/Catalog Number	Credits
Basic Portraiture - PHT202	3
Basic Commercial Photography - PHT204	3
Intermediate Electronic Imaging - PHT212	3
Basic Photojournalism - PHT208	3
Visual Communication - PHT210	3
Fundamentals of Oral Communication - SPC101	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Small Business Management - MGT110	3
<i>Students must complete minimum of 6 credits within following emphasis courses.</i>	
Advanced Portraiture - PHT232	6

OR

Advanced Commercial - PHT234

OR

Advanced Photojournalism - PHT238

Students must complete an additional 9 credits of approved electives. These credits may come from the above listed photography emphasis courses or the following photography courses.

Advanced Electronic Imaging - PHT246	3
Techniques for Studio Promotion - PHT235	3
Audio Visual Presentations - PHT242	3
Wedding Photography - PHT244	4
History of Photography - PHT237	2

PROGRAM TOTAL 72

AWARD - AAA - Associate in Applied Arts degree



Registered Nurse First Assistant

REGISTERED NURSE FIRST ASSISTANT

The Registered Nurse First Assistant program prepares registered nurses with the skills, knowledge, and abilities to assume responsibilities as delegated in assisting a surgeon and in perioperative nursing. The program includes didactic instruction and related independent clinical internship to prepare nurses to provide perioperative assessment, intraoperative intervention, and postoperative evaluation for patients.

The RN First Assistant to the surgeon, carries out functions that will assist the surgeon in performing a safe operation with optimal results for the patient. Nursing diagnosis is used as the defining guide in planning and implementing patient care, and expanded functions are stressed and elaborated as the nurse is prepared to assume responsibility in scrubbing, draping, retracting, exposing, clamping, ligating, and suturing under the direct supervision of a licensed physician.

ACCREDITATION

Hawkeye's Registered Nurse First Assistant program has been accredited by the Iowa Nurses' Association.

Utilization of RN First Assistants in the operating room in health facilities in Iowa has been approved by the Iowa Nurses' Association, the Iowa Medical Society, Iowa Chapters of the Association of Operating Room Nurses, Inc., and reviewed by the Iowa Board of Nursing.

The program of study was developed with the assistance of an advisory committee representing the nursing and medical professions together with local hospital administrators that identified occupation needs for the RN First Assistant in Iowa.

ADMISSIONS REQUIREMENTS

- Complete applications must be received six (6) weeks prior to the beginning of class.

Please provide the following:

- Letter of recommendation from current and or previous manager/supervisor describing your experience in scrub and circulate roles.
- Copy of CNOR certificate
- Signed copy of current RN license.
- Evidence of current malpractice insurance including: Name, address, and policy number of insurance company with the effective dates of policy.
- Letter of agreement from board certified general surgeon who agrees to be a preceptor.
- Copy of surgeon's credentials including an American Board of Surgeons current certificate and a current license

**For additional information contact:
Health Sciences Department, 319-296-4013.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Registered Nurse First Assistant - RNF210	3
Registered Nurse First Assistant Clinical Internship - RNF932	3
PROGRAM TOTAL	6

ADMISSION QUALIFICATIONS

- Graduate of an accredited school of nursing
- Licensed in the state in which his or her clinical internship (preceptorship) will be completed
- Recent experience and certified (CNOR)
- Current professional liability insurance
- Have a letter of reference from his/her O.R. supervisor

CLINICAL INTERNSHIP

REQUIREMENTS:

- The RNFA student will need the agreement (signed letter) of a Board certified General Surgeon for the associated clinical internship (preceptorship) that follows the week of classroom instruction at Hawkeye Community College.

ENTRANCE DATES

The RNFA student program is scheduled at various times during the year, call 319-296-4013.

AWARD - Certificate



Respiratory Care

RESPIRATORY CARE

The Respiratory Care program prepares students for employment in the treatment, management, and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.

COURSEWORK

Students in the Respiratory Care program are provided with classroom instruction, laboratory experience, and supervised clinical experience at local and regional hospitals, medical centers, and other health care settings.

Students learn:

- Administration of oxygen, humidity, and aerosol therapies
- Airway maintenance
- Management of patients receiving mechanically assisted ventilation
- Cardiac and respiratory monitoring
- Pulmonary function testing

MAJOR AREAS OF TRAINING

- Acute and Subacute Care
- Cardiopulmonary Physiology
- Intensive Care Procedures
- Diagnostic Procedures

ACCREDITATION

Respiratory Care program is accredited by the Committee on Accreditation for Respiratory Care.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing II (ENG061)
- College Study Skills (SDV025)
- Elementary Algebra (MAT063)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.

- A personal interview or program orientation session may be required.
- Students must be CPR certified and have a physical exam on Hawkeye Format, prior to the first day of clinical course work.
- Students must successfully complete semesters 1 and 2 with a cumulative GPA of 2.75 before registering for Respiratory Care (RCP) courses.

**For additional information contact:
Health Sciences Department, 319-296-4013.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER - FALL

Course Title/Catalog Number	Credits
Human Anatomy & Physiology I W/Lab - BIO168	4
Introduction to General Chemistry - CHM122	4
Composition I - ENG105	3
Introduction to Psychology - PSY111	3
Math for Liberal Arts - MAT110	3

SECOND SEMESTER - SPRING

Course Title/Catalog Number	Credits
Human Anatomy & Physiology II W/Lab - BIO173	4
Exploring Physical Science - PHS120	4
Microbiology W/Lab - BIO185	3
Fundamentals of Oral Communications - SPC101	3
Introduction to Computers - CSC110	3

THIRD SEMESTER - SUMMER

Course Title/Catalog Number	Credits
Introduction to Respiratory Care - RCP100	3
Airway Maintenance Procedures - RCP260	4
Medical Terminology for Health Sciences - HSC113	2

FOURTH SEMESTER - FALL

Course Title/Catalog Number	Credits
Clinical Respiratory Care - RCP680	4
Cardiopulmonary Therapeutics - RCP315	4
Pulmonary Pathology - RCP350	3
Introduction to Ventilator Support - RCP560	2
Pediatric/Neonatal Respiratory Care - RCP630	2

FIFTH SEMESTER - SPRING

Course Title/Catalog Number	Credits
Intensive Respiratory Care - RCP565	3
Cardiopulmonary Diagnostics - RCP410	3
Clinical Intensive Care - RCP690	8
Respiratory Care Applications - RCP875	2

SIXTH SEMESTER - SUMMER

Course Title/Catalog Number	Credits
Clinical Preceptor - RCP900	4

PROGRAM TOTAL 78

AWARD - AAS - Associate in Applied Science degree



Surgical Technology Prep

SURGICAL TECHNOLOGY PREP

Surgical Technology Prep prepares students to be a part of surgical teams in a variety of environments, more frequently hospital operating rooms. The program is a consortium between Hawkeye Community College and Kirkwood Community College.

Students are able to take the general education courses through Hawkeye and enroll in the surgical technology classes via the ICN through Kirkwood.

COURSEWORK

Students in the Respiratory Care program are provided with classroom instruction, laboratory experience, and supervised clinical experience at local and regional hospitals, medical centers, and other health care settings.

Students learn:

- How to operate surgical equipment
- Hospital and clinical procedures
- Sterilization and health care procedures

MAJOR AREAS OF TRAINING

- Medical Terminology
- Anatomy and Physiology
- General Patient Care and Safety

ACCREDITATION

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the American College of Surgeons (ACS) and the Association of Surgical Technologists (AST) based on the recommendations of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

ADMISSIONS REQUIREMENTS

Prerequisites before enrolling in Pre-Surgical Technology classes:

- Attend a scheduled program conference with the program chair at Hawkeye.
- Documentation of health insurance coverage.
- A completed health physical and current immunization record must be on files at the Kirkwood Health Office including verification of the hepatitis B vaccination or medical waiver on file.
- You are responsible for a yearly tuberculosis test.
- A current CPR for the Health Care Professional is also required. The following CPR certifications will be accepted: American Health Association - "Healthcare Provider" course (no other level accepted) OR American Red Cross - "CPR for the Professional Rescuer" (no other level accepted) OR EMP - "BLSPRO" (this course includes First Aid and Healthcare Provider CPR) OR CPR Instructor Level for Red Cross, American Heart, or EMP.
- A copy of a high school diploma or GED certificate will need to be on file with the program coordinator.
- A current criminal record check on file with Kirkwood Community College.

**For additional information contact:
Health Sciences Department, 319-296-4013.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER - FALL

Course Title/Catalog Number	Credits
*Medical Terminology for Health Sciences - HSC113	2
*Essentials of Anatomy and Physiology - BIO163	4
*First Aid	
*Health Skills I (ICN) - HSC210	1
*Health Skills II (ICN) - HSC211	1
*Microbiology with Lab - BIO185	3
*Professionals in Health (ICN) - HSC107	2
*Surgical Technology I (ICN) - SUR126	6.5

SECOND SEMESTER - SPRING

Course Title/Catalog Number	Credits
*Applied Math - MAT772	3
*Fundamentals of Oral Communication - SPC101	3
*Introduction to Computers - CSC110	3
*Surgical Technology Practicum I - SUR520	2
*Surgical Technology II (ICN) - SUR225	4
Humanities Elective	3

THIRD SEMESTER - SUMMER

Course Title/Catalog Number	Credits
*Surgical Specialties (ICN) - SUR340	4
*Surgical Technology Practicum II - SUR523	11
*Surgical Technology Pharmacology (ICN) - SUR421	1

FOURTH SEMESTER - FALL

Course Title/Catalog Number	Credits
Composition I - ENG105	3
Electives	5
Homeostatic Physiology (KCC) - BIO181	3
Introduction to Psychology - PSY111	3
Principles of Management - MGT101	3

PROGRAM TOTAL 70.5

* Upon completion of these classes, student is awarded a diploma of surgical technology and is eligible to take the national certification exam offered by the Liaison Council for Surgical Technologist certification.

** Surgical Technology Prep is a fall start program. The third semester is taken during the summer and the fourth semester is an optional semester for students who wish to obtain their AAS degree. ICN classes are taken through Kirkwood at the Hudson Library ICN location. Clinic experiences take place at an assigned area hospital.

AWARD - Diploma or AAS - Associate in Applied Science degree



Tool & Die/Moldmaking

TOOL & DIE/MOLDMAKING

The Tool & Die/Moldmaking program provides graduates with entry level skills to find employment in the diemaking, moldmaking, patternmaking, CNC operation and other related skilled trades areas in manufacturing.

Toolmakers build and maintain various dies and fixtures used in mass production in a vast number of industries. Moldmakers build and maintain production molds used to mass produce various plastic parts.

COURSEWORK

Students learn manual machining skills, blueprint reading and precision measuring skills, as well as CNC machine setup and operation. Training includes classroom theory as well as hands-on machine shop experience making machined parts. Students make dies and molds which produce parts to blueprint specifications.

MAJOR AREAS OF TRAINING

- Manual Machining
- Blueprint Reading
- Welding and Heat Treatment
- Precision Measurement
- CNC Programming and Machining
- Diemaking and Moldmaking

TRANSFER OPTIONS

Hawkeye's Industrial and Engineering Technology department has a block articulation with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 24 on pre-algebra, 69 on reading, and 20 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.
OR
- **Option II:** Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:
 - Fundamentals of Math (MAT045)
 - College Preparatory Reading II (RDG039)
 - Review in writing at Metro Center
- **Option III:** Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.
- A personal interview or program orientation session may be required.

**For additional information contact:
Industrial and Engineering Technology Department, 319-296-4009.**

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Machine Trade Print Reading I - MFG122	3
Applied Math - MAT772	3
OR	
Math Transfer Elective	
Basic Machine Theory - MFG211	2
Machine Operations I - MFG222	4
CNC Operations - MFG305	2
CNC Programming Theory - MFG308	4

SECOND SEMESTER

Course Title/Catalog Number	Credits
Machine Trade Print Reading II - MFG132	3
Applied Geometry/Trigonometry - MAT778	3
Advanced Machine Theory - MFG214	2
Machine Operations II - MFG228	4
CNC Operations II - MFG306	2
CNC Programming Theory II - MFG309	4

THIRD SEMESTER

Course Title/Catalog Number	Credits
Hydraulic Jigs and Fixtures - MFG363	3
EDM Fundamentals - MFG380	2
Computer Aided Machining - MFG321	4

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Fundamentals of Oral Communication - SPC101	3
Basic Diemaking - MFG408	8
Job Planning and Estimating - MFG432	2
Tool Steel Welding and Heat Treatment - WEL402	2

FIFTH SEMESTER

Course Title/Catalog Number	Credits
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Plastics Materials - MFG461	2
Advanced Die Making and Repair - MFG438	8

PROGRAM TOTAL 76

AWARD - AAS - Associate in Applied Science degree



Truck Driving & Transportation Training

TRUCK DRIVING & TRANSPORTATION TRAINING 16-WEEK

The Truck Driving & Transportation Training program prepares students to operate an over-the-road truck or enter the trucking business as a motor carrier. This program will assist students in obtaining a Commercial Drivers Instruction Permit.

16-WEEK COURSEWORK

The Truck Driving & Transportation Training program prepares students with the basic skills, knowledge, and regulations of the trucking industry, and transportation in interstate commerce. This program is based on the Federal Highway Administration proposed minimum standards for training tractor-trailer drivers. Interstate regulations require drivers to be at least 21 years of age and intrastate regulations require drivers to be at least 18 years old.

TRUCK DRIVING & TRANSPORTATION TRAINING 6-WEEK

The Truck Driving & Transportation Training program prepares students to enter the trucking business as an entry-level driver. This program is a six-week, 240-hour program. The program is based on the Federal Motor Carrier Safety Administrations' proposed minimum standards for training tractor-trailer drivers. The program is approved by the Iowa Department of Education and Job Training Programs. This program does not qualify for Federal Financial Aid.

6-WEEK COURSEWORK

The Truck Driving & Transportation Training program prepares students with the basic skills, knowledge, and regulations of the trucking industry. Students will receive training in safe driving techniques such as proper turns, backing, docking, and road skills. Students will receive instruction on hours of service and other FMCSA regulations. This program will prepare students to obtain a Class A Commercial Drivers License with all endorsements.

MAJOR AREAS OF TRAINING

- Proper Truck Driving Techniques
- Safety Practices and Accident Prevention
- Regulation Compliance
- Emergencies and First Aid
- Prepare for Class A Commercial Driver License with All Endorsements

ACCREDITATION

This program is approved by the Iowa Department of Education, the Iowa Motor Truck Association, and the Iowa Job Training Program.

TRANSFER OPTIONS

Students in the Truck Driving & Transportation program interested in continuing their education should visit with a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- Provide a Department of Transportation (DOT) physical examination.
- A valid driver's license with a good driving record and a stable work history.
- Provide negative results of a DOT drug test.
- Be 18 years of age or older.
- A personal interview or program orientation session may be required.

For additional information contact:

Power Technology Department, 319-296-4011.

SUGGESTED PLAN OF STUDY

Course Title/Catalog Number	Credits
16-Week Program	
Interpersonal Relations - TDT100	2
Transportation Industry and Driver Regulations - TDT115	4
Driving Range I - TDT120	4
Driving Range II - TDT121	2
Driving Range III - TDT122	2
PROGRAM TOTAL	14
Truck Transportation On-the-Job Training (Optional) - TDT938	3

Course Title/Catalog Number	Credits
6-Week Program	
Transportation Industry for Entry Level Drivers - TDT123	5
Driving Range and Road Skills - TDT124	5
PROGRAM TOTAL	10

AWARD - Certificate



Vet Assisting

VET ASSISTING

The Vet Assisting program provides students with opportunities to develop skills and abilities for entering a career as a veterinary assistant.

COURSE WORK

Instructional areas include companion animals and domesticated livestock, along with courses in anatomy and physiology, nutrition, and veterinary terminology.

Students develop knowledge and an understanding in livestock production and companion animals through classroom instruction, "hands-on" laboratory, employment experience, field trips, and industry speakers.

Our 400-acre Farm Laboratory utilizes new and up-to-date facilities and equipment to provide students hands-on experience with the latest production and management techniques. Included in this site is a laboratory for vet assisting courses.

EMPLOYMENT EXPERIENCE

The Vet Assisting 8-week employment experience allows students to gain real work experience on-site at an employer. This ensures students gain the skills they need to succeed on the job.

MAJOR AREAS OF TRAINING

- Pharmacology
- Nutrition
- Anatomy and Physiology
- Veterinarian Office Management Software
- Veterinary Assisting

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Agriculture and Natural Resources Department, 319-296-4011
or agnr@hawkeyecollege.edu or visit www.hawkeyecollege.edu/faculty/agnr.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Approved Elective	3
Veterinary Reception and Administration Skills - AGV154	4
Issues Facing Animal Science - AGS211	2
Domestic Animal Physiology - AGS218	4
Animal Nutrition - AGS319	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Veterinary Medical Terminology - AGV121	2
Companion Animal - AGV123	3
Veterinary Pharmacology - AGV140	3
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Written Communication in the Workplace - COM781	3
OR	
Composition I - ENG105	
Applied Math - MAT772	3
OR	
Math Transfer Elective	

THIRD SEMESTER

Course Title/Catalog Number	Credits
Veterinary Assisting - AGV101	3
Employment Experience - AGT805	5

PROGRAM TOTAL 41

AWARD - Diploma



Web Design & Development

WEB DESIGN & DEVELOPMENT

The Web Design & Development program prepares students to plan and construct Internet sites that are enabled for e-commerce. Students will use a variety of techniques to create web sites and online stores. The program covers the incorporation of multi-media techniques such as streaming audio and video.

COURSEWORK

Students will learn:

- Through lecture, demonstrations, hands-on training, and work assignments that provide the required knowledge and experience needed for employment in the rapidly-changing field of web design, development, and e-commerce applications.
- In small classrooms and labs with the latest networks, servers, and software programs.
- By participating in actual projects designing, implementing, testing, and troubleshooting web sites and e-commerce applications.
- To incorporate multi-media techniques into web sites with audio and video applications.

MAJOR AREAS OF TRAINING

- Web Site Software
- Multimedia Techniques
- E-commerce
- Database Systems
- Security
- Server Software

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- **Option I:** Applicants must score at least the following on each area of the COMPASS Assessment: 42 on algebra, 82 on reading, and 65 on writing or obtain a 19 on the ACT sub scores of math, reading, and English.

OR

Option II: Successfully complete the following courses with a grade of "C" or higher at Hawkeye Community College or equivalent courses at another accredited college:

- College Preparatory Writing II (ENG061)
- College Study Skills (SDV025)
- Elementary Algebra (MAT063)

OR

Option III: Any combination of Options I and II fulfilling the basic skills requirements in algebra, reading, and writing.

- A personal interview or program orientation session may be required.

For additional information contact:

Information Technology Department, 319-296-4021.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
A+ Certification Prep - NET109	4
Introduction to Web Design - GRA150	3
Web Page Graphics - GRA162	3
Information Technology Elective*	3
Math for Liberal Arts - MAT110	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Introduction to Database - CIS303	3
Web Languages - CIS249	3
Web Scripting - CIS206	3
Basic Web Page Design Software - BCA183	2
Human & Work Relations - PSY102	3

OR

Introduction to Psychology - PSY111

OR

Introduction to Sociology - SOC110

Composition I - ENG105 3

OR

Written Communication in the Workplace - COM781

THIRD SEMESTER

Course Title/Catalog Number	Credits
Multimedia for Web Design - BCA232	3
Server Side Web Programming - CIS215	3
PHP Programming - CIS231	3
Web Site Administration - CIS234	3
Fundamentals of Oral Communication - SPC101	3

FOURTH SEMESTER

Course Title/Catalog Number	Credits
Data Driven Web Page - CIS217	3
E-Commerce Design - CIS274	3
Systems Implementation - CIS510	3
Experiential Learning - NET916	3
Advanced Server Side Web Programming - CIS225	3

PROGRAM TOTAL 63

**Information Technology Electives can be chosen from any of the following courses:*

Introduction to Computers - CSC110	3
Network Math - NET205	1
Data Transportation - NET206	1
CISCO Networking - NET211	2
CISCO Routers - NET221	2
UNIX - NET453	3
Internship - NET932	3

AWARD - AAS - Associate in Applied Science degree



Welding

WELDING

Welding continues to be one of the principle means of fabricating and repairing metal products. It provides a constant source of employment for both skilled and semi-skilled operators. The Welding program prepares students to enter into the industry as beginning production, maintenance, or job shop welders.

An independent certification laboratory evaluates each student's performance on the American Welding Society Structural Steel Bend test for possible certification prior to graduation.

COURSEWORK

The Welding program trains individuals in the latest techniques in the fabrication of materials by welding processes. Students learn welding, cutting, metallurgy, and blueprint reading. Other topics include how to operate fork trucks, industrial saws, plate shears, rollers, grinders, and safe material handling skills.

MAJOR AREAS OF TRAINING

- Safety
- Oxyacetylene Welding
- Arc Welding
- Metallic Inert (MIG)
- Blueprint Reading
- Mathematics

TRANSFER OPTIONS

Hawkeye's Industrial and Engineering Technology department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology to transfer both general education and technical credits. For more information on transferring credits, talk to a program advisor.

ADMISSIONS REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- A personal interview or program orientation session may be required.

For additional information contact:

Industrial and Engineering Technology Department, 319-296-4009.

SUGGESTED PLAN OF STUDY

FIRST SEMESTER

Course Title/Catalog Number	Credits
Arc Welding I (SMAW) - WEL155	4
*Cutting Processes - WEL134	2
*Welding Blueprint Reading - WEL111	3
*GMAW - WEL186	4
*Math for Welders - MAT764	2
OR	
Applied Math - MAT772	3

SECOND SEMESTER

Course Title/Catalog Number	Credits
Communications - COM730	3
OR	
Written Communication in the Workplace - COM781	
AND	
Fundamentals of Oral Communication - SPC101	
Human & Work Relations - PSY102	3
OR	
Introduction to Psychology - PSY111	
OR	
Introduction to Sociology - SOC110	
Arc Welding II (SMAW) - WEL164	4
*Advanced GMAW - WEL187	4
Welding Blueprint Reading/ Advanced - WEL112	2

THIRD SEMESTER

Course Title/Catalog Number	Credits
Pipe Welding/ SMAW - WEL303	3
Gas Tungsten Arc Welding - WEL191	3
Fusion and Braze Welding - WEL125	2
<i>* Denotes courses needed for "Certificate" in Production Welding</i>	

PROGRAM TOTAL 39

AWARD - Certificate or Diploma



COMMUNITY AND CONTINUING EDUCATION

BUSINESS AND INDUSTRY

Hawkeye Community College extends its services and facilities to business and industry by offering trade courses, in-service training and special workshops anywhere in the area. These courses upgrade employees in their current positions as well as educate employees for new roles and opportunities in business and industry. Technical adult courses are provided in the following categories.

- Business Education
- Computer
- Continuing Education for Health Professionals
- EMS
- Long Term Care
- Management/Employee Development
- Quality Improvement
- Technical Training
- Workplace Basic Skills

Following is a partial listing of available technical adult courses:

BUSINESS EDUCATION

- Income Tax

COMPUTER TRAINING

- Microsoft Office 2003 & 2007
 - Word
 - Excel
 - Access
 - PowerPoint
 - Outlook
- Adobe Creative Suite
 - Photoshop
 - Illustrator
 - InDesign
 - Flash
 - Dreamweaver
- A+ Certification
- Microsoft Certified Systems Administrator (MCSA)
- Certified Cisco Network Administrator (CCNA)
- Microsoft Office Specialist

MANAGEMENT/EMPLOYEE DEVELOPMENT

- Accountability in the Workplace
- Business Writing
- Communication Skills
- Conflict Resolution
- Customer Service Workshops
- Diversity in the Workplace
- Harassment
- Human Relations in Business & Industry
- Management Development - AMA
- Marketing Principles
- Management Seminars & Workshops
- Motivation
- Personality & Behavioral Assessments
- Personnel Management
- Presentation Skills
- Professional Coaching
- Project Management
- Stress Management
- Supervisory Training
- Team Building and Leadership
- Time Management
- Train-the-Trainer

QUALITY IMPROVEMENT

- Benchmarking
- Control Plans
- Corrective/Preventative Action
- Failure Mode & Effect Analysis
- GR & R
- Internal Auditing
- ISO 9000: 2000
- Lean Manufacturing
- QS-9000
- Statistician Process Control
- Workplace Lean

TECHNICAL TRAINING

- AutoCAD
- Blueprint Reading
- Boiler Systems
- Computerized Numerical Control
- Computerized Technical Control
- Digital Electronics
- Electrical Systems and Repair
- Electronics
- Fork Truck Certification
- Geometric Dimensioning Tolerancing
- Hydraulics & Pneumatics
- Industrial Electricity
- Industrial Electronics
- Industrial Instrumentation
- Industrial Safety
- Machine Shop
- Maintenance Technology
- Mathematics
- Mechanical Systems
- Microcomputer - Microprocessing
- Motors and Controls
- National Electrical Code
- OSHA Safety Courses
- Precision Measurement
- Pre-Technical Math
- Programmable Controllers
- Refrigeration
- Robotics
- Servomotor
- Statistician Process Control
- Stepper Motor Drive
- Technical Writing
- Train-the-Trainer
- Variable Frequency Motor Drives
- Welding

WORKPLACE BASIC SKILLS

- Basic Skills Assessment
- Pre-Training Skills Assessments
- Writing on the Job
- Basic Math
- Command Spanish ®

CERTIFICATE PROGRAMS

MANAGEMENT DEVELOPMENT

Hawkeye Community College, in cooperation with American Management Association's (AMA) Extension Institute, presents these courses as part of a certificate program in the management of small business. The certificate is awarded upon successful completion of six courses from the AMA series.

A+ CERTIFICATION

A+ Certification is the industry standard for technicians and offers the opportunity for career advancement and higher salaries. A+ is the perfect launch pad into other careers in information technology. In this hands-on course, you will become prepared for the A+ Essentials and 220-602 Certification Exams. This training is designed to teach the fundamentals associated with common operating systems and the PC hardware these operating systems control. Study includes the identification, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance.

CISCO (CCNA) CERTIFICATION

Cisco Certification is a widely respected multi-level program that recognizes the basic networking skills to design, plan, install, and commission small to medium sized computer networks. Certification from Cisco brings valuable, measurable rewards to network professionals, their managers, and the organizations that employ them. This course is open to IT professionals interested in computer networks and the Internet with above average PC skills and dedication to learn new skills.

The class offers a combination of CBT/Lectures/Lab work split into four sections totalling 212 class hours.

Section 1:	Introduction to Networking
Section 2:	Configuring Networks
Section 3:	Network Access and ISDN
Section 4:	Wide Area Networks

MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (MCSA) CERTIFICATION

Microsoft Certified Systems Administrator Certification is an ideal way to show employers that you have the knowledge and skills they need.

The MCSA credential identifies IT professionals who implement, manage, and maintain networks and system environments based on the Microsoft Windows Server operating system.

MICROSOFT OFFICE SPECIALIST CERTIFICATION

Microsoft Office Specialist (Office Specialist) Certification, the premier Microsoft desktop official recognition, is a globally recognized standard for demonstrating desktop skills. The Office Specialist program is helping meet the demand for qualified and knowledgeable people in the modern workplace. Microsoft Office Certification measures Microsoft Office skills and the ability to apply the skills on the job.

CUSTOMIZED TRAINING DESIGNED FOR YOUR BUSINESS

A training coordinator will work directly with your manager, supervisors and production workers to design a training curriculum and delivery system to meet your organization's schedule.

- Assessment to help determine your training needs
- Re-designing of training programs
- Training schedules and locations to meet your needs
- Reasonable cost
- Training for new and expanding industry
- Marketing information services

THE IOWA NEW JOBS TRAINING PROGRAM

The Iowa New Jobs Training Program is designed to encourage growth of industries already established and to create a positive atmosphere for business and industry considering relocation to this area.

The money that you paid in taxes is used to fund training for newly created jobs. The fund is created by selling certificates with a repayment plan based on the anticipated increase in your payroll tax and incremental property tax.

IOWA'S RETRAINING PROGRAM

The Iowa Retraining Program helps business and industry keep pace with advancements and grow more responsive to new market demands and opportunities.

CONTINUING EDUCATION

In order to fulfill the increasing educational needs of Merged Area VII residents, Hawkeye Community College offers well-planned, diversified programs in continuing education. Quality instruction is available in the areas of health and continuing education to meet state recertification/relicensure requirements.

CONTINUING EDUCATION FOR HEALTH PROFESSIONALS

Nurses
Social Workers
Respiratory Care Professionals
General & Limited Practice Radiographers
Funeral Directors
Dental Hygienists
Independent Study Options for Health Professionals Programs regularly offered
Expanded IV Therapy for the LPN
100 Hour Limited Practice Radiographer Course
Management of the Critically Ill Patient
Local Anesthesia for the Dental Hygienist
Licensed Nursing Home Administrators

LONG TERM CARE

Activity Coordinator Course
Training CCDI (Chronically Confused Demented Illness) Units
Child Abuse
Death and Dying
Dependent Adult Abuse - Mandatory Reporter Training
Department Head Continuing Education
ESL Nurse Aide I
Health Unit Coordinator
In-Service Programs
Intro to Health Careers
Medication Manager
Medical Terminology
Nurse Aide State Competency Exam
Nurse Aide I & II
Nursing Home Administrators' Continuing Education
Non-Parenteral Medication Aide
Nursing Continuing Education
Paid Nutritional Assistant
Physical Assessment of Older Adult
Rehabilitation Aide
Social Worker Continuing Education
Supervision in Health Care Facilities
Teacher Training for 75 Hour Nurse Aide Course

EMERGENCY MEDICAL SERVICE

The first level of training in the EMS area is the First Responder who learns to assess medical situations with the aid of the ambulance service. Ambulance certified personnel begin their training with the EMT course where they learn how to interpret signs and symptoms of illness or injury and how to use the proper procedures for basic emergency care. Advanced levels of EMT and Paramedic training involve further practice and refinement of patient assessment plus I.V. therapy, esophageal and endotracheal airways, cardiac rhythm interpretation, and drug administration.

EMERGENCY MEDICAL SERVICES

- Basic Life Support – All Modules CPR
- Basic Life Support – Instructor
- Emergency Medical Technician – Basic
- Emergency Medical Technician – Intermediate
- Emergency Medical Technician – Paramedic
- Emergency Rescue Technician
- First Aid
- First Responder
- Paramedic - Paramedic Specialist Bridge
- Specialized Seminars

TRAINING FOR VOLUNTEER FIREFIGHTERS

- Fire Fighter I
- Fire Fighter II

LAW ENFORCEMENT

CERTIFICATION CLASSES FOR IOWA LAW ENFORCEMENT

1. 8-Week Iowa Law Enforcement Academy Intermediate School

An 8-week school for new police officers who have a 2-year criminal justice degree covering all phases of police work. Upon completion they are certified police officers in Iowa.

2. Reserve Officer Weapons School

A course for reserve police officers who carry weapons. It covers handguns, shot gun, chemical weapons, and baton. Reserve officers must have this course before they can carry a weapon.

3. Mandatory Training for Reserve Police Officers

A mandated program by the State for reserve officers. They must complete the training to become certified in Iowa.

4. Police Weapons Certification

This is an annual qualification course for police.

SENIORTECH COMPUTER CLASSES (50+)

- Basic Computers
- Internet/Email Basics
- Word/Excel 2003 & 2007
- Digital Memories with Power Play
- Digital Cameras
- Digital Photo Editing
- File Maintenance
- Scanner, Printers, & Jump Drives
- Email Calendar
- Travel Basics
- Holiday Project
- Webcam Basics
- Keyboarding

GENERAL INTEREST

To complement career and technical classes, the Community Services Department offers adult courses and programs that emphasize general interest in the areas of home improvement, family relations, community services, older adults, hobby, and leisure time pursuits.

- Bosnian Language Skills
- Concealed Weapons Permit & Basic Handgun
- Driver Improvement Program
- 55 Alive
- Financial Management
- Gardening
- Investments, Stocks and Bonds
- Landscaping
- Moped Operator
- Motorcycle Rider
- Sign Language
- Spanish
- Wills, Estates and Trust Planning

FAMILY LIVING AND CONSUMER SCIENCE

- Quilting Series
- Sewing with Sergers

PARENTING

- Children In The Middle

FOODS

- Foods from Other Cultures

OCCUPATIONAL & CONTINUING EDUCATION

- Basic School Food Service
- Child Care Provider Workshops
- Cosmetology Continuing Education
- Foster Parent Relicensure
- Long-Term Care Food Service Supervisor - 90 Hours
- PS-MAPP Foster Parent/Adoption Training
- Treatment Foster Family Preservice Training

MISCELLANEOUS

- Anger Management
- Home Organization
- Personal Growth
- Stress Management

COMMUNITY OUTREACH SERVICES

MARTIN LUTHER KING, JR. CENTER OF HAWKEYE COMMUNITY COLLEGE

The Martin Luther King, Jr. Center of Hawkeye Community College, 515 Beech St., Waterloo, is a full service community college center.

- Degree Related Courses
 - On-site Courses
 - Distance Learning Courses – ICN and Online
 - Iowa Public Television Courses
- Non-Credit Programs
 - Summer Youth Academy
 - Professional and Personal Development Workshops/Seminars
 - Banquets and Cultural Celebrations
- ABE/GED Courses
 - ABE/GED Classes
 - Middle/High School Credit Classes



COMMUNITY SERVICES

ADULT BASIC EDUCATION (ABE)

Free Adult Basic Education classes, sponsored by Hawkeye, provide a way for adults to improve their basic reading, writing, or math skills. The Metro Center, located at 844 W. 4th Street in Waterloo, offers classes daily - mornings, afternoons, and evenings. Classes are also offered in other community centers and schools in the area. In addition, English as a Second Language classes are offered to adults who would like to learn basic English language skills. Call 319-234-5745 for more information.

HAWKEYE ADULT LITERACY PROJECT

Hawkeye sponsors a program to train volunteer tutors and place them with adult beginning readers. Students and tutors are matched one-on-one and meet twice a week to work on basic reading skills. Students may attend an ABE class when they have attained basic reading proficiency. Call the Literacy Coordinator at 319-234-5745.

HIGH SCHOOL EQUIVALENCY (GED) DIPLOMA

GED (General Education Development) classes, for adults who want to earn their high school diploma, are offered in conjunction with Hawkeye's ABE classes (see above). Successful completion of the five GED tests will earn the student an Iowa High School Equivalency (GED) diploma. The Metro Center, 844 W. 4th in Waterloo, offers the widest selection of GED classes with morning, afternoon, and evenings classes. Classes

are also available in many communities in the area at convenient times and locations. GED testing is available by appointment at the Metro Center. Call 319-234-5745, for more information about class locations or to schedule a GED test.

ENGLISH LEARNING LANGUAGE (ELL)

Free ELL classes for adults are offered through the Adult Basic Education program. Classes are offered morning, and evenings Monday through Thursday at the Metro Center, 844 W. 4th St. in Waterloo. Course content emphasizes the development of conversational English needed for daily living. Several ELL levels are available. Reading and writing of English and cultural awareness activities are included in the curriculum. An interactive language lab provides additional language skill practice mid-day Monday through Thursday and evenings Tuesday and Wednesday.

CITIZENSHIP CLASSES

Free mid-day and evening Citizenship classes are offered monthly at the Metro Center in Waterloo. The classes may be taken by anyone who has applied for U.S. citizenship or who plans to apply in the next year. Classes will help prospective citizens review their knowledge of U.S. history and government in preparation for the citizenship test. Because the test is administered in English, those taking the citizenship classes need to be able to speak, read, and write in English. For more information, call 319-234-5745.

ADULT HIGH SCHOOL CREDITS

Students needing individual high school courses in order to complete high school may take individualized courses through the Independent Learning Center (ILC) located at the Metro Center, 844 W. 4th St., in Waterloo. Adults completing the State of Iowa and Hawkeye Community College's requirements for a high school diploma will be awarded an adult high school diploma from Hawkeye Community College.

Area high school students must be referred to the Independent Learning Center (ILC) by their home high school counselor to complete individual courses to be transferred back to their home school. Each area high school determines its own policy regarding the number of courses a student may complete at the ILC to apply toward graduation from the home district. Students must be 16 years of age or second semester high school sophomores to begin a course. Call 319-234-5745 for tuition information.

Algebra I, Sem. 1 & 2
American Government
American Literature
Basic Composition
Biology 1 & 2
Chemistry 1 & 2
Consumer Math 1 & 2

Earth Science
Economics
English 9, Sem. 1 & 2
English 10, Sem. 1 & 2
General Math 1 & 2
General Psychology
General Science 1 & 2

Geography 1 & 2
Geometry 1 & 2
Individualized Reading
Literature Lab
Personal Health
Physical Science
Pre-Algebra 1 & 2

Reading Improvement
Sociology
Study Skills
U.S. History 1 & 2
World Studies 1 & 2



COURSE DESCRIPTIONS

Each course description is preceded by a course number, a course title, and the number of credits. Each course description is followed by the number of lecture and lab hours. Prerequisite and corequisite courses are identified when applicable.

Discipline Codes

Discipline Codes	Discipline/Subject Area	Discipline Codes	Discipline/Subject Area
ACC	Accounting	FLF	Foreign Language French
ADM	Administrative Assistant	FLS	Foreign Language Spanish
ADN	Associate Degree Nursing	GEO	Geography
AGA	Agriculture - Agronomy	GRA	Graphic Communications
AGB	Agriculture - Farm Management	HCR	Heating and Air Conditioning
AGC	Agriculture - Comprehensive - Misc.	HIS	History
AGH	Agriculture - Horticulture	HIT	Health Information Technology
AGM	Agriculture - Mechanics	HSC	Health Sciences
AGP	Agriculture - Precision Agriculture	HUM	Humanities
AGS	Agriculture - Animal Science	IND	Industrial Technology
AGT	Agriculture - Technology	INT	Interior Design
AGV	Agriculture - Vet Technology	ITP	Interpreting
ANT	Anthropology	LIT	Literature
ARC	Architectural	MAP	Medical Assistant
ART	Art	MAT	Mathematics
AUT	Automotive Technology	MFG	Manufacturing
BCA	Business Computer Application	MGT	Management
BIO	Biology	MIL	Military and ROTC
BUS	Business	MKT	Marketing
CAD	Computer Aided Drafting	MLT	Medical Lab Technology
CET	Civil Engineering Technology	MUA	Music - Applied
CHM	Chemistry	MUS	Music - General
CIS	Computer Programming	NET	Computer Networking
CLS	Cultural Studies	OPT	Optometric/Ophthalmic Assistant
CNS	Conservation Technology	PEA	Physical Education Activities
COM	Communication	PEC	Coaching/Officiating
CON	Construction	PEH	General Physical Education and Health
CRJ	Criminal Justice	PHI	Philosophy
CRR	Collision Repair and Refinishing	PHS	Physical Science
CSC	Computer Science	PHT	Commercial Photography
DEA	Dental Assistant	PHY	Physics
DHY	Dental Hygiene	PNN	Practical Nursing
DRA	Film and Theatre	POL	Political Science
DRF	Drafting	PSY	Psychology
DSL	Diesel	RCP	Respiratory Therapy
ECE	Early Childhood Education	RDG	Reading
ECN	Economics	REL	Religion
EDU	Education	RNF	Registered Nurse First Assistant
EGT	Engineering Technology	SDV	Student Development
ELT	Electronics	SOC	Sociology
ENG	English Composition	SPC	Speech
ENV	Environmental Science	SUR	Surgical Technology
ESL	Non-Intensive ESL	TDT	Truck Driving & Transportation
FIN	Finance	WEL	Welding
FIR	Fire Science	WST	Women's Studies

ACC ACCOUNTING

- ACC111 Introduction to Accounting** Credits 3
This course covers the terminology, concepts, and procedures involved in financial accounting for businesses. Topics include accounting for cash and accounting for payroll. *Lecture 48 hours.*
- ACC115 Introduction to Accounting** Credits 4
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 64 hours.*
- ACC116 Introduction to Accounting II** Credits 4
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 64 hours. Prerequisite(s): ACC115 or ACC131.*
- ACC131 Principles of Accounting I** Credits 4
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; and accounting for cash, receivables, payables, inventories, plant assets; partnerships, and corporations. *Lecture 64 hours.*
- ACC132 Principles of Accounting II** Credits 4
This 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 64 hours. Prerequisite(s): ACC131.*
- ACC190 Financial Analysis** Credits 2
This course provides the student with a general framework of corporate finance. The emphasis is limited to analysis and evaluation of alternative choices for investments and working capital. The objective is accomplished through assigned readings, lectures, completed assignments and projects, as well as through quizzes and tests. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): ACC132 or ACC116.*
- ACC222 Cost Accounting** Credits 4
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 64 hours. Prerequisite(s): ACC132 or ACC116.*
- ACC231 Intermediate Accounting I** Credits 4
This course emphasizes accounting theory as students work with detailed applications of various balance sheets 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 64 hours. Prerequisite(s): ACC116 or ACC132.*
- ACC232 Intermediate Accounting II** Credits 4
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 64 hours. Prerequisite(s): ACC231.*

ACC265 Income Tax Accounting Credits 4
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 64 hours.*

ACC311 Computer Accounting Credits 3
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 32 hours. Laboratory 32 hours. Prerequisite(s): BCA134, ACC115, and ACC131. Corequisite(s): ACC116 or ACC132.*

ACC360 Accounting Spreadsheets Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): BCA205.*

ACC370 Accounting Systems Credits 2
This course provides the student with an overview of accounting systems with specific attention to automated systems. Alternative methods of maintaining financial records and preparing statements with necessary supporting schedules are discussed and practiced. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): ACC222 and ACC360.*

ACC801 Payroll Accounting Credit 1
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. *Laboratory 32 hours. Prerequisite(s): ACC131 or ACC115.*

ACC803 Accounting Simulations Credit 1
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. *Laboratory 32 hours. Prerequisite(s): ACC131 or ACC115.*

ADM ADMINISTRATIVE ASSISTANT

ADM105 Introduction to Keyboarding Credit 1
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. *Laboratory 32 hours.*

ADM108 Keyboarding Skill Development Credit 1
The skill building process is continued. This course assists students to improve speed and accuracy. The minimum competency of 45 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required. *Laboratory 32 hours. Prerequisite(s): ADM105.*

ADM131 Office Calculators Credit 1
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. *Laboratory 32 hours.*

ADM148 Transcription Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): BCA134 and ADM105. Corequisite(s): ADM159.*

ADM159 Proofreading and Editing Credits 3

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 48 hours.*

ADM162 Office Procedures Credits 3

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 32 hours. Laboratory 32 hours. Prerequisite(s): BCA134 and ADM159.*

ADM180 Administrative Management Credits 3

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 48 hours. Prerequisite(s): ADM108.*

ADM200 Legal Document Processing Credits 3

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 48 hours. Prerequisite(s): ADM105, BCA134, and ADM148.*

ADM203 Legal Office Concepts and Procedures Credits 3

This course provides an understanding of the legal office environment, offers a broad spectrum of legal concepts and procedures, and presents legal documents by fields of law. *Lecture 48 hours. Prerequisite(s): BCA134.*

ADM208 Legal Terminology Credits 3

This course is designed to familiarize students with the most commonly used legal terms in today's workplace. It emphasizes correct spelling, pronouncing, and defining of legal terms. *Lecture 48 hours.*

ADM222 Career Capstone Credits 3

Career skills, techniques and strategies that will assist the student in securing and maintaining employment are developed in this course. 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, and 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 48 hours. Prerequisite(s): Can only be taken in the term in which the student will be completing their program of study.*

ADN ASSOCIATE DEGREE NURSING

ADN121 Transition to Professional Nursing Credits 2

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. *Lecture 32 hours. Prerequisite(s): Admission to the Associate Degree Nursing program.*

ADN122 Advanced Nursing Skills Credits 2

This course provides supervised practice of advanced nursing skills in a laboratory setting. The student is assisted in gaining skills and accuracy through demonstration, supervised practice and evaluation. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): Admission to the Associate Degree Nursing Program.*

ADN123 Physical Assessment Credits 2

This course covers basic physical assessment with history taking and data collection, analysis and planning for care, nursing interventions and documentation. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): Admission to the Associate Degree Nursing Program. This course begins the 3 year time limit for completion of the ADN curriculum and a minimum grade of "C" in BIO163.*

ADN281 Diet Management Credit 1

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 16 hours. Prerequisite(s): Admission without conditions to the Associate Degree Nursing Program.*

ADN331 Issues in Nursing Management Credits 2

This course 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. *Lecture 32 hours. Prerequisite(s): A valid Iowa LPN License and a minimum grade of "C" in ADN121, ADN122, ADN123, ADN531. Corequisite(s): A minimum grade of "C" in ADN532.*

ADN410 Advanced Nursing in OB and PEDS Credits 5

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 48 hours. Laboratory 96 hours. Prerequisite(s): A valid Iowa LPN license and a minimum grade of "C" in ADN121, ADN122, ADN123, and ADN531.*

ADN477 Psychiatric Nursing Credits 5

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 48 hours. Laboratory 96 hours. Prerequisite(s): A valid Iowa LPN License and a minimum grade of "C" in ADN123 and ADN121.*

ADN531 Advanced Adult Health Nursing I Credits 6

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 64 hours. Laboratory 96 hours.*

ADN532 Advanced Adult Health Nursing II Credits 6

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 64 hours. Laboratory 96 hours. Prerequisite(s): A valid Iowa LPN License and a minimum grade of "C" in ADN121, ADN122, ADN123, and ADN531. Corequisite(s): A minimum grade of "C" in ADN331.*

AGA AGRICULTURE - AGRONOMY

AGA114 Principles of Agronomy Credits 3

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 32 hours. Laboratory 32 hours.*

AGA154 Fundamentals of Soil Science Credits 3

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 32 hours. Laboratory 32 hours.*

AGA214 Cash Grains Credits 3

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 32 hours. Laboratory 32 hours.*

AGA284 Pesticide Application Certification Credits 3

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 32 hours. Laboratory 32 hours.*

AGA376 Integrated Pest Management Credits 3

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, and make recommendations for handling any problems. *Lecture 32 hours. Laboratory 32 hours.*

AGB AGRICULTURE - FARM MANAGEMENT

AGB101 Agricultural Economics Credits 3

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 32 hours. Laboratory 32 hours.*

AGB111 Agriculture Enterprise Lab Credit 1

Agriculture Enterprise lab offers students the opportunity to gain hands-on educational experience 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. This course may be repeated a maximum of three times to earn up to three credits. *Laboratory 48 hours.*

AGB235 Introduction to Agriculture Markets Credits 3

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 32 hours. Laboratory 32 hours.*

AGB303 Agriculture Leadership Credits 3

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 32 hours. Laboratory 32 hours.*

AGB331 Entrepreneurship in Agriculture Credits 3

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 32 hours. Laboratory 32 hours.*

AGB336 Agricultural Selling Credits 3

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, twelve power closes, and sales paper work. *Lecture 32 hours. Laboratory 32 hours.*

AGB466 Agricultural Finance Credits 3

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 32 hours. Laboratory 32 hours.*

AGC AGRICULTURE - COMPREHENSIVE - MISC.

AGC103 Ag Computers Credits 3

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 32 hours. Laboratory 32 hours.*

AGH AGRICULTURE - HORTICULTURE

AGH107 Horticulture Lab Credit 1

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 a maximum of five times to earn up to five credits. *Laboratory 48 hours.*

AGH111 Introduction to Turfgrass Management Credits 3

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 48 hours.*

- AGH119 Herbaceous Plant Materials** **Credits 2**
 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 32 hours.*
- AGH122 Woody Plant Materials** **Credits 2**
 This course presents identification and cultural characteristics of commonly used woody outdoor plants used in landscape in Iowa, including many native plants. Recognition of scientific names of plants, identification, and common names are also included. *Lecture 16 hours. Laboratory 32 hours.*
- AGH134 Greenhouse Production** **Credits 3**
 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 48 hours.*
- AGH140 Equipment Operations** **Credits 2**
 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 16 hours. Laboratory 32 hours.*
- AGH143 Equipment Repair** **Credits 3**
 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 32 hours. Laboratory 32 hours.*
- AGH145 Landscape Construction** **Credits 2**
 Introduction to the basics of landscape construction including classroom instruction and hands-on experience in the operation of small landscape equipment. Tree, shrub, and turfgrass establishment and maintenance, and maintenance of existing plants and structures are covered. Students will have the opportunity to experience the construction of walkways, retaining walls, berms or other landscape features. *Lecture 16 hours. Laboratory 32 hours.*
- AGH152 Landscape Design Techniques** **Credits 3**
 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 32 hours. Laboratory 32 hours.*
- AGH161 Irrigation Systems** **Credits 3**
 This course presents various types of irrigation equipment: heads, valves, controllers, pipes, 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 32 hours. Laboratory 32 hours.*
- AGH211 Advanced Turfgrass Management** **Credits 3**
 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, and basic golf course design is presented. Budgets, irrigation, maintenance and an integrated pest management program are presented. *Lecture 48 hours.*
- AGH221 Principles of Horticulture** **Credits 3**
 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 48 hours.*
- AGH222 Plant Propagation I** **Credits 2**
 This course covers plant propagation procedures commonly done in the late winter and spring. Starting of seed and grafting will be covered. Propagation theory and history will be discussed. *Lecture 32 hours.*
- AGH270 Nursery Production** **Credits 2**
 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 16 hours. Laboratory 32 hours.*
- AGH273 Nursery Management** **Credits 3**
 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 32 hours. Laboratory 32 hours.*
- AGH280 Botany for Horticulture** **Credits 3**
 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 including osmosis, photosynthesis, respiration, transpiration, reproduction and the basic principles of genetics, and the plants metabolism are discussed. *Lecture 32 hours. Laboratory 32 hours.*
- AGH281 Arboriculture** **Credits 3**
 A study of tree culture with emphasis on propagation, pruning, transplanting, pest control, urban environment concerns and recognition of hazards and liabilities are discussed. Methods of evaluation of values of trees also studied. *Lecture 48 hours.*
- AGH292 Garden Center Management** **Credits 3**
 Display, promotion, and merchandising in the modern garden center will be covered. 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 48 hours.*
- AGH322 Plant Propagation II** **Credits 2**
 This course covers summer and fall plant propagation practices. Softwood cuttings of outdoor shrubs and tree budding will be discussed. Fall seed collection and winter cuttings of woody plants will also be covered. General aspects of other forms of propagation and propagation equipment will also be presented. *Lecture 32 hours.*
- AGH400 Athletic Field Maintenance** **Credits 3**
 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 32 hours. Laboratory 32 hours.*
- AGH425 Grounds Maintenance** **Credits 3**
 This course introduced basic maintenance practices used on a golf course; golf course, such as etiquette, 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 32 hours. Laboratory 32 hours.*

AGH610 Spanish for the Green Industry Credits 3

This is a practical Spanish Language course that provides immediate access to functional language skills for non-Spanish-speakers in the "green industry." Special sections are devoted to agriculture, landscaping, grounds keeping, nurseries, and turf management terminology. This course emphasizes the most important commands, questions, and phrases pertinent to daily interactions between non-Spanish-speakers and Spanish-speaking individuals. In addition, this course addresses cultural aspects of working with Spanish speaking populations such as employment, medical, and safety issues. No prior language of Spanish is necessary. *Lecture 48 hours.*

AGH710 Introduction to Leisure Services Credits 3

This course is an orientation to the Leisure Services Profession, including history, philosophy, trends, and opportunities. Examination of the components and interrelationships of leisure services delivery systems, focusing on programs and services, facilities, population served, and sources of funding. *Lecture 48 hours.*

AGH720 Leadership in Leisure Services Credits 3

This course covers theories, principles and practices of leisure service leadership: techniques and methods of working with individuals and groups. *Lecture 48 hours.*

AGH730 Programming for Leisure Services Credits 3

Introduction to methods and procedures for planning, budgeting, pricing, implementing and evaluating leisure service programs. *Lecture 48 hours. Prerequisite(s): AGH710 and AGH720.*

AGM AGRICULTURE - MECHANICS

AGM104 Electricity Credits 4

This course is an in-depth study of theory in the diagnosing and repair of electrical components and circuitry. *Lecture 48 hours. Laboratory 48 hours.*

AGM107 Gas Engine Rebuild Credits 7

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 80 hours. Laboratory 96 hours.*

AGM113 Hydraulics I Credits 3

This course covers theory and symbols of hydraulic components. Testing and repair of components is performed according to manufacturer's specifications. *Lecture 32 hours. Laboratory 48 hours.*

AGM224 Hydraulics II Credits 4

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 48 hours. Laboratory 48 hours. Prerequisite(s): AGM107, AGM113, AGM104, DSL447, and DSL377.*

AGM327 Equipment Maintenance Credits 7

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 80 hours. Laboratory 96 hours. Prerequisite(s): AGM107, AGM113, AGM104, DSL447, and DSL377.*

AGM333 Electronics Credits 3

This course is a continuing study of electricity in electronic components covering circuitry, diagnosis and repair. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): AGM107, AGM113, AGM104, DSL447, and DSL377.*

AGM408 Power Transfer Systems Credits 7

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 80 hours. Laboratory 96 hours. Prerequisite(s): AGM107, AGM113, AGM104, DSL447, and DSL377.*

AGM417 Ag Equipment Repair Credits 7

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 80 hours. Laboratory 96 hours. Prerequisite(s): AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.*

AGP AGRICULTURE - PRECISION AGRICULTURE

AGP333 Precision Farming Systems Credits 3

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 32 hours. Laboratory 32 hours.*

AGP340 Foundations of GIS and GPS Credits 3

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 32 hours. Laboratory 32 hours.*

AGP401 Introduction to GIS Software Credit 1

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 16 hours. Prerequisite(s): AGC103 or equivalent.*

AGP450 Fundamentals of GIS Credits 3

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 32 hours. Laboratory 32 hours.*

AGS AGRICULTURE - ANIMAL SCIENCE

AGS113 Survey of the Animal Industry Credits 3

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, composition, evaluation, and marketing of farm animals and animal products; including beef and dairy cattle, horses, goats, poultry, sheep, and swine. *Lecture 32 hours. Laboratory 32 hours.*

AGS192 Livestock Judging Credits 3

This course advances student's evaluation skills and prepares them to become competent livestock judges. Students have the opportunity to represent the college at various contests held on local, state, and national levels. *Lecture 32 hours. Laboratory 32 hours.*

AGS211 Issues Facing Animal Science Credits 2

Overview of the factors that define contemporary, ethical, and scientifically-based issues facing animal agriculture. Life skills development will be incorporated. *Lecture 32 hours.*

AGS216 Equine Science Credits 3

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 32 hours. Laboratory 32 hours.*

AGS218 Domestic Animal Physiology Credits 4

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 include 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 48 hours. Laboratory 32 hours. Prerequisite(s): AGS113.*

AGS225 Swine Science Credits 3

This course provides an understanding of the principles involved with comprehensive swine management and selection 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 32 hours. Laboratory 32 hours.*

AGS226 Beef Cattle Science Credits 3

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, pre-conditioning programs, feedlot management, and marketing. Students receive hands-on experience working with the school teaching herd plus field trips and guest speakers. *Lecture 32 hours. Laboratory 32 hours.*

AGS229 Sheep Science Credits 3

This course prepares the student to integrate production principles. Economic management is stressed as it relates to the profitable sheep enterprise. Topics included: budgeting, record analysis, lamb feeding, handling, wool, and marketing. Students receive hands-on experience working with the school flock during lambing plus the opportunity to participate in scheduled field trips. *Lecture 32 hours. Laboratory 32 hours.*

AGS272 Foods of Animal Origin Credits 5

An introduction to contemporary practices and decisions necessary when managing beef, dairy, poultry, sheep, and swine through the stages of their production cycles. *Lecture 64 hours. Laboratory 32 hours. Prerequisite(s): AGS-113.*

AGS305 Livestock Evaluation Credits 3

This course develops the student's potential in livestock selection with emphasis placed on the evaluation of breeding animals as well as marketing 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 32 hours. Laboratory 32 hours.*

AGS319 Animal Nutrition Credits 3

This course introduces students to the underlying principles of livestock nutrition through discussion of nutrition information, digestive systems, feed stuffs, and ration balancing. Nutritional principles, composition, and nutritional characteristics of ration formulation and recommended feeding programs of farm animals, including beef and dairy cattle, horses, poultry, sheep, and swine will be emphasized. *Lecture 32 hours. Laboratory 32 hours.*

AGT AGRICULTURE - TECHNOLOGY

AGT220 AG Research Credits 3

This course will provide students with the knowledge and experience to evaluate research data. Statistical methods, research design, research reliability and sources of information will be covered. Students will evaluate research data found in ads and journals and develop their own independent research study. *Lecture 32 hours. Laboratory 32 hours.*

AGT700 Special Topics: Agriculture Education Credit 1

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 16 hours. Prerequisite(s): Secondary Educator.*

AGT805 Employment Experience Credits 5

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 320 hours.*

AGT928 Independent Study Credits 1-5

AGV AGRICULTURE - VET TECHNOLOGY

AGV101 Veterinary Assisting Credits 3

Provides students development of competencies needed to successfully perform the duties of a veterinary assistant. Topics covered will include: basic laboratory procedures, animal positioning, and surgical assistance. Staff and animal safety will also be covered. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): AGV154 or instructor approval.*

AGV121 Veterinary Medical Terminology Credits 2

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 32 hours.*

AGV123 Companion Animal Credits 3
This course provides an understanding of the basic principles of anatomy and physiology health of companion animals. Additionally the course will offer insight into social behavior and relationships. Also included will be training, housebreaking, and obedience. Guest speakers and field trips will be included. *Lecture 32 hours. Laboratory 32 hours.*

AGV140 Veterinary Pharmacology Credits 3
This class introduces the student to small animal pharmaceuticals. Learning is centered on the use, dosage, administration, handling, and storage of commonly used drugs for small animal veterinary practices. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): AGS218.*

AGV154 Veterinary Reception and Administration Skills Credits 4
This class introduces the student to means necessary to establish a working relationship with clients in the veterinary field. This class also familiarizes students with software used in veterinary practice. *Lecture 64 hours.*

ANT ANTHROPOLOGY

ANT105 Cultural Anthropology Credits 3
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 48 hours.*

ARC ARCHITECTURAL

ARC112 Architectural Drafting I Credits 3
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 16 hours. Laboratory 64 hours. Prerequisite(s): Must be in program major.*

ARC122 Architectural Drafting II Credits 3
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 16 hours. Laboratory 64 hours. Prerequisite(s): ARC112 and CON113.*

ARC175 Building Systems Credits 3
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 48 hours. Prerequisite(s): ARC112 and CON113.*

ARC176 Construction Scheduling Credits 3
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 32 hours. Laboratory 32 hours. Corequisite (s): ARC175.*

ARC177 Load Calculations Credits 3
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 48 hours. Prerequisite(s): ARC175 and MAT744 or MAT122.*

ARC178 Building Codes and Construction Documents Credits 2
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 32 hours. Prerequisite(s): ARC175.*

ARC252 AEC CAD I Credits 3
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 16 hours. Laboratory 64 hours. Prerequisite(s): ARC122 and CAD105.*

ARC262 AEC CAD II Credits 3
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 16 hours. Laboratory 64 hours. Prerequisite(s): ARC252.*

ARC266 Mechanical Systems Credits 2
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 32 hours. Prerequisite(s): ARC-175.*

ARC272 AEC Design Projects Credits 3
This is a capstone 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 16 hours. Laboratory 64 hours. Prerequisite(s): ARC-252, ARC-177, ARC-178, and ARC-266.*

ART ART

ART101 Art Appreciation Credits 3
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 48 hours.*

ART106 Art Appreciation-Studio Credits 3
This course is an investigation of art through active studio involvement with art mediums, materials, and techniques. Hands-on participation combined with fundamental study of historic content provides an opportunity for critical analysis and understanding of various visual art forms. *Lecture 32 hours. Laboratory 32 hours.*

ART120 2-D Design Credits 3
This course introduces students to the principles of design on the two-dimensional plane. Students are instructed in conceptual thinking, content, and art practices. Students are also 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 32 hours. Laboratory 32 hours.*

ART-123 3-D Design**Credits 3**

This course introduces students to the principles of design on the three-dimensional plane. Students are instructed in conceptual thinking, content, and art practices. Students are also 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 32 hours. Laboratory 32 hours.*

ART133 Drawing**Credits 3**

This course is an introduction to basic drawing and 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 32 hours. Laboratory 32 hours.*

ART134 Drawing II**Credits 3**

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 32 hours. Laboratory 32 hours.*

ART143 Painting**Credits 3**

This course is an introduction to painting in a variety of media. Color theory, design theory, and media are applied to exercises, studies, and finished paintings. Concentration is on developing skills in handling materials and personal expression through painting. *Lecture 32 hours. Laboratory 32 hours.*

ART144 Painting II**Credits 3**

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 32 hours. Laboratory 32 hours. Prerequisite(s): ART143 or equivalent, or permission of the instructor.*

ART173 Ceramics**Credits 3**

A hands-on intensive introduction to clay and glaze materials, integrated with a fresh approach to building interesting forms effectively. *Lecture 32 hours. Laboratory 32 hours.*

ART184 Photography**Credits 3**

This course is an introduction to the basics of photography. The course covers the basic equipment and skills needed to make effective photographic images. Content includes: camera types, lenses, exposure control, films and other subject areas related to the photographic field. *Lecture 32 hours. Laboratory 32 hours.*

ART203 Art History I**Credits 3**

This course is an introduction to the history of visual art and artists including prehistory through Gothic. All forms of media including 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 48 hours.*

ART204 Art History II**Credits 3**

This course is an introduction to the history of visual art and artists from Renaissance to the present. All forms of media including 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 48 hours.*

ART928 Independent Study**Credits 1- 5****AUT AUTOMOTIVE TECHNOLOGY****AUT107 Introduction to Automotive Technology Credits 6**

This course includes automotive electrical theory, electrical components, component operation, testing and repair procedures. Use of technical manuals and test equipment is emphasized. Environmental concerns and shop operations are addressed. *Lecture 80 hours. Laboratory 48 hours.*

AUT165 Automotive Engine Repair**Credits 5**

This course covers multi-cylinder gasoline internal combustion engines. Areas of study include construction, overhaul procedures, ignition, and fuel systems operation. *Lecture 64 hours. Laboratory 48 hours.*

AUT205 Automotive Automatic Transmissions/Transaxles**Credits 5**

This course is the study of components and operation of automatic transmissions/transaxles. Emphasis is placed on construction of transmission components, hydraulic controls, diagnostic techniques, and servicing. *Lecture 64 hours. Laboratory 48 hours.*

AUT305 Automotive Manual Drive Train and Axles Credits 5

A comprehensive study of the drive train components and their relationship to the application of power to the drive wheels of vehicles. *Lecture 64 hours. Laboratory 48 hours.*

AUT405 Automotive Suspension and Steering**Credits 5**

Steering and suspension system operation and service procedures are covered. Emphasis is on diagnosis and repair procedures. *Lecture 64 hours. Laboratory 48 hours.*

AUT505 Automotive Brake Systems**Credits 5**

Brake systems operation and service procedures are covered. Emphasis is on diagnosis and repair procedures. *Lecture 64 hours. Laboratory 48 hours.*

AUT634 Automotive Electronics I**Credits 3**

This course presents concepts of electricity and electronics. Circuits, components, devices, and applications are explored. *Lecture 32 hours. Laboratory 48 hours.*

AUT635 Automotive Electronics II**Credits 3**

Students continue in the study of electronics theory, construction, and application to automotive systems. *Lecture 32 hours. Laboratory 48 hours.*

AUT645 Automotive Charging, Starting and Electrical Systems Credits 5

This course includes automotive electrical theory, electrical components, component operation, testing, and repair procedures for automotive charging, starting and electrical systems. *Lecture 64 hours. Laboratory 48 hours. Prerequisite(s): AUT107.*

AUT705 Automotive Heating and Air Conditioning Credits 5

A study of heating, air conditioning, and electrical accessory systems. Diagnosis and repair of heating, air conditioning, and electrical/electronic systems are emphasized. *Lecture 64 hours. Laboratory 48 hours.*

AUT850 Automotive Engine Drivability Diagnosis Credits 6

This course covers multi-cylinder gasoline internal combustion engines. Areas of study include ignition and fuel systems operation. *Lecture 80 hours. Laboratory 48 hours.*

AUT857 Advanced Automotive Engine Drivability Diagnosis**Credits 6**

This course covers diagnosis, repair, and adjustment of electronic engine controls, including ignition, emission, and fuel systems. Emphasis is on diagnostic equipment usage. *Lecture 80 hours. Laboratory 48 hours. Prerequisite(s): AUT107 and AUT850.*

AUT941 Practicum Credits 5
Students are presented with diagnostic problems and repair projects. Competencies attained in prior classes are emphasized. *Lecture 48 hours. Laboratory 96 hours. Prerequisite(s): AUT107, AUT645, AUT165, AUT405, AUT505, and AUT850.*

BCA BUSINESS COMPUTER APPLICATION

BCA132 Electronic Communications Credits 3
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 48 hours. Prerequisite(s): CSC110 or ADM105 and BCA134.*

BCA134 Word Processing Credits 3
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 48 hours. Corequisite (s): ADM105.*

BCA183 Basic Web Design Software Credits 2
This course will show student 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 16 hours. Laboratory 32 hours. Prerequisite(s): GRA150.*

BCA191 Computer Applications Credits 2
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 16 hours. Laboratory 32 hours.*

BCA201 Introduction to Info Systems Credits 3
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, database management system and programming using HTML. *Lecture 48 hours. Prerequisite(s): Basic computer, software and keyboarding skills are required.*

BCA205 Database/Spreadsheets Credits 3
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 generating reports database maintenance. Prior experience using a personal computer is recommended. *Lecture 48 hours. Prerequisite(s): Appropriate math placement score. Corequisite(s): Ability to type 15 WPM on a five-minute timing. Test will be given on the first day of class.*

BCA213 Intermediate Computer Business Applications Credits 3
This course covers advanced computer applications including word processing, spreadsheet, database, presentation, and integration of the applications. Topics include form letters, merging, desktop publishing, financial functions, data tables, creating and querying a worksheet database, templates, creating customized reports and forms in database, embedding visuals, and importing clips into a presentation. *Lecture 48 hours. Prerequisite(s): BCA205 and BCA134.*

BCA232 Multimedia for Web Design Credits 3
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 32 hours. Laboratory 32 hours.*

BIO BIOLOGY

BIO041 Pre-Technical Biology Credits 3
Pre-technical Biology is a one semester study of living organisms. Topics include classification, the chemical basis of life, cell structure and function, cellular respiration and energy production, genetics, and reproduction, as well as medically significant organisms. This course gives students a foundation in biology on which to build a specific health science curriculum. *Lecture 48 hours.*

BIO105 Introductory Biology Credits 4
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 48 hours. Laboratory 32 hours.*

BIO112 General Biology I Credits 4
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 48 hours. Laboratory 32 hours.*

BIO113 General Biology II Credits 4
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 48 hours. Laboratory 32 hours.*

BIO150 Fundamentals of Nutrition Credits 2
Fundamentals of Nutrition will introduce students to food/nutrients essential for good health. Emphasis will be placed on selection and use of food for health and satisfaction of the individual family. *Lecture 32 hours.*

BIO151 Nutrition Credits 3

This course 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 48 hours.*

BIO154 Human Biology Credits 3

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 48 hours.*

BIO158 Basic Anatomy and Physiology Credits 2

The major concept emphasized in this course is the relationship between structure and function in the human body. Knowledge of the structural and functional relationships provides the student with a basic understanding of the anatomy and physiology of the whole human organism. This course is required for students in the dental assisting program. *Lecture 32 hours.*

BIO159 Fundamentals of Anatomy & Physiology Credits 3

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 48 hours. Prerequisite(s): A minimum grade of "C" in BIO-041.*

BIO160 Basic Anatomy and Physiology Lab Credit 1

This course provides the student with information in basic first aid, taking and recording of vital signs and CPR. This course is required for students in the Dental Assisting Program. *Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in BIO158.*

BIO163 Essentials of Anatomy and Physiology Credits 4

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 48 hours. Laboratory 32 hours.*

BIO168 Human Anatomy and Physiology I w/lab Credits 4

The first of a two-semester sequence 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 way 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 BIO168 and BIO173 with a grade of "C" or better is required. *Lecture 48 hours. Laboratory 32 hours.*

BIO173 Human Anatomy and Physiology II w/lab Credits 4

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 48 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in BIO168.*

BIO181 Homeostatic Physiology Credits 3

Designed for advanced Health Sciences students. This course emphasizes body systems important to maintaining homeostasis in the human. Nerve and muscle tissue, cardiac, respiratory, fluid-electrolyte, and endocrine physiology are addressed. For more information contact Kirkwood Community College. *Lecture: 48 hours. Prerequisite(s): BIO161 or BIO163.*

BIO185 Microbiology w/lab Credits 3

This lecture and 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 32 hours. Laboratory 32 hours.*

BIO928 Independent Study in Bio Sciences Credit 1

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.*

BUS BUSINESS

BUS102 Introduction to Business Credits 3

An introductory survey course which provides an overview of the major functions in business with relation to current social, economic, and environmental concerns. *Lecture 48 hours.*

BUS180 Business Ethics Credits 3

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 48 hours.*

BUS183 Business Law Credits 3

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 48 hours.*

BUS210 Business Statistics Credits 3

Application and interpretation of probability and statistics as they relate to business problems; other topics include design of experiment, descriptive statistics, sampling, estimation, correlation, linear regression, hypothesis testing, and analysis of variances. *Lecture 48 hours. Prerequisite(s): MAT156, equivalent, or appropriate placement score.*

BUS230 Quantitative Methods for Business Decision Making**Credits 3**

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 48 hours. Prerequisite(s): MAT156.*

BUS903 Business Field Experience**Credits 3**

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 192 hours. Prerequisite(s): 2.00 CGPA.*

CAD COMPUTER AIDED DRAFTING

CAD105 CAD I**Credits 2**

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 16 hours. Laboratory 32 hours. Prerequisite(s): CSC110, ELT192, or CIS102.*

CAD117 AutoCAD II**Credits 3**

This intermediate course provides hands-on experience with a CAD environment to enhance two-dimensional computer-aided drafting skills. It integrates materials specifications, manufacturing processes, and applications for machine elements. *Lecture 16 hours. Laboratory 64 hours. Prerequisite(s): CAD105.*

CET CIVIL ENGINEERING TECHNOLOGY

CET123 Construction Drawings and Contracts**Credits 3**

The course examines typical building and civil construction plans and introduces the methods of bidding and contracting for building projects. *Lecture 32 hours. Laboratory 32 hours.*

CET133 Construction Methods and Resources**Credits 3**

Methods of and problems related to construction of highways and buildings are covered. Examination is done on 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 32 hours. Laboratory 32 hours.*

CET142 PC Concrete, HMA and Testing**Credits 3**

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 32 hours. Laboratory 48 hours. Prerequisite(s): Must be in Program Major.*

CET160 Surveying**Credits 3**

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 16 hours. Laboratory 80 hours. Prerequisite(s): MAT122 or MAT744.*

CET182 Structural Detailing Using CAD**Credits 2**

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 16 hours. Laboratory 48 hours. Prerequisite(s): CAD105.*

CET213 Route Surveying/Roadway Design**Credits 3**

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 16 hours. Laboratory 80 hours. Prerequisite(s): CET160.*

CET223 Soils, Testing, and Foundations**Credits 3**

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 32 hours. Laboratory 48 hours. Prerequisite(s): MAT744 or MAT122.*

CET233 Fundamentals of GPS & GIS**Credits 3**

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 32 hours. Laboratory 32 hours. Prerequisite(s): CET160.*

CET253 Fundamentals of Construction Estimating**Credits 3**

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 32 hours. Laboratory 32 hours. Prerequisite(s): CET123 and CET133.*

CET256 Land Surveying**Credits 3**

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 16 hours. Laboratory 64 hours. Prerequisite(s): CET160.*

CET262 Environmental Technology**Credits 3**

Topics covered include hydraulics, hydrology, water quality, water and sewer systems, storm water control, solid and hazardous waste, and air and noise pollution. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): MAT122 or MAT744.*

CET285 Structural Steel/Reinforced Concrete Design**Credits 3**

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 16 hours. Laboratory 64 hours. Prerequisite(s): EGT-243.*

CHM CHEMISTRY

CHM122 Introduction to General Chemistry Credits 4

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 general concepts of basic chemistry. Coordinated laboratory exercises are intended to emphasize topics covered in the lecture as well as stress basic laboratory techniques. *Lecture 48 hours. Laboratory 32 hours.*

CHM132 Introduction to Organic and Biochemistry Credits 4

This lecture and 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 48 hours. Laboratory 32 hours. Prerequisite(s): CHM122.*

CHM165 General Chemistry I Credits 4

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. The course centers around topics covered under the broader heading of elements, compounds, reactions, energy changes, structure, and properties. Laboratory exercises are coordinated with lecture topics where possible and are intended to augment and support those topics. *Lecture 48 hours. Laboratory 32 hours. Prerequisite(s): High school chemistry, or consent of instructor.*

CHM175 General Chemistry II Credits 4

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, and nuclear chemistry. 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 48 hours. Laboratory 32 hours. Prerequisite(s): CHM165.*

CHM928 Independent Study Credits 1- 5

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. *Lecture 16-80 hours.*

CIS COMPUTER PROGRAMMING

CIS102 Introduction to Computers Credits 2

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 16 hours. Laboratory 32 hours.*

CIS171 Java Credits 3

This course is designed to give the student the tools and the knowledge to program using the Java language. *Lecture 32 hours. Laboratory 32 hours.*

CIS175 Java II Credits 3

This course is a continuation of Java. Additional concepts of object-oriented programming will be applied in a variety of programming exercises. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): CIS171.*

CIS206 Web Scripting Credits 3

This course is designed to give students experience in creating dynamic web sites. Students will use Java, VBScript and PERL to create information-processing scripts and applets. Programming Active Server Pages for Internet Information Server will also be covered. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA150.*

CIS215 Server Side Web Programming Credits 3

This course is designed to give the student the tools and the knowledge to program using a web language as a server side language. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA150.*

CIS217 Data Driven Web Page Credits 3

This course is designed to give the student the tools and the knowledge to program a web language and a database into a dynamic data driven web page. This course covers topics such as entering and retrieving data from database through a web site and setting up administration pages for the web site for the management of the database. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA150, CIS215, and CIS303.*

CIS225 Advanced Server Side Web Programming Credits 3

This course will build on the skills learned from Server Side Web Programming. This course will work with advanced topics in Active Server Pages. This course will expect students to create entire web sites using information learned in this course. A practical hands-on approach will be used in this course. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): CIS215 and GRA150.*

CIS231 PHP Programming Credits 3

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. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA150.*

CIS234 Web Site Administration Credits 3

This course is designed to introduce students to the various platforms that support the servicing web sites. Students will install HTTP, FTP and SMTP servers, configure the services, and tune the servers for performance. Students will also host and maintain several websites on a server. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA150.*

CIS249 Web Languages Credits 3

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 48 hours. Prerequisite(s): GRA150.*

CIS274 E-Commerce Design Credits 3

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 16 hours. Laboratory 32 hours. Prerequisite(s): CIS206.*

CIS303 Introduction to Data Base Credits 3

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 32 hours. Laboratory 32 hours.*

CIS510 Systems Implementation Credits 3

This course is designed to give the student a background in project management and system implementation with regards to information technology. Students will manage a project through each of 6 phases. Students will research technology, consider options, evaluate return on investment, beta testing, implementation schedules, and on-going support. *Lecture 32 hours. Laboratory 32 hours.*

CLS CULTURAL STUDIES

- CLS130 African Cultures** Credits 3
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 culture today. The third part will expose students to significant African contributions and trends in prose, poetry, drama, art, music, and dance. *Lecture 48 hours.*
- CLS141 Middle Eastern History and Culture** Credits 3
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 48 hours.*
- CLS150 Latin American History and Culture** Credits 3
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. This course will also look at the history and current issues facing the individual countries or sub-regional groupings. *Lecture 48 hours.*
- CLS160 East Asian Cultures** Credits 3
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 48 hours.*
- CLS164 Japanese History and Culture** Credits 3
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 48 hours.*
- CLS172 Russian Civilization** Credits 3
Russia's turbulent past and uncertain present will be discussed in this interdisciplinary course. It will examine 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 48 hours.*

CNS CONSERVATION TECHNOLOGY

- CNS106 Wildlife Ecology** Credits 4
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 48 hours. Laboratory 32 hours. Prerequisite(s): CNS121 or equivalent course in ecology.*

- CNS107 Outdoor Recreation Techniques** Credit 1
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. *Laboratory 32 hours.*
- CNS108 Wildlife Identification** Credits 3
This course will provide information to assist in the identification of the 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 32 hours. Laboratory 32 hours.*
- CNS121 Environmental Conservation** Credits 3
Environmental Conservation is a course that enables students to learn about their environment by providing activities in and out of the classroom. Students study about natural ecosystems, interactions within ecosystems, ecological principles and their application, the impact increasing population has on the environment, the importance and components of a sustainable agriculture, and the environmental issues facing today's world. Students are introduced to the use of geographic information systems in the management of both natural and manmade environments. Laboratory investigations are conducted in the natural environment as well as within the classroom. *Lecture 32 hours. Laboratory 32 hours.*
- CNS134 Wildlife Management** Credits 4
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 48 hours. Laboratory 32 hours. Prerequisite(s): CNS106 Wildlife Ecology*
- CNS136 Aquatic Management** Credits 3
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 32 hours. Laboratory 32 hours.*
- CNS138 Woodland Management** Credits 3
This course will provide an introduction to woodland management from an ecological management perspective. Management of small properties will be emphasized. *Lecture 32 hours. Laboratory 32 hours.*
- CNS143 Fire Management** Credits 3
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 32 hours. Laboratory 32 hours. Prerequisite(s): CNS121.*
- CNS201 Conservation Biology** Credits 4
Conservation Biology is a new science that 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. The field laboratory (outdoor) activities necessary for this course require that it be offered in the Fall term only. *Lecture 48 hours. Laboratory 32 hours. Prerequisite(s): CNS121.*

CNS204 Native Vegetation Credits 3

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 32 hours. Laboratory 32 hours.*

CNS205 Advanced Outdoor Recreation Techniques Credit 1

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. *Laboratory 32 hours. Prerequisite(s): CNS107.*

CNS228 Natural Areas Management Credits 3

This course provides a background in the restoration of native ecosystems. Restoration practices from site analysis, seed and plant selection, and planting techniques are covered. Other topics covered include management by fire, mowing, and weed control. Students will have practical experiences in the reconstruction and management of various ecosystems. *Lecture 16 hours. Laboratory 64 hours.*

CNS231 Integrated Roadside Vegetation Management Credits 2

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 32 hours.*

COM COMMUNICATION

COM140 Introduction to Mass Media Credits 3

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 48 hours.*

COM143 Media Messages: Printed Page Credit 1

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 COM143, COM144, and COM147 may equate to a 3-credit media literacy course at other institutions. *Lecture 16 hours.*

COM144 Media Messages: TV and Movies Credit 1

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 COM143, COM144, and COM147 may equate to a 3-credit media literacy course at other institutions. *Lecture 16 hours.*

COM147 Media Messages: World Wide Web Credit 1

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 COM143, COM144, and COM147 may equate to a 3-credit media literacy course at other institutions. *Lecture 16 hours.*

COM148 Diversity and the Media Credits 3

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 48 hours.*

COM155 Newspaper Production Credits 3

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 48 hours.*

COM730 Communications Credits 3

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 48 hours.*

COM763 Introduction to Professional Writing Credits 3

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 32 hours. Laboratory 32 hours. Prerequisite(s): ENG105.*

COM781 Written Communication in the Workplace Credits 3

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 48 hours.*

CON CONSTRUCTION

CON109 Construction Safety Credits 2

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 16 hours. Laboratory 32 hours.*

CON113 Construction Drawings Credits 2

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 drawings, and details. *Lecture 16 hours. Laboratory 32 hours.*

CON124 Construction Estimating I Credits 3

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 32 hours. Laboratory 32 hours. Prerequisite(s): CON113 and CON135.*

CON125 Construction Estimating II Credits 3
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 32 hours. Laboratory 32 hours. Prerequisite(s): CON124 and ARC175.*

CON135 Site Planning Credits 3
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 32 hours. Laboratory 32 hours. Prerequisite(s): Must be in program major.*

CON372 Technical Portfolio Design Credits 2
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 32 hours. Prerequisite(s): Must be in program major.*

CON373 Technical Presentations Credits 3
This course highlights essential skills and provides the opportunity for students to develop expertise in both writing for and making technical presentations. *Lecture 48 hours. Prerequisite(s): Must be in program major.*

CRJ CRIMINAL JUSTICE

CRJ100 Intro to Criminal Justice Credits 3
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 48 hours.*

CRJ110 Patrol Procedures Credits 3
This course is a study of basic police operations and the types of patrol and communication techniques. The focus is on investigating the requirements for a patrol officer. *Lecture 48 hours. Prerequisite(s): Must be in program major.*

CRJ114 Criminal Justice Computer Applications Credit 1
This course will introduce the basic functions of the Criminal Justice computer software and its use in the field of law enforcement. *Laboratory 32 hours.*

CRJ120 Intro to Corrections Credits 3
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 48 hours.*

CRJ131 Criminal Law and Procedure Credits 3
This course reviews the historical development of criminal law and its use by the criminal justice system. Emphasis is placed on evaluation of an offense, elements present, case preparation and the effects on the criminal justice system from initial contact to the conclusion of the trial process. *Lecture 48 hours. Prerequisite(s): CRJ100.*

CRJ132 Constitutional Law Credits 3
This course examines the principles of Constitutional Law utilizing a case study from the United States Supreme Court decisions and examines the judicial legal process. Emphasis is on the nature of due process and the right of criminal defendants. *Lecture 48 hours. Prerequisite(s): CRJ131.*

CRJ141 Criminal Investigation Credits 3
This course involves the study of techniques and procedures in investigating various crimes. This will involve various types of criminal activities and the methods used to investigate them. *Lecture 48 hours. Prerequisite(s): CRJ242.*

CRJ151 Defensive Tactics Credits 2
This course covers the basic self defense moves and control techniques necessary to protect the officer. Emphasis will be placed on physical fitness, officer safety, criminal and civil liability. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): PEH110.*

CRJ200 Criminology Credits 3
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 48 hours.*

CRJ201 Juvenile Delinquency Credits 3
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 48 hours.*

CRJ212 Community-Oriented Policing Credits 3
This course presents the belief that by working together, the police and the community can make safer neighborhoods. Emphasis is on the need of those who are culturally, racially, or socio-economically different from the mainstream, physically or mentally challenged, elderly, young, and victims. *Lecture 48 hours. Prerequisite(s): CRJ110.*

CRJ216 Employment Strategies for Criminal Justice Credits 2
Employment Strategies for Law Enforcement prepares Police Science students for the steps involved in securing a position in law enforcement. It includes an introduction to the job search process, including the resume, cover letter, and job interview, but it also covers information unique to the law enforcement selection process. *Lecture 32 hours. Prerequisite(s): Enrollment limited to Police Science students.*

CRJ233 Probation, Parole, Community-Based Corrections Credits 3
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 48 hours. Prerequisite(s): CRJ100 and CRJ120.*

CRJ242 Applied Criminalistics Credits 3
This course concentrates on the preserving, photography, and collection of evidence. It also includes the management of a crime scene and the sketching of the scene. *Lecture 32 hours. Laboratory 32 hours.*

CRJ244 Traffic Collision Investigation Credits 3
This course covers the fundamentals of traffic investigation including how an officer responds to a collision, collects information, photographs the scene, and collects evidence. Emphasis will be placed on the Iowa Motor Vehicle Code and O.W.I. investigation. *Lecture 48 hours. Prerequisite(s): CRJ110 and CRJ100.*

CRJ252 Basic Firearms Credit 1
This course covers the fundamentals of using firearms. Emphasis is placed on safety, care, and practical use of firearms as a Law Enforcement Officer. *Laboratory 32 hours. Prerequisite(s): Must be in program major.*

CRJ254 Advanced Firearms Credit 1
This course is an extension of Basic Firearms. Emphasis is placed on improving skills in the use of firearms and providing instruction, and practice involving stress situations. *Laboratory 32 hours. Prerequisite(s): CRJ252.*

CRJ258 Ethical Issues in Criminal Justice Credits 2
Ethical issues that arise in the criminal justice system will be discussed. Specific attention is paid to the application of issues and theories that criminal justice officials deal with routinely. *Lecture 32 hours. Prerequisite(s): CRJ100 and CRJ110; or CRJ120, CRJ200, CRJ201, and CRJ216.*

CRJ299 Current Issues in Criminal Justice Credits 2

A capstone course examining the current issues in the criminal justice system. *Lecture 32 hours. Prerequisite(s): Program advisor consent.*

CRJ28 Independent Study Credits 1-3

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.

CRJ41 Practicum Credits 4

Student field experience in an appropriate criminal justice agency. Placement based on approval of faculty advisor, department chair, and host agency. *Lecture 16 hours. Co-op 192 hours. Prerequisite(s): CRJ100, CRJ110, CRJ244, CRJ151, and 2.00 CGPA.*

CRJ55 Field Observation Credits 3

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 16 hours. Co-op 128 hours. Prerequisite(s): CRJ100 and CRJ120.*

CRR COLLISION REPAIR AND REFINISHING

CRR306 Introduction to Collision Repair Credits 6

In this course students receive training on the proper handling of hazardous waste and EPA issues together with technical information about specific autobody 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 48 hours. Laboratory 144 hours.*

CRR331 Basic Collision Procedures Credits 6

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 48 hours. Laboratory 144 hours. Prerequisite(s): CRR306.*

CRR510 Collision Production Technology Credits 7

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 will be discussed. *Lecture 64 hours. Laboratory 144 hours. Prerequisite(s): CRR876.*

CRR657 Advanced Collision Repair Credits 7

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 64 hours. Laboratory 144 hours. Prerequisite(s): CRR510.*

CRR806 Introduction to Refinishing Credits 6

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 48 hours. Laboratory 144 hours.*

CRR836 Refinishing II Credits 6

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 48 hours. Laboratory 144 hours. Prerequisite(s): CRR806.*

CRR876 Refinishing Production Credits 6

This course provides instructional experiences in heavy collision repairs and techniques, collision estimating, and skill development in major autobody repair techniques. *Lecture 48 hours. Laboratory 144 hours. Prerequisite(s): CRR331 and CRR836.*

CRR877 Refinishing Applications Credits 7

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 64 hours. Laboratory 144 hours. Prerequisite(s): CRR876.*

CRR881 Refinishing Production Technology Credits 7

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 64 hours. Laboratory 144 hours. Prerequisite(s): CRR877.*

CSC COMPUTER SCIENCE

CSC110 Introduction to Computers Credits 3

This course is an introductory course in electronic information processing and information system management. It is 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 systems, word processing, database management, and spreadsheet software. Exposure to and use of the Internet for solving information needs is an integral part of the course. *Lecture 48 hours. 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.*

DEA DENTAL ASSISTANT

DEA103 Orientation to Dental Assisting Credits 2

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 32 hours.*

DEA258 Dental Anatomy Credits 4

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 64 hours.*

DEA263 Dental Science II Credits 2

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 32 hours. Prerequisite(s): A minimum grade of "C" in BIO158, BIO160, and DEA103.*

DEA302 Dental Radiography Credits 3
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 32 hours. Laboratory 32 hours.*

DEA412 Dental Materials I Credits 3
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 32 hours. Laboratory 32 hours.*

DEA417 Dental Materials II Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in DEA412.*

DEA513 Chairside Assisting I Credits 4
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 32 hours. Laboratory 64 hours.*

DEA514 Chairside Assisting II Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in DEA513.*

DEA556 Assisting Clinic I Credits 4
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. *Prerequisite(s): Minimum grade of "C" in all Dental Assisting Semester I courses and/or departmental approval; current CPR and Health Sciences Department Exposure Control Program, OSHA training, and HIPAA training.*

DEA557 Assisting Clinic II Credits 3
This course provides students with clinical chairside assisting experience in a dental office setting. Student experiences are planned and provided to assist students to apply acquired knowledge and understanding of dental assisting responsibilities and procedures. Private general and specialty dental offices are selected by the program coordinator according to specific criteria for clinical training of students. All clinical procedures accomplished by students will be performed with supervision by participating dentists and dental staff personnel together with periodic visitation of program instructors. Completion of this course of clinical training to a successful level of proficiency and competency will substantiate that the student has, in fact, progressed to performing as a dental assistant for office utilization. *Co-op 192 hours. Prerequisite(s): Minimum grade of "C" for all 1st and 2nd semester courses in Dental Assisting and/or department approval; current CPR and Health Sciences Department Exposure Control Program. Corequisite(s): A minimum grade of "C" in DEA595.*

DEA595 Career Strategies and Seminar Credits 2
This course provides students with opportunities to critique, evaluate, and discuss their clinical experiences and observations in private dental offices. Additionally, this course assists students in learning how to acquire and attain continued success in the profession with emphasis on personal career interests and continued educational opportunities in dental assisting. In addition, this course provides discussion of legal aspects and employment strategies for dental assisting. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in all Dental Assisting program courses. Corequisite(s): A minimum grade of "C" in DEA557.*

DEA603 Dental Specialties Credits 2
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 16 hours. Laboratory 32 hours.*

DEA702 Dental Office Procedures Credits 2
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, pegboard posting, banking, appointment control, recall management, inventory control, credit and collection, and employer records management. Instruction is also 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 16 hours. Laboratory 32 hours.*

DHY DENTAL HYGIENE

DHY113 Dental Hygiene Anatomical Sciences Credits 3
This course familiarizes the student with the anatomy of the head and neck, oral structures; and morphology, structure and function of teeth. Knowledge of the anatomy of the head and neck and oral structures is an essential prerequisite of such courses as clinical dental hygiene. Additional emphasis of the course is in teaching students the relationships of the scaling instruments to the anatomy of the crown and roots of the teeth. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): Admission to Dental Hygiene program.*

DHY121 Oral Histology & Embryology Credits 2
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 32 hours. Prerequisite(s): Admission to the Dental Hygiene program.*

DHY131 Pharmacology Credits 2
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 32 hours. Prerequisite(s): A minimum grade of "C" in BIO173 and CHM132.*

DHY141 General and Oral Pathology Credits 3
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 48 hours. Prerequisite(s): A minimum grade of "C" in DHY121. Corequisite(s): A minimum grade of "C" in BIO173.*

DHY162 Oral Radiology Credits 2

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 16 hours. Laboratory 48 hours. Prerequisite(s): Admission to the Dental Hygiene program.*

DHY175 Fundamentals of Clinical Dental Hygiene Credits 6

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 48 hours. Laboratory 96 hours. Prerequisite(s): Admission to the Dental Hygiene program.*

DHY185 Clinical Dental Hygiene II Credits 4

The clinical sequence provides actual clinical experience for the students, allowing each student the opportunity to work with clients in scheduling appointments, treatment planning, and preventative treatment. The number of hours spent with clients provides ample time for students to develop the skills necessary for dental hygiene practice. The seminar portion expands students' awareness in client management and preventive procedures. *Laboratory 32 hours. Lab/Clinic 144 hours. Prerequisite(s): A minimum grade of "C" in DHY175. Corequisite(s): A minimum grade of "C" in DHY260.*

DHY201 National Board Review Credit 1

This course presents review material of the curriculum to assist the student with an organized approach to prepare for the national board of dental hygiene examination. *Lecture 16 hours. Prerequisite(s): Be enrolled in the final semester of the program.*

DHY211 Periodontology Credits 2

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 32 hours. Prerequisite(s): A minimum grade of "C" in DHY141 and BIO159.*

DHY222 Biomaterials for the Dental Hygienist Credits 3

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 32 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in CHM122. Corequisite(s): A minimum grade of "C" in CHM132.*

DHY240 Ethics and Jurisprudence Credit 1

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 16 hours. Prerequisite(s): A minimum grade of "C" in DHY292.*

DHY254 Community Oral Health I Credits 2

The purpose of this two-course series 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 32 hours. Prerequisite(s): A minimum grade of "C" in DHY185, DHY260, and SOC110.*

DHY255 Community Oral Health II Credits 2

This is a continuation of DHY254 Community Oral Health I. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in DHY254.*

DHY260 Oral Health Education Credits 2

This course provides the fundamental concepts of growth and development, and an in depth analysis of the components of the learning principles. The student will have the opportunity to explore the collaborative model for effective communication between the client and the clinician. The course will also place emphasis on the case based study of clients with special needs. *Lecture 32 hours. Prerequisite(s): A minimum grade of "C" in DHY175. Corequisite(s): A minimum of "C" in DHY185.*

DHY271 Pain Control Credits 2

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 32 hours. Prerequisite(s): A minimum grade of "C" in DHY113 and DHY185. Corequisite(s): A minimum grad of "C" in DHY131.*

DHY272 Interdisciplinary Health Care Credits 2

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. *Laboratory 96 hours. Prerequisite(s): A minimum grade of "C" in DHY292 and DHY254.*

DHY292 Clinical Dental Hygiene III Credits 5

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. *Laboratory 32 hours. Lab/Clinic 192 hours. Prerequisite(s): A minimum grade of "C" in DHY185. Corequisite(s): BIO151.*

DHY302 Clinical Dental Hygiene IV Credits 5

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. *Laboratory 32 hours. Co-op 192 hours. Prerequisite(s): A minimum of "C" in DHY292.*

DHY901 Independent Study Clinical Dental Hygiene Credit 1**DHY928 Independent Study Credits 1- 5**

DRA FILM AND THEATRE

DRA107 Theatrical Arts and Society Credits 3

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 48 hours.*

DRA110 Introduction to Film Credits 3

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 48 hours.*

DRF DRAFTING

DRF113 Fundamentals of Technical Drafting Credits 3

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 16 hours. Laboratory 64 hours.*

DSL DIESEL

DSL312 Fundamentals of Diesel Engines, Transmissions and Differentials Credits 12

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, transmissions, and differentials. *Lecture 80 hours. Laboratory 224 hours.*

DSL377 Diesel Engine Rebuild Credits 7

Students are introduced to diesel engine application, design, construction, theory, and operating principles. This course also covers diagnosis, disassembly, and assembly of various popular diesel engines. *Lecture 80 hours. Laboratory 96 hours.*

DSL447 Diesel Fuel Systems Credits 7

This course focuses on diagnosis, theory, and repair of mechanical and electronic fuel systems used in transportation, agriculture, and construction equipment. *Lecture 80 hours. Laboratory 96 hours.*

DSL807 Diesel Truck Equipment Repair Credits 7

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 80 hours. Laboratory 96 hours. Prerequisite(s): AGM107, AGM113, AGM104, DSL447, DSL377, AGM327, AGM333, and AGM224.*

ECE EARLY CHILDHOOD EDUCATION

ECE107 Foundations of Early Childhood Education Credits 3

This course is designed to give students a background of information about the field of early childhood education. Students will explore the theory of play and will become acquainted with the range of early childhood programs. Visits to community programs for young children enhance classroom learning. *Lecture 32 hours. Laboratory 32 hours.*

ECE120 Communication with Families Credits 2

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 32 hours. Prerequisite(s): ECE146 and ECE145.*

ECE122 Parenting Relationships Credits 2

An introduction to the general subject matter of family relations. Students will study family systems and parenting in a changing society. *Lecture 32 hours.*

ECE125 School Age Care Credits 2

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 32 hours.*

ECE133 Child Health, Safety, and Nutrition Credits 3

In this course, students learn how to establish and maintain a child care environment, which keeps young children safe and healthy and meets their nutritional needs. In addition, students acquire knowledge and skills for giving immediate care to the ill and injured child until medical help can be obtained. *Lecture 48 hours.*

ECE145 Curriculum, Environment and Teaching Materials Credits 3

This course examines age appropriate curriculum for children ages birth through five years. Students will observe a real classroom through one-way glass. Students study the impact of effective learning environments and teaching materials upon children's learning. Opportunities to develop and test teaching materials in the children's classrooms provide students with practical experience. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): ECE146.*

ECE146 Curriculum: Three Through Five Years Credits 5

Developmentally appropriate activities and materials for young children are explored. Students are exposed to literacy, literature, art, music, science, math, and nutrition activities that encourage growth and development in children. *Lecture 64 hours. Laboratory 32 hours.*

ECE171 Child Growth and Development Credits 4

This course traces human development from the time of conception. Focus is on the physical, social, emotional, mental, and language development at all stages of growth and examines the prevailing theories associated with the current understanding of children. *Lecture 64 hours.*

ECE221 Infant/Toddler Care and Education Credits 3

This course focuses on the unique care necessary for infants, toddlers, and two-year old children. Emphasis is placed upon the provision of stimulating curriculum for brain development and examining criteria for organizing safe, healthy, and positive physical environments that comply with state licensing regulations and Head Start performance standards. Students will look at the development needs and characteristics of these ages and explore methods of addressing these in a group-care setting. *Lecture 48 hours. Corequisite(s): ECE274.*

ECE240 Observing and Managing Child Behavior Credits 2

This course introduces students to studying factors that will be meaningful in explaining behavior. The students learn to gather data objectively and become proficient in observing, interpreting, and managing young children's behavior. *Lecture 32 hours. Prerequisite(s): ECE146.*

ECE250 Advanced Curriculum Planning Credits 3

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 through field trips. *Lecture 48 hours. Prerequisite(s): ECE146 and ECE145.*

ECE260 Current Topics and Issues in Child Care Credits 2

National, state, and local topics and issues impacting childcare are examined. *Lecture 32 hours.*

ECE274 Field Experience I Credits 2

Practicum in a licensed childcare center for children 6-weeks through 5-years old provides students experience working directly with children in a supervised setting. Students will gain knowledge of child guidance and group management techniques and will have controlled teaching opportunities. *Lecture 16 hours. Co-op 64 hours. Prerequisite(s): ECE146. Corequisite(s): ECE221.*

ECE275 Field Experience II Credits 3

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. *Lecture 16 hours. Co-op 128 hours. Prerequisite(s): ECE146.*

ECE285 Exceptional Child Credits 2

Students are introduced to areas of special needs which may be present in children within their care, support services that are available, and how to obtain and provide special assistance for these children. *Lecture 32 hours.*

ECE290 Early Childhood Program Administration Credits 3
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 48 hours. Prerequisite(s): ECE146 and ECE145.*

ECE298 Child Development Career Strategies Credits 2
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. *Lecture 32 hours. Limitation on Enrollment to Early Childhood Education Students.*

ECN ECONOMICS

ECN110 Introduction to Economics Credits 3
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 ECN120 or ECN130.) *Lecture 48 hours.*

ECN120 Principles of Macroeconomics Credits 3
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 48 hours.*

ECN130 Principles of Microeconomics Credits 3
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 48 hours.*

EDU EDUCATION

EDU216 Introduction to Teaching Credits 3
The course is designed to help students become aware of 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 48 hours.*

EDU223 Multicultural Education Credits 3
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 48 hours. Prerequisite(s): EDU240 and SOC205.*

EDU235 Children's Literature Credits 3
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 48 hours.*

EDU240 Educational Psychology Credits 3
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 48 hours. Prerequisite(s): PSY111 and PSY121. Corequisite(s): EDU920.*

EDU255 Technology in the Classroom Credits 3
This is a basic course in the planning and practical use of technology resources to enhance and extend the learning process in the classroom or other locations where learning takes place. 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 students to select, arrange, utilize, and produce a variety of resources to enhance student learning. *Lecture 48 hours. Prerequisite(s): EDU240 or EDU235.*

EDU901 Academic Service Learning Experience Credit 1
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. *Laboratory 32 hours.*

EDU920 Field Experience Credit 1
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. *Laboratory 32 hours. Corequisite(s): EDU240.*

EGT ENGINEERING TECHNOLOGY

EGT140 Fluid Power Credits 2
This is a course of study in the basic fluid power principles and components of fluid power systems. *Lecture 16 hours. Laboratory 32 hours.*

EGT144 Fluid Power Applications Credits 2
This course is a continuation study of fluid power systems and applications with particular emphasis on troubleshooting and performance evaluations. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): EGT140 and EGT149.*

EGT149 Fluid Power Systems II Credits 3
This is a continued study of fluid power components, their operations, and functions in circuit application, as well as graphic circuit print reading. *Lecture 16 hours. Laboratory 64 hours. Prerequisite(s): EGT140.*

EGT152 Advanced Fluid Power and Servo Systems Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): EGT149 and EGT144.*

EGT243 Statics and Strength of Materials Credits 3
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 16 hours. Laboratory 64 hours. Prerequisite(s): PHY162.*

ELT ELECTRONICS

ELT103 Facilities Blueprint Reading Credits 3
This course is designed to develop skill in reading facilities prints used in heavy or commercial constructions. *Lecture 48 hours. Prerequisite(s): MFG153.*

ELT104 Electronics Drafting Credits 3
An introduction to drafting fundamentals including: two-dimensional, orthographic, sectional, auxiliary and pictorial; electronic symbols, devices, circuitry and systems, using both mechanical techniques and CAD. *Lecture 16 hours. Laboratory 64 hours. Prerequisite(s): ELT192.*

ELT133 Electric Motor Drives Credits 2
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, AC servo, and stepper systems. *Lecture 16 hours. Laboratory 32 hours. Corequisite(s): ELT240.*

ELT139 Electrical Systems Credits 3
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, and wiring techniques. *Lecture 16 hours. Laboratory 64 hours. Prerequisite(s): MAT772.*

ELT149 Advanced Electrical Systems Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): ELT139 and MAT778.*

ELT156 Industrial Electronics Credits 5
This course covers the theory and application of devices and circuits used in industrial and commercial electronics. *Lecture 48 hours. Laboratory 96 hours. Prerequisite(s): ELT320 and ELT311.*

ELT192 Intro to EET Computer Science Credits 3
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 32 hours. Laboratory 32 hours.*

ELT194 C++ Programming Credits 3
The objective of this introductory course is to provide students with the understanding of the C++ programming language for problem solving. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): ELT192.*

ELT215 Motors and Controls Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): ELT149.*

ELT234 PLC Programming Credits 2
An introduction to the fundamental principles of programmable controller operation using Allen-Bradley PLC systems. 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 16 hours. Laboratory 32 hours. Corequisite(s): ELT215.*

ELT240 PLCs II Credits 2
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; as well as interfacing, troubleshooting, and applications. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): ELT234. Corequisite(s): MFG111.*

ELT290 DC Electricity Credits 4
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 48 hours. Laboratory 48 hours.*

ELT291 AC Electricity Credits 4
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 48 hours. Laboratory 48 hours. Prerequisite(s): ELT290.*

ELT305 Electricity Credits 8
This course presents basic concepts of electricity and electronics and the application of these concepts to direct current and alternating current circuits. This course assumes no previous knowledge of electricity or electronics. An understanding of algebra is required. *Lecture 96 hours. Laboratory 96 hours. Prerequisite(s): MAT504.*

ELT309 Digital Circuits Credits 3
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, memory devices and logic families. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): ELT590. Corequisite(s): ELT610.*

ELT311 Digital Circuits and Systems Credits 4
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, memory devices and logic families. *Lecture 32 hours. Laboratory 96 hours. Prerequisite(s): MAT514. Corequisite(s): ELT526.*

ELT320 Electronic Devices Credits 5
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 48 hours. Laboratory 32 hours. Lab/Clinic 48 hours. Prerequisite(s): ELT291.*

- ELT321 Operational Amplifiers** Credits 3
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 32 hours. Laboratory 32 hours. Prerequisite(s): ELT291.*
- ELT415 Communication Circuits I** Credits 5
This course is an introduction to communication circuits, with an in depth study of A.M. and F.M. transceiver theory. *Lecture 48 hours. Laboratory 96 hours. Prerequisite(s): ELT320 and ELT321.*
- ELT416 Communication Circuits II** Credits 5
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 48 hours. Laboratory 96 hours. Prerequisite(s): ELT415.*
- ELT439 Data Communications** Credit 1
This course introduces students to Data Communication theory and applications. The course includes a study of Serial I/O techniques, modems, and local area networks. *Laboratory 32 hours. Prerequisite(s): ELT700.*
- ELT512 Electronic Fabrication** Credits 2
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 16 hours. Laboratory 32 hours.*
- ELT526 Electronic Devices** Credits 8
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 96 hours. Laboratory 96 hours. Prerequisite(s): ELT305 and MAT504. Corequisite(s): MAT514.*
- ELT590 Semiconductors** Credits 5
This course provides an introduction to electronic devices and their uses. This course provides the foundation for advanced courses in electronics systems by teaching the operating characteristics of electronic devices and circuit design using those devices. *Lecture 48 hours. Laboratory 64 hours. Prerequisite(s): ELT149 and MAT778.*
- ELT600 Applied Computer Programming** Credits 3
This course introduces students to Visual Basic 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 32 hours. Laboratory 48 hours. Prerequisite(s): ELT192.*
- ELT605 Operating Systems** Credits 3
This course provides students with an understanding of the operation and administration of various computer operating systems such as DOS, Windows and UNIX. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): ELT192.*
- ELT610 Microprocessors** Credits 2
This course is an introduction to microprocessor and microcomputer theory and applications. The objective of this course is to provide students with the basic microcomputer theory necessary to understand the operation and interfacing characteristics of the Intel family of processors. This includes typical microcomputer architecture, assembly and machine language programming, input/output and interfacing concepts, hardware/software interaction and applications. *Lecture 16 hours. Laboratory 32 hours. Corequisite(s): ELT309.*
- ELT621 Microprocessors II** Credits 4
This course provides students with an understanding of 16 bit microprocessors and microcomputer systems and circuitry. Programming languages and techniques, including software troubleshooting, will be expanded and analyzed. Students will become familiar with Intel 80/88/86, 286, 386, 486 microprocessors and Motorola 68000 series microprocessors. *Lecture 32 hours. Laboratory 64 hours. Prerequisite(s): ELT700.*
- ELT651 Computer Systems** Credits 5
This course provides students with an understanding of the computer as a complete system, covering hardware and software. *Lecture 48 hours. Laboratory 96 hours. Prerequisite(s): ELT192 and ELT311.*
- ELT700 Microprocessors** Credits 3
This course provides students with an understanding of microprocessors and microcomputer systems and circuitry. Programming languages and techniques, including software troubleshooting, will be expanded and analyzed. Students will become familiar with Intel 86/88, 286, 386, 486, and Pentium microprocessors. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): ELT311 and ELT192.*
- ELT701 Embedded Processors** Credits 3
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, assembly and C programming, Input/output and interfacing concepts, hardware/software interaction and applications. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): ELT700.*
- ELT702 Microcomputer Hardware** Credits 2
This course provides the students with the understanding personal computer hardware systems and components. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): ELT192.*
- ELT703 Introduction to Networking** Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): ELT605.*
- ELT736 Instrumentation & Control** Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): IND100, EGT144, and ELT215.*
- ELT802 Electronics Design Project I** Credit 1
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. *Laboratory 32 hours.*
- ELT803 Electronics Design Project II** Credit 1
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. *Laboratory 32 hours. Prerequisite(s): ELT802*

ENG ENGLISH COMPOSITION

ENG060 College Preparatory Writing I Credits 3

This course is the initial one 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 be able to connect personally with assigned reading material and communicate their thoughts clearly in written English. The objectives for this course are in concert with those for College Preparatory Writing II and Composition I. However, the reading/writing/thinking assignments for this course emphasize responses grounded in the writer's personal interaction with the assigned text, rather than analysis, evaluation, or synthesis of secondary sources. *Lecture 48 hours. Prerequisite(s): Appropriate placement scores or equivalent.*

ENG061 College Preparatory Writing II Credits 3

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 intellectually stimulating texts of different genres. Students, therefore, will have experience analyzing written texts and writing for different audiences and varying purposes. Students will work individually as well as collaboratively in the producing, revising, and editing of written work. Central to the objective of this course is the development in understanding of and implementing the writing process: generating ideas, producing multiple drafts, revising, and editing. This course helps prepare students for required composition courses and for other academic classes. *Lecture 48 hours. Prerequisite(s): ENG060, appropriate placement scores or equivalent.*

ENG105 Composition I Credits 3

Composition I develops students' writing skills by emphasizing fluency, 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 define a sense of audience and purpose in their writing. *Lecture 48 hours. Prerequisite(s): Appropriate COMPASS writing placement score or equivalent.*

ENG106 Composition II Credits 3

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 48 hours. Prerequisite(s): ENG105.*

ENG221 Creative Writing Credits 3

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 48 hours.*

ENV ENVIRONMENTAL SCIENCE

ENV115 Environmental Science Credits 3

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. *Lecture 48 hours. Suggested Prerequisite(s): BIO105.*

ENV116 Environmental Science Lab Credit 1

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. *Laboratory 32 hours.*

ESL NON-INTENSIVE ESL

ESL005 ESL Reading for Academic Purpose I Credits 4

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 64 hours. Prerequisite(s): Appropriate placement scores or equivalent.*

ESL011 ESL Writing for Academic Purpose I Credits 4

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 64 hours. Prerequisite(s): Appropriate placement scores or equivalent.*

ESL014 ESL Listening and Speaking for Academic Purpose I Credits 4

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 48 hours. Laboratory 32 hours. Prerequisite(s): Appropriate placement scores or equivalent.*

ESL020 English as a Second Language Lab Credits 2

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. *Laboratory 64 hours. Prerequisite(s): Instructor approval.*

ESL083 ESL Writing for Academic Purpose II Credits 4

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 64 hours. Prerequisite(s): ESL011, appropriate placement scores or equivalent.*

ESL084 ESL Reading for Academic Purpose II Credits 4

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 64 hours.*
Prerequisite(s): ESL005, appropriate placement scores or equivalent.

ESL089 ESL Listening and Speaking for Academic Purpose II Credits 4

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 48 hours. Laboratory 32 hours.*
Prerequisite(s): ESL014, appropriate placement scores or equivalent.

FIN FINANCE

FIN101 Principles of Banking Credits 3

Provides an introduction to entry-level banking principles. Includes banking and its relationship to the economy, why financial institutions are in business, and what services these institutions offer. Students will gain an understanding of the interrelationship of various departments within the institutions and their contributions toward profitability. *Lecture 48 hours.*

FIN110 Money and Banking Credits 3

The course explores money and its role in the U.S. economy. It will include a study of the Federal Reserve system and its policies; bank operations, trends, issues, and regulations; and the banking system's role in international trade. *Lecture 48 hours.*

FIN130 Principles of Finance Credits 3

A broad decision-making course on the dynamics of finance emphasizing its global nature involving transactions between suppliers and users of capital, Principles of Finance includes such topics as cash flow, financial forecasting, leverage, asset management, the time value of money, bond and stock valuation, the cost of capital, capital budgeting, and dividend policies. *Lecture 48 hours. Prerequisite(s): MAT156 or MA110.*

FIN175 Commercial and Mortgage Lending Credits 3

This course includes primary definitions, concepts, and principles of both commercial and mortgage lending. It covers aspects of lending from the institution's as well as the customer's perspective. Mortgage lending includes individual mortgages and residential real estate investments. Differing objectives of the lender and the borrower are examined, and the human relations aspect of commercial lending is recognized. *Lecture 48 hours.*

FIN190 Trust Operations and Fund Management Credits 3

The course presents an overview of the trust department, including how it fits into a bank's overall operations. Trust services, tax and legal consequences, regulation, and other estate issues are addressed as they affect satisfaction of customer needs. Trust investment risk and management are covered from the perspective of the bank as a business. *Lecture 48 hours.*

FIR FIRE SCIENCE

FIR125 Fire Behavior and Building Design Credits 3

Studies building construction as it relates under fire conditions. Reviews building codes as related to the structural strength of various designs. Qualitative study of chemical and physical aspects of fuels, the combustion process and the products of combustion as test aspects apply to the causes, spread, and extinguishing of a fire. For more information contact Kirkwood Community College. *Lecture 48 hours.*

FIR130 Fundamentals of Fire Prevention Credits 3

Covers the techniques, procedures, regulations and enforcement of codes (fire, building, life safety) in various occupancies. Communications with the property owner on changes to meet code requirements will be presented. For more information contact Kirkwood Community College. *Lecture 48 hours.*

FIR146 Firefighting Tactics and Strategy Credits 3

Studies methods of coordinating personnel, equipment deploying apparatus on the fire ground. Practical methods of controlling and extinguishing structural and other types of fires are discussed. Includes simulation exercises. For more information contact Kirkwood Community College. *Lecture 48 hours.*

FIR150 Fire Detection and Suppression Systems Credits 3

Covers the identification of system elements, the proper type for the occupancy per code, fire department operations at premises, and inspection practice to ensure the system is operating and installed as required. For more information contact Kirkwood Community College. *Lecture 48 hours.*

FIR180 Chemistry of Hazardous Materials Credits 3

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. For more information contact Kirkwood Community College. *Lecture 48 hours.*

FIR183 Hazardous Materials Management Credits 3

Discusses the properties of chemically active substances related to hazardous materials. Identifies and demonstrates techniques, methods, strategies to mitigate haz-mat incidents. Covers state and federal laws as they relate to management of hazardous materials. For more information contact Kirkwood Community College. *Lecture 48 hours.*

FIR280 Instructional Techniques for Fire Service Training Credits 3

Covers concepts and techniques for conducting periodic company level or small unit training. The emphasis of this course is teaching principles applicable to in-service fire and rescue service skills training. It will meet N.F.P.A. Standard 1040, 1992 version. Course objectives for Fire Instructor I and II as specified in this standard. Successful completion of this course allows the student to meet Iowa Fire Instructor I and Iowa Fire Instructor II course requirements as specified by the certifying agency, Fire Service Institute, Iowa State University. For more information contact Kirkwood Community College. *Lecture 48 hours.*

FLF FOREIGN LANGUAGE - FRENCH

FLF145 French I Credits 5

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 80 hours.*

FLF245 French II Credits 5
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 80 hours. Prerequisite(s): FLF-145.*

FLS FOREIGN LANGUAGE - SPANISH

FLS128 Conversational Spanish Credits 3
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 48 hours.*

FLS151 Elementary Spanish I Credits 5
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. *Lecture 80 hours. This course is not recommended for students who have completed one year or more of high school Spanish or the equivalent.*

FLS152 Elementary Spanish II Credits 5
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 80 hours. Prerequisite(s): FLS151, equivalent course, or instructor approval.*

GEO GEOGRAPHY

GEO115 Human Geography Credits 3
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 48 hours.*

GEO121 World Regional Geography Credits 3
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 48 hours.*

GEO131 Physical Geography Credits 3
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 48 hours.*

GEO132 Physical Geography Lab Credit 1
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. *Laboratory 32 hours.*

GRA GRAPHIC COMMUNICATIONS

GRA105 Drawing and Composition Credits 4
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 32 hours. Laboratory 64 hours. Corequisite(s): GRA133 and GRA174.*

GRA106 Principles of Illustration Credits 4
This course is designed to develop the 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 32 hours. Laboratory 64 hours. Prerequisite(s): GRA105. Corequisite(s): GRA124.*

GRA114 Production Processes Credits 4
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 32 hours. Laboratory 64 hours. Prerequisite(s): GRA200 and GRA142.*

GRA124 Electronic Illustration Credits 4
This course is designed to provide students with experience using computer generated illustrative techniques. Emphasis is a "hands-on" introduction to the leading drawing software. *Lecture 48 hours. Laboratory 32 hours. Prerequisite(s): GRA174 and GRA133. Corequisite(s): GRA106.*

GRA133 Desktop Publishing Credits 4
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 32 hours. Laboratory 64 hours. Corequisite(s): GRA105 and GRA174.*

GRA142 Graphic Imaging Credits 4
This course is designed to provide students with an understanding of computer-generated photographic manipulation techniques used in graphic communications. Emphasis is a "hands-on" introduction to the leading electronic image manipulation software. *Lecture 32 hours. Laboratory 64 hours. Prerequisite(s): GRA124. Corequisite(s): GRA186 and GRA200.*

GRA150 Introduction to Web Design Credits 3
This course will help students learn the basic concepts of web page design. Students will learn how to use the Hypertext Markup Language (HTML), Dynamic HTML, Cascading Style Sheets (CSS) and other tools to create multimedia web pages. *Lecture 32 hours. Laboratory 32 hours.*

GRA151 Web Design Credits 3
This course introduces students to web page construction. Emphasis is a "hands-on" introduction to the leading web page construction programming language and web page software. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA200, GRA142, and GRA186.*

GRA160 Interactive Multimedia Credits 3
This course emphasizes designing interactive presentations using multimedia. Students will conceptualize, design, and deliver interactive content. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA124 and GRA185. Corequisite(s): GRA142.*

GRA162 Web Page Graphics Credits 3
This course will give students a more in depth look into web-based graphics. This course will give students experience with different file formats on the web. Also, this course will give students a broader experience of high-end graphics programs. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA150.*

- GRA174 Typography** Credits 5
This course emphasizes the fundamentals of typography in visual communications. The course provides experience in the type selection process for design applications. *Lecture 64 hours. Laboratory 32 hours. Corequisite(s): GRA105 and GRA133.*
- GRA185 Design and Layout** Credits 4
This course applies principles and methods of design and layout to create solutions for design problems. The process involved with communicating a client's product, service, or image to a specific or general facet of the population is explored in "hands-on" applications. *Lecture 32 hours. Laboratory 64 hours. Prerequisite(s): GRA105, GRA174, and GRA133.*
- GRA186 Design and Layout II** Credits 4
This course continues to explore the process of graphic design. Specific design formats are identified and experience is gained through advanced hands-on applications. *Lecture 32 hours. Laboratory 64 hours. Prerequisite(s): GRA124 and GRA185. Corequisite(s): GRA142 and GRA200.*
- GRA187 Advanced Design** Credits 4
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 32 hours. Laboratory 64 hours. Prerequisite(s): GRA142, GRA186, and GRA200.*
- GRA200 Applications of Color** Credits 3
This course will cover the principles of color perception, design, measurement, and reproduction as applied to printing, desktop publishing, and electronic imaging. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): GRA124. Corequisite(s): GRA142 and GRA186.*
- GRA290 Portfolio Preparation** Credits 3
The course is intended to advance student knowledge in portfolio and resume construction and job search strategies. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): Must be a fourth term Graphic Communications student or have instructor permission.*

HCR HEATING AND AIR CONDITIONING

- HCR265 Applied Practices I** Credits 5
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. *Laboratory 240 hours.*
- HCR275 Applied Practices II** Credits 5
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. *Laboratory 240 hours. Prerequisite(s): HCR414 or HCR516.*
- HCR402 Applied Electricity for HVACR** Credits 3
This course presents the basic electrical characteristics, reading and developing circuit graphics, test equipment, controls and circuit application. *Lecture 48 hours. Prerequisite(s): HCR265, HCR444, and MAT772.*
- HCR414 Controls for HVACR** Credits 4
This course presents a more advanced study of electrical controls and their applications, an introduction to electronics and the controls used in the H.V.A.C.R. systems. *Lecture 64 hours. Prerequisite(s): HCR516, HCR275, HCR444, and HCR402.*
- HCR444 HVACR Systems I** Credits 4
This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air cooling, and refrigeration systems. *Lecture 64 hours. Corequisite(s): HCR265, HCR402, and MAT772.*

- HCR502 Applied Controls for HVACR** Credits 2
This course is a study of electronic controls and systems for H.V.A.C.R. *Lecture 32 hours. Prerequisite(s): HCR414 and HCR602.*
- HCR516 HVACR Systems II** Credits 6
This course presents a continuing and advanced study of systems used in heating, ventilation, air cooling, and refrigeration. *Lecture 96 hours. Corequisite(s): HCR275 and HCR414.*
- HCR602 HVACR Systems III** Credits 2
This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air-cooling, and refrigeration systems. *Lecture 32 hours. Prerequisite(s): HCR516 and HCR502.*
- HCR852 Operation Strategies** Credits 2
This course presents customer relations and principles of successful business techniques. The job search and interview process will also be covered. *Lecture 32 hours. Prerequisite(s): HCR444. Corequisite(s): HCR912.*
- HCR912 HVACR Field Experience** Credits 2
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 128 hours. Prerequisite(s): All first and second semester program courses and a current program CGPA of 2.00. Corequisite(s): HCR502, HCR602, and HCR852.*

HIS HISTORY

- HIS117 Western Civilization I: Ancient and Medieval** Credits 3
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 48 hours.*
- HIS118 Western Civilization II: Early Modern** Credits 3
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 48 hours.*
- HIS119 Western Civilization III: The Modern Period** Credits 3
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 48 hours.*
- HIS151 U.S. History to 1877** Credits 3
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 48 hours.*

HIS152 U.S. History Since 1877 Credits 3
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 48 hours.*

HIS155 American Civilization Credits 3
American Civilization is a thematic and interdisciplinary examination of the American experience from prehistory to the present. The course emphasizes the contributions and experiences of the many social groups who created and built the United States. Themes highlighted include labor, economics, religion, diversity, inequality, reform, and dissent. *Lecture 48 hours.*

HIS201 Iowa History Credits 3
This history course is a survey of social, political, economic, and cultural developments in Iowa from pre-historic times to the present. *Lecture 48 hours. Prerequisite(s): HIS151, HIS152, or HIS155.*

HIS214 Russian History and Culture Credits 3
This European history course examines the Russian experience from the emergence of a 9th century Slavic society through the Soviet Union to the present. This course will include the development of the political, cultural, intellectual, economic, literary, diplomatic, and social history of the period. *Lecture 48 hours. Prerequisite(s): HIS118 or HIS119.*

HIS251 US History After 1945 Credits 3
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 48 hours. Prerequisite(s): HIS152 or HIS155.*

HIS277 History of Women in the United States Credits 3
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 48 hours. Prerequisite(s): HIS155, HIS151, HIS152, or WST101.*

HIT HEALTH INFORMATION TECHNOLOGY

HIT245 Basic ICD-9-CM Coding Credits 3
This course introduces the concepts necessary for entry-level coding of diseases, injuries, and hospital procedures. *Lecture 32 hours. Laboratory 32 hours.*

HSC HEALTH SCIENCES

HSC107 Professionals in Health Credits 2
Presents skills and characteristics expected for professional preparation and employability. Provides an overview of the health industry as it relates to health and safety regulations. For more information contact Kirkwood Community College. *Lecture: 32 hours.*

HSC113 Medical Terminology for Health Sciences Credits 2
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. The utilization of a medical dictionary will also be a focus. *Lecture 32 hours.*

HSC116 Beginning Medical Terminology Credits 4
This course introduces the concepts necessary for building a basic medical vocabulary. *Lecture 48 hours. Laboratory 48 hours.*

HSC124 Advanced Medical Terminology Credits 4
The course continues to build a medical vocabulary through the study of anatomy and physiology, common diseases, and surgeries of the body systems. *Lecture 48 hours. Laboratory 48 hours. Prerequisite(s): HSC116.*

HSC210 Health Skills I Credits 1
Introduces basic patient care skills: infection control techniques, measuring and recording vital signs, and body mechanics. Laboratory practice and skill achievement is required. For more information contact Kirkwood Community College. *Lecture: 8 hours. Laboratory: 16 hours.*

HSC211 Health Skills II Credits 1
Introduces basic skills related to patient mobility, methods for ambulation, positioning and range of motion. Discusses causes and effects of immobility. Laboratory practice and skill achievement is required. For more information contact Kirkwood Community College. *Lecture: 8 hours. Laboratory: 16 hours.*

HUM HUMANITIES

HUM130 Holocaust Perspectives: Confronting the Future Credits 3
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 48 hours.*

HUM140 Shakespeare: Dramatist, Psychologist, Historian Credits 3
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 48 hours.*

IND INDUSTRIAL TECHNOLOGY

IND100 Basic Mechanical Systems Credits 2
This course provides the student with introductory knowledge and skills in use of tools and components by mechanics. *Lecture 16 hours. Laboratory 32 hours.*

IND111 Industrial Safety Mechanical Systems Credit 1
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 16 hours.*

IND145 Mechanical Power Transfer Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): IND100.*

INT INTERIOR DESIGN

INT101 Basic Drafting and Rendering Credits 3

This course is an introduction to the essential skills of drafting, lettering, and watercolor rendering. Students learn visual presentation techniques which are basic to future courses and to the profession. *Lecture 16 hours. Laboratory 64 hours.*

INT102 Residential Studio I Credits 5

This orientation to the field of interior design examines the fundamental concepts while providing the necessary foundation for subsequent courses. Initial laboratory projects give the student an opportunity to solve design problems. *Laboratory 160 hours. Prerequisite(s): INT101.*

INT103 Design and Color Fundamentals for Interiors Credits 3

The student explores in depth the principles and elements of design. Color properties, relationships, and effects are analyzed. Experimentation in laboratory projects reinforces the concepts presented and demonstrates how they apply to the design of interiors. *Lecture 32 hours. Laboratory 32 hours.*

INT106 Interior Backgrounds/ Window Treatments Credits 2

This course deals with the shell of the interior: traditional and contemporary wall coverings, the various styles of window treatments and carpets. Measurements and estimation will be included. *Lecture 16 hours. Laboratory 32 hours.*

INT109 History of Interiors I Credits 2

This course begins a two-semester study of the homes and furniture of the past: ancient to Renaissance, French, English, and American. *Lecture 32 hours.*

INT133 Lighting Credits 2

This course develops an awareness of the contribution of lighting to the interior. Lighting terminology, electrical symbols, and types of luminaries are included with emphasis on lighting usage and problem solving. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): INT102.*

INT135 Residential Studio II Credits 4

This course is a continuation and compilation of the study of residential spaces. The student will execute the design of an entire home from initial concept to final presentation. *Prerequisite(s): INT102.*

INT137 History of Interiors II Credits 3

In this second course concerning historical interiors, students continue the study begun in History of Interiors I. *Lecture 48 hours.*

INT139 Kitchen Design Credits 3

This course focuses on the design aspects of the residential kitchen. Kitchen planning guidelines, published by the National Kitchen & Bath Association (NKBA), are emphasized. A comprehensive project is completed from the selection of appropriate cabinets, countertops, appliances, fixtures, equipment, materials, and colors to the final concept presentation. NKBA Graphic and Presentation Standards are followed throughout the drawing of a floor plan and specifications, working elevations, and a perspective. Other project parts are included. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): INT102.*

INT202 Contract Studio I Credits 5

This course and Contract Studio II involve the design of non-residential interiors. While initial projects are office spaces, later studio problems concern other selected contract interiors. Project presentation allows experimentation with new media and techniques. *Laboratory 160 hours. Prerequisite(s): INT135 and INT209.*

INT204 Quality Buying Credits 2

This course develops knowledge of the materials and construction of furniture and other items used within the interior. A comparison is made of the broad variety of available product qualities. *Lecture 32 hours.*

INT209 CAD for Interior Designers Credits 3

This course is an introduction to computer-aided design as used within the Interior Design profession. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): INT102.*

INT232 Contract Studio II Credits 5

This is a continuation of Contract Studio I. *Laboratory 160 hours. Prerequisite(s): INT202.*

INT233 Residential Architecture/ Construction Credits 3

The components of this course include an introduction to building principles and materials, American architectural styles, design, and remodeling. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): INT-102 and INT-209.*

INT239 Modern Design Credits 2

A survey of 20th century furniture design from its beginnings in the last century through the innovations of recent years. *Lecture 32 hours.*

INT241 Interior Design Study Tour Credit 1

The study tour incorporates a trip to a major market city where students have the opportunity to tour market showrooms, architecturally significant homes, commercial spaces, art museums, and other related activities. *Laboratory 32 hours. Prerequisite(s): 4th term Interior Design student with a 2.00 GPA.*

INT300 Textiles for Interior Design Credits 3

This introductory course in textiles presents the origins and construction of all textile materials. The effects of fiber properties, fabric construction and fabric finishes on selection, use and care of interior textile products are emphasized. *Lecture 48 hours.*

INT335 Professional Practice Credits 3

This course examines the unique aspects of the profession of interior design and explores business principles, ethics, and techniques that contribute to a successful design practice. Students explore portfolio development and the job search skills for entry into the field. *Lecture 48 hours. Prerequisite(s): 4th term Interior Design student.*

INT932 Internship Credits 3

This course provides the student with an opportunity to work in a professional interior design setting. Exposures to various areas of the field are shared, discussed, and critiqued in a classroom/seminar setting. *Lecture 16 hours. Co-op 128 hours. Prerequisite(s): CGPA of 2.00 and 4th term Interior Design student.*

ITP INTERPRETING

ITP128 Introduction to Deaf Studies Credits 3

This course is a general introduction to deaf studies and is examined from a multidisciplinary perspective. There is discussion about deaf art, cinema, theater, socialization, and the difference between American Sign Language (ASL) and English. *Lecture 48 hours.*

LIT LITERATURE

LIT101 Introduction to Literature Credits 3

This course is designed to introduce students to three genres of literature: short story, poetry, and drama. It will emphasize understanding both the possibilities and the limitations of various types of literature, willingness to share interpretations, relate awareness of literary structure of his/her analysis of selected literary pieces, and different methods of critical analysis. *Lecture 48 hours.*

LIT133 Minority Voices in U.S. Literature Credits 3

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 48 hours. Prerequisite(s): LIT101.*

LIT142 Major British Writers Credits 3

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 48 hours.*

LIT189 Women and Literature Credits 3

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 48 hours.*

LIT949 Special Topics in Literature Credits 1-3

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. *Lecture 16 - 48 hours.*

MAP MEDICAL ASSISTANT

MAP123 Administrative Medical Office Procedures Credits 3

A variety of office procedures and practices such as proper telephone techniques, medical legal responsibilities, medical records management, and fees and credit arrangements will be covered. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): HSC116, ADM105, BCA134, and ADM148.*

MAP132 Medical Transcription Credits 2

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 16 hours. Laboratory 48 hours. Prerequisite(s): HSC116, ADM148, and ADM159.*

MAP141 Medical Insurance Credits 3

This course is an introduction to various details and forms relative to medical insurance programs and CPT coding. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): HIT245.*

MAP152 Computer Patient Billing Credits 2

An introduction to an automated patient billing software will be covered in this course. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): MAP141.*

MAP511 Pharmacology for the Medical Secretary Credits 1

The basic knowledge, understanding, and skills necessary to use common pharmaceutical references and spell commonly used drugs. *Lecture 16 hours. Prerequisite(s): HSC116.*

MAT MATHEMATICS

MAT045 Fundamentals of Math Credits 4

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 64 hours. Prerequisite(s): Appropriate placement scores or equivalent.*

MAT052 Pre-Algebra Credits 3

This course is designed to combine both classroom instruction and individualized instruction to prepare students for Algebra. Teacher-student interaction, as well as student interaction with one another, will be provided for and encouraged. *Lecture 48 hours. Prerequisite(s): MAT045, appropriate placement scores or equivalent.*

MAT063 Elementary Algebra Credits 4

This course is designed to combine both classroom instruction and individualized instruction, to prepare students for intermediate Algebra. Teacher-student interaction, as well as student interaction with one another, will be provided for and encouraged. *Lecture 64 hours. Prerequisite(s): MAT052, appropriate placement scores or equivalent.*

MAT102 Intermediate Algebra Credits 4

The course focuses on algebraic manipulation, graphing techniques, and solution of algebraic word problems. This course is designed to prepare students for College Algebra (MAT122). *Lecture 64 hours. Prerequisite(s): MAT063 or equivalent COMPASS score.*

MAT110 Math for Liberal Arts Credits 3

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 48 hours. Prerequisite(s): MAT063 or equivalent COMPASS score.*

MAT117 Math for Elementary Teachers Credits 3

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, measurement, and geometry and spatial sense. Activities and models appropriate to elementary school mathematics are used to represent these topics. *Lecture 48 hours. Prerequisite(s): MAT063 or equivalent COMPASS score.*

MAT122 College Algebra Credits 5

Begins a two-semester sequence to prepare students for the calculus sequence. The central theme is the concept of a function and its graph. Functions studied include polynomial, rational, exponential, and logarithmic functions. *Lecture 80 hours. Prerequisite(s): MAT102 or equivalent COMPASS score.*

MAT128 Precalculus Credits 4

This one-semester pre-calculus course is intended for the student with a solid algebra background who intends to take calculus. Topics are presented using a functional approach and include fundamentals of algebra, linear, polynomial, rational, exponential, logarithmic and trigonometric functions and their applications. *Lecture 64 hours. Prerequisite(s): Successful completion (C or better) of three years of high school mathematics including two years of algebra and one year of geometry and/or trigonometry, or appropriate mathematics placement score.*

MAT134 Trigonometry & Analytic Geometry Credits 3

The second course of a two-semester pre-calculus sequence. Topics include trigonometry and applications, vectors, analytic geometry, and polar and parametric equations. *Lecture 48 hours. Prerequisite(s): MAT122 or equivalent COMPASS score.*

MAT156 Statistics Credits 3

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 48 hours. Prerequisite(s): MAT063 or equivalent COMPASS score.*

MAT210 Calculus I Credits 4

The first in a calculus sequence, this course covers topics including functions and their graphs, limits, derivatives and applications of differentiation, and integrals. *Lecture 64 hours. Prerequisite(s): MAT134 or appropriate placement scores.*

MAT216 Calculus II Credits 4

A continuation of MAT-210, this course covers topics including integration techniques, applications of integration, infinite series, conic sections, parametric and polar equations. *Lecture 64 hours. Prerequisite(s): MAT210.*

MAT219 Calculus III Credits 4

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 64 hours. Prerequisite(s): MAT216.*

MAT504 Electronics Math I Credits 4

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 48 hours. Laboratory 32 hours. Prerequisite(s): MAT063 or appropriate assessment score. Corequisite(s): ELT291.*

MAT514 Electronics Math II Credits 4

This course presents logarithms as applied to electronics; number systems for computers, Boolean algebra, mapping and statistics as used in the electronic industry. *Lecture 48 hours. Laboratory 32 hours. Prerequisite(s): MAT504.*

MAT744 Technical Math Credits 4

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 64 hours. Prerequisite(s): MAT063 or equivalent COMPASS score.*

MAT764 Math for Welders Credits 2

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 32 hours.*

MAT772 Applied Math Credits 3

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 48 hours.*

MAT778 Applied Geometry/ Trigonometry Credits 3

In this course students are exposed to point, line, angles, and plane figures, propositions, arc and angles of circles, fundamental geometric constructions, introduction to right triangle trigonometry, oblique triangle trigonometry, the Cartesian coordinate system, compound angles in geometric solids, and trigonometric solutions to simple and complex machine application problems. *Lecture 48 hours. Prerequisite(s): MAT772 or equivalent COMPASS score.*

MFG MANUFACTURING

MFG111 Machinery's Handbook Credit 1

Students will gain knowledge and practical experience in the application and interpretation of information, charts, and formulas located within the Machinery's Handbook. *Lecture 16 hours.*

MFG122 Machine Trade Printreading I Credits 3

This basic course begins with terminology, abbreviations, and the alphabet of liens. Interpretation of drawings progresses from single-view drawings to multi-view projections. Orthographic projection and pictorial interpretation is facilitated through visualization exercises. Dimensioning methods and their effect on tolerance accumulation is also studied. Surface texture symbols, casting drawings, sectional views, steel specifications, thread specifications, drawing revisions, and metric drawings. *Lecture 48 hours.*

MFG132 Machine Trade Printreading II Credits 3

This course builds on skills developed in Machine Trade Printreading I. Topics include: GD&T geometric dimensioning and tolerancing; metric drawings; primary and secondary auxiliary views; and assembly drawings. Two and three dimensional visualization skills are enhanced through the introduction of progressively more complex drawings. *Lecture 48 hours.*

MFG153 Basic Blueprint Reading Credits 3

This course covers principles essential to the interpretation of mechanical prints, sketching of views, and geometric tolerancing. *Lecture 48 hours.*

MFG193 Machine Shop Processes Credits 3

This course is designed to develop basic skills in precision measurement and layout tools, machine operations for lathes, mills, drills, and surface grinders. *Lecture 16 hours. Laboratory 64 hours.*

MFG202 Manufacturing Processes Credits 2

Manufacturing processes are introduced through units of instruction which include: plastics and methods of processing them into products, the production and processing of ferrous and non-ferrous metals, foundry and casting processes, hot-work and cold-working metal processes, and metal forming processes. *Lecture 32 hours.*

MFG211 Basic Machine Theory Credits 2

This course presents basic machining processes and concepts necessary to set-up and operate machine shop equipment. *Lecture 32 hours.*

MFG214 Advanced Machine Theory Credits 2

Learn advanced machining processes and concepts used while operating machine shop equipment. *Lecture 32 hours. Prerequisite(s): MFG211 and MFG222.*

MFG222 Machine Operations I Credits 4

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 32 hours. Laboratory 96 hours. Prerequisite(s): MFG211.*

MFG228 Machine Operations II Credits 4

This is an advanced hands-on machining course. *Lecture 32 hours. Laboratory 96 hours. Prerequisite(s): MFG211 and MFG222. Corequisite(s): MFG214.*

- MFG305 CNC Operations** Credits 2
This course presents CNC operation, safety, part inspection, CNC cutting tool types and use, as well as part holding techniques. Students will run industrial-sized CNC lathes and CNC machining centers. Other common CNC machine controllers are experienced through computer simulation. *Laboratory 96 hours.*
- MFG306 CNC Operations II** Credits 2
Students will operate all CNC equipment to create products and work-holding devices. Manual equipment will be utilized to assist in creating work-holding devices. Students will back-plot, set-up, and run unproven programs to ensure the student can find and correct CNC program errors. *Laboratory 96 hours. Prerequisite(s): MFG305 and MFG308.*
- MFG308 CNC Programming Theory** Credits 4
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 64 hours. Suggested Prerequisite(s): MFG305.*
- MFG309 CNC Programming Theory II** Credits 4
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. *Laboratory 64 hours. Prerequisite(s): MFG308. Corequisite(s): MRG306.*
- MFG321 Computer Aided Machining** Credits 4
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 64 hours. Prerequisite(s): MFG306 and MFG309.*
- MFG363 Hydraulic Jigs and Fixtures** Credits 3
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 16 hours. Laboratory 96 hours. Prerequisite(s): MFG211 and MFG222.*
- MFG380 EDM Fundamentals** Credits 2
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 16 hours. Laboratory 48 hours.*
- MFG408 Basic Diemaking** Credits 8
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 48 hours. Laboratory 240 hours. Prerequisite(s): MFG214 and MFG228.*
- MFG432 Job Planning and Estimating** Credits 2
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 32 hours. Prerequisite(s): MFG132.*

- MFG438 Advanced Die Making and Repair** Credits 8
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 48 hours. Laboratory 240 hours. Prerequisite(s): MFG408.*

- MFG461 Plastics Materials** Credits 2
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 16 hours. Laboratory 48 hours. Prerequisite(s): MFG408.*

- MFG502 Statistical Process Control** Credits 3
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 48 hours.*

- MFG514 Machine Maintenance** Credits 4
Advanced theory and industrial application of machine repair, preventive maintenance, safe practices, installation, and troubleshooting with actual disassembly, inspection, and repair of machine shop equipment will be covered in this course. *Lecture 32 hours. Laboratory 64 hours. Prerequisite(s): IND100 and WEL339. Corequisite(s): MFG193.*

- MFG700 Introduction to Computer Numerical Control (CNC) Programming I** Credit 1
Students will create basic programs for CNC lathes and CNC mills and will use verification software to assure error-free programs. Use Windows to create CNC programs and perform file management operations. Other areas of study will include common machining techniques, cutter selection, and first part run procedures. *Lecture 16 hours.*

- MFG802 Systems Integration** Credits 2
This course will allow the student to apply all of the information learned in the program to create an integrated manufacturing application project. Students will generally be assigned to work teams and will interact with business and industry in the area to define a project need, develop a project proposal, design and create the mechanical/electrical/fluid power system required to meet the project need, and coordinate with the sponsoring industry to install and troubleshoot the system. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): ELT736.*

MGT MANAGEMENT

- MGT101 Principles of Management** Credits 3
A study of current theory and practice of leading a complex business organization toward the accomplishment of organizational objectives. *Lecture 48 hours.*
- MGT110 Small Business Management** Credits 3
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 48 hours.*
- MGT170 Human Resource Management** Credits 3
A study of the theory, principles, concepts, and practices of developing and utilizing personnel within business organizations. *Lecture 48 hours.*
- MGT210 Management Decision Making** Credits 3
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 48 hours.*

MIL MILITARY AND ROTC

- MIL103 Military Survival Skills** Credits 2
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 32 hours. Laboratory 16 hours.*
- MIL110 Leadership and Personal Development** Credit 1
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.*
- MIL115 Foundations of Tactical Leadership** Credit 1
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.*
- MIL120 Innovative Team Leadership** Credits 2
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.*

MKT MARKETING

- MKT110 Principles of Marketing** Credits 3
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 48 hours.*
- MKT140 Principles of Selling** Credits 3
Planned learning activities and experiences emphasize the psychology of selling, the sale process, sales techniques, and selling as a professional career. *Lecture 48 hours.*
- MKT142 Consumer Behavior** Credits 3
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 48 hours.*
- MKT152 Advertising and Visual Merchandising** Credits 3
This course presents the fundamentals of advertising and visual merchandising as promotional tools. It incorporates the Integrated Marketing Communication (IMC) concept. *Lecture 48 hours.*
- MKT160 Principles of Retailing** Credits 3
Organized learning activities emphasize the status of retail environments, operations, locations, merchandising, pricing, and promotions. *Lecture 48 hours.*
- MKT184 Customer Service** Credits 3
The course introduces skills and concepts needed for effective customer service necessary in a variety of business settings. Students will examine customer service skills important in external situations working with vendors, suppliers, customers and clients when dealing with products, services, and information. These techniques will also be applied to internal relationships and situations. An emphasis will be placed on problem solving and conflict resolution. *Lecture 48 hours.*

- MKT295 Professionalism** Credit 1
This course will present insights into how individuals can successfully fit into organizations. A researched set of organizational values used by companies will be presented and used as a model for development of individual values related to career development. Opportunities to prepare for future career success are offered through a variety of leadership and professional activities. *Lecture 16 hours.*

MLT MEDICAL LAB TECHNOLOGY

- MLT-101 Introduction to Lab Science** Credits 2
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 32 hours.*
- MLT103 Lab Mathematics** Credits 3
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 32 hours. Laboratory 32 hours.*
- MLT110 Fundamental Lab Techniques** Credits 3
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 32 hours. Laboratory 32 hours.*
- MLT120 Urinalysis** Credits 3
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 32 hours. Laboratory 32 hours.*
- MLT130 Hematology** Credits 3
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 32 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of “C” in MLT110.*
- MLT230 Advanced Hematology** Credits 3
This advanced course is a sequel to Hematology I, and includes an in-depth study of various anemias, leukemias, and other hematologic disorders. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of “C” in MLT130.*
- MLT233 Hemostasis and Thrombosis** Credits 2
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 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of “C” in MLT110.*
- MLT240 Clinical Chemistry I** Credits 7
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 64 hours. Laboratory 96 hours. Prerequisite(s): A minimum grade of “C” in CHM122, MLT110, and MLT103.*
- MLT250 Clinical Microbiology** Credits 4
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 32 hours. Laboratory 64 hours. Prerequisite(s): A minimum grade of “C” in BIO185. Corequisite(s): A minimum grade of “C” in MLT110.*

MLT252 Parasitology **Credit 1**

This course includes a study of medically important human parasites with respect to life cycle, pathogenicity, and laboratory identification. *Lecture 16 hours.*

MLT260 Immunohematology **Credits 4**

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 32 hours. Laboratory 64 hours. Prerequisite(s): A minimum grade of "C" in MLT110.*

MLT270 Immunology and Serology **Credits 2**

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 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in MLT110.*

MLT283 Clinical Practicum: Urinalysis **Credit 1**

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. *Laboratory 64 hours. Prerequisite(s): A minimum grade of "C" in MLT120.*

MLT284 Clinical Practicum: Immunohematology **Credits 2**

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. *Laboratory 128 hours. Prerequisite(s): A minimum grade of "C" in MLT260.*

MLT285 Clinical Practicum: Chemistry **Credits 4**

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 16 hours. Laboratory 192 hours. Prerequisite(s): A minimum grade of "C" in MLT240.*

MLT286 Clinical Practicum: Immunology and Serology **Credit 1**

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. *Laboratory 64 hours. Prerequisite(s): A minimum grade of "C" in MLT270.*

MLT287 Clinical Practicum: Hematology **Credits 4**

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 16 hours. Laboratory 192 hours. Prerequisite(s): A minimum grade of "C" in MLT130 and MLT230.*

MLT288 Clinical Practicum: Microbiology **Credits 4**

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 16 hours. Laboratory 192 hours. Prerequisite(s): A minimum grade of "C" in BIO185, MLT250, and MLT252.*

MLT291 Lab Survey and Review **Credit 1**

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. *Laboratory 64 hours. Prerequisite(s): A minimum grade of "C" in MLT283, MLT284, MLT285, MLT286, MLT287, and MLT288.*

MUA MUSIC - APPLIED

MUA106 Class Voice **Credit 1**

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. *Laboratory 32 hours.*

MUS MUSIC - GENERAL

MUS100 Music Appreciation **Credits 3**

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 48 hours.*

MUS102 Music Fundamentals **Credits 3**

This course is an introduction to Music Theory. Basic skills and vocabulary are covered. This course is 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 32 hours. Laboratory 32 hours.*

NET COMPUTER NETWORKING

NET109 A+ Certification Prep Course **Credits 4**

This course will teach basic knowledge of operating systems (Windows 9x, Windows NT 4.0 Workstation, and Windows 2000, Windows Me and Windows XP). 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 32 hours. Laboratory 64 hours.*

NET205 Network Math **Credit 1**

Students will be introduced to math concepts to support network design, planning, and implementation. Binary, hexadecimal, decimal and Boolean math will be used to support network segmentation. IP addressing, sub-netting and network masking implement the math concepts into the networking environment. *Lecture 16 hours.*

NET206 Data Transportation **Credit 1**

Students will study detailed operation of each data encoding layer of the OSI model. Secure, dependable end to end delivery of data requires knowledge of all layers and protocols discussed. Cisco router IOS management and troubleshooting will be introduced. *Lecture 16 hours.*

NET211 CISCO Networking **Credits 2**

Students will discuss TCP/IP, Ethernet, Routing, the OSI model and other topics related to the basic design and concepts of networking. *Lecture 16 hours. Laboratory 32 hours.*

COURSE DESCRIPTION

NET221 CISCO Routers Credits 2

Through this course students will be able to recommend and install network protocols, topologies and hardware based on a given business case. Students will discuss TCP/IP, Ethernet, Routing, the OSI model and other topics related to the basic design and concepts of networking. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): NET211.*

NET232 Cisco Switches Credits 3

Through this course students will be able to install and configure Local LANs and VLANs. Students will use Access Control Lists to restrict traffic through a router. Networks will design and segment networks using routers and switches. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): NET211 and NET221.*

NET241 CISCO Wide Area Networks (WAN) Credits 2

Through this course students will be able to install and configure Local, Virtual Local, and Wide Area Networks. Networks will design and segment networks using routers and switches. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): NET232.*

NET313 Windows Server Credits 3

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 32 hours. Laboratory 32 hours. Prerequisite(s): NET109, MAT110, and NET211.*

NET343 Windows Directory Services Credits 3

This course concentrates on the specifics of active directory administration. Course includes setting up, maintaining and administrating the active directory services of current windows server products. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): NET313.*

NET346 Windows Exchange Server Credits 3

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 (250 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 the Exchange Server. *Lecture 32 hours. Laboratory 32 hours.*

NET453 UNIX Credits 3

This course will introduce students to the UNIX operating system. Students will configure UNIX as a workstation. Students will gain experience with multiple features of the operating system. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): Must be a student in one of the Information Technology programs.*

NET612 Fundamentals of Network Security Credits 3

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 32 hours. Laboratory 32 hours. Prerequisite(s): NET313.*

NET710 SQL Database Credits 2

This course is designed to give the student the basics of computer database administration and 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 16 hours. Laboratory 32 hours. Prerequisite(s): NET313 or instructor approval.*

NET792 Help Desk I Credits 3

Students will learn to meet the demands of the user support industry. They will develop knowledge and skills commonly found in a user support position. Topics covered will include troubleshooting and problem solving, user needs assessment, documentation, training and system installation. Through these topics the students will earn the concepts and theories of technical support and customer service. They will also spend time addressing the managerial, technical, and psychological issues related to supporting technology and its users. *Lecture 48 hours.*

NET916 Experiential Learning Credits 3-5

This course will require students to utilize all their learned skills in the simulated development and operation of an ISP and web-hosting company. Students will work in teams throughout the course, providing them an insight into the team-oriented environments in which they will later work. *Lecture 16 hours. Laboratory 64-96 hours.*

NET932 Internship Credits 3

This course will require students to utilize all their learned skills in the simulated development and operation of an ISP and web-hosting company. Students will work in teams throughout the course, providing them an insight into the team-oriented environments in which they will later work. *Lecture 16 hours. Laboratory 64-96 hours.*

OPT OPTOMETRIC/OPHTHALMIC ASSISTANT

OPT101 Optometric / Ophthalmic Assisting I Credits 3

The student will be knowledgeable of the history of optometry, the professions in optometry, the role of the optometric assistant, the ethical responsibilities, the proper telephone techniques and booking appointments, preparation of medical records, work with ophthalmic equipment, basic optics and refractive errors, work with optometric prescription, work with ophthalmic lenses and frames, basic anatomy and physiology of the body and the human eye. *Lecture 48 hours. Corequisite(s): A minimum grade of "C" in OPT102.*

OPT102 Optometric/Ophthalmic Assisting I Lab Credits 3

The knowledge and concepts of OPT101 are applied in hands-on demonstration. Practice and competency test outs. *Laboratory 96 hours. Corequisite(s): A minimum grade of "C" in OPT101.*

OPT103 Optometric/Ophthalmic Assisting II Credits 3

The student will be able to understand pharmacology, eye pathology and emergency eye care, perform diagnostic tests, work with vision therapy patients, contact lenses, and contact lens patients, low vision patients, understand the optometric eye examination, and work with the patient in a professional manner. *Lecture 48 hours. Prerequisite(s): A minimum grade of "C" in OPT101 and OPT102. Corequisite(s): A minimum grade of "C" in OPT104.*

OPT104 Optometric/Ophthalmic Assistant II Lab Credits 3

The knowledge and concepts of OPT103 are applied in hands-on demonstration. Practice and competency test outs. *Laboratory 96 hours. Prerequisite(s): A minimum grade of "C" in OPT101 and OPT102. Corequisite(s): A minimum grade of "C" in OPT103.*

OPT107 Optometric/Ophthalmic Assisting Advanced Pre-testing Credits 3

Advanced Pre-testing course prepares the student for assisting the professional ophthalmologist. The medical eye exam, instruments, procedures, charting documentation, refracting, and assisting in office surgery is studied. *Lecture 48 hours. Prerequisite(s): A minimum grade of "C" in OPT101 and OPT102. Corequisite(s): a minimum grade of "C" in OPT103, OPT104, and OPT108.*

OPT108 Optometric/Ophthalmic Assisting Advanced Pre-testing Lab Credits 3
Advanced Pre-testing course prepares the student for assisting the professional ophthalmologist. The medical eye exam, instruments, procedures, charting documentation, refracting, and assisting in office surgery is studied. *Laboratory 96 hours.*
Prerequisite(s): A minimum grade of "C" in OPT101 and OPT102. Corequisite(s): a minimum grade of "C" in OPT103, OPT104, and OPT107.

OPT932 Internship Credits 3
Internship prepares the student for assisting the professional optometrist or ophthalmologist. The knowledge, skills and attitudes learned over the course of the school year are put into practice in the ophthalmic clinical setting. This internship must be completed within nine months of the completion of the prerequisites for this course. *Co-op 192 hours. Prerequisite(s): OPT101, OPT102, OPT103, OPT104, OPT107, and OPT108.*

PEA PHYSICAL EDUCATION ACTIVITIES

PEA102 Aerobic Fitness I Credit 1
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. *Laboratory 32 hours.*

PEA114 Bicycling I Credit 1
This aerobic course introduces students to the lifetime leisure activity of bicycling. Bicycling can be considered a leisure activity as well as a great source of physical fitness. Students will learn bike fundamentals and safety as well as build up endurance for distance rides. *Laboratory 32 hours.*

PEA117 Bowling I Credit 1
This skill course introduces students to the lifetime activity of bowling. This will be a fundamental course, teaching the basics of the game from scoring to the actual playing. This course will culminate with a fun tournament for students. *Laboratory 32 hours.*

PEA119 Step & Pump I Credit 1
This aerobic course is designed for beginners and introduces the fundamentals of step and of weight lifting using step. The main focus of this class is cardiovascular strength and endurance, with other physical benefits including, but not limited to, increased strength, flexibility, coordination, agility, and body awareness. *Laboratory 32 hours.*

PEA123 Circuit Training Credit 1
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. *Laboratory 32 hours.*

PEA125 Indoor Cycling Credit 1
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. *Laboratory 32 hours.*

PEA128 Distance Running I Credit 1
This aerobic course is an introductory level course designed to expose students to the lifelong activity of jogging. No previous running experience is necessary. Emphasis will be placed on proper running form and efficiency, monitoring appropriate intensity, and progressing at one's own pace. *Laboratory 32 hours.*

PEA134 Golf I Credit 1
This skill course introduces the students to the lifetime leisure activity of golf. This will be a fundamental course, teaching the basics of the game from scoring to the actual playing. This course will also cover golf etiquette. The course will culminate with a class "tournament". *Laboratory 32 hours.*

PEA150 Power Walking Credit 1
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. *Laboratory 32 hours.*

PEA154 Racquetball I Credit 1
This skill course is an introductory course designed to provide basic skills of racquetball: serves, kill shots, passing shots, ceiling shots, offensive and defensive strategies, and use of the back wall and corners. The focus is on learning the game, rules, safety, and sportsmanship by playing the game in various formats—singles, doubles, cutthroat, and tournament play. *Laboratory 32 hours.*

PEA157 Rollerblading Credit 1
This aerobic course will teach the necessary basic skills for students to become active roller bladers. Along with the fundamentals, this course will also cover safety and prevention. *Laboratory 32 hours.*

PEA171 Self-Defense Credit 1
This skill course introduces students to basic concepts and techniques of Self-Defense. Students will learn how to defend themselves from many types of hand and weapon attacks as well as learning to use everyday items for defensive weapons. This course is designed to give students a basic knowledge of what to do and how to react in various situations. *Laboratory 32 hours.*

PEA174 Tennis I Credit 1
This skill course introduces students to the lifetime activity of tennis. This will be a fundamental course, teaching the basics of the game from scoring to the actual playing. This course will also cover tennis etiquette. *Laboratory 32 hours.*

PEA176 Volleyball I Credit 1
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. *Laboratory 32 hours.*

PEA187 Weight Training I Credit 1
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. *Laboratory 32 hours.*

PEA191 Pilates Credit 1
This skill activity 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". *Lecture 32 hours.*

PEA193 Resist-a-Ball Credit 1
This aerobic activity course introduces the fundamentals of Resist-A-Ball usage. The physical benefits associated with Resist-A-Ball include, but are not likely to be limited to, increased strength, flexibility, and body awareness. The ball will also be used for meditative-type activities. Students will learn proper form and technique when performing any and all exercises using the Resist-A-Ball, essential to their individual safety. *Laboratory 32 hours.*

PEA194 Vinyasa Yoga **Credit 1**
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. *Laboratory 32 hours*

PEC COACHING/OFFICIATING

PEC110 Coaching Ethics, Techniques, and Theory **Credit 1**
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 16 hours.*

PEC115 Athletic Development and Human Growth **Credit 1**
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 16 hours.*

PEC123 Anatomy for Coaching **Credits 1**
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 16 hours.*

PEC127 Care and Prevention of Athletic Injuries **Credits 2**
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 32 hours.*

PEH GENERAL PHYSICAL EDUCATION AND HEALTH

PEH110 Personal Wellness **Credits 2**
This is an introductory level course designed to expose students to a wide array of physical fitness activities as well as nutritional factors, health risk factors, and stress reduction techniques. The focus of this course is to explore wellness in holistic terms, not just in physical fitness terms. *Lecture 32 hours.*

PEH141 First Aid **Credits 2**
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 32 hours.*

PEH266 Leadership Techniques for Fitness Programs **Credits 3**

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 32 hours. Laboratory 32 hours.*

PHI PHILOSOPHY

PHI101 Introduction to Philosophy **Credits 3**
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 48 hours.*

PHI105 Introduction to Ethics **Credits 3**
Introduction to Ethics examines contemporary ethical conflicts and provides a grounding in the language, concepts, and traditions of ethics. Hypothetical case studies are drawn from government, journalism, medicine, law, business, military, scientific research, and personal 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 48 hours.*

PHI121 Classical/Medieval Philosophy **Credits 3**
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 48 hours.*

PHS PHYSICAL SCIENCE

PHS120 Exploring Physical Science **Credits 4**
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 48 hours. Laboratory 32 hours.*

PHS142 Principles of Astronomy **Credits 3**
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 emphasizes amateur observation techniques. *Lecture 48 hours. Suggested Prerequisite(s): Knowledge of basic algebra and trigonometry.*

PHS928 Independent Study **Credit 1**
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.*

PHT COMMERCIAL PHOTOGRAPHY

- PHT101 Analog Fundamentals of Photography Credits 6**
This course is an introduction to the basics of camera handling, exposure and meter usage, processing black and white film and paper, and safety in the lab. Emphasis is placed on the proper exposure and the darkroom techniques necessary to produce a professional print. The history of photography, the people, countries and processes which developed into the present state of the art will be studied. *Lecture 64 hours. Laboratory 64 hours.*
- PHT102 Photo Design I Credits 3**
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 32 hours. Laboratory 48 hours.*
- PHT103 Print Presentation Techniques Credits 3**
This course emphasizes fundamental print finishing methods used in professional photography. This course provides experience in corrective artwork and finishing methods used to enhance a photograph's overall presentation. *Lecture 32 hours. Laboratory 48 hours.*
- PHT106 Introduction to Electronic Imaging Credits 3**
This course will provide a basic introduction to electronic imaging. This course is designed to provide students with a workable understanding of electronic images and digital software. *Lecture 32 hours. Laboratory 32 hours.*
- PHT131 Basic Color Negatives and Prints Credits 3**
This course explores the process of exposing and printing color negatives and color "C" materials. Color negative films, development processes, and color printing techniques are applied to make quality analog color print images. Scanning color negative films, making image adjustments, and digital output onto color "C" materials will also be applied. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): PHT101 or equivalent experience.*
- PHT132 Photo Design II Credits 3**
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 color attributes, color contrasts, and color harmonies. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): PHT102.*
- PHT134 Theory of Photography Credits 3**
This course will provide students with a fundamental understanding of photographic theory. Extensively covered in this course will be image management, photo sensitive films and papers, and exposure techniques. Both black and white and color materials will be studied. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): PHT101.*
- PHT135 Digital Fundamentals Credits 3**
This course will provide an introduction to the basics of digital photography, camera handling, digital exposure, and workflow. Emphasis is on how to handle image workflow to produce a professional photographic print from digital files. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): PHT101.*
- PHT202 Basic Portraiture Credits 3**
This course presents an overview of the professional portrait field. The course will include instruction on studio equipment and basic lighting patterns utilizing natural light and studio lighting. Traditional posing and essential elements required to ensure client satisfaction will be emphasized. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): PHT101 and PHT134.*

- PHT204 Basic Commercial Photography Credits 3**
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 32 hours. Laboratory 48 hours. Prerequisite(s): PHT134.*
- PHT208 Basic Photojournalism Credits 3**
This survey of photojournalism as a profession leads to publishable photographs through practical assignments, using 35mm format cameras. The techniques and working style of outstanding photojournalists are presented in multi-image programs. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): PHT101.*
- PHT210 Visual Communication Credits 3**
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 32 hours. Laboratory 48 hours.*
- PHT212 Intermediate Electronic Imaging Credits 3**
This course will develop skills needed for adjusting and enhancing photographic images after image capture and before going to a final output. The emphasis will be on images used in the photography professions of Portrait, Commercial and Photojournalism. All image manipulations will be accomplished with computer imaging software. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): PHT106.*
- PHT232 Advanced Portraiture Credits 6**
This course is designed to assist the student in learning advanced portrait techniques and the business procedures needed to start and maintain a portrait studio. The course should create an awareness of the work environment the student will enter as an assistant. This course builds on the skills learned in Basic Portraiture and will include various portrait assignments in the studio, out-doors and on location. A portfolio presentation is required upon completion. *Lecture 48 hours. Laboratory 144 hours. Prerequisite(s): PHT202.*
- PHT234 Advanced Commercial Credits 6**
Advanced commercial photography builds on the skills learned in Basic Commercial. The course studies studio and location commercial photography techniques with an emphasis on advertising photography. Studio operation procedures related to pricing, work flow, and scheduling are presented. A portfolio presentation is required upon completion. *Lecture 48 hours. Laboratory 144 hours. Prerequisite(s): PHT204.*
- PHT235 Techniques for Studio Promotion Credits 3**
This course emphasizes fundamental promotional methods used in professional photography studios. This course provides exposure to the various advertising campaigns recognized as viable marketing methods to promote the studio and raise public awareness. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): PHT202.*
- PHT237 History of Photography Credits 2**
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. In addition, the medium's future will also be examined. *Lecture 32 hours.*
- PHT238 Advanced Photojournalism Credits 6**
Advanced photojournalism work prepares students to find employment with newspapers and/or magazines. The course includes layout work, writing and participation in statewide press competition. Portfolio presentation is required upon completion. *Lecture 48 hours. Laboratory 144 hours. Prerequisite(s): PHT208.*

PHT242 Audio Visual Presentations Credits 3

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 32 hours. Laboratory 48 hours. Prerequisite(s): PHT210.*

PHT244 Wedding Photography Credits 4

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 work for a photographer in the wedding field. *Lecture 32 hours. Laboratory 64 hours. Prerequisite(s): PHT202.*

PHT246 Advanced Electronic Imaging Credits 3

This course will develop skills needed for enhancing photographic images beyond the confines of traditional manipulation. The emphasis will be on transforming standard photographic images into fine art, using a combination of Adobe Photoshop and Corel Painter software. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): PHT212.*

PHT928 Photography Independent Study Credits 1-5

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.*

PHY PHYSICS

PHY162 College Physics I Credits 4

This course covers the fundamental concepts, principles and laws of physics and their applications. It covers kinematics, dynamics, force, linear and rotational motion, fluids, sounds, temperature and heat. *Lecture 48 hours. Laboratory 32 hours. Suggested Prerequisite(s): MAT122 and a working knowledge of trigonometry.*

PHY172 College Physics II Credits 4

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 48 hours. Laboratory 32 hours. Prerequisite(s): PHY162.*

PHY183 Applied Physics Credits 3

This course is an introduction to topics of classical physics such as motion, friction, gravitation, vibrational motion, thermodynamics, sound, light, and optics. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): MAT514.*

PHY212 Classical Physics I Credits 5

This course covers the fundamental concepts, principles and laws of physics and their applications. It covers kinematics, dynamics, force, linear and rotational motion, fluids, sounds, temperature and heat. This course employs calculus-based techniques for studying physics. *Lecture 64 hours. Laboratory 32 hours. Prerequisite(s): MAT216.*

PHY222 Classical Physics II Credits 5

This course is the second semester continuation of Engineering 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 64 hours. Laboratory 32 hours. Prerequisite(s): PHY212.*

PNN PRACTICAL NURSING

PNN100 Nursing Assistant Credits 3

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 PNN132 Nursing Fundamentals I. *Lecture 32 hours. Laboratory 48 hours.*

PNN102 Introduction to Health Careers Credits 3

This introductory course is designed to provide the student with an exploration of a variety of health careers/professions, some basic health care principles and skills, and certification in CPR, First Aid, Mandatory Reporter Training for Child and Dependent Adult Abuse, and Blood Borne Pathogen Training. *Lecture 32 hours. Laboratory 32 hours.*

PNN103 Nursing Calculations Credits 2

This course is designed to present mathematics necessary to convert between the American, metric and apothecary systems of measurement using ratio-proportion and dimensional analysis methods. The course also includes intake and output calculations, percentages of change with weights, calories and fluids, calculating feeding solutions, drug dosage calculations, and determining IV flow rates. *Lecture 32 hours. Prerequisite(s): Admitted to current semester of Practical Nursing Program and a minimum grade of "C" in MAT063, MAT110, and MAT156. Corequisite(s): A minimum grade of "C" in PNN132 and PNN133.*

PNN132 Nursing Fundamentals I Credits 3

This course presents and offers supervised practice of basic skills, principles and procedures, therapeutic care and measures, and observing and meeting client needs through application of the nursing process in a laboratory setting. The student is assisted in gaining skill and accuracy through demonstration, supervised practice, and evaluation. This course parallels the state approved Nurse Aide I credit course. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in BIO159. Corequisite(s): A minimum grade of "C" in PNN103.*

PNN133 Nursing Fundamentals II Credits 3

This course is a continuation of Nursing Fundamentals I or the state approved Nurse Aide I credit course. This course presents and offers supervised practice of basic nursing skills, principles and procedures, therapeutic care and measures, and observing and meeting clients' needs through application of the nursing process in a laboratory setting. The student is assisted in gaining skill and accuracy through demonstration, supervised practice and evaluation. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in PNN132 or PNN100. Corequisite(s): A minimum grade of "C" in PNN103.*

PNN161 Introduction to Client Care Credit 1

This course provides students with an introduction to clinical nursing. Emphasis is placed on utilization of the nursing process for the geriatric client in the long-term care facility. *Laboratory 48 hours. Prerequisite(s): A minimum grade of "C" in PNN132 or PNN100 with certification; PNN133, and PNN103. This course begins the 3 year time limit for completion of the LPN curriculum*

PNN270 Introduction to Nutrition Credits 2

This course evaluates attitudes, and helps develop understanding and the skills necessary to good basic nutrition, at the personal level and with clinical application throughout the lifespan. It includes a study of the components and functions of food, preservation of nutrients, and principles of digestion. *Lecture 32 hours. Prerequisite(s): Completion of Practical Nursing Admission Requirements and a minimum grade of "C" in ENG061, MAT063, SDV025, and BIO041.*

PNN311 PN Issues and Trends **Credit 1**
This course is 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. *Lecture 16 hours. Prerequisite(s): A minimum grade of "C" in completion of all first semester Practical Nursing courses, PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.*

PNN341 Nursing Practicum **Credit 1**
This course provides students with experiences and opportunities to demonstrate proficiency in performance of skills and application of the nursing process; caring for clients in local health care facilities. *Laboratory 48 hours. Prerequisite(s): A minimum grade of "C" in completion of all first semester Practical Nursing courses, PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.*

PNN343 Nursing Perspectives Through the Lifespan **Credits 3**
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 48 hours. Prerequisite(s): A minimum grade of "C" in completion of Practical Nursing Admission Requirements, ENG061, MAT063, SDV025, and BIO041.*

PNN401 Mental Health Nursing **Credit 1**
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 16 hours. Prerequisite(s): A minimum grade of "C" in completion of all first semester Practical Nursing courses, PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.*

PNN433 Maternal - Child Nursing **Credits 3**
This course continues the study of the human reproductive process during the maternity cycle, care of the mother, infant, and growing child in health and illness. The course includes basic principles of family centered nursing, pharmacology applicable to maternal-child care, and clinical experience in local hospitals and clinics. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): A minimum grade of "C" in completion of all first semester Practical Nursing courses, PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.*

PNN541 Medical Surgical Nursing A **Credits 5**
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 48 hours. Laboratory 96 hours. Prerequisite(s): A minimum grade of "C" in PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.*

PNN542 Medical Surgical Nursing B **Credits 5**
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 48 hours. Laboratory 96 hours. Prerequisite(s): A minimum grade of "C" in PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.*

PNN543 Foundations of Clinical Practices **Credits 3**
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 32 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in completion of all first semester Practical Nursing courses, PNN270, PNN161, PNN132, PNN133, PNN103, BIO159, and PSY111.*

POL POLITICAL SCIENCE

POL111 American National Government **Credits 3**
The study of American 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 48 hours.*

POL121 International Relations **Credits 3**
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 48 hours.*

POL125 Comparative Government and Politics **Credits 3**
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 48 hours.*

PSY PSYCHOLOGY

PSY102 Human & Work Relations **Credits 3**
Human Relations is the study of self and social behavior. Emphasis is placed on the understanding and applying the social science theories and researching for the development of effective interpersonal and organizational relationships. *Lecture 48 hours.*

PSY111 Introduction to Psychology **Credits 3**
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 48 hours.*

PSY121 Developmental Psychology **Credits 3**
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 48 hours.*

PSY241 Abnormal Psychology **Credits 3**
Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches. *Lecture 48 hours. Prerequisite(s): PSY111.*

PSY251 Social Psychology Credits 3
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 48 hours. Prerequisite(s): PSY111 and SOC110.*

PSY261 Human Sexuality Credits 3
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 48 hours.*

PSY262 Psychology of Gender Credits 3
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 48 hours. Prerequisite(s): PSY111.*

RCP RESPIRATORY THERAPY

RCP100 Introduction to Respiratory Care Credits 3
This course introduces the student to the fundamentals of respiratory care. The field of respiratory care will be examined to determine opportunities and policies that are important to providers. It will establish a strong foundation in bedside assessment including determining vital signs, evaluating work of breathing, and taking a patient history. Also covered will be the therapeutic uses of medical gases, infection control procedures, and proper maintenance of records. *Lecture 32 hours. Laboratory 32 hours.*

RCP260 Airway Maintenance Procedures Credits 4
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 48 hours. Laboratory 32 hours. Corequisite(s): A minimum grade of "C" in RCP100 and RCP680.*

RCP315 Cardiopulmonary Therapeutics Credits 4
This course is a detailed study 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 48 hours. Laboratory 32 hours. Corequisite(s): A minimum grade of "C" in RCP100 and RCP680.*

RCP350 Pulmonary Pathology Credits 3
This course includes principles of pathology and how the cardiopulmonary system is affected by various disease processes from prenatal life through old age. This includes the effects of inflammatory processes, immunological processes, neoplastic processes, and the effects of lifestyle on the body. *Lecture 48 hours.*

RCP410 Cardiopulmonary Diagnostics Credits 3
This course covers advanced cardiopulmonary diagnostic tests. It includes pulmonary function tests, stress tests, imaging studies, non-invasive monitors, bronchoscopies, cardioversions, polysomnography, indwelling lines, and pulmonary rehabilitation. *Lecture 32 hours. Laboratory 32 hours. Corequisite(s): A minimum grade of "C" in RCP565 and RCP690.*

RCP550 Respiratory Failure Credit 1
This course involves the identification of actual or impending respiratory failure of the cardiopulmonary system. It includes the drawing, analysis, and interpretation of blood for blood gases. *Lecture 16 hours. Prerequisite(s): A minimum grade of "C" in RCP315.*

RCP560 Introduction to Ventilator Support Credits 2
This course prepares the student to initiate mechanical ventilation. The different classifications and operating modes of ventilators will be discussed. Also studied are the principles of mechanical ventilation and the effects of positive pressure on the entire body. *Lecture 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in RCP100.*

RCP565 Intensive Respiratory Care Credits 3
This course expands the student's ability to manage mechanical ventilators by utilizing ventilator graphics to change settings as the patient improves or deteriorates. The student will learn about monitoring a patient's cardiopulmonary status with indwelling arterial lines, cardiac monitors, hemodynamic monitors, transcutaneous monitors, and capnography. Electrocardiograms and common intensive care drugs given to critical patients will also be discussed. *Lecture 32 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in RCP315 and RCP560. Corequisite(s): A minimum grade of "C" in RCP690.*

RCP630 Pediatric/Neonatal Respiratory Care Credits 2
This course provides in-depth knowledge into the complex problems associated with the pediatric and neonatal population. It will describe normal and explain abnormal conditions that occur during the transition from fetal development, to the perinatal period, to the pediatric stages of life. *Lecture 32 hours. Prerequisite(s): A minimum grade of "C" in RCP100.*

RCP680 Clinical Respiratory Care Credits 4
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, and tracheostomy care. *Lecture 16 hours. Laboratory 144 hours. Corequisite(s): A minimum grade of "C" in RCP100 and RCP260.*

RCP690 Clinical Intensive Care Credits 8
This course expands clinical situations into the intensive care units which includes ventilators and hemodynamically unstable patients. There will be a specialty rotation at a teaching hospital to develop awareness of the many aspects of neonatal, pediatric, and adult ICUs, and other special procedures. *Laboratory 384 hours. Prerequisite(s): A minimum grade of "C" in RCP680 and RCP560.*

RCP775 Introduction to Clinical Therapy Credits 3
This course covers the rationale and administration techniques involved in providing medical gas, humidity therapy, and aerosol therapy to patients in a clinical setting, the operation of associated equipment, and the monitoring of patients receiving therapy. *Lecture 32 hours. Laboratory 48 hours. Prerequisite(s): Admission in the Respiratory Care Program. Corequisite(s): A minimum grade of BIO163 and RCP100.*

RCP785 Clinical Care of Acute Patients II Credits 2
This course is a continuation of the clinical sequence. It offers clinical experience for the students in continuing to develop the skills introduced in previous Respiratory Care courses, in developing patient assessment skills, and an introduction to intensive care. *Laboratory 96 hours. Prerequisite(s): A minimum grade of "C" in RCP100, RCP785, RCP315, and RCP260.*

RCP795 Clinical Specialties of Respiratory Care Credits 8

This course is a summary clinical course of the Respiratory Care program. In addition to time spend in acute and intensive areas this course also includes rotations through sub-acute and diagnostic areas. Students are expected to be able to function with minimal supervision an all areas of respiratory care and to practice those skills expected of a respiratory care practitioner. *Laboratory 384 hours. Prerequisite(s): A minimum grade of "C" in RCP565 and RCP410.*

RCP875 Respiratory Care Applications Credits 2

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 16 hours. Laboratory 32 hours. Prerequisite(s): A minimum grade of "C" in RCP100, RCP260, RCP315, RCP560, and RCP630.*

RCP900 Clinical Preceptor Credits 4

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 StaffTherapist (preceptor). The student is expected to handle all aspects of respiratory care including pager interruptions and new situations. The preceptor will monitor the student at all times and will offer support if needed. *Co-op 256 hours. Prerequisite(s): A minimum grade of "C" in RCP680 and RCP690.*

RDG READING

RDG038 College Preparatory Reading I Credits 3

This course is designed to help students improve their reading proficiency in order to manage college textbooks successfully. *Lecture 48 hours. Prerequisite(s): Appropriate placement scores or equivalent.*

RDG039 College Preparatory Reading II Credits 3

This course is designed to help students improve their reading vocabulary and comprehension skills in order to achieve a reading level of at least ninth-tenth grade on the Tests of Adult Education (TABE). *Lecture 48 hours. Prerequisite(s): RD-038, Appropriate placement scores, or equivalent.*

REL RELIGION

REL101 Survey of World Religions Credits 3

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 48 hours.*

REL130 Intro to Religions of the East Credits 3

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 48 hours.*

RNF REGISTERED NURSE FIRST ASSISTANT

RNF210 RN First Assistant Credits 3

This course is designed to present concepts and techniques necessary to assume the role and responsibilities necessary for the RN First Assistant. The content of the course presents the collaborative and interdependent relationships of the surgeon-physician, nurse, client, and client's family. The nursing diagnosis is used as the basis for planning and implementing patient care. The expanded functions of the RN First Assistant are stressed. *Lecture 48 hours. Laboratory 08 hours. Prerequisite(s): A minimum grade of "C" in four years of current or past experience as an RN and/or CNOR and acceptance to the program..*

RNF932 RN First Assistant Clinical Internship Credits 3

This course is designed to provide clinical learning experiences as developed in the individual student learning contract for the perioperative nurse to function in the RN First Assistant role. This internship course must be completed according to student contract with the program. *Laboratory 144 hours. Corequisite(s): A minimum grade of "C" in RNF210.*

SDV STUDENT DEVELOPMENT

SDV025 College Study Skills Credits 3

This course provides students with the opportunity to improve their chances for success in college by introducing them to reading and study strategies appropriate for college-level textbooks and classroom experiences. More important, it provides them with the opportunity to put these strategies into practice. *Lecture 48 hours. Prerequisite(s): RDG039, appropriate placement scores or equivalent.*

SDV113 Strategies for Academic Success Credits 2

This course introduces incoming students to the college culture and imparts strategies and attitudes of successful college students. Presented in four modules, it incorporates educational and career planning and goal setting, study skills, personal development, and an introduction to college life. The content presented is meant to be a starting point for students to continue to develop characteristics of master, life-long learners. Course content may vary based on individual course format. *Lecture 32 hours.*

SDV131 Career Exploration Credits 2

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 32 hours.*

SDV151 Leadership Training and Skill Development Credits 3

This course focuses on the preparation of students to assume increasingly responsible leadership roles in their personal, professional, and academic lives. It integrates theory and application in developing leadership ability through the study of leadership styles, skills, roles, and functions of organizations. *Lecture 48 hours. Suggested Prerequisite(s): Honor Student or Phi Theta Kappa membership.*

SDV161 Portfolio Development Credits 2

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 32 hours.*

COURSE DESCRIPTION

SOC SOCIOLOGY

- SOC110 Introduction to Sociology** Credits 3
Surveys the basic principles, concepts, and research findings of social life from small groups to societies. The course examines the range of sociological explanations of various forms of social behavior and establishes a basis for further study in the field. *Lecture 48 hours.*
- SOC115 Social Problems** Credits 3
Contemporary issues are critically examined from a sociological perspective. The origins and development of major issues are considered, as well as interventions attempting to resolve these issues. *Lecture 48 hours.*
- SOC120 Marriage and Family** Credits 3
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 48 hours.*
- SOC135 Death & Dying** Credits 3
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 48 hours.*
- SOC160 Introduction to Social Work** Credits 3
This course provides basic understanding of how the 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 48 hours.*
- SOC195 Urban Studies** Credits 3
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 48 hours. Prerequisite(s): HIS152, SOC110, SOC115, HIS155, GEO115, or POL111.*
- SOC200 Minority Group Relations** Credits 3
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 48 hours.*
- SOC205 Diversity in America** Credits 3
Introduction to the sociological study of majority-minority group relations. Focus will be on the basic concepts such as groups, intergroup relations, power, prejudice, and discrimination, as well as social understanding, tolerance, and acceptance. A wide assortment of minority groups, including women, racial, ethnic, the physically and mentally disabled, homosexuals, religious groups, the elderly and the young, and those singled out for their lower socio-economic status will be discussed. *Lecture 48 hours.*
- SOC208 Cultural Anthropology** Credits 3
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 ANT105) *Lecture 48 hours.*

- SOC220 Sociology of Aging** Credits 3
This introductory gerontology course examines the influence of an aging society, explores the process of aging and old age as a state of life, and the impact of aging, both personally and on society as a whole. *Lecture 48 hours.*
- SOC230 Juvenile Delinquency** Credits 3
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 48 hours.*
- SOC240 Intro to Criminology** Credits 3
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 48 hours.*
- SOC251 Intro to Social Psychology** Credits 3
This course 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 48 hours. Prerequisite(s): Instructor approval, and PSY-111 or SOC-110.*
- SOC261 Human Sexuality** Credits 3
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 48 hours.*
- SOC850 Cultural Immersion Field Experience** Credits 1-3
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. *Laboratory 48 - 144 hours.*
- SOC928 Independent Study** Credits 1-3
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 objectives within any recognized discipline. *Faculty consultation is required prior to registration for this course.*

SPC SPEECH

- SPC101 Fundamentals of Oral Communication** Credits 3
This course presents elements of the oral communications process with emphasis in developing interpersonal, small group, and public speaking skills. Students will be involved in activities that provide opportunity for the understanding and improvements of their oral communication skills. *Lecture 48 hours.*
- SPC120 Intercultural Communications** Credits 3
Intercultural Communications explores basic principles and theories of intercultural communication with opportunities to gain communication competence through immersion experiences and cross-cultural interactions. *Lecture 48 hours.*
- SPC122 Interpersonal Communication** Credits 3
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 48 hours. Prerequisite(s): SPC101.*

SPC132 Group Communication Credits 3
This course examines the principles of small group communication processes with opportunities for students to apply theory in various structured discussion situations. *Lecture 48 hours. Prerequisite(s): SPC101.*

SPC140 Oral Interpretation Credits 3
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 48 hours.*

SUR SURGICAL TECHNOLOGY

SUR126 Surgical Technology I Credits 7
Provides an introduction to the knowledge and skills required for Surgical Technologists. For more information contact Kirkwood Community College. *Lecture: 72 hours. Laboratory: 64 hours.*

SUR225 Surgical Technology II Credits 4
Provides basic case preparation and surgical procedures necessary to begin operating room experience. For more information contact Kirkwood Community College. *Lecture: 48 hours. Laboratory: 32 hours. Prerequisite(s): BIO161 and SUR126.*

SUR340 Surgical Specialties Credits 4
Provides information on each of the surgical specialties that may be experienced in the operating room. For more information contact Kirkwood Community College. *Lecture: 64 hours.*

SUR421 Surgical Technology Pharmacology Credits 1
Provides information needed to calculate and handle drugs in the operating room. Provides an overview of the administration and general practice of anesthesia in surgery. For more information contact Kirkwood Community College. *Lecture: 16 hours.*

SUR520 Surgical Technology Practicum I Credits 2
Provides hands-on, first-level clinical experience in the operating room. For more information contact Kirkwood Community College. *Lab/Clinic 96 hours. Prerequisite(s): HSC210, HSC211, SUR126, and SUR225.*

SUR523 Surgical Technology Practicum II Credits 11
Provides an extensive hands-on clinical experience in all entry-level skills for Surgical Technologists. For more information contact Kirkwood Community College. *Lab/Clinic 528 hours. Prerequisite(s): SUR520.*

TDT TRUCK DRIVING AND TRANSPORTATION

TDT100 Interpersonal Relations Credits 2
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 skills and oral communication. Instruction is provided in employment-seeking skills, resumes, letters of application, personal record keeping, and desirable work attitude. *Lecture 32 hours.*

TDT115 Transportation Industry and Driver Regulations Credits 4
This course is an introduction to the surface transportation network and the trucking industry. Employment opportunities, company and driver regulations by Department of Transportation and Interstate Commerce Commission will be covered. *Lecture 64 hours.*

TDT120 Driving Range I Credits 4
This course provides students with opportunities for 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. Emphasis is given to proper safety and technical practices. *Lecture 32 hours. Laboratory 96 hours.*

TDT121 Driving Range II Credits 2
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 16 hours. Laboratory 48 hours. Prerequisite(s): TDT120.*

TDT122 Driving Range III Credits 2
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, and city and rural driving at night. Students will prepare for a Class A Commercial Drivers License with all endorsements. *Lecture 16 hours. Laboratory 48 hours. Prerequisite(s): TDT121.*

TDT123 Transportation Industry for Entry-Level Drivers Credits 5
This course is an introduction to the Federal Motor Carrier Safety Administrations' rules and regulations pertaining to drivers of commercial motor vehicles. This course provides students with the knowledge and skills to become an entry level driver in the transportation industry. *Lecture 80 hours.*

TDT124 Driving Range and Road Skills Credits 5
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 16 hours. Laboratory 128 hours. Prerequisite(s): A minimum grade of "C" in TDT123.*

TDT938 Truck Transportation On-the-Job Training Credits 3
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. *Laboratory 192 hours. Prerequisite(s): TDT100, TDT115, TDT120, TDT121, and TDT122.*

WEL WELDING

WEL111 Welding Blueprint Reading Credits 3
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 48 hours.*

WEL112 Welding Blueprint Reading/Advanced Credits 2
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 32 hours. Prerequisite(s): WEL111.*

WEL125 Fusion and Braze Welding Credits 2
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. *Laboratory 96 hours. Prerequisite(s): WEL134 and WEL155.*

- WEL134 Cutting Processes** **Credits 2**
 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 16 hours. Laboratory 48 hours.*
- WEL155 Arc Welding I (SMAW)** **Credits 4**
 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 32 hours. Laboratory 144 hours.*
- WEL164 Arc Welding II (SMAW)** **Credits 4**
 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. *Laboratory 192 hours. Prerequisite(s): WEL155.*
- WEL186 GMAW** **Credits 4**
 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 16 hours. Laboratory 144 hours.*
- WEL187 Advanced GMAW** **Credits 4**
 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. *Laboratory 192 hours. Prerequisite(s): WEL186.*
- WEL191 Gas Tungsten Arc Welding** **Credits 3**
 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. *Laboratory 144 hours. Prerequisite(s): WEL155.*
- WEL303 Pipe Welding/ SMAW** **Credits 3**
 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. *Laboratory 144 hours. Prerequisite(s): WEL155 and WEL164.*

- WEL320 Welding Fabrication** **Credits 3**
 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 16 hours. Laboratory 96 hours. Prerequisite(s): WEL111, WEL112, WEL155, WEL164, WEL186, WEL187, and WEL303.*
- WEL339 Electromechanical Maintenance** **Credits 3**
 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 16 hours. Laboratory 64 hours.*
- WEL402 Tool Steel Welding and Heat Treatment** **Credits 2**
 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 16 hours. Laboratory 32 hours.*
- WEL710 Robotic Welding** **Credits 6**
 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 48 hours. Laboratory 144 hours. Prerequisite(s): WEL111, WEL155, WEL186, WEL187, and MAT772.*

WST WOMEN'S STUDIES

- WST101 Women's Studies** **Credits 3**
 This course serves as an introduction to the interdisciplinary field of women's studies and to current women's issues in society. It explores ways in which women have been marginalized and silenced primarily by the social definitions and dimensions of gender. The course seeks to help students develop critical thinking relative to contemporary gender issues, to explore their assumptions about gender, to illuminate the social construction of femininity and women's roles, and to uncover the ways in which being female shapes women's lives. *Lecture 48 hours.*



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