



# WELCOME TO HAWKEYE COMMUNITY COLLEGE



**W**hen I chose to come to Hawkeye Community College as the new President, I looked at many things. I talked with the faculty to get to know them and their philosophy on education. I visited the campus to see what facilities were available for students. I looked to see what services students could access and how they compared to other colleges. Then I examined what I expected out of the college I was going to lead. I wanted to know Hawkeye and I would be a good match.

While our goals may be different, our processes are probably very similar. As a prospective student, you may be looking at the faculty, facilities, and services Hawkeye offers to see if they match what you need to reach your educational goals. I know from my search that Hawkeye offers top quality faculty, high-tech facilities, and services designed to help you succeed. Our transfer students are successful when they move to four-year universities, and our Graduate Report shows 90% of our technical graduates are employed in their field of study.

If you have not already done so, I invite you to visit the campus and see for yourself what Hawkeye has to offer. I know I made the right choice to come to Hawkeye. I hope you will choose Hawkeye too.

Sincerely,

Bettsey L. Barhorst, Ph.D.  
President

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

Aviation Maintenance Technician - Accredited by the Federal Aviation Agency, District Office, 3021 Army Post Road, Des Moines, IA 50321.



# TABLE OF CONTENTS

Program Summary .....	Inside Front Cover	Electromechanical Maintenance Technology .....	63
Maps .....	4-5	Electronics Engineering Technology .....	64
Calendar .....	6	Executive Assistant .....	65
Admissions/Registration Requirements .....	7-8	Fire Science .....	66
Educational Costs .....	8-9	General Technology .....	67
Financial Aid .....	9-15	Graphic Communications .....	68
Registration/Records and Orientation .....	15-17	Heating and Air Conditioning.....	69
Academic Regulations/Guidelines .....	17-19	Horticulture Science .....	70
Grades, Courses, Credits.....	20	Information Systems Management .....	71
Degree and Graduation Requirements .....	21	Interior Design.....	72
Student Support Services .....	21-24	Legal Assistant.....	73
General Information.....	24-28	Marketing Management.....	74
Special Features and Services.....	28	Medical Administrative Assistant.....	75
Academic Affairs .....	29-30	Medical Laboratory Technology.....	76
Arts and Sciences Programs .....	31-35	Medical Secretary.....	77
Associate in Arts Degree .....	36-38	Natural Resources Management.....	78
General Studies .....	32-35	Network Administration & Engineering .....	79
Business Administration.....	35	Office Specialist.....	80
Corrections.....	35	Optometric/Ophthalmic Assistant .....	81
Associate in Science Degree .....	36-38	Police Science.....	82
Agriculture Science .....	36-38	Practical Nursing.....	83
Associate in General Studies Degree .....	38-39	Professional Photography .....	84
General Studies .....	38-39	Registered Nurse First Assistant .....	85
Associate in Science/Career Option .....	40	Respiratory Therapy .....	86
Finance and Banking .....	40	Tool & Die Making .....	87
Applied Science and Technology Programs .....	41-90	Truck Driving & Transportation Training .....	88
Graduation Awards .....	41	Web Design & Development .....	89
Accounting .....	42	Welding .....	90
Administrative Assistant.....	43	Community and Continuing Education .....	91-95
Ag Business Management.....	44	Business and Industry.....	91
Ag Power Technology .....	45	Certificate Programs.....	92
Animal Science.....	46	Customized Training for Business .....	92
Architectural & Construction Technology.....	47	Continuing Education.....	92
Associate Degree Nursing.....	48	Training for Volunteer Firefighters and Law	
Automated Systems Technology.....	49	Enforcement .....	93
Automotive Electronics Technology.....	50	General Interest.....	93-94
Automotive Technology .....	51	Travel and Tourism .....	94
Aviation Maintenance Technician .....	52	Community Outreach Services .....	94
CNC Machining Technician .....	53	Community Services.....	95
Child Development .....	54	Adult Education .....	95
Civil & Construction Engineering Technology .....	55	Adult High School Credits .....	95
Collision Repair & Refinishing .....	56	Adult Literacy Project.....	95
Computer Networking Technician .....	57	Citizenship Classes .....	95
Customer Service - Option of Marketing		English as a Second Language (ESL).....	95
Management.....	58	High School Equivalency (GED).....	95
Dental Assisting.....	59	Course Descriptions.....	96-137
Dental Hygiene .....	60	Staff.....	138-145
Diesel Truck Technology.....	61	Index .....	146-147
Drafting & Design Technology .....	62	Applications .....	Inside Back



# 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 30,000 credit students since July 1, 1966. In addition, we have had more than 725,000 registrations in Continuing Education programs.

The College is growing and expanding its educational programs and services to people. Four metro 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; 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.

## BOARD OF TRUSTEES

Mark D. Birdnow  
Chair  
District IV, Jesup

Ruth A. Niemann  
Vice Chair  
District II, Denver

Ronald R. McGregor  
District I, Nashua

Luane M. Lorenzen  
District III, Traer

Miriam B. Tyson  
District V, Waterloo

Harold L. Brock  
District VI, Waterloo

Donna M. Miller  
District VII, Waterloo

Micaela Lorenz  
District VIII, Waterloo

Ervin A. Dennis, Ed.D  
District IX, Cedar Falls

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

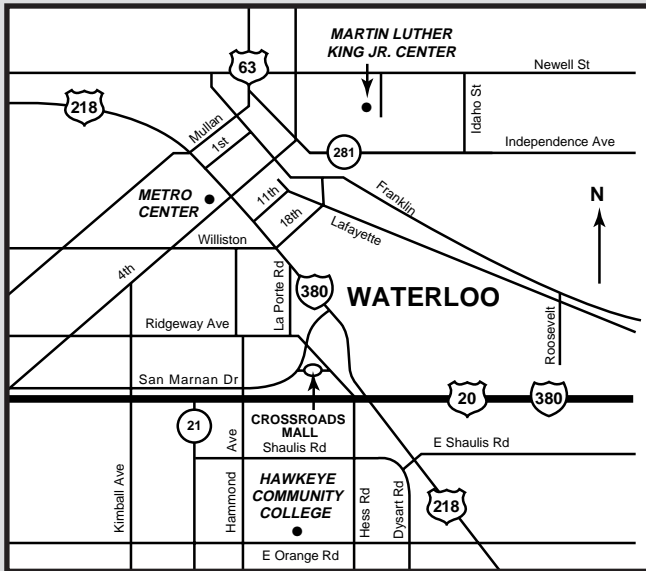


This catalog is certified as true and correct in content and policy as of its printing in March 2002 and supercedes all previous publications. Realizing that flexibility in education can be beneficial, Hawkeye Community College reserves the right to alter tuition, fees, calendar dates, curricula and other information contained in this catalog as deemed necessary by the Board of Trustees, administration, or State Legislature. For up-to-date information, visit our web site at [www.hawkeyecollege.com](http://www.hawkeyecollege.com).

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.



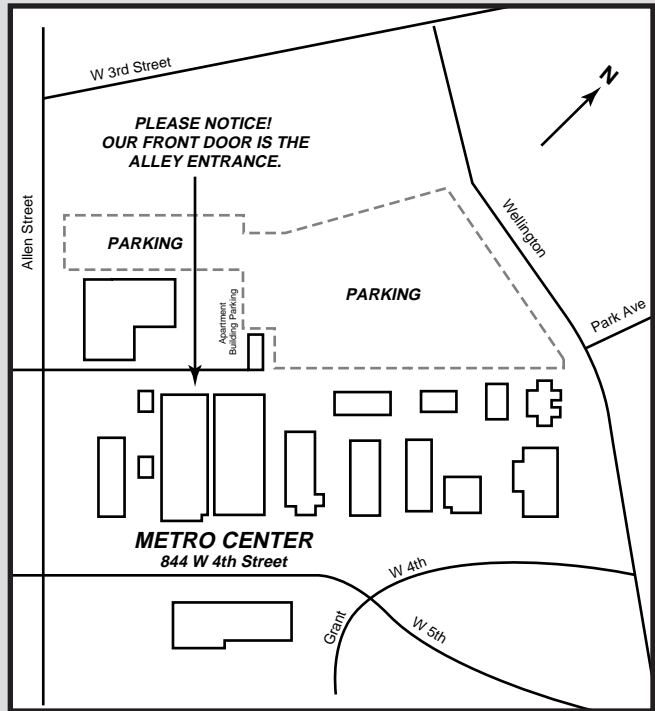
# LOCATION MAPS



## Main Campus

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

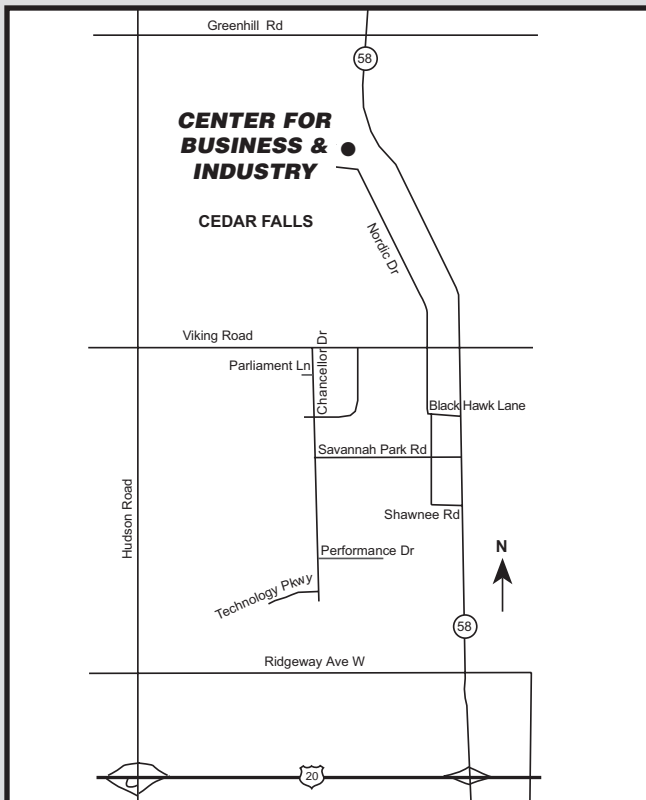
319-296-2320  
or 800-670-4769  
FAX: 319-296-2874



## Metro Center

844 West 4th Street  
Waterloo, IA 50702

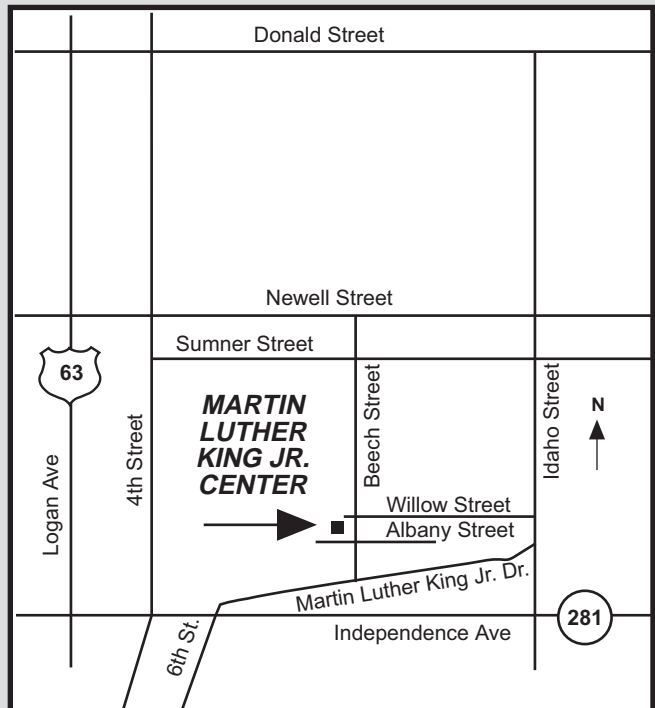
319-234-5745  
FAX: 319-234-5748



## Center for Business & Industry

5330 Nordic Drive  
Cedar Falls, IA 50613

319-277-2490  
FAX: 319-266-6772



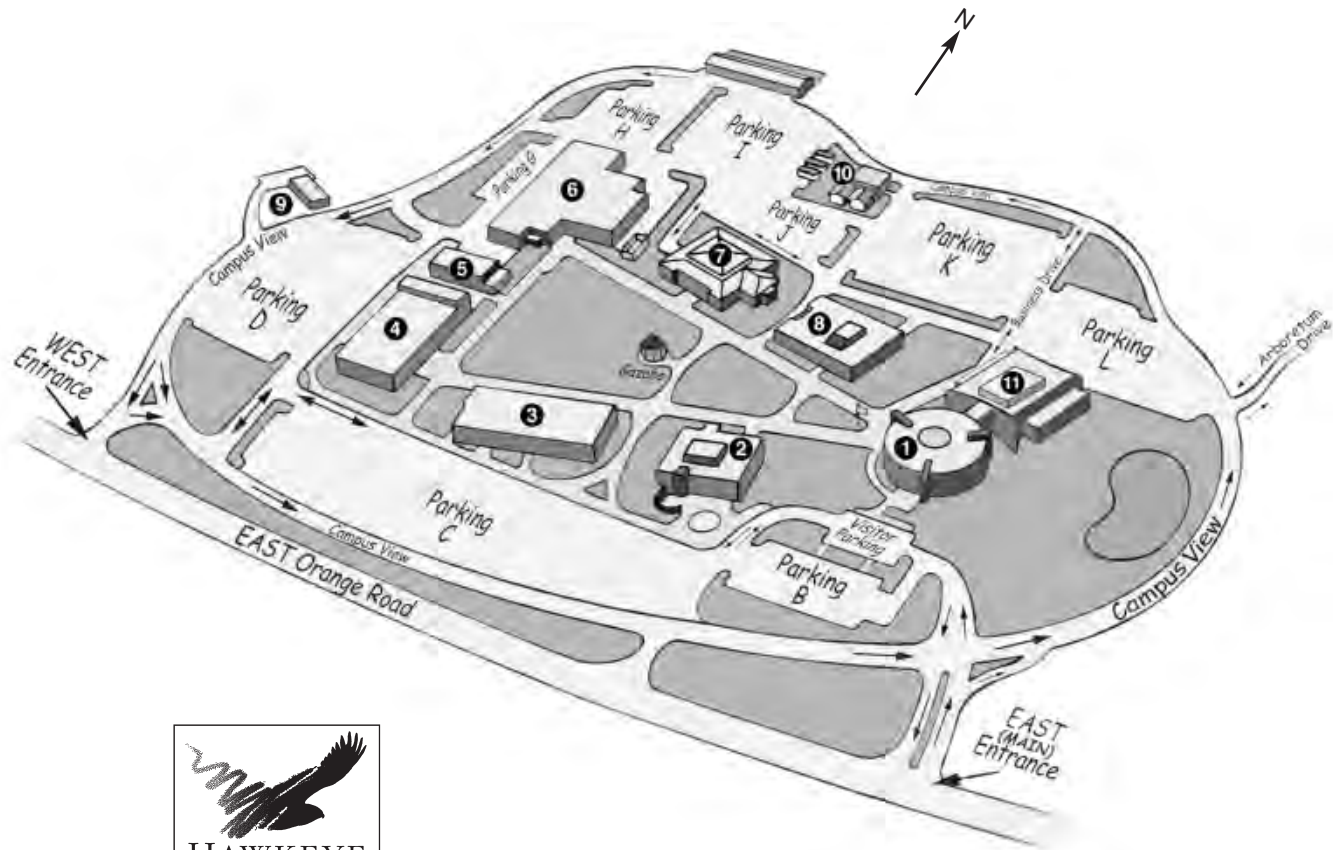
## Martin Luther King Jr. Center

515 Beech Street  
Waterloo, IA 50703

319-234-7543  
FAX: 319-235-7287



# MAIN CAMPUS MAP



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



# August 2002 - July 2004 INSTITUTIONAL CALENDAR

## FALL SEMESTER, 2002

August 22 Late registration begins. Late registration fee begins.  
 August 26 Classes begin. Drop/add fee begins.  
 August 30 Late registration ends. Last day for full refunds.  
 September 2 Labor Day. College closed.  
 September 23 No refunds after this date.  
 October 18 No classes.  
 October 22 Fall Semester midterm.  
 October 23 Second 8-week session begins.  
 October 28 Early Spring registration begins for enrolled students.  
 November 8 Last day to withdraw without penalty.  
 November 18 Spring registration begins for new students.  
 November 27 Thanksgiving vacation begins at 12:10 p.m.  
 November 28 - 29 Thanksgiving. College closed.  
 December 19 End of term. Classes end.  
 December 19 Graduation.  
 December 23 - January 3 College closed.

## SPRING SEMESTER, 2003

January 9 Late registration begins. Late registration fee begins.  
 January 13 Classes begin. Drop/add fee begins.  
 January 17 Late registration ends. Last day for full refunds.  
 January 20 Martin Luther King Jr. observance. College closed.  
 February 10 No refunds after this date.  
 February 21 No classes.  
 February 24 Phone-in registration begins for summer classes.  
 March 10 Spring Semester midterm.  
 March 11 Second 8-week session begins.  
 March 17 - 21 Spring break. No classes.  
 March 21 College Closed.  
 March 24 Early Summer & Fall registration begins for enrolled students.  
 April 3 Last day to withdraw without penalty.  
 April 14 Summer and Fall registration begins for new students.  
 May 13 End of term. Classes end.  
 May 14 Graduation.  
 May 26 Memorial Day observance. College closed.

## SUMMER SEMESTER, 2003

### 8-WEEK SESSION AND FIRST 4-WEEK SESSION

May 30 Late registration begins for 8-week and first 4-week sessions.  
 Late registration fee begins.  
 June 2 Classes begin for 8-week and first 4-week sessions.  
 Drop/Add Fee begins.  
 June 3 Late registration ends for 8-week and first 4-week session.  
 June 13 Midterm, first 4-week session.  
 June 18 Last day to withdraw from first 4-week session without penalty.  
 June 27 Midterm, 8-week summer session.  
 Classes end for first 4-week summer session.

### SECOND 4-WEEK SESSION

June 27 Late registration begins for second 4-week session.  
 Late registration fee begins.  
 June 30 Classes begin. Drop/Add Fee begins.  
 July 1 Late registration ends.  
 July 3 No classes  
 July 4 Independence Day observance. College closed.  
 July 10 Last day to withdraw from 8-week session without penalty.  
 July 15 Midterm, second 4-week session.  
 July 18 Last day to withdraw from second 4-week session  
 without penalty.  
 July 29 8-week and second 4-week sessions end.

Interim, weekend, and fast-track classes as scheduled each term.

*Approved 1/28/02*

## FALL SEMESTER, 2003

August 21 Late registration begins. Late registration fee begins.  
 August 25 Classes begin. Drop/add fee begins.  
 August 29 Late registration ends. Last day for full refunds.  
 September 1 Labor Day. College closed.  
 September 22 No refunds after this date.  
 October 17 No classes.  
 October 21 Fall Semester midterm.  
 October 22 Second 8-week session begins.  
 October 27 Early Spring registration begins for enrolled students.  
 November 7 Last day to withdraw without penalty.  
 November 17 Spring registration begins for new students.  
 November 26 Thanksgiving vacation begins at 12:10 p.m.  
 November 27 - 28 Thanksgiving. College closed.  
 December 18 End of term. Classes end.  
 December 18 Graduation.  
 December 22 - January 2 College closed.

## SPRING SEMESTER, 2004

January 8 Late registration begins. Late registration fee begins.  
 January 12 Classes begin. Drop/add fee begins.  
 January 16 Late registration ends. Last day for full refunds.  
 January 19 Martin Luther King Jr. observance. College closed.  
 February 9 No refunds after this date.  
 February 20 No classes.  
 February 23 Phone-in registration begins for summer classes.  
 March 9 Spring Semester midterm.  
 March 10 Second 8-week session begins.  
 March 15-19 Spring break. No classes.  
 March 19 College Closed.  
 March 22 Early Summer & Fall registration begins for enrolled students.  
 April 2 Last day to withdraw without penalty.  
 April 12 Summer and Fall registration begins for new students.  
 May 11 End of term. Classes end.  
 May 12 Graduation.  
 May 31 Memorial Day observance. College closed.

## SUMMER SEMESTER, 2004

### 8-WEEK SESSION AND FIRST 4-WEEK SESSION

May 27 Late registration begins for 8-week and first 4-week sessions.  
 Late registration fee begins.  
 June 1 Classes begin for 8-week and first 4-week sessions.  
 Drop/Add Fee begins.  
 June 2 Late registration ends for 8-week and first 4-week session.  
 June 14 Midterm, first 4-week session.  
 June 17 Last day to withdraw from first 4-week session without penalty.  
 June 28 Midterm, 8-week summer session.  
 Classes end for first 4-week summer session.

### SECOND 4-WEEK SESSION

June 28 Late registration begins for second 4-week session.  
 Late registration fee begins.  
 June 29 Classes begin. Drop/Add Fee begins.  
 July 30 Late registration ends.  
 July 2 No classes  
 July 5 Independence Day observance. College closed.  
 July 9 Last day to withdraw from 8-week session without penalty.  
 July 14 Midterm, second 4-week session.  
 July 19 Last day to withdraw from second 4-week session  
 without penalty.  
 July 28 8-week and second 4-week sessions end.

Interim, weekend, and fast-track classes as scheduled each term.

*Working draft 1/28/02*



# STUDENT INFORMATION

## ADMISSIONS/REGISTRATION REQUIREMENTS

### STUDENT ADMISSION REQUIREMENTS

The standard minimum requirement for admission to Hawkeye Community College is graduation from an approved high school, General Education Development test, or evidence of demonstrated interest, aptitude, and ability to benefit. However, high school students best serving themselves 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, G.E.D., 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 person six (6) months after the expulsion, as a probationary student.

### ADMISSION PROCEDURES

The following steps are required for admission:

1. **Submit a completed application to the Admissions Office.** 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. Application processing begins one year prior to the starting date.
2. **Have a copy of your high school transcript or your General Education Development (GED) test scores sent to the Admissions Office.** If you have attended any other colleges, trade or business schools, please ask for official transcripts to be mailed. Out-of-state applicants, or an applicant for the Dental Hygiene program, please have ACT or SAT test results sent also. It is highly recommended all applicants send ACT test results to Hawkeye. International students should have results of the TOEFL tests sent to the Admissions Office.
3. 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 in each of the reading, math, and English tests can be used to meet Hawkeye's assessment requirement. You may submit a high school transcript (which includes 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 Enrollment Management Department for determination of assessment waiver.

**OR**

C. COMPASS Assessment. The COMPASS assessment in math, reading, and writing will be given to students when options 1 & 2 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 Enrollment Management Department at 319-296-4000 or 1-800-670-4769.**

4. 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. Students are mailed information about registration and orientation from the individual Departments.

Additional information about specific majors or programs may be obtained by mailing the reply card in the back of this catalog. You may also call the Admissions Office at 319-296-4000 or 1-800-670-4769.

## INTERNATIONAL STUDENTS

Please request an International Student Information packet from the office of Admissions.

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

1. Fill out an 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.
4. Have ETS send TOEFL results to Hawkeye Community College's office of Admission. 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 high school and college (if applicable) transcripts.
6. If transferring from another U.S. institution request a Transfer Form from the Hawkeye Community College Admission 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 will be waived. See [Required Assessment](#) guidelines on page 7 for further information. These requirements will only be waived after Hawkeye Community College has received and evaluated an official transcript from the issuing institution.

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

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 Office of Admissions 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 INS approved. Therefore, they cannot be used as part of an academic course load for individuals in the United States on F-1 visas.

## TOURS

Prospective students are invited to visit the College. Tours may be arranged by contacting the Admissions Office, located in the lower level Hawkeye Center, by phoning 319-296-4000 or 1-800-670-4769.

## JOINT ADMISSION TO HAWKEYE AND WARTBURG COLLEGE

Hawkeye Community College and Wartburg College in Waverly, Iowa, offer a joint Admissions/Enrollment program. Upon admission to Hawkeye, students are guaranteed admission into a parallel program at Wartburg College. They must have completed an AA, AS, AAA, or AAS degree and meet the criteria for admission outlined in the joint admission acceptance letter.

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

## UPPER IOWA UNIVERSITY

Students have the chance to earn a Hawkeye Community College associate degree or technical diploma, plus a bachelor's degree - all on the HCC campus in Waterloo.

Through a cooperative agreement with Upper Iowa University, students can earn all their credits for a bachelor's degree in one of ten majors, all with excellent career potential:

- Accounting
- Education
- General Business
- Human Resource Management
- Human Services
- Management
- Marketing
- Psychology
- Public Administration
- Social Science

Upper Iowa University Administrative Office Hours

9:00 a.m. - 6:00 p.m., Monday & Wednesday

8:00 a.m. - 8:00 p.m., Tuesday & Thursday

8:00 a.m. - 3:00 p.m., Friday

Phone: 319-296-4401

Bremer Hall, Room 112

# 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 Registration Center, or by calling 319-296-2460 or at 1-800-670-4743. Make all checks payable for tuition and fees to Hawkeye Community College.

## TUITION

Tuition is assessed based on residency and class load. Non-resident tuition and international tuition are assessed at two times the resident 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 2001-2002 academic year, tuition per credit hour is \$76. Students are also assessed a student services fee of \$4.00, an activity fee of \$1.50, 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.

### *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.



## TUITION REFUND POLICY

### A. Credit

A student may receive a percentage refund of tuition within the first 28 calendar days of each semester after class begins through official withdrawal. (See Official Withdrawal Policy, Series Number 525.) 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 Semester:

- 1st through 7th calendar day - 100% maximum
- 8th through 14th calendar day - 75% maximum
- 15th through 21st calendar day - 50% maximum
- 22nd through 28th calendar day - 25% maximum

#### 8 Week Semester:

- 1st through 2nd calendar day - 100% maximum
- 3rd through 7th calendar day - 75% maximum
- 8th through 12th calendar day - 50% maximum

Beginning with the 29th calendar day of each semester there is no refund of tuition. Tuition refund schedules will be proportionately adjusted for courses that are less than 7 weeks or more than 17 weeks in length. A student may appeal a refund decision by submitting a request in writing to the Director of Business Services. Partial refunds will not be made for Student Activity, Student Services, or computer-user fees.

A full refund of tuition will be authorized for those students called to active duty by the U.S. Armed 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 \$15.00.

## MATERIALS AND/OR LABORATORY FEES

Materials 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 \$300-\$350 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

Students who wish to be considered for financial assistance such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal College Work-Study, Iowa Vocational-Technical Tuition Grants, Iowa Grants, Scholarships and William D. Ford Direct Stafford Loans should contact the Financial Aid Office, Hawkeye Center, at 319-296-4020. The Free Application for Federal Student Aid (FAFSA) form is recommended to be completed as early in January as possible for Fall, Spring, and Summer, semesters since many aid programs are limited in funding.

Hawkeye Community College's financial aid programs provide assistance to students who would be unable to pursue their education without such help. The College offers assistance as a supplement to the resources available from the student and his or her family. The College will examine and evaluate all of the resources available to the student from outside the College and will expect the student to utilize these resources. Among the resources usually available to students are personal savings, income from summer and part-time employment, and help from their families.

## THE PROCESS TO APPLY FOR FINANCIAL AID:

1. Applicants must submit a Free Application for Federal Student Aid (FAFSA) form to apply for all types of financial aid. The FAFSA form is mailed to a Federal Processing Center, OR students may file electronically via the website: <http://www.fafsa.ed.gov>. The FAFSA must be received by the Federal Processing Center by July 1 to receive consideration for the Iowa Vocational Technical Grant. If there are questions, please call 1-800-4-FED-AID.
2. Approximately four weeks after submitting the FAFSA, the applicant will receive a Student Aid Report (SAR) from the processing center. The SAR is to be read thoroughly and

carefully. If it states the applicant has been selected for the "verification" process, the applicant is required to submit:

- A signed photocopy of their (and their parent(s), if dependent) prior year's Federal Income Tax Return.
  - A Federal Verification worksheet which will be mailed to the applicant by the Financial Aid Office.
3. After successfully completing steps 1 and 2, the applicant will receive a Financial Aid Award Letter informing them of their eligibility for financial aid. Applicant is required to return one copy of their award letter to the Financial Aid Office to indicate their acceptance or decline of each type of financial assistance. Read the award letter and supplemental information carefully.
  4. If the applicant accepts a Federal Direct Stafford (subsidized and unsubsidized) Loan on their award letter, the applicant must then complete a Direct Stafford Loan Promissory Note. Loans are not credited to a student's account unless a completed legible Promissory Note is on file in the Financial Aid Office. Eligibility for this loan is based upon a student's academic performance, grade level, course load, dependency status, prior borrowing history and class attendance.

### MAXIMUM STAFFORD LOAN LIMITS

	DEPENDENT	INDEPENDENT
<b>Freshman</b>	\$2,625	\$2,625 + \$4,000 in Unsubsidized Direct Loan
<b>Sophomore</b>	\$3,500	\$3,500 + \$4,000 in Unsubsidized Direct Loan

**Students are encouraged to borrow only what they need as the loan is to be repaid beginning six months after the student ceases to be enrolled on at least a half-time basis.**

### REQUIREMENT FOR FIRST TIME BORROWERS

Students borrowing for the first time in the Federal Direct Loan program at Hawkeye are required to complete a Loan Entrance Counseling session and remain in school 30 calendar days before loan proceeds may be credited to their account. This requirement may be completed at the Hawkeye Library or on the internet at [www.mapping-your-future.com](http://www.mapping-your-future.com).

Failure to repay the loan may result in a poor credit rating, garnishing of Federal Tax Refunds, inability to obtain academic transcripts and failure to obtain any future consumer loans.

Scholarships, grants, and loans are credited directly to a student's account in the Business Office provided the applicant is registered and attending their classes, is in good academic standing, and has successfully completed the aforementioned steps 1 through 4. Regardless of financial aid status, students are required to contact the Business Office prior to the invoice due date to determine payment option.

### LOAN COUNSELING

A pro-active loan counseling program is in place which requires that students who meet one or more of the following criteria personally meet with a financial aid counselor before obtaining more loan funds.

- Poor academic grades, below 1.5 GPA.
- Already borrowed an excessive amount in loans.

Before additional loans may be obtained, the student must state their academic plans/goals, specifically stating when they plan to graduate.

The purpose of this pro-active loan counseling program is to assist students in planning for the payment of their educational expenses to ensure they will achieve their academic goals. The Financial Aid Office reserves the right to restrain or limit borrowing.

### FINANCIAL AID PROGRAMS

#### IOWA VOCATIONAL-TECHNICAL TUITION GRANT

This grant is available for students who have their FAFSA form received at the processing center on or before July 1, who demonstrate a significant amount of financial need, are residents of Iowa, and are enrolled for at least three credit hours in a vocational program. Award amounts usually range up to \$600 per academic year.

#### IOWA GRANT

This grant is available for Iowa residents who demonstrate a significant amount of financial need on their FAFSA. Funding for this program varies each year and generally, limited funds are available. Award amounts usually range up to \$600 per academic year.

#### FEDERAL PELL AND SEOG GRANT

These are federal grants available to students who demonstrate a significant amount of need for financial aid. Students must be enrolled for a minimum of six degree seeking credit hours and complete the FAFSA to receive consideration (some exceptions for Pell). Pell Grant amount of awards for the 2002-2003 academic year may range from \$400 to \$4,000.

#### WORK-STUDY (STUDENT EMPLOYMENT)

Work-study funds enable the college to employ approximately 80 students on a part-time basis at the college. Students apply for work-study by completing the FAFSA. Preference may be given to students who demonstrate need for financial aid, had a work-study job the previous year and whose job performance is in good standing.

Students awarded work-study have the opportunity to work on-campus or off-campus an average of 10 hours per week (not to exceed 20 hours per week) and earn \$6.00 per hour. Students are usually awarded \$2,000 to \$3,000 per academic year and are not allowed to earn more than their award. The Financial Aid Office staff will assist students in securing a position by informing them of the available positions. Students will be selected for employment by their immediate supervisor. Students and supervisors must sign an approval form with the Financial Aid Office before employment may begin.

Students complete timesheets and are paid on a monthly basis. Any student submitting a falsified timesheet will be immediately dismissed from their position and the future receipt of financial aid and scholarships may be forfeited.

Students not in good academic standing or on financial aid suspension may not receive work-study funds.

### FEDERAL LOANS

The Federal Government has three types of loans (listed below) in the William D. Ford Direct Loan program available for students attending at least half-time (6 credit hours). All students are encouraged to complete the FAFSA to determine which type of loan program they may qualify for. (Please refer to step 4 in the section "The Process to Apply for Financial Aid", for details regarding maximum loan amounts.)

The Federal Government is the lender in this loan program and the money is disbursed directly to the school for the student who has completed a Direct Stafford Loan Promissory Note. All loans must be repaid beginning six months after a student ceases to be enrolled at least half-time.

The interest rate for both loans is variable and is adjusted each year on July 1 based on the 90-day Treasury Bill rate plus 3.1%. As of 2001-02, the rate was 5.39% and it will not exceed 8.25%.

- **Direct Subsidized Loan** - Students must demonstrate need on their FAFSA to receive this type of loan. The Federal Government does not charge you interest while you are enrolled in school at least half-time, during the six-month grace period, and during deferments.
- **Direct Unsubsidized Loan** - You are responsible for the interest charged beginning the date of disbursement until the day the loan is paid in full. You must decide whether to pay the accumulating interest while in school and during the grace period, or allow the interest to capitalize.
- **Direct Parent loan for undergraduate students (PLUS)** - Parents of dependent students without adverse credit history may borrow for their dependent child in this program. The interest rate on this variable rate loan as of 2001-02 was 6.69% and the rate will not exceed 9.00%. The amount of the loan cannot exceed the cost of attendance and repayment of the loan begins 60 days after the second disbursement.

### INSTITUTIONAL (HAWKEYE) LOANS

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

**Fovall Loan:** Applicants must be female, have a minimum cumulative GPA of 3.0, and be enrolled for a minimum of six credit hours. The interest rate as of December, 2001, was 7%, and the following credit hours and yearly loan amount restrictions apply:

If enrolled for:	Maximum yearly loan amount is:
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.

**McElroy Loan:** Applicants must have a minimum cumulative GPA of 3.0 and be enrolled for a minimum of six credit hours. The interest rate as of December 2001, was 7%, and the following credit hours and yearly loan amount restrictions apply:

<b>If enrolled for:</b>	<b>Maximum yearly loan amount is:</b>
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.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

The Hawkeye Community College Financial Aid Office is required, by federal regulation, to monitor academic records for all students who apply for financial aid. The Standards of Satisfactory Academic Progress for financial aid eligibility are outlined below. Please read this guideline sheet closely as your continued financial aid eligibility is contingent upon following this policy.

**The financial aid programs affected by this policy include but are not limited to:**

1. Pell Grant, 2. Supplemental Educational Opportunity Grant (SEOG), 3. Federal/State Work Study, 4. Iowa Grant, 5. Vocational-Technology Grant, 6. Stafford Loan (subsidized and unsubsidized), and 7. Parent Loan for Undergraduate Students
- Also, remember that students are required to "attend class" in order to receive financial assistance. Failure to attend class may not only affect Financial Aid Satisfactory Academic Progress, but also the disbursement of aid.

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

### 1.) 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

\* For example, a student who has 30 credit/hours must have a GPA of 2.0 or greater.

### 2.) 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 enrolled in as follows:

Enrollment	Must Earn	Enrollment	Must Earn
1-2	1	10-11	7
3	2	12	8
4-5	3	13-14	9
6	4	15	10
7-8	5	16-17	11
9	6	18	12

\* For example, a student who enrolls for a total of 12 total credit hours must complete a minimum of 8 credit hours for the semester (12 times 67% = 8.04).

### 3.) Complete a degree within a specific time period

Students are expected to complete their degree within a time frame equivalent to 150% of their program length.

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.) Transfer credits used as Advanced Standing will also be included in the total credit/hours earned.

\* For example, AA degree requires 62 credits. Students may earn up to 93 credits to stay within 150% (62 times 150% = 93).

## 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 requit do not count as completed credit/hours and may affect Satisfactory Academic Progress.

### Probation Status

After one semester of not complying with the Standards of Academic Progress, the student will be placed on "probation" status. However, the student will still be eligible to receive financial aid during their probation period. 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.

### Suspension Status

After the second semester of not complying with the Standards of Academic 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 in writing 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 a pattern of abusing the receipt of financial aid or who exhibits a pattern of not attending class.

### 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 complete an Appeal Form that is available in the Financial Aid Office. The Appeal Form requires students to provide a written explanation of their situation and provide supporting documents to verify their situation.
2. The student must meet with an academic advisor from their degree program and develop a written Educational Plan to assist them toward graduation. The Educational Plan must be submitted with the Appeal Form.
3. A committee will review the Appeal Form and Educational Plan 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 receive a Financial Aid Academic Progress Agreement Form to be signed and returned to the Hawkeye Financial Aid Office.

### Reinstatement

A student may be reinstated by either successfully appealing their suspension status (explained above), or by self-funding a semester. This means that the student must take at least six credit/hours, during summer, fall, or spring terms and pay their

*Special Notice To Students:*

Hawkeye Community College reserves the right to withhold financial aid from any student at any time, who demonstrates an attendance pattern that abuses the receipt of financial assistance.

Hawkeye account and other costs without federal financial aid. Furthermore, the student must maintain academic progress during the self-fund term. Once the term is completed and grades are in, the student must submit their grades to the financial aid office for review and reinstatement. An appeal is not necessary.

It is the responsibility of each student to monitor and keep track of his or her academic progress, and to notify the Financial Aid Office of any grade changes. (i.e. an incomplete grade changes to a passing grade.) Students approved to receive aid again will be expected to adhere to the Satisfactory Academic Progress Policy outlined above and any other conditions listed on the Financial Aid Academic Progress Agreement Form.

#### **Financial Aid Adjustment**

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

#### **Break in Enrollment**

Students, who have had a break in enrollment for a period of three consecutive years or more, will only have their coursework that was completed after the break evaluated for financial aid purposes. The credit hours attempted and completed and the minimum GPA will be calculated after break.

### **OTHER IMPORTANT FINANCIAL AID ELIGIBILITY FACTORS**

- 1.) Students are required to notify the Financial Aid Office of the receipt of any scholarships.
- 2.) Students may only receive financial aid from one school at a time.
- 3.) Students cannot be in default on any student loans or owe a refund of Federal or State grants.
- 4.) If a student withdraws from some courses and is enrolled for five or fewer credit hours, any future loan disbursements will be canceled.
- 5.) Students must be attending class to receive financial aid.
- 6.) If a student withdraws from the college, he/she is subject to the most current refund policy and the college may retain an administrative fee of 5% of tuition and fees up to a maximum of \$100.
- 7.) Students must be enrolled at least halftime: six hours/semester; three hours/summer).
- 8.) Students enrolled solely in developmental courses may only receive consideration for Federal Direct Loans for a

maximum timeframe of 12 months and are not eligible for grant funds.

- 9.) Students must be enrolled for a minimum of three degree seeking credit hours to receive consideration for financial aid.
- 10.) If borrowing a Federal Stafford Loan for the first time at Hawkeye, students must complete an Entrance Loan Counseling session. This may be done at the Hawkeye Library or on the internet at [www.mapping-your-future.org](http://www.mapping-your-future.org).

### **CLASS ATTENDANCE POLICY**

Federal regulations require Hawkeye Community College to monitor class attendance. The regulations require that students "attend courses" in order to receive financial assistance. Therefore, students who are reported as no longer attending class will have a last date of attendance determined, and a refund formula will be applied to determine the amount of financial aid the student was eligible to receive during the period they attended. This regulation allows the Federal Government to have unearned financial assistance returned to the Federal Government for the period of non-attendance.

### **SCHOLARSHIPS**

There are many scholarship opportunities offered through Hawkeye Community College throughout the year. Many, but not all scholarships, 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 home page on the World Wide Web. The address is [www.hawkeye.cc.ia.us](http://www.hawkeye.cc.ia.us).

All students are encouraged to submit their completed Hawkeye Scholarship Application to the Financial Aid Office. Students only need to complete one application to apply for most Hawkeye Scholarships. Scholarships available from sources outside of Hawkeye require the completion of a separate application.

The Financial Aid Office also maintains a file containing information it receives on scholarships offered from outside agencies. One, the State of Iowa Scholarship Program, gives recognition to students of very high academic ability and provides monetary awards of \$400 for the freshman year based solely upon academic ability and accomplishment. To be eligible, a student must be designated as a State of Iowa Scholar during his/her senior year in high school and must plan to enroll full-time in an undergraduate degree program.

**HAWKEYE'S SCHOLARSHIPS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

	Amount	Date Selected/ Date Applied	Application Deadline	Eligibility Requirement	Approximate Number of Awards
<b>ARTS AND SCIENCES (transfer) PROGRAM SCHOLARSHIPS</b>					
<b>A. Arts &amp; Sciences</b>					
1. Dr. Leonard Deaver	\$300	Sp/Fall	April 1	Enrolled	1
2. Fleming Sisters Endowment	\$400	Sp/Fall	April 1	Enrolled	1
3. Fleming Sisters Endowment	\$400	Fall/Sp	Nov 1	Enrolled	1
4. Burdette E. Jans	\$300	Sp/Fall	April 1	Enrolled	1
5. John and Carol Sorenson	\$350	Sp/Fall	April 1	Enrolled	1
<b>APPLIED SCIENCE &amp; TECHNOLOGY PROGRAM SCHOLARSHIPS</b>					
<b>A. Ag &amp; Natural Resources</b>					
1. Virgil Christensen	\$500	Sp/Sp	Feb/March	Enrolled	1
2. Rocky Fratzke Scholarship	\$250	Sp/Fall	April 1	Enrolled	1
3. Bob Kimm Scholarship	Based on Avail \$	Fall/Fall	Fall	Enrolled	Varies
4. Lamb & Wool (Designated)	\$150/varies	Sp/Sp	Spring	Enrolled	Varies
5. Land O'Lakes	\$200	Sp/Sp	Feb/March	Enrolled	1
6. Malcom McGregor Memorial Scholarship	\$400	Sp/Fall	April 1	Enrolled	1
7. Post Secondary Ag Leadership	\$125	Sp/Sp	Feb/March	Enrolled	2
<b>B. Business</b>					
1. Department (A)	\$500/max	Fall/Sp	Fall	Enrolled	1
2. Department (B)	\$500/max	Sp/Fall	Spring	Enrolled	1
3. Department (C)	\$Varies	Sum/Sum	Summer	Enrolled	Varies
4. Executive Assistant Scholarship	\$350	Fall/Sp	Nov 1	New or Enrolled	1
5. Executive Assistant Scholarship	\$350	Sp/Fall	April 1	New or Enrolled	1
<b>C. Child Development</b>					
1. Department Account	\$250	Fall/Sp	Nov 1	Enrolled	1
<b>D. Criminal Justice &amp; Public Service</b>					
1. Bremer County Peace Officers	\$100	Sp/Fall	Midterm	Enrolled	1
2. William F. Mullikin	Full Tuition	Fall/Sp	Oct 1	Enrolled	1
<b>E. Engineering Technology</b>					
1. Aspro, Inc. (A)	\$250	Sp/Fall	April 1	Enrolled	1
2. Aspro, Inc. (B)	\$250	Sp/Fall	April 1	Enrolled	1
3. CASA	\$500	Fall/Sp	Nov 1	Enrolled	1
4. City of Waterloo Engineering Scholarship	\$350	Sp/Fall	April 1	Enrolled	1
5. Harrington, Brian/Sons of AMVETS	\$500	Sp/Fall	April 1	Enrolled	1
6. Metro Mechanical Contractors	\$Varies	Sp/Sp	April 1	Enrolled	Varies
7. SME	\$250	Fall/Sp	Nov 1	Enrolled	2
8. Hans Walther	\$200	Sp/Fall	April 1	New	Up to 5
9. Rockwell Collins	\$1000	Sp/Fall	April 1	New	Up to 5
<b>F. Graphic &amp; Applied Arts</b>					
1. Don Collinson	\$250	Sp/Fall	Spring	Enrolled	1
2. The Gazette Graphic Arts	\$500	Sp/Fall	April 1	Enrolled	1
<b>G. Health Science</b>					
1. Terri Cook Family Nursing Scholarship	\$400	Sp/Fall	April 1	Enrolled	1
2. Terri Cook Family Nursing Scholarship	\$400	Fall/Sp	Nov 1	Enrolled	1
3. Ida Fleming Endowment	\$500	Sp/Fall	April 1	New or Enrolled	1
4. Ida Fleming Endowment	\$500	Fall/Sp	Nov 1	New or Enrolled	1
5. Dr. Richard Haw	\$500	Sp	April 15	Enrolled	1
6. Iowa Dental Hygienists Association	\$700/Maximum	Sp	April 15	Enrolled	Varies
7. V. Miller/Miller Medical Endowment	\$300	Sp/Fall	April 1	Enrolled	1
8. Nursing Faculty Scholarship in memory of T.P. Cook and V. Smith	\$200	Sp/Fall	April 1	TBD	TBD
<b>H. Power Technology</b>					
1. Air/Gas North Central Welding	\$500	Sp/Fall	April 1	Enrolled	1
2. Anonymous Donor (Welding)	\$250	Fall/Fall	Sept 26	Enrolled	2
3. Aviation	\$Varies	Sp/Fall	April 1	New	Varies
4. Cedar Valley Corp	\$500	Sp/Fall	April 1	New or Enrolled	1
5. Community Fund for Welding	\$250	Fall/Fall	Sept 26	New or Enrolled	3
6. Department Account	\$200	Sp/Fall	April 1	Enrolled	5
7. Joe Nelson - Engineered Products Scholarship	\$1,000	Sp/Fall	April 1	New or Enrolled	Varies
8. Winthrop Welding Works	\$350	Sp/Fall	April 1	New or Enrolled	1

## HAWKEYE'S SCHOLARSHIPS CONTINUED:

	Amount	Date Selected/ Date Applied	Application Deadline	Eligibility Requirement	Approximate Number of Awards
<b>TARGETED SCHOLARSHIPS</b>					
<b>A. Minority</b>					
1. Sammie L. Dell Memorial Endowment - (Minority)	\$350 Renewable	Sp/Fall	April 1	New or Enrolled	1
2. J. Paul & Ruth Frazier (Native & African-Americans)	1/2 Tuition	Sp/Fall	April 1	New or Enrolled	2
3. J. Paul & Ruth Frazier (Native & African-Americans)	1/2 Tuition	Fall/Sp	Nov 1	New or Enrolled	2
4. R.J. McElroy Trust (African-American Citizens)	\$Varies	Fall/Fall	Fall	New or Enrolled	Varies
5. R.J. McElroy Trust (African-American Citizens)	\$Varies	Sp/Sp	Spring	New or Enrolled	Varies
<b>B. Non-Traditional</b>					
1. John & Lillian Hawse Females w/dependent children	\$500	Sp/Fall	May 1	Enrolled	2
2. Rod and Lisa Pritchard	\$400	Fall/Sp	Nov 1	Enrolled	1
<b>C. Students with Disabilities</b>					
1. Civitan Club Endowment Students with disabilities	\$TBD	Sp/Fall	April 1	Enrolled	1
2. Jimmie Robinson - Endowment Students with physical disabilities	\$350	Fall/Sp	Nov 1	New or Enrolled	1
3. Jimmie Robinson - Endowment Students with physical disabilities	\$350	Sp/Fall	April 1	New or Enrolled	1
<b>D. Other Restricted Scholarships</b>					
1. Altrusa Club GED Graduate	\$Varies	Sp/Fall	April 1	New	Varies
2. Board of Trustees Graduates of AEA 7 schools	Full Tuition	Renewable	None	New	Varies
3. Center for Women	\$Varies	As Available	TBD	TBD	TBD
4. Kuchynka, Inc. N. Tama High School Grad	\$500	Sp/Fall	April 1	New or Enrolled	1
5. Village Inn Employee	\$500	Sp/Fall	April 1	New or Enrolled Village Inn Employee	2
<b>NON-RESTRICTED SCHOLARSHIPS</b>					
1. Ken and Meg Allbaugh	\$350	Sp/Fall	April 1	Enrolled	1
2. Dr. Dan & Carol Brobst	\$350	Fall/Sp	Nov 1	Enrolled	1
3. Harold Brock	\$1,000	Sp/Fall	April 1	Enrolled	1
4. Harold Brock (Part Time)	\$500	Sp/Fall	April 1	Enrolled	2
5. Community Foundation of Waterloo/CF and Northeast Iowa	\$1,000	Sp/Fall	April 1	New or Enrolled	Varies
6. Community Fund for Scholarship	\$Varies	Sp/Fall	April 1	TBD	TBD
7. Community Gift of Lights	\$1,000	Sp/Fall	April 1	New or Enrolled	20
8. Employee Fund for Scholarships	\$Varies	As Available	Nov 1	Enrolled	Varies
9. Employee Fund for Scholarships	\$Varies	As Available	April 1	Enrolled	Varies
10. Fred and Amy DeHaan	\$500	Sp/Fall	April 1	New or Enrolled	1
11. Fred and Amy DeHaan	\$500	Fall/Sp	Nov 1	New or Enrolled	1
12. Robert D. Gunderson Memorial	\$500	Sp/Fall	April 1	Enrolled	1
13. Hawkeye Bookstore Book Scholarship	\$250/Max	Fall/Sp	Nov 1	New or Enrolled	Varies
14. Hawkeye Bookstore Book Scholarship	\$250/Max	Sp/Fall	April 1	New or Enrolled	Varies
15. Hawkeye Community College Scholarship Funded by the Technical Foundation Scholarship Endowment and Russell & Le Nora Candee	\$TBD	Sp/Fall	April 1	New	28
16. New Student Scholarships	\$350	Sp/Fall	April 1	New	Varies
17. New Student Scholarships	\$350	Fall/Sp	Nov 1	New	Varies
18. PDCM Insurance	\$500	Sp/Fall	April 1	New or Enrolled	1
19. Pepsi Cola General Bottlers of Waterloo Scholarship	\$250	Sp/Fall	April 1	New or Enrolled	2
20. Rotary Club Downtown Waterloo	\$1,000	Sp/Fall	April 1	New or Enrolled	1
21. Stephen and Nancy Showers Scholarship	\$350	Sp/Fall	April 1	TBD	1
22. Team Tune-Up Scholarship	\$350	Sp/Fall	April 1	New or Enrolled	17
23. Chuck and Ellen Ullom	\$500	Fall/Sp	Nov 1	Enrolled	1
24. Howard & Janet Van Note	\$350	Sp/Fall	April 1	New or Enrolled	1
25. Louise Youngbear	\$TBD	As Available	TBD	TBD	TBD

**Note:** This list is accurate to the best of our knowledge. New scholarships may have been established since this report was printed, and the possibility exists that some scholarships listed will not be renewed by the donors. Please contact the Hawkeye Technical Foundation at 319-296-4002 for current information.

## VETERAN AFFAIRS

The Financial Aid Office will maintain all files for veterans enrolled at Hawkeye. 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 Office. Although veterans will not generally receive any VA benefits for at least six 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. 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 Veteran 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 Office in Hawkeye Center, 319-296-4020, or the Veteran 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 Veteran Affairs Office for detailed information.

## IOWA NATIONAL GUARD

The Iowa National Guard Tuition Aid Program (INGTAP) may pay up to 50% 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.

## EMPLOYMENT

If you need a part-time or full-time job, contact the Student Life/Employment Services Office. A list of jobs is available ranging from one-day jobs to regular or part-time employment. The Student Life/Employment Services Office is located in Hawkeye Center, Upper Level. Contact the Student Life/Employment Services Office at 319-296-4027.

# 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 a registration form is completed and filed with the registration center and all tuition and fees are paid, or arrangements for payment have been made with the Business Office.

## 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 Registration Center 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 usually occur before classes begin.

## 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.

## ID CARDS

The student ID card is used for participation in student activities, initial issuance of a library card, bookstore transactions, computer labs and for certain college equipment. Additional cards can be obtained for \$10.00.

## TRANSCRIPTS

All students enrolled at Hawkeye may receive from the Enrollment Management Department a copy of their transcript upon request. The documents are kept in perpetuity by Hawkeye. Official transcripts bear the signature of the Director of Student 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.

## PROTECTION OF STUDENT RECORDS

It is the policy of Hawkeye Community College to comply with the Family Education Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g. Notice is hereby given to Hawkeye Community College students as follows:

1. It is the intention of Hawkeye Community College to fully comply with provisions of the above referenced federal law. The administrative rules and regulations to implement compliance procedures are available to interested parties and may be reviewed during normal business hours in the following campus location: Enrollment Management Department.
2. This law permits the College to make public certain "directory" information about students. It is the intention of the College to do so, as may be appropriate to the normal course of college business and operations. The following information is regarded to be directory type, and some or all of it may be made public: name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Any student objecting to his/her directory information being made public must file a Notice of NonDisclosure with the Enrollment Management Department, Hawkeye Community College, PO Box 8015, Waterloo, Iowa 50704. The Notice of NonDisclosure must be filed within ten (10) days after the beginning of each semester.

## 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 Enrollment Management Department 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 Enrollment Management Department 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 be 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 that a student is exempt from paying the non-resident tuition and fees is 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 parentis in all cases where a 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 thirty (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 Enrollment Management Department 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. Iowa state income tax return.
3. An Iowa driver's license or State of Iowa 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.

- B. If a student gives misleading or incorrect information for the purpose of evading payment of non-resident 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 documentary evidence shall be filed in the student's permanent folder (Enrollment Management Department). Students will be notified as to the approval or denial of their request for residency status by the Director of Student Records and Registration 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 Student Services. Students who are participating in M-1 or F-1, non-immigrant 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 page 7.

## 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 Enrollment Management Department. If a student changes his/her name, he/she should provide documentation of the name change to the Enrollment Management Department.

# 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 associate dean so the necessary steps may be initiated. All official college transcripts received by the Enrollment Management Department 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. Our 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). CLEP is a series of standardized tests that students can take to earn college credit.

The fee for each CLEP test is \$46.00 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 will be sent upon request. Contact the Student Development Center, Hawkeye Center, 319-296-4014, ext. 1238.

## 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. Prerequisites are coded in the course schedule each semester and specified in the college catalog. The prerequisite codes are:

- A Meet assessment requirement or prerequisite course
- C Co-requisite course
- P Prerequisite course/grade
- M Must be enrolled in program/major

## STANDARDS FOR SATISFACTORY PROGRESS

The Hawkeye Community College administration has been authorized by the Board of Trustees under Policy 522 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 current major/program cumulative GPA 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, it is recommended they 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. However, remediation may begin immediately.
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 Office of Enrollment Management. Enrollment Management will refer the student to the appropriate Associate Dean in his/her discipline area. The student must demonstrate to the Associate Dean and/or Discipline Review Committee that problems leading to academic suspension have been resolved or remediated. 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 and part-time students. To qualify for the Dean's List:

1. Full-time students - must have successfully completed 12 or more credits in any given semester with a major GPA of 3.50 or better for courses taken at Hawkeye Community College.
2. Part-time students - must have successfully completed 6 to 11 credits for the current semester being considered for eligibility, must have been enrolled in at least a total of 12 credits since the last term they were recognized on the Dean's List, and must have at least a 3.50 GPA during the current term as well as during the previous term(s) being considered to determine eligibility.
3. Students who have an outstanding grade of "I" (Incomplete) in any course will not be eligible for recognition on the Dean's List.
4. College Success courses are not considered when determining eligibility for the Dean's List.

The Dean's List is compiled and issued at the end of the fall, spring, and summer sessions.

## 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 removed and replaced by an "X".

Provisions of this policy are as follows:

1. Students must file a Course Repeat Request Form with the Registrar's Office if any of the following conditions exist:
  - a. The initial course and the repeated course have different catalog numbers.
  - b. The course is being transferred from another college.
  - c. The student plans to repeat by receiving credit by examination.
2. The original course mark will be changed to an "X" for a repeated course after official notice is received that a grade has been awarded. The "X" grade carries no credit nor does it affect 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.
3. 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 meetings during a semester (term) will be withdrawn from the course(s). 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 Board and 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 any semester 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 registration has ended is known as "withdrawal." A student may drop or add a course through the end of the last day of late registration using the Change of Course Schedule form. To drop a class after the last day of late registration, students must complete a Withdrawal Form.

A student may drop or 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. Students who add a course after the term begins must attend the next class meeting. After this time, the student must obtain the instructor's permission to register by securing the instructor's signature on the Change of Course Schedule form in order to register for a course. A fee will be assessed for any drop/add done after the beginning of class.

## STUDENT WITHDRAWAL PROCEDURE

It is recommended that a student considering withdrawal always contact his/her instructor, advisor, Retention Coordinator, or 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. A student withdrawing from one or more course(s) during any semester should obtain a "Course Withdrawal Form" from their instructional department, the Student Development Center, or Enrollment Management/Registrar's Office. Students withdrawing from all courses (full withdrawal) must meet with the Retention Coordinator to complete an "Official Full Withdrawal Form" in addition to the "Course Withdrawal Form". Students must have the form signed by 1) Advisor or Counselor, 2) Instructor(s), and (3) the Business Office. The form may be left at the Business Office. Students who, for reasons beyond their control, are unable to initiate this process may ask the College to initiate it. The date this procedure is officially initiated is known as the "official withdrawal 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.
  - b. A student who is failing and whose withdrawal request date is after two-thirds of the class meetings shall receive a "F". Any course(s) the student is passing may be assigned a "W" grade.
3. Upon notification of extenuating circumstances or non-attendance for two consecutive weeks, the Director of Enrollment Management 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 REQUIAL 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 if the following conditions exist:

1. The student did not complete the term nor 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.

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

### PROCEDURE

The student may make a written appeal to the Director of Enrollment Management 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 and that the circumstances which prevented the student from withdrawing or completing the course(s) were outside the student's control.

The appeal will be reviewed by a committee appointed by the Director of Enrollment Management and will render a decision 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 Enrollment Management Department. 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 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 and examinations. A breach of the rule of Academic Integrity and Conduct will occur if a student:

1. knowingly represents the work of another as their own (plagiarism);
2. uses or obtains unauthorized assistance in any academic work (cheating);
3. gives fraudulent assistance to another student (facilitating academic dishonesty);
4. intentionally uses unauthorized falsification or invention of any information or citation in an academic exercise (fabrication).

Violation of any of the regulations for academic misconduct is addressed within the department concerned. Cases are dealt with by the instructor and then the associate dean. The individual instructor may reduce the student's grade, including the assignment of "F" in the course. A report of this action will be sent to the instructor's associate dean and dean. Depending on the severity of the case, the associate dean may impose the following or other penalties as the offense may warrant: probation, suspension from the college, or recommend dismissal to the Vice President of Academic Affairs. If the student feels that the penalty imposed by the dean is unjust, the student may request a review by the Judicial Review Board. The Review Board will be composed of the Vice President of Student Services (presiding), at least three faculty representatives/academic staff, and the dean, serving ex officio.

The committee shall convene, after due notice to the student, to review the allegations, make findings of fact, and make recommendations to the Vice President of Academic Affairs. The student shall be afforded ample opportunity to present relevant information in defense from the allegations. The Vice President of Academic Affairs shall determine the appropriate penalty for a breach of the Academic Integrity and Conduct Policy.

### *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.

# 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 associate dean to complete an unfinished course. The work must be completed within 15 class days after completion of said course unless extenuating circumstances prevail. If after 15 class days the work has not been completed, the "I" grade will be changed to an "F."

The above grading symbols and description 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 multisection 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 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 to the department chair which is routed to the Enrollment Management Department. When the completed grade change form is received by the Enrollment Management Department, the grade is recorded and the permanent student record (transcript) is updated.

## GRADE REPORTS

A grade report will be provided to students after the close of each semester. Students who earn "D" or "F" midterm grades are sent a mid-term report letter.

Grades will not be given out over the telephone. Questions as to grade validity should be directed to the instructor or associate dean and are considered to be correct after fifteen (15) class days.

## 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	I	=	0	x	1	=	0
Z	D	=	1	x	2	=	2
XX	F	=	0	x	4	=	0

15                      30

semester credit      points

GPA = course points/semester credits = 30/15 = 2.00

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

## COURSE CLASSIFICATION

A catalog number appears for each course. The last position, alpha character, of the catalog number identifies the course credit as follows:

T - Transfer

U - Applied Science and Technology

D - Developmental courses do not apply toward degree, diploma or certificate and are not recommended for transfer.

## 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 at Hawkeye. "Fresh Start" cannot be applied to a previous program from which the student has graduated. It 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). The exception would be "F" grades, which will be required (changed to "O" grade). After meeting with a counselor, a student may file a petition to implement the "Fresh Start" through the Enrollment Management 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 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 general 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 16 of the last 22 required credits in residence at Hawkeye Community College.
3. The Associate in Arts, Associate in Science, Associate in Science/Career Option, and Associate in General

Studies degrees will be awarded for satisfactory completion of a prescribed curriculum of at least 62 semester hours and meeting specified minimum requirements in general education courses designed and acceptable for transfer and 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, Associate in Science/Career Option degree, or Associate in General Studies degree. These awards are sent by first class mail to the address listed on the graduation application.

## GRADUATION APPLICATION

Each student who is a candidate for graduation in a fall or spring semester must file a graduation application form during the term immediately preceding the last term. Summer semester graduates who wish to be listed in the spring commencement program must file a graduation application during the first four weeks of the spring semester. All other summer graduates must file a graduation application during the term immediately preceding their last term.

## 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". Honors designation will be placed on graduation awards and grade transcripts based on program/major cumulative grade point average. Students must have earned at least 12 credits in the past two years to earn these designations.

# STUDENT SUPPORT SERVICES

**STUDENT DEVELOPMENT - 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.

2. **ASSESSMENT** - Pre-enrollment academic assessment is offered through the COMPASS instrument. Assessment is done to assist in course placement. Students identified during the admission process as needing support will work

with staff to schedule appropriate courses to meet individual needs. ACT assessment is also available. Students interested in taking the ACT, CLEP or COMPASS assessment should call 319-296-4014 to schedule. A photo identification card will be required for all persons taking the tests.

3. **CAREER/LIFE PLANNING** - Individual and group career advising is offered to help potential students identify an appropriate course or program. Advisors are available to assist the 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 resource center is located in the Student Development Center in Hawkeye Center.
4. **COUNSELING** - Certified 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 Development Center, 319-296-4014 ext. 1368, with drop-in assistance available.
5. **TRANSFER CENTER** - Transfer Center resources include: college catalogs, degree and major information, and assistance in transferring to other post-secondary institutions.
6. **SPECIAL SERVICES** - Various services are offered at the College to assist special populations who may have difficulty getting into or staying in education programs at Hawkeye.

Pre-enrollment academic assessment is offered to identify at-risk populations. The Director of Student Development, and other staff members, 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.

CAREERWISE, a three-hour, one-day workshop and our CAREER EXPLORATION AND ASSESSMENT WORKSHOP, a three-day, half-day workshop, are two of the activities especially designed to help individuals select an occupation realistically or to evaluate a choice already made.

**STUDENT LIFE - HAWKEYE CENTER, 319-296-4027 or 1-800-670-4769.**

1. **MULTI-CULTURAL PROGRAMMING** - Information and referral services are available to assist minority students in their efforts to access and successfully complete their academic goals. In addition, the Student Life department implements a comprehensive multicultural program that embraces campus diversity.
2. **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: basketball, campus festivals, concerts, family events, golf, guest speakers, hockey, pool, specialty shows, swimming, trips, volleyball, Waterloo Community Playhouse tickets, workshops, YWCA membership, etc.
3. **EMPLOYMENT SERVICES** - If you need a part-time job, contact the Student Employment Referral Services (SERS). A list of jobs is available at the SERS Office ranging from

one-day jobs to regular or part-time employment. The SERS Office is located in the upper level of Hawkeye Center. All job opening are posted in all buildings on campus. Contact the SERS Office at 319-296-4027.

**ACADEMIC SUPPORT CENTER (ASC) - BREMER HALL, Room, 116, 319-296-4029.**

1. The Academic Support Center is a walk-in learning assistance center and open computer lab located in Bremer Hall 116. The area consists of a study area and a large computer lab. Faculty instructors are available to assist students with course materials and assignments. Students are encouraged to seek help in math, science, writing, English, technical reading and study skills as soon as a problem in a course begins to surface. Peer tutoring services are also available through Academic Support. The ASC staff in cooperation with the Student Development Department provides academic services for persons with disabilities. Call 319-296-4014 for further information. Academic Support instructors are available to assist students in the lab Monday through Thursday 7:00 a.m. - 8:00 p.m. and Friday 7:00 a.m. - 4:30 p.m.

The Academic Support Center Computer Lab is staffed with knowledgeable persons who provide training in basic computer literacy skills, including word processing. It is equipped with more than 80 up-to-date computers, a scanner, color and black/white laser printers and a large document color plotter. Most of the software used at Hawkeye and tutorials in math, reading, writing, and study skills are available for student use. There is no fee for classroom-related printing. A personal user-id and password will be supplied to each student.

Other services offered to Hawkeye students include:

- Free workshops in a variety of computer software
- Free email accounts through third party software companies
- English as a Second Language lab
- Special Needs computer equipment and software
- PLATO self paced learning software

**Hours:** The Academic Support Computer Lab is open 6 days a week.

Monday - Thursday	7:00 a.m. - 8:00 p.m.
Friday	7:00 a.m. - 4:30 p.m.
Sunday	2:00 p.m. - 8:00 p.m.

The Lab is closed on holidays, and changes in hours are announced over the ComLink system and are posted in the Lab.

Overview of ASC Computer Lab Policies and Rules

1. Students must sign in and out of the ASC.
2. Game playing is not allowed.
3. Instant Messaging and computer chatting is not allowed.
4. Software downloading or installation is not allowed.
5. Pornography or the display of information that others could find threatening, harassing or hateful is not allowed. Please read the complete policy located in the ASC.

If students violate the ASC policies their rights to use the ASC may be suspended or revoked completely.

2. **COLLEGE SUCCESS COURSES** - Following the academic assessment process, students needing to learn or review skills necessary for success in college may 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. For more information about these courses contact the Academic Support Center.

## THE HELPING HANDS MENTORING PROGRAM

The Helping Hands Mentoring Program is a peer mentoring program designed to help incoming students start on the right path. The program has several goals: make HCC a more inviting campus community for new students, help new students make the transition to HCC, gather information from new students on obstacles/barriers they've faced during their first semester at HCC, and identify qualities that promote student success in college.

Helping Hands Mentors are second year students committed to enhancing the success of other students regardless of race, gender, or ability. The program is free and lasts for an entire semester. If you begin the school year with a mentor and change your mind halfway through the semester, there is no obligation. The benefits of having a mentor your first semester are to answer questions when offices are closed, to have someone to talk to when things are slow, and to help you find everything that you need to make it in college from a student-to-student perspective. To sign up or for more information, contact the Retention Center, the lower level of Hawkeye Center. You can also call 319-296-2320, ext. 1563. Have a great year!

## AMERICAN DISABILITIES ACT & THE VOCATIONAL REHABILITATION ACT

Hawkeye 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 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.

## 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 Director of Student Development, has been unable to satisfactorily complete the course.
- B. The student and the Director 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 students and if making a substitution would require a substantial change in an essential element of the curriculum.

## STUDENT SENATE

Hawkeye Community College provides a duly constituted Student Senate as authorized by Board Policy 550. Every student enrolled as a full-time student is a member of Student Senate. Twenty-five elected representatives, ten delegates of sophomore status (30 or more hours), ten delegates of freshman status (29 or less hours) and five at-large delegates will be elected in the Fall Semester. 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 the Color Me Human Program may contact the Student Life Office located in Hawkeye Center or call 319-296-4027.

## 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**  
**Child Development Club**  
**Criminal Justice Club**  
**Dental Assistant**  
**Dental Hygiene**  
**Environmental Club**  
**Horticulture Club**  
**Interior Design Club**  
**International Association of Administrative Professionals**  
**Marketing Management - Delta Epsilon Chi**  
**Peer Educators**  
**Respiratory Therapy Technology Club**  
**Society of Manufacturing Engineers**

**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

Students are encouraged to take an active part in the activities on campus. All college affiliated clubs must be recognized as provided in the Student Senate Constitution. For assistance in organizing new clubs at Hawkeye, see the Student Life Coordinator.

Clubs which are registered and recognized have the following right and responsibilities:

1. Use of the general campus and Student Activities resources and equipment.
2. Hold approved meetings and activities on campus.
3. If interested in receiving publicity through activities, brochures or other publications, contact 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. Must also 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.

## 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 and Operation Head Start

are located across from Campus. The Hawkeye Child Development Center serves 2 to 5-year old children and is open on scheduled class days during the Fall and Spring semesters. 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.

# GENERAL INFORMATION

## HOUSING

The Waterloo-Cedar Falls metropolitan area offers numerous opportunities for housing, such as single rooms, apartments, and homes. The College maintains a list of housing rentals and students seeking roommates which is available through the Enrollment Management Department in Hawkeye Center. The College does not maintain an approved housing referral service.

## FOOD SERVICE

Our food service facility is provided 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, and meal tickets are available. The cafeteria hours are 7:30 a.m. to 1:30 p.m. Breakfast is offered from 7:30 a.m. to 9:30 a.m. The cafeteria closes at 9:30 a.m. and reopens at 10:00 a.m. with the hot line open until 1:30 p.m. The cafeteria employees strive to provide fast service for students and staff on tight schedules. Vending machines located in the cafeteria are available 24 hours a day.

## BUS TRANSPORTATION (HAWKEYE COMMUNITY COLLEGE SPECIAL)

Bus transportation is a viable alternative for all students residing in the Waterloo/Cedar Falls communities. Up-to-date information and cost of the service is available by calling Metropolitan Transit Authority 319-234-5714.

## CARPOOL

A carpool sign-up board is located in the upper level of Hawkeye Center near the bookstore. Students in need of a ride or riders may sign-up at any time.

## 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 Associate Dean.

## 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.

## HARASSMENT AND RETALIATION

Students, faculty and staff at Hawkeye Community College have the right to be free from sexual harassment by col-

leagues, supervisors or instructors. Hawkeye Community College does not condone actions and words which a reasonable person would regard as sexually harassing or coercive.

Students who feel that they have been the subjects of such harassment should advise the Student Life Coordinator, 319-296-4027, or the Affirmative Action Officer, 319-296-2320, ext. 4004 or 1-800-670-4769.

When informed or made aware of a possible harassment situation, the Student Life Coordinator or Affirmative Action Officer will conduct an investigation and appropriate disciplinary actions will be taken. The following principles will be observed in sexual harassment complaints:

1. A support person may be present during the complaint process.
2. The person bringing the complaint will suffer no retaliation.
3. An investigation will be conducted by the Affirmative Action office in conjunction with the Director of Human Resources.
4. The investigation will be conducted as quickly as possible with the results reported to the complainant.
5. In the event the complaint is found to be valid, the person who has been guilty of sexual harassment will receive appropriate disciplinary action. Ultimately, dismissal may be included in the disciplinary action.
6. False accusations are libelous and could be pursued by the accused through the civil courts.

## DRUG-FREE COLLEGE POLICY

The Board of Trustees finds the possession, consumption, and use of alcoholic beverages, or any controlled substance on any premises of Hawkeye Community College to be a major inconsistency with the educational philosophy of Hawkeye Community 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) during the learning process are being handicapped. 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 CONTROLLED SUBSTANCES**

Under Chapter 204 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 204 (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 204 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 possess or consume alcoholic liquor, wine, or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

## **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 Associate 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.

## **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 stu-

dent 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 the 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 Vice President of Student Services 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 and, if still aggrieved, to the Board of Trustees of Hawkeye Community College.

## **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 or destroys the rights of others or property, may result in probation, suspension or dismissal 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 always be the primary consideration.

## **DISCIPLINARY SUSPENSION OR DISMISSAL**

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 on the spot. The authority to act upon such conduct is delegated to the administration as follows:

1. Instructors have the privilege to suspend a student from their class. Maximum duration of the suspension should

not exceed one 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.

2. Upon consultation with the Vice President of Student Services, Associate Deans may suspend a student within the department for a period not to exceed three (3) days. An incident report will be written by the Associate Dean within three working days. This report will be placed in the student's permanent records.
3. Upon consultation with the Vice-President of Student Services, the Vice-President of Academic Affairs may suspend a student from his/her division for a period not to exceed one semester. Students seeking to return to the college after that semester must do so through the Admissions Office. An incident report will be written by the Vice President of Academic Affairs within three working days. This report will be placed in the student's permanent records.

Student conduct which interferes with the smooth operation of the college outside the classroom is delegated to the office of the Vice President of Student Services with the input from appropriate parties involved.

## 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, when the act occurs on Hawkeye Community College's premises.
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 to any Hawkeye Community College's premises or unauthorized entry to or use of our 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 our 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, our college.
12. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member, or Hawkeye Community College official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of Hawkeye Community College's computing system.

## 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 Life Office and the Student Services Office located at Hawkeye Center.

## 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, Dismissal or any visitor may be subject to criminal prosecution by the appropriate local authorities.

## 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. Our 1998-99, 1999-2000, and 2000-2001 comparative reportable crime rates were as follows:

	1998-1999	1999-2000	2000-2001
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Motor Vehicle Theft	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Liquor-law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

We are concerned for the safety and welfare of students, faculty and staff and seek to provide a safe and secure environment. For example, we have added additional lighting to the inner campus and parking lots.

## GRADUATION RATE

Hawkeye Community College's graduation and transfer rate for students who first entered the college in the Fall of 1997 on a full-time basis was 55%. This is comprised of a graduation rate of 42% and confirmed transfer out for non graduates of 13%.

## EQUAL OPPORTUNITY

Hawkeye Community College is committed to creating and maintaining an educational and work environment free of discrimination, harassment, exploitation, or intimidation. The College adheres to all state and federal nondiscrimination laws.

Hawkeye Community College will not tolerate violations of local, state or federal nondiscrimination laws. All reasonable complaints shall be promptly investigated. The results of the investigation shall be reported to the President or designee, who shall take the appropriate corrective or disciplinary action. This policy applies to all employees, applicants for employment, students, and applicants for admission for educational programs.

Students who feel that they have experienced discrimination based on their sex, race, disability, age, national origin, or any other forms should contact the Director of Employment and Training at 319-296-4004.

## PARKING

The Board of Trustees of Hawkeye Community College has adopted parking and traffic regulations in order to maximize safety and ensure access for emergency vehicles. Parking tags are provided and required for student and employee vehicles. Parking and traffic regulations are provided to all students and staff. These regulations are policed by the Public Safety Office, with fines assessed for violations.

## TEMPORARY CLOSING

Should bad weather or other emergencies necessitate closing the College or delaying start of classes, the decision will be made by 5:30 a.m., with announcements given for broadcast by 6:00 a.m. for daytime classes. The decision for canceling classes for evening will be made by 4:30 p.m. Any time classes are delayed, the College will open at 10:00 a.m., with class start time at 10:10 a.m. Classes normally starting or in progress at that time will resume at 10:10 a.m. Employees and students are requested NOT to arrive much before 10:00 a.m. in order to allow Maintenance time to remove snow and to sand when icy conditions exist.

Community and Continuing Education classes in local school districts will follow the decisions made for that particular school in which classes are held. All Business & Industry Center, Metro Campus, MLK Center, Telecommunications, and Work Force Development Center classes 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 but conditions in one's area warrant not traveling.**

Temporary closing announcements will be made on numerous TV and radio stations in the service area of Hawkeye Community College.

## ACCIDENT & HEALTH INSURANCE

Hawkeye Community College does not offer nor sponsor a student health insurance plan. The College does provide immediate health and accident emergency procedures for students participating in its programs and activities. International students are required to have accident and health insurance as a condition of admission and should contact the international student advisor or Director of Enrollment Management regarding appropriate coverage.

## PUBLIC SAFETY

Hawkeye Community College employs public safety personnel to control traffic, enforce parking regulations and provide assistance in emergency situations. Students must obtain a parking permit from the Business Office and familiarize themselves with the parking regulations contained in the parking regulation brochure. Public safety assistance may be reached at 319-290-1540 or 319-290-1576 24 hours a day, seven days a week.

If, for good reason, an employee or student desires assistance to go to or from their car, an escort can be arranged by calling 290-1540 or 290-1576.

## TOBACCO FREE POLICY

In order to provide a safer and healthier environment for students, employees and visitors of the College, the use of tobacco and tobacco products is prohibited within college buildings and vehicles. Therefore:

No student, employee or guest of Hawkeye Community College shall use or smoke any tobacco or tobacco product at any time within any building or vehicle owned or occupied by Hawkeye.

For the purpose of this policy, "Smoking" shall mean the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco. Further, "the use of tobacco products" shall mean the use of tobacco products which require expectoration.

The prohibition stated in this policy shall not apply to smoking when such is part of an approved class activity or approved college activity.

Any student of the College who violates this policy shall be subject to the provisions of the Policies and Procedures for the Administration of Student Discipline.

**First Offense:** The student shall be verbally reprimanded by the Vice President of Student Services.

**Second Offense:** The student shall be subject to a short-term suspension not to exceed three (3) days. Such suspension will be initiated by the Vice President of Student Services. Other temporary disciplinary measures may be evoked as determined to be appropriate by the Vice President of Student Services.

**Third and Subsequent Offenses:** The student's enrollment for the current term shall be revoked as determined by a committee on student conduct.

Any visitor on the premises of the College who violates this policy shall be advised of the policy and asked to comply. In those instances when a visitor repeatedly fails to observe the policy, he/she will be denied admission to college buildings until he/she provides assurance of compliance. In the event the visitor refuses to comply, he/she shall lose his/her license to be on the College premises and will be subject to a charge and prosecution for trespassing should he/she fail to depart upon instruction to do so.

Any appeals associated with alleged violations where penalties are imposed shall follow the normal grievance policy procedures.

## 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. Instances of unsupervised children will be reported to the Department of Human Services.

## 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.

## COLLEGE SWITCHBOARD

The College's telephone switchboard is open from 7:30 a.m. to 9:00 p.m., Monday through Thursday, 7:30 a.m. to 6:30 p.m. on Friday, except on workdays prior to a holiday, when it is open until 4:30 p.m.

# SPECIAL FEATURES

## PUBLIC RELATIONS & MARKETING

The Public Relations and Marketing department functions as Hawkeye Community College's link with the public. The office issues news releases, flyers, brochures, and other publications to inform the public of opportunities available in the College's applied science and technology, arts and sciences, and Community and Continuing Education programs. The staff works directly with students, faculty, and staff on news and promotional efforts.

## HAWKEYE COMMUNITY COLLEGE FOUNDATIONS

The Hawkeye Community College Technical Foundation provides a source of private funds to help the College meet growing and changing needs that cannot be met with tax dollars or tuition. Through the generous support of the many friends of the College and special events that include the Community Gift of Lights and the Team Tune-Up fitness fundraiser, the Foundation provides scholarships, loans, faculty development, and equipment to support the diverse needs of students.

The Hawkeye Facilities Foundation acquires resources and leverages money to benefit students and programs at the College. Its retail outlet, Campus Corners, generates income for scholarships through the sale of items with the College's logo. An investment club is also available for those charitable donors seeking to learn about financial management.

For more information, contact the Executive Director at 319-296-4002, or visit us at [www.hawkeyecollege.com](http://www.hawkeyecollege.com).

## HAWKEYE BOOKSTORE

The bookstore, a private business, is located on the second floor of the 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 cash, check, Visa, or MasterCard. 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. Also, textbooks can be sold back to the bookstore the last week of every semester. The bookstore also carries many school supplies as well as gift items and Hawkeye clothing. Normal shopping hours are 8:00 a.m. to 4:30 p.m., Monday through Thursday; and 8:00 a.m. to 4:00 p.m., Friday.



# ACADEMIC AFFAIRS

## OVERVIEW

### GENERAL EDUCATION PHILOSOPHY

General Education at Hawkeye Community College is intended to impart 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.

### INSTRUCTIONAL SERVICES

The following resources are provided through the Department of Instructional Services:

#### LIBRARY

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 and video collections number 27,000 items, and the current periodical collection includes more than 500 titles. Books, videos and periodicals may all be searched on elec-

tronic databases. Library resources are also available at the college's web site [www.hawkeye.cc.ia.us](http://www.hawkeye.cc.ia.us).

**HOURS:** 7:00 a.m. – 8:00 p.m. **Monday-Thursday**  
7:00 a.m. – 4:30 p.m. **Friday**

**ID:** Your Hawkeye ID will be bar-coded to serve as a checkout card. You must have it with you to check out library material.

**ORIENTATION:** Most new students receive a videotaped orientation to the library. You may also view this videotape in the library or check a copy out for home viewing.

**STUDY ROOMS:** Small-group study rooms are available and may be reserved.

**TELEPHONE:** (319) 296-4006, or Ext. 4006 (on-campus)  
Telecommunications students who need library resources but are unable to visit the campus should call the college library (319-296-4006) and ask to speak with a librarian to arrange loan of materials.

### DISTANCE LEARNING

- **Hawkeye Telecommunications System - Live Courses**  
During each semester, certain courses are offered on the Hawkeye Telecommunications System (HTS) to interactive television classrooms in the area. These sites include most Area VII high schools as well as, AEA 7 in Cedar Falls, and the Martin Luther King Jr. Center in Waterloo. Hawkeye offers courses at most of these sites each semester.

It is possible to earn an Associate in Arts degree almost entirely via distance learning. Enrollment procedures, credit, 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 Book Store by phone and shipped. Distance learning students who need library resources, but are unable to visit the campus should call the college library (319-296-4006) and ask to speak with a librarian to arrange loan of materials.

- **Iowa Public Television Telecourses**

You can earn college credit at home by taking one or more of the telecourses taught over Iowa Public Television (IPTV). Course descriptions are included in a booklet of Telecourses, available from IPTV and Hawkeye Community College. Through a combination of viewing the presentation component on television, reading the textbook chapters as assigned by the instructor at the College, completing assignments, and taking any required tests, you will earn college credit, which goes on your transcript. All courses have an accompanying text book which can be purchased through the college Bookstore, and may be ordered by phone. Self-motivated adults find learning by television a convenient way of continuing, or beginning, a college education.

### • On-Line Courses

Hawkeye offers several courses each semester over the World Wide Web (on-line). Most courses are three or four credit hours and run during a regular semester time frame. Students will need an Internet connection and e-mail address at home and a computer capable of handling graphics and sound. The browser may be Netscape, Internet Explorer, or comparable.

Each course will include an on-line syllabus, lesson modules, a textbook and other resources. Tests may be 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 on-line courses. See our Distance Learning Web Page for current and upcoming offerings.

### • Going The Distance

The Going The Distance Project is an initiative of PBS, Iowa Public Television and Hawkeye Community College in response to the growing number of individuals who want to earn a degree via distance learning, while maintaining jobs and taking care of families. An AA degree can be attained within three years. A Complete Telecourse Guidebook for students is available from the Telecommunications Department in Tama Hall or Hawkeye web site - Distance Learning pages.

For more information about Distance Learning, or Going The Distance, contact the Associate Director of Distance Learning in Tama Hall, 319-296-4464, or Iowa Public Television at 1-800-532-1290, or visit the Hawkeye web site at: [www.hawkeyecollege.com](http://www.hawkeyecollege.com).

## SPECIAL SERVICES AND PROGRAMS

### THE INSTITUTE FOR LEARNING AFTER FIFTY

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

- An organization sponsored by Hawkeye Community College that provides discounts on services, facility use, and administrative support.
- An affiliate of the Elderhostel Institute Network.
- An organization that provides learning, enjoyment, socializing and networking for its members.

For membership information or a current course schedule, please call the Education and Humanities Departments at 319-296-4017, ext. 1248.

### THE EVENING COLLEGE

Hawkeye offers full services for evening students, including library service, academic support, an open computer lab, and staff available in the student services and academic affairs offices. Now you can earn a degree entirely in the evening on our well-lighted campus, at times that fit your schedule. Some evening classes are offered over the Hawkeye Telecommunications System and may be taken either on campus or at centers in Allison, Cedar Falls, Grundy Center, Independence, Jesup, La Porte City, Waverly, or Winthrop, and the Martin Luther King Jr. Center. For more information about evening classes, see each semester's schedule of classes.

## FIRST FLIGHT

First Flight is a program designed to provide Area VII high school students an opportunity to earn college credit (both applied science and technology and transfer). As many as 44 semester credits can be earned by high school students over a two-year period. These courses are funded under the aegis of the state of Iowa Postsecondary Enrollment Options Act.

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. First Flight 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 over the Hawkeye Telecommunications System, on the main campus, or at high schools or other community sites.

## STUDY ABROAD PROGRAM

Study abroad programs may be 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. Some are offered as short-term summer programs. Hawkeye Community College is a member of the Kirkwood Consortium which promotes student and faculty opportunities for study abroad. Interested students should contact their department chair.

## 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 three and two-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.



# Arts and Sciences 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 four 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) and the Associate in Science/Career Option (AS/CO) programs are 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.

### 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 baccalaureate degree institution. 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 regents 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.

### Associate in General Studies (AGS) and Associate in Science/Career Option (AS/CO)

The Associate in General Studies and Associate in Science/Career Option degrees are 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 Community College to the workforce. These degrees afford students the flexibility of taking both transfer and non-transfer technical courses along with a general education core.

The Associate in General Studies degree articulates with the Bachelor of General Studies degree at the University of Northern Iowa. The Associate in Science/Career Option degree articulates with selected programs in four-year colleges. Because a statewide articulation agreement for AGS and AS/CO degrees does not exist, it will be necessary for each degree and its associated program focus to be individually articulated 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 and AS/CO students at Hawkeye Community College.

## Hawkeye Community College Arts and Sciences Student Program Outcomes

In addition to offering a strong foundation for most programs offered by baccalaureate degree-granting institutions, Hawkeye Community College transfer programming encourages 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 Rational Statements

Graduation from Hawkeye Community College with an AA, AS, AGS, or AS/CO 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

- The 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.

## Transfer of Courses

Hawkeye Community College is accredited by 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 baccalaureate institutions in the State of Iowa. These agreements set forth the manner 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

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 four transfer degrees (AA, AS, AGS, AS/CO) may choose a major from which to graduate. The College offers AA degrees in General Studies, Corrections, and Business Administration; an AS degree in Agricultural Science; an AGS degree in General Business; and an AS/CO degree in Finance and Banking. 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.

## HAWKEYE COMMUNITY COLLEGE MAJORS

### AA: General Studies

#### AA DEGREE REQUIREMENTS

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

<b>Category I:</b>	Humanities	10 hrs. minimum
<b>Category II:</b>	Natural Sciences & Math	10 hrs. minimum
<b>Category III:</b>	Social Sciences	9 hrs. minimum
<b>Category IV:</b>	Communications	9 hrs. minimum
<b>Category V:</b>	Social Diversity	3 hrs. minimum
		41 hrs. minimum general ed. program

General education 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 General Studies requires a total of 62 credit hours with a minimum of 41 credit hours of general education course credits and the remaining 21 hours as college electives. Up to 16 semester hours of technical courses can be counted toward the 21 hours of electives. The following degree tracking form demonstrates all the specific requirements for this degree.



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

## I. HUMANITIES 10 Hours (minimum)

- A. WESTERN CIVILIZATION 4 Hours (minimum)
- HM:101T Western Civilization I 4
  - HM:102T Western Civilization II 4
- B. Requires courses from 2 different areas (1,2, or 3)  
6 Hours (minimum)
- (1) LITERATURE AND FINE ARTS
- FA:101T Art Appreciation OR FA:190T (TV) 3
  - FA:105T Art History I 3
  - FA:106T Art History II 3
  - LR:100T Intro to Literature OR LR:190T (TV) 3
  - LR:105T Theatrical Arts & Society 3
  - MU:206T Music Appreciation 3
- (2) PHILOSOPHY AND RELIGION
- PR:101T Intro to Philosophy OR PR:190T (TV) 3
  - PR:105T Religions of the World 3
  - PR:110T Intro to Ethics or HM:190T (TV) 3
- (3) NON-WESTERN CULTURES
- HM:112T African Cultures \* 3
  - HM:114T East Asian Cultures \* 3
  - HM:116T Latin American Cultures \* 3
  - HM:118T Middle Eastern/Islamic Civilization 3
  - HM:192T Pacific Century (TV) 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
- BI:103T Intro to Anatomy & Physiology 4
  - BI:105T Human Anatomy & Physiology II 4  
(+Lab BI:171T) \*\*
  - BI:106T Principles of Microbiology 3
  - BI:110T Principles of Biology 4
  - BI:111T Biology of Organisms 4
  - BI:112T Biological Science Survey 4
  - BI:113T Human Biology 3
  - NR:121T Environmental Conservation \*\*\* 3
- B. PHYSICAL SCIENCES
- CH:105T Principles of Chemistry 4
  - CH:107T Fundamentals of Organic/Biochemistry 4
  - CH:110T General Chemistry I 4
  - CH:111T General Chemistry II 4
  - GY:110T Physical Geography 3
  - GY:111T Physical Geography Lab 1
  - NS:123T Environmental Issues \*\*\* 3
  - NS:124T Environmental Issues Lab \*\*\* 1
  - PH:110T General Physics I 4
  - PH:111T General Physics II 4
  - PH:112T Engineering Physics I 5
  - PH:113T Engineering Physics II 5
  - PS:112T Physical Science Survey 4
  - PS:115T Introductory Astronomy 3  
OR PS:190T (TV)
- C. MATHEMATICS (Assessment Required) 3 Hours (minimum)
- MA:111T Math for Decision Making 3
  - MA:140T Introduction to Statistical Methods 3  
OR MA:191T (TV)
  - MA:150T College Algebra 5
  - MA:151T Trigonometry & Analytical Geometry 5
  - MA:153T Analysis 4
  - MA:155T Calculus I 4
  - MA:156T Calculus II 4
  - MA:157T Calculus III 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
- PY:100T General Psychology OR PY:190T (TV) 3
  - SO:100T Introduction to Sociology OR SO:190T (TV) 3
- B. SOCIAL SYSTEMS
- EC:100T Introduction to Economics 3  
(No credit if EC101T or EC102T earned)
  - SS:100T American Civilization 3
  - SS:152T American Government OR SS:193T (TV) 3
- C. OTHER GENERAL SOCIAL SCIENCES
- HY:140T U.S. History to 1877 OR HY:190T (TV) 3
  - HY:150T U.S. History Since 1877 OR HY:191T (TV) 3
  - PY:105T Human Growth & Development 3
  - SO:112T Marriage & Family OR SO:191T (TV) 3
  - SO:114T Death & Dying 3
  - SO:118T Social Issues 3
  - SS:110T Cultural Anthropology OR HM:191T (TV) 3
  - SS:130T Human Geography 3
  - SS:151T International Relations 3
  - WS:110T Intro to Women's History 3

## IV. COMMUNICATIONS 9 Hours (minimum)

- A. WRITTEN COMMUNICATIONS 6 Hours (required)  
(Assessment Required)
- CM:113T Composition I 3
  - CM:118T Composition II 3
- B. ORAL COMMUNICATIONS 3 Hours (required)
- CM:132T Fundamentals of Oral Communication 3

## V. SOCIAL DIVERSITY 3 Hours (minimum)

- CM:141T Diversity and the Media 3
- LR:201T Minority Voices in Literature 3
- PY:116T Psychology of Gender 3
- SO:216T Diversity in America 3
- WS:100T Introduction to Women's Studies 3

\* Meets the Non-Western Cultures requirement at UNI.  
\*\* Must complete Human Anatomy & Physiology I (BI:104T) first.  
\*\*\* NR121T, NS123T & NS124T ñ only one can be taken toward your 7 hrs. of science requirements.

TV - Course taught over Iowa Public Television or HCCCTV  
∞ Other AB, AF, AG, AS & HT classes can be found in the catalog course descriptions.

Number of elective credits from back side: \_\_\_\_\_

### SUCCESS COURSES TAKEN OR TO BE TAKEN:

- Review at Metro:  Writing  Reading  Math
- SC:008D English as a Second Language (4)
- SC:018D English as a Second Language II (4)
- SC:009D English as a Second Language Lab (2)
- SC:035D Pre-Algebra (3) 18-38
- SC:038D Beginning Algebra (4) PA 39-100 A 1-41
- SC:022D Intro to College Reading (3) 40-46
- SC:023D Intro to College Reading II (3) 47-68
- SC:024D College Study Skills (3) 69-81
- SC:015D Fundamentals of Writing I (3) 20-40
- \_\_\_\_\_ COMPASS retest or faculty recommendation
- SC:017D Fundamentals of 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

# 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.

21 Hours

__ AC:101T	Principles of Accounting I	4	__ HM:195T	Renaissance: Origins of the Modern West (TV)	3
__ AC:102T	Principles of Accounting II	4	__ HR:201T	Leadership: Training & Skill Development	3
__ AG:103T	Agriculture Computers ∞	3	__ HT:106T	Plant Propagation I ∞	2
__ AG:109T	Agriculture Enterprise Lab ∞	1	__ HT:108T	Turf Grass Science ∞	3
__ AG:156T	Ag Leadership ∞	3	__ HT:139T	Plant Propagation II ∞	2
__ AG:206T	Agricultural Economics ∞	3	__ IY:100T	Intro to College OR IY190T	2
__ AP:110T	Principles of Crop Science ∞	3	__ IY:101T	You, The Environment & Survival	3
__ AS:110T	Principles of Animal Science ∞	3	__ IY:102T	Career Exploration	2
__ AS:202T	Animal Nutrition ∞	3	__ LR:110T	Survey of Major British Authors	3
__ BI:104T	Human Anatomy & Physiology I (+Lab BI:170T) **	4	__ LR:202T	Images of Women in Literature	3
__ BI:107T	Basic Nutrition	2	__ MA:113T	Introduction to College Algebra	4
__ BI:109T	Principles of Nutrition	3	__ MG:101T	Introduction to Business OR MG:194T (TV)	3
__ BI:191T	Living with Health (TV)	3	__ MG:105T	Business Statistics	3
__ BI:192T	Cycles of Life-Biology (TV)	3	__ MG:106T	Business Law	3
__ BI:201T	Applications of Biotechnology	3	__ MG:108T	Quantitative Methods for Business Decision Making	3
__ CJ:102T	Intro to Criminal Justice	3	__ MG:110T	Principles of Management OR MG:191T (TV)	3
__ CJ:108T	Intro to Corrections	3	__ MG:112T	Intro to Information Systems	3
__ CL:110T	Computer Concepts and Applications	3	__ ML:100T	American Defense Establishment	1
__ CM:120T	Creative Writing	3	__ ML:101T	Military Leadership & Problem Solving Skills	2
__ CM:124T	News Reporting OR CM:194T (TV)	3	__ ML:102T	Foundations of Military Organization	1
__ CM:134T	Performance of Literature	3	__ ML:103T	Military Survival Skills	2
__ CM:136T	Interpersonal Communication	3	__ MM:110T	Marketing Principles OR MG:192T (TV)	3
__ CM:138T	Group Process	3	__ MM:138T	Business Ethics	3
__ CM:140T	Introduction to Mass Communication OR CM:193T (TV)	3	__ MU:110T	Applied Music/Voice Class	1
__ CM:142T	Critical View/American Media	3	__ NR:101T	Introduction to Environmental Technology	4
__ CM:195T	American Cinema (TV)	3	__ NR:102T	Nature & Wildlife Photography	3
__ CS:116T	Intro to Computer Science	4	__ NR:135T	Fire Management (Major only)	3
__ CS:118T	Data Structures	4	__ NR:201T	Conservation Biology	4
__ CS:120T	Cobol	3	__ PE:100T	Intro to Wellness	2
__ CS:124T	Computer Organization	3	__ PE:101T	Physical Activities - Aerobics	1
__ EC:101T	Principles of Macroeconomics	3	__ PE:102T	Physical Activities - Jogging	1
__ EC:102T	Principles of Microeconomics	3	__ PE:103T	Physical Activities - Weight Training	1
__ ED:101T	Introduction to Teaching	3	__ PE:104T	Physical Activities - Golf	1
__ ED:205T	Educational Psychology	3	__ PE:105T	Physical Activities - Bowling	1
__ ED:206T	Educational Field Experience (prerequisite or co-register PY:105T)	1	__ PE:106T	Physical Activities - Roller Blading	1
__ FA:100T	Painting I	3	__ PE:107T	Physical Activities - Bicycling	1
__ FA:102T	Painting II	3	__ PE:108T	Physical Activities - Volleyball	1
__ FA:104T	Creative Photography	3	__ PE:109T	Physical Activities - Tennis	1
__ FA:108T	The Movies: An Intro to Film	3	__ PE:111T	Physical Activities - Aerobic Activities	1
__ FA:112T	Basic Photography	3	__ PE:112T	Physical Activities - Circuit Training	1
__ FA:114T	Basic Darkroom Techniques	3	__ PE:113T	Physical Activities - Power Walking	1
__ FA:116T	Three-Dimensional Design	3	__ PE:114T	Physical Activities - Racquetball	1
__ FA:201T	Fine Arts Experience	3	__ PY:118T	Intro to Social Psychology	3
__ FA:205T	Drawing I	3	__ PY:201T	Abnormal Psychology OR PY:191T (TV)	3
__ FA:210T	Drawing II	3	__ SO:104T	Intro to Criminology	3
__ FA:215T	Two-Dimensional Design	3	__ SO:106T	Juvenile Delinquency	3
__ FL:130T	Spanish I	5	__ SO:120T	Intro to Social Welfare/Social Work	3
__ FL:132T	Spanish II	5	__ SS:154T	Comparative Politics	3
__ FL:134T	Chinese I	5	__ SS:160T	Intimate Relationships & Sexuality	3
__ FL:138T	Conversational Spanish	3	__ SS:190T	The Power of Place/Regional Geography (TV)	3
__ FL:140T	French I (Last time offered FL95)	5	__ SS:191T	Growing Old in a New Age (TV)	3
__ FL:142T	French II (Last time offered SP96)	5	__ SS:210T	Urban Studies	3
__ FN:101T	Principles of Banking	3	__ XX:181T, 182T, 183T	Independent Study 1-3 Credits ++	3
__ FN:103T	Principles of Finance	3			
__ FN:131T	Commercial and Mortgage Lending	3			
__ FN:133T	Trust Operations and Fund Management	3			
__ FN:135T	Money & Banking	3			

## General Studies Focus Areas

Students who plan to graduate from Hawkeye Community College with an AA degree in General Studies 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. 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: Pre-Medical Science and Health

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, 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

### 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: Engineering/Math/Computer Science

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 would have many classes and workshops to choose from to aid them in career exploration and help them to determine an academic focus. Students wishing to enter one of Hawkeye's Technical programs but undecided about which one can also declare a General Studies Major to participate in these exploration classes as well as work on general education requirements for the technical degrees. Students are advised to meet with academic counselors and advisors from Student Development for aid in this area.

## 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 41 credit hours of general education requirements for the AA degree (Please see the General Education Program requirements described with the General Studies major and tracking form). Students must select MA140T (Introduction to Statistics) to meet the mathematics requirement and may not elect to take EC100T (Introduction to Economics) to meet the social science requirement. In addition, they need to complete the following program requirements:

AC:101T Principles of Accounting I  
AC:102T Principles of Accounting II  
EC:101T Principles of Macroeconomics  
EC:102T Principles of Microeconomics

A minimum of 6 hours from the following business electives:

CL:110T Computer Concepts and Applications  
MG:101T Introduction to Business  
MG:105T Business Statistics\*  
MG:106T Business Law  
MG:108T Quantitative Methods for Business Decision Making\*  
MG:110T Principles of Management  
MG:112T Introduction to Information Systems\*  
MM:110T Marketing Principles  
Any college elective (1 credit)

\*It is highly recommended that students enroll in MG105T or MG108T and MG112T.

## 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 41 credit hours of general education requirements for the AA degree (Please see the General Education Program requirements described with the General Studies major and tracking form). In addition, they need to complete a minimum of 18 credit hours from the following Corrections program electives plus 3 credit hours of college elective credit:

CJ:102T Introduction to Criminal Justice (3 credits)  
CJ:108T Introduction to Corrections (3 credits)  
CJ:219T Field Observation (3 credits)  
PE:100T Introduction to Wellness (2 credits)  
PL:111U Criminal Justice Computer Applications (1 Credit)  
SO:104T Introduction to Criminology (3 credits)  
SO:106T Juvenile Delinquency (3 credits)  
Any college elective (3 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 general education program includes courses in the Humanities, Natural Sciences and Math, Social Sciences, Communications, Social Diversity, and appropriate electives.

<b>Category I:</b>	Humanities	7 hrs. minimum
<b>Category II:</b>	Natural Sciences & Math	12 hrs. minimum
<b>Category III:</b>	Social Sciences	6 hrs. minimum
<b>Category IV:</b>	Communications	9 hrs. minimum
<b>Category V:</b>	Social Diversity	3 hrs. minimum
		37 hrs. minimum general ed. program

General education 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 37 semester hours of general education course credits and the remaining 25 hours as college electives. Up to 16 semester hours of technical courses can be counted toward the 25 hours of electives. The following degree tracking form demonstrates all the specific requirements for this degree.

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

### I. HUMANITIES 7 Hrs. (minimum)

- A. WESTERN CIVILIZATION 4 Hours (minimum)
- HM:101T Western Civilization I 4
  - HM:102T Western Civilization II 4

- B. Requires 3 hours from (1), (2) or (3). 3 Hours minimum)

(1) LITERATURE AND FINE ARTS

- FA:101T Art Appreciation OR FA190T (TV) 3
- FA:105T Art History I 3
- FA:106T Art History II 3
- LR:100T Intro to Literature OR LR190T (TV) 3
- LR:105T Theatrical Arts & Society 3
- MU: 206T Music Appreciation 3

(2) PHILOSOPHY AND RELIGION

- PR:101T Intro to Philosophy \* OR PR190T (TV) 3
- PR:105T Religions of the World 3
- PR:110T Intro to Ethics \* OR HM190T (TV)\* 3

(3) NON-WESTERN CULTURES

- HM:112T African Cultures 3
- HM:114T East Asian Cultures 3
- HM:116T Latin American Cultures 3
- HM:118T Middle Eastern/Islamic Civilization 3
- HM:192T Pacific Century (TV) 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

- BI:103T Intro to Anatomy & Physiology 4
- BI:105T Human Anatomy & Physiology II 4  
(+Lab BI:171T)\*\*
- BI:106T Principles of Microbiology 3
- BI:110T Principles of Biology 4
- BI:111T Biology of Organisms 4
- BI:112T Biological Science Survey 4
- BI:113T Human Biology 4
- NR:121T Environmental Conservation \*\* 3

B. PHYSICAL SCIENCES

- CH:105T Principles of Chemistry 4
- CH:107T Fundamentals of Organic/Biochemistry 4
- CH:110T General Chemistry I 4
- CH:111T General Chemistry II 4
- GY:110T Physical Geography 3
- GY:111T Physical Geography Lab 1
- NS:123T Environmental Issues \*\*\* 3
- NS:124T Environmental Issues Lab \*\*\* 1
- PH:110T General Physics I 4
- PH:111T General Physics II 4
- PH:112T Engineering Physics I 5
- PH:113T Engineering Physics II 5
- PS:112T Physical Science Survey 4
- PS:115T Introductory Astronomy OR PS190T (TV) 3

### C. MATHEMATICS (Assessment Required)

- MA:140T Introduction to Statistical Methods 3  
OR MA:191T (TV)
- MA:150T College Algebra 5
- MA:151T Trigonometry & Analytical Geometry 5
- MA:153T Analysis 4
- MA:155T Calculus I 4

### III. SOCIAL SCIENCES 6 Hours (minimum)

Requires both classes.

- PY:100T General Psychology OR PY190T (TV) 3
- SO:100T Introduction to Sociology OR SO190T (TV) 3

### IV. COMMUNICATIONS 9 Hours (minimum)

A. WRITTEN COMMUNICATIONS 6 Hours (required)

- (Assessment Required)
- CM:113T Composition I 3
  - CM:118T Composition II 3

B. ORAL COMMUNICATIONS 3 Hours (required)

- CM:132T Fundamentals of Oral Communication 3

### V. SOCIAL DIVERSITY 3 Hours (minimum)

- CM:141T Diversity and the Media 3
- LR:201T Minority Voices in Literature + 3
- PY:116T Psychology of Gender + 3
- SO:216T Diversity in America + 3
- WS:100T Introduction to Women's Studies + 3

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

\*\*Must complete Human Anatomy & Physiology I (BI:104T) first.

\*\*\*NR121T, NS123T & NS124T - only one can be taken toward your 7 hrs. of science requirements.

+ Meets the Diversity requirement at ISU for College of Agriculture.

TV - Course taught over Iowa Public Television or HCC TV

∞ Other AB, AF, AG, AS & HT classes can be found in the catalog course descriptions.

Number of elective credits from back side: \_\_\_\_\_

#### SUCCESS COURSES TAKEN OR TO BE TAKEN:

- Review at Metro:  Writing  Reading  Math
- SC:008D English as a Second Language (4)
- SC:018D English as a Second Language II (4)
- SC:009D English as a Second Language Lab (2)
- SC:035D Pre-Algebra (3)
- SC:038D Beginning Algebra (4)
- SC:022D Intro to College Reading (3)
- SC:023D Intro to College Reading II (3)
- SC:024D College Study Skills (3)
- SC:015D Fundamentals of Writing I (3)
- \_\_\_\_\_ COMPASS retest or faculty recommendation
- SC:017D Fundamentals of Writing II (3)
- NONE NEED TO BE TAKEN

MATH ACT SCORE \_\_\_\_\_

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

# 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.

25 Hours

__ AB:153T	Ag Sales ∞	3	__ HT:135T	Chemical Certification ∞	3
__ AC:101T	Principles of Accounting I	4	__ HT:139T	Plant Propagation II ∞	2
__ AC:102T	Principles of Accounting II	4	__ HY:140T	U.S. History to 1877 OR HY190T (TV)	3
__ AF:201T	Intro to GIS Software ∞	1	__ HY:150T	U.S. History Since 1877 OR HY191T (TV)	3
__ AG:103T	Agriculture Computers ∞	3	__ IY:100T	Intro to College OR IY190T	2
__ AG:109T	Agriculture Enterprise Lab ∞	1	__ IY:101T	You, The Environment & Survival	3
__ AG:130T	Ag Marketing ∞	3	__ IY:102T	Career Exploration	2
__ AG:138T	Employment Experience ∞	5	__ LR:110T	Survey of Major British Authors	3
__ AG:152T	Farm Business Management ∞	3	__ LR:202T	Images of Women in Literature	3
__ AG:156T	Ag Leadership ∞	3	__ MA:111T	Math for Decision Making	3
__ AG:206T	Agricultural Economics ∞	3	__ MA:113T	Introduction to College Algebra	4
__ AG:234T	Ag Finance ∞	3	__ MA:156T	Calculus II	4
__ AP:110T	Principles of Crop Science∞	3	__ MA:157T	Calculus III	4
__ AS:110T	Principles of Animal Science ∞	3	__ MG:101T	Introduction to Business OR MG194T (TV)	3
__ AS:123T	Dairy Production ∞	3	__ MG:105T	Business Statistics	3
__ AS:124T	Evaluation and Selection∞	3	__ MG:106T	Business Law	3
__ AS:201T	Animal Agricultural Issues ∞	2	__ MG:108T	Quantitative Methods for Business Decision Making	3
__ AS:202T	Animal Nutrition ∞	3	__ MG:110T	Principles of Management OR MG191T (TV)	3
__ AS:203T	Food Animal Science ∞	5	__ MG:112T	Intro to Information Systems (Available SP02)	3
__ AS:205T	Companion Animals ∞	3	__ ML:100T	American Defense Establishment	1
__ AS:207T	Animal Anatomy, Physiology, and Health ∞	5	__ ML:101T	Military Leadership & Problem Solving Skills	2
__ BI:104T	Human Anatomy & Physiology I (+Lab BI:170T) **	4	__ ML:102T	Foundations of Military Organization	1
__ BI:107T	Basic Nutrition	2	__ ML:103T	Military Survival Skills	2
__ BI:109T	Principles of Nutrition	3	__ MM:110T	Marketing Principles OR MG192T (TV)	3
__ BI:191T	Living with Health (TV)	3	__ MM:138T	Business Ethics	3
__ BI:192T	Cycles of Life-Biology (TV)	3	__ MU:110T	Applied Music/Voice Class	1
__ BI:201T	Applications of Biotechnology	3	__ NR:101T	Introduction to Environmental Technology	4
__ CJ:102T	Intro to Criminal Justice	3	__ NR:102T	Nature & Wildlife Photography	3
__ CJ:108T	Intro to Corrections	3	__ NR:135T	Fire Management (Major only)	3
__ CL:110T	Computer Concepts and Applications	3	__ NR:201T	Conservation Biology	4
__ CM:120T	Creative Writing	3	__ PE:100T	Intro to Wellness	2
__ CM:124T	News Reporting OR CM194T (TV)	3	__ PE:101T	Physical Activities - Aerobics	1
__ CM:134T	Performance of Literature	3	__ PE:102T	Physical Activities - Jogging	1
__ CM:136T	Interpersonal Communication	3	__ PE:103T	Physical Activities - Weight Training	1
__ CM:138T	Group Process	3	__ PE:104T	Physical Activities - Golf	1
__ CM:140T	Introduction to Mass Communication	3	__ PE:105T	Physical Activities - Bowling	1
	OR CM193T (TV)	3	__ PE:106T	Physical Activities - Roller Blading	1
__ CM:142T	Critical View/American Media	3	__ PE:107T	Physical Activities - Bicycling	1
__ CS:116T	Intro to Computer Science	4	__ PE:108T	Physical Activities - Volleyball	1
__ CS:118T	Data Structures	4	__ PE:109T	Physical Activities - Tennis	1
__ CS:120T	Cobol	4	__ PE:111T	Physical Activities - Aerobic Activities	1
__ CS:124T	Computer Organization	3	__ PE:112T	Physical Activities - Circuit Training	1
__ EC:100T	Introduction to Economics		__ PE:113T	Physical Activities - Power Walking	1
	(No credit if EC:101T or EC102T earned)		__ PE:114T	Physical Activities - Racquetball	1
__ EC:101T	Principles of Macroeconomics	3	__ PY:105T	Human Growth & Development	3
__ EC:102T	Principles of Microeconomics	3	__ PY:118T	Intro to Social Psychology	3
__ ED:101T	Introduction to Teaching	3	__ PY:201T	Abnormal Psychology OR PY191T (TV)	3
__ ED:205T	Educational Psychology	3	__ SO:104T	Intro to Criminology	3
__ ED:206T	Educational Field Experience (prerequisite or co-register PY:105T)	1	__ SO:106T	Juvenile Delinquency	3
__ FA:100T	Painting I	3	__ SO:112T	Marriage & Family OR SO191T (TV)	3
__ FA:102T	Painting II	3	__ SO:114T	Death & Dying	3
__ FA:104T	Creative Photography	3	__ SO:118T	Social Issues	3
__ FA:108T	The Movies: An Intro to Film	3	__ SO:120T	Intro to Social Welfare/Social Work	3
__ FA:112T	Basic Photography	3	__ SS:100T	American Civilization	3
__ FA:114T	Basic Darkroom Techniques	3	__ SS:110T	Cultural Anthropology OR HM:191T (TV)	3
__ FA:116T	Three-Dimensional Design	3	__ SS:130T	Human Geography	3
__ FA:201T	Fine Arts Experience	3	__ SS:151T	International Relations	3
__ FA:205T	Drawing I	3	__ SS:152T	American Government OR SS193T (TV)	3
__ FA:210T	Drawing II	3	__ SS:154T	Comparative Politics	3
__ FA:215T	Two-Dimensional Design	3	__ SS:160T	Intimate Relationships & Sexuality	3
__ FL:130T	Spanish I	5	__ SS:190T	The Power of Place/Regional Geography (TV)	3
__ FL:132T	Spanish II	5	__ SS:191T	Growing Old in a New Age (TV)	3
__ FL:134T	Chinese I	5	__ SS:210T	Urban Studies	3
__ FL:138T	Conversational Spanish	3	__ WS:110T	Intro to Women's History	3
__ FL:140T	French I (Last time offered-FL95)	5	__ XX:181T, 182T, 183T	Independent Study 1-3 Credits ++	
__ FL:142T	French II (Last time offered-SP96)	5			
__ HR:201T	Leadership: Training & Skill Development	3			
__ HT:106T	Plant Propagation I ∞	2			
__ HT:108T	Turf Grass Science ∞	3			

TRANSFER PROGRAMS

## 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 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 institutions 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. Our Center offers these foci in Agronomy, Animal Science, Agricultural Business, Agriculture Education, Agricultural Studies, Horticulture, and Natural Resources.

## Associate in General Studies: General Business Degree (AGS)

The AGS-General Business degree is designed to provide students the opportunity to transfer to a four-year college or university while obtaining marketable skills at Hawkeye Community College. The Associate in General Studies degree includes a minimum of 62 semester hours of courses. Of those 62 hours, 32 are in general education and 30 are in a program emphasis. Students may concentrate in a particular interest area while fulfilling the business requirements. General Studies 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; e.g., accounting, marketing, office support.

<b>Category I:</b>	Humanities	7 hrs. minimum
<b>Category II:</b>	Natural Sciences & Math	7 hrs. minimum
<b>Category III:</b>	Social Sciences	6 hrs. minimum
<b>Category IV:</b>	Communications	9 hrs. minimum
<b>Category V:</b>	Social Diversity	3 hrs. minimum
		32 hrs. minimum general ed. program

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

## I. HUMANITIES 7 Hours (minimum)

- A. WESTERN CIVILIZATION 4 Hours (minimum)
- HM:101T Western Civilization I 4
  - HM:102T Western Civilization II 4

- B. Requires 1 course from (1,2, or 3) 3 Hours (minimum)

- (1) LITERATURE AND FINE ARTS
- FA:101T Art Appreciation OR FA:190T (TV) 3
  - FA:105T Art History I 3
  - FA:106T Art History II 3
  - LR:100T Intro to Literature OR LR:190T (TV) 3
  - LR:105T Theatrical Arts & Society 3
  - MU:206T Music Appreciation 3
- (2) PHILOSOPHY AND RELIGION
- PR:101T Intro to Philosophy OR PR:190T (TV) 3
  - PR:105T Religions of the World 3
  - PR:110T Intro to Ethics or HM:190T (TV) 3
- (3) NON-WESTERN CULTURES
- HM:112T African Cultures \* 3
  - HM:114T East Asian Cultures \* 3
  - HM:116T Latin American Cultures \* 3
  - HM:118T Middle Eastern/Islamic Civilization 3
  - HM:192T Pacific Century (TV) 3

## II. NATURAL SCIENCE & MATHEMATICS 7 Hours (minimum)

Requires one course from A or B, including one 4 hr. science laboratory course, and one course from C.

- A. BIOLOGICAL SCIENCES
- BI:103T Intro to Anatomy & Physiology 4
  - BI:105T Human Anatomy & Physiology II 4  
(+Lab BI:171T) \*\*
  - BI:106T Principles of Microbiology 3
  - BI:110T Principles of Biology 4
  - BI:111T Biology of Organisms 4
  - BI:112T Biological Science Survey 4
  - BI:113T Human Biology 3
  - NR:121T Environmental Conservation \*\*\* 3

- B. PHYSICAL SCIENCES
- CH:105T Principles of Chemistry 4
  - CH:107T Fundamentals of Organic/Biochemistry 4
  - CH:110T General Chemistry I 4
  - CH:111T General Chemistry II 4
  - GY:110T Physical Geography 3
  - GY:111T Physical Geography Lab 1
  - NS:123T Environmental Issues \*\*\* 3
  - NS:124T Environmental Issues Lab \*\*\* 1
  - PH:110T General Physics I 4
  - PH:111T General Physics II 4
  - PH:112T Engineering Physics I 5
  - PH:113T Engineering Physics II 5
  - PS:112T Physical Science Survey 4
  - PS:115T Introductory Astronomy 3  
OR PS:190T (TV)

- C. MATHEMATICS (Assessment Required) 3 Hours (minimum)
- MA:111T Math for Decision Making 3
  - MA:140T Introduction to Statistical Methods 3  
OR MA:191T (TV)

## III. SOCIAL SCIENCES 6 Hours (minimum)

Requires one course from Group A, one course from Group B

- A. PEOPLE AND THEIR RELATIONSHIPS
- PY:100T General Psychology OR PY:190T (TV) 3
  - SO:100T Introduction to Sociology OR SO:190T (TV) 3

- B. SOCIAL SYSTEMS
- SS:100T American Civilization 3
  - SS:152T American Government OR SS:193T (TV) 3

## IV. COMMUNICATIONS 9 Hours (minimum)

- A. WRITTEN COMMUNICATIONS 6 Hours (required)  
(Assessment Required)
- CM:113T Composition I 3
  - CM:118T Composition II 3

- B. ORAL COMMUNICATIONS 3 Hours (required)
- CM:132T Fundamentals of Oral Communication 3

## V. SOCIAL DIVERSITY 3 Hours (minimum)

- CM:141T Diversity and the Media 3
- LR:201T Minority Voices in Literature 3
- PY:116T Psychology of Gender 3
- SO:216T Diversity in America 3
- WS:100T Introduction to Women's Studies 3

## VI. BUSINESS TRANSFER 14 Hours (minimum)

- AC:101T Principles of Accounting I 4
- AC:102T Principles of Accounting II 4
- CL:110T Computer Concepts and Applications 3
- EC:100T Introduction to Economics 3  
(No credit if EC:101T or EC102T earned)
- EC:101T Principles of Macroeconomics 3
- EC:102T Principles of Microeconomics 3
- MG:101T Introduction to Business OR MG194T (TV) 3
- MG:105T Business Statistics 3
- MG:106T Business Law 3
- MG:108T Quantitative Methods for Business Decision Making 3
- MG:110T Principles of Management OR MG191T (TV) 3
- MG:112T Intro to Information Systems (Available SP02) 3
- MM:110T Marketing Principles OR MG192T (TV) 3
- MM:138T Business Ethics 3
- FN101T Principles of Banking 3
- FN103T Principles of Finance 3
- FN131T Commercial and Mortgage Lending 3
- FN133T Trust Operations & Fund Mgmt. 3
- FN135T Money and Banking 3

## VII. BUSINESS TECHNICAL 16 Hours (maximum)

Take any course with the following prefixes:AC, BS, MM, MS, SE, GT (AMA)

### SUCCESS COURSES:

- SC008D English as a Second Language
- SC022D Intro to College Reading
- SC023D Intro to College Reading II
- SC024D College Study Skills
- SC015D Fundamentals of Writing I
- SC017D Fundamentals of Writing II
- SC035D Pre-Algebra
- SC038D Beginning Algebra

TRANSFER PROGRAMS

## AS/CO: Finance and Banking

Hawkeye Community College currently has one Associate in Science/Career Option degree: Finance and Banking. This degree provides students with a study of business operations and management functions in relation to banks, credit unions, and other financial institutions. Emphasis is placed on customer service and the savings, lending, and trust and investments aspects of these institutions. Coursework includes general education courses balanced with a specific business core and specialized finance and banking electives.

<b>Category I:</b>	Humanities	3 hrs. minimum
<b>Category II:</b>	Natural Sciences & Math	6 hrs. minimum
<b>Category III:</b>	Social Sciences	3 hrs. minimum
<b>Category IV:</b>	Communications	9 hrs. minimum
<b>Category V:</b>	Social Diversity	3 hrs. minimum
		24 hrs. minimum general ed. program

## ASSOCIATE IN SCIENCE/CAREER OPTION (AS/CO) FINANCE AND BANKING TRACKING FORM (65 Credit Hours)

### I. HUMANITIES 3 Hours (minimum)

#### A. WESTERN CIVILIZATION

- \_\_ HM:101T Western Civilization I 4
- \_\_ HM:102T Western Civilization II 4

#### B. (1) LITERATURE AND FINE ARTS

- \_\_ FA:101T Art Appreciation OR FA190T (TV) 3
- \_\_ FA:105T Art History I 3
- \_\_ FA:106T Art History II 3
- \_\_ LR:100T Intro to Literature OR LR190T (TV) 3
- \_\_ LR:105T Theatrical Arts & Society 3
- \_\_ MU:206T Music Appreciation 3

#### (2) PHILOSOPHY AND RELIGION

- \_\_ PR:101T Intro to Philosophy \* OR PR190T (TV) 3
- \_\_ PR:105T Religions of the World 3
- \_\_ PR:110T Intro to Ethics \* OR HM190T (TV)\* 3

#### (3) NON-WESTERN CULTURES

- \_\_ HM:112T African Cultures 3
- \_\_ HM:114T East Asian Cultures 3
- \_\_ HM:116T Latin American Cultures 3
- \_\_ HM:118T Middle Eastern/Islamic Civilization 3
- \_\_ HM:192T Pacific Century (TV) 3

### II. NATURAL SCIENCE & MATHEMATICS 6 Hours (minimum)

Requires one course from A or B, and one course from C.

#### A. BIOLOGICAL SCIENCES

- \_\_ BI:103T Intro to Anatomy & Physiology 4
- \_\_ BI:106T Principles of Microbiology 4
- \_\_ BI:110T Principles of Biology 4
- \_\_ BI:111T Biology of Organisms 4
- \_\_ BI:112T Biological Science Survey 4
- \_\_ BI:113T Human Biology 3
- \_\_ NR:121T Environmental Conservation 3

#### B. PHYSICAL SCIENCES

- \_\_ CH:105T Principles of Chemistry 4
- \_\_ CH:107T Fundamentals of Organic/Biochemistry 4
- \_\_ CH:110T General Chemistry I 4
- \_\_ GY:110T Physical Geography 3
- \_\_ NS:123T Environmental Issues 3
- \_\_ PH:110T General Physics I 4
- \_\_ PH:112T Engineering Physics I 5
- \_\_ PS:112T Physical Science Survey 4
- \_\_ PS:115T Introductory Astronomy OR PS190T (TV) 3

#### C. MATHEMATICS (Assessment Required)

- \_\_ MA:111T Math for Decision Making 3
- \_\_ MA:140T Introduction to Statistical Methods 3  
OR MA:191T (TV)

### III. SOCIAL SCIENCES 3 Hours (minimum)

- \_\_ PY:100T General Psychology OR PY:190T (TV) 3
- \_\_ SO:100T Introduction to Sociology OR SO:190T (TV) 3

### IV. COMMUNICATIONS 9 Hours (minimum)

#### A. WRITTEN COMMUNICATIONS 6 Hours (required)

(Assessment Required)

- \_\_ CM:113T Composition I 3
- \_\_ CM:118T Composition II 3

#### B. ORAL COMMUNICATIONS 3 Hours (required)

- \_\_ CM:132T Fundamentals of Oral Communication 3

### V. SOCIAL DIVERSITY 3 Hours (minimum)

- \_\_ CM:141T Diversity and the Media 3
- \_\_ LR:201T Minority Voices in Literature 3
- \_\_ PY:116T Psychology of Gender 3
- \_\_ SO:216T Diversity in America 3
- \_\_ WS:100T Introduction to Women's Studies 3

### VI. BUSINESS TRANSFER 32 Hours (minimum)

- \_\_ AC:101T Principles of Accounting I 4
- \_\_ AC:102T Principles of Accounting II 4
- \_\_ CL:110T Computer Concepts and Applications 3
- \_\_ EC:101T Principles of Macroeconomics 3
- \_\_ EC:102T Principles of Microeconomics 3
- \_\_ MG:106T Business Law 3
- \_\_ MM:133U Principles of Selling OR  
MM:136U Customer Service 3
- \_\_ MM:110T Marketing Principles 3
- \_\_ FN101T Principles of Banking 3
- \_\_ FN103T Principles of Finance 3

### VII. BANKING ELECTIVES 9 Hours (minimum)

- \_\_ FN135T Money and Banking 3
- \_\_ FN131T Commercial & Mortgage Lending 3
- \_\_ FN133T Trust Operations & Fund Management 3
- \_\_ FN137T Finance & Banking Business Internship 3





# 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 General Studies Degree, 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.

- 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
- Budgeting
- Corporate Finance
- Computer Programs

## TRANSFER INFORMATION FOR CONTINUED STUDY

Students may pursue their CPA certification and transfer to a four year institution. Hawkeye has articulation agreements with Wartburg and Upper Iowa University allowing students to transfer with junior standing. Articulation may also be negotiated with other private colleges.

For those students transferring to an Iowa Regent university, there are additional requirements and students should discuss their plans with an accounting advisor.

Students should see an academic advisor about the possible articulation of some high school courses.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Applied Accounting I - AC110U	4
<b>OR</b>	
Principles of Accounting I - AC101T	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Beginning Keyboarding - BS102U	3
Electronic Calculators - BS139U	1
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
<b>SECOND SEMESTER</b>	
Applied Accounting II - AC130U	4
<b>OR</b>	
Principles of Accounting II - AC102T	
Introduction to Database & Spreadsheets BS106U	3
Introduction to Computer Accounting - AC133U	3
Accounting Simulations I - AC202U	1
Payroll - AC204U	1
Accounting Simulations II - AC212U	1
Income Tax - AC131U	4
<b>ACCOUNTING TECHNICIAN OPTION</b>	<b>34</b>
<b>THIRD SEMESTER</b>	
Cost Accounting - AC201U	4
Intermediate Accounting I - AC206U	4
Fundamentals of Oral Communications - CM132T	3
Introduction to Economics - EC100T	3
<b>OR</b>	
Principles of Macroeconomics - EC101T	
Introduction to Business - MG101T	3
<b>FOURTH SEMESTER</b>	
Intermediate Accounting II - AC236U	4
Accounting Systems - AC231U	2
Integrated Spreadsheets - AC234U	2
Corporate Finance - AC237U	2
Governmental Accounting - AC239U	2
Career Capstone - BS231U	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>66</b>

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science Degree. Accounting Technician graduates completing the required courses are awarded a Diploma.

*\* 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.*



# 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

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Beginning Keyboarding - BS102U	3
Accounting Fundamentals - BS103U	3
Structures of English - CM100U	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer	
Intro to dBase/Spreadsheets - BS106U	3
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Intro to Sociology - SO100T	
<b>SECOND SEMESTER</b>	
Advanced Keyboarding - BS138U	3
Applied Info Processing - BS208U	3
<b>OR</b>	
Electronic Communications - BS143U	
Transcription - BS132U	2
Office Support Systems & Procedures - BS135U	3
Electronic Calculators - BS139U	1
Notetaking - SE102U	3
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
<b>THIRD TERM (SUMMER)</b>	
Advanced Transcription & Editing - SE200U	3
Career Capstone - BS231U	3
Cooperative Office Experience - SE205U	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>45</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded a Diploma.



# Ag Business Management

## AGRICULTURE 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 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. Our Center 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 INFORMATION FOR CONTINUED STUDY

Hawkeye'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.

**For additional information contact:**  
**Ag, Power, and Natural Sciences**  
**Department, 319-296-4008 or**  
**agnr@hawkeye.cc.ia.us**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Accounting I - AC101T	4
<b>OR</b>	
Ag Records - AG204U	3
Ag Computers - AG103T	3
Soils & Fertilizers - AP102U	3
Principles of Crop Science - AP110T	3
Composition I - CM113T	3
Math Elective	3

#### SECOND SEMESTER

Ag Elective	3
Principles of Animal Science - AS110T	3
Animal Nutrition - AS202T	3
Fundamentals of Oral Communications - CM132T	3
Science Elective	3
Social Science Elective	3

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

#### THIRD SEMESTER

Applications of GPS - AF231T	4
Ag Electives	6
Ag Marketing - AG130T	3
Ag Leadership - AG156T	3
Ag Economics - AG206T	3

#### FOURTH SEMESTER

Ag Sales - AB153T	3
Ag Elective	3
Employment Experience - AG138T	5
Ag Business Management - AG232U	3
<b>OR</b>	
Farm Business Management - AG152T	3
Ag Finance - AG234T	3

**TOTAL NEEDED TO GRADUATE 72**

*\* 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*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Ag Power Technology

## AG 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 of:

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

## TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Ag, Power, and Natural Sciences 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.

**For additional information contact:  
Ag, Power, and Natural Sciences  
Department, 319-296-4011.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Gas Engine Rebuild - PT103U	7
Hydraulics I - PT104U	3
Electricity - PT105U	4
<b>SECOND SEMESTER</b>	
Basic Mathematics - MA110U	3
<b>OR</b>	
Mathematics Transfer Elective	
Diesel Fuel Systems - PT133U	7
Diesel Engine Rebuild - PT134U	7
<b>THIRD SEMESTER</b>	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Equipment Maintenance - PT200U	7
Electronics - PT201U	3
Hydraulics II - PT202U	4
<b>FOURTH SEMESTER</b>	
Fundamentals of Oral Communication - CM132T	3
Power Transfer Systems - PT230U	7
Ag Equipment Repair - AE231U	7
<b>TOTAL NEEDED TO GRADUATE</b>	<b>68</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Animal Science

## ANIMAL SCIENCE

The Animal Science AAS degree program option provides students with opportunities to develop skills and abilities required for entering careers in animal science and the livestock industry.

## COURSE WORK

Instructional areas include beef, sheep and swine along with courses in health, anatomy and physiology.

Students develop knowledge and an understanding in livestock production through classroom instruction, "hands-on" laboratory, employment experience, livestock judging teams, field trips, industry speakers, livestock exhibition, and livestock sales.

The technical core curriculum allows students to specialize in areas of beef, sheep swine, or livestock production specialist. Six elective credits may be taken from other career programs across campus.

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. Our Center offers these opportunities in agronomy, animal science, horticulture, and natural resources.

## MAJOR AREAS OF TRAINING

- Livestock production
- Livestock sales and marketing
- Livestock processing

## TRANSFER INFORMATION FOR CONTINUED STUDY

Hawkeye'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.

**For additional information contact:  
Ag, Power, and Natural Sciences  
Department, 319-296-4008 or  
agnr@hawkeye.cc.ia.us**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS FIRST SEMESTER

Ag Elective (3 credits)	
Principles of Animal Science - AS110T	3
Animal Nutrition - AS202T	3
Fund of Oral Communication - CM132T	3
Science Elective	3
Social Science Elective	3

### SECOND SEMESTER

Ag Computers - AG103T	3
Ag Records - AG204U	3
<b>OR</b>	
Accounting I - AC101T	4
Soils & Fertilizer - AP102U	3
Principles of Crop Science - AP110T	3
Composition I - CM113T	3
Math Elective	3

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

### THIRD SEMESTER

Ag Product Merchandising - AB156U	3
Applied Animal Technology - AF215U	3
Ag Elective	3
Ag Finance - AG234T	3
Animal Agricultural Issues - AS201T	2
Food Animal Science - AS203T	5

### FOURTH SEMESTER

Ag Elective	3
Ag Marketing - AG130T	3
Employment Experience - Ag138T	5
Animal Anatomy, Physiology, and Health - AS207T	5

**TOTAL NEEDED TO GRADUATE 71**

*\* 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*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Architectural & Construction Technology

## ARCHITECTURAL & CONSTRUCTION TECHNOLOGY

This program provides instruction in the architectural and construction fields with the application of mathematics, construction methods, materials, site plans, mechanical systems, estimating, specifications, communications, construction safety, computer applications, manual drafting, and computer aided drafting (CAD).

### COURSEWORK

A prime objective of the Architectural and 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 INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial, Engineering, and Information 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.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
AEC Graphics I - CT102U	3
Construction Drawings - CT101U	2
Surveying I - IT104U	3
Intro to Computers - IT106U	2
Fundamental of Oral Communications - CM132T	3
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
<b>SECOND SEMESTER</b>	
CAD I - IT141U	2
Construction Estimating I - CT132U	3
Building Systems - CT133U	3
AEC Graphics II - CT137U	3
Mechanical Systems - CT201U	2
Construction Scheduling - CT138U	3
<b>THIRD SEMESTER</b>	
Building Codes & Construction Documents - CT205U	2
Construction Safety - CT231U	2
Composition I - CM113T	3
Construction Estimating II - CT209U	3
AEC CAD I - CT207U	3
Technical Math I - MA112U	4
<b>FOURTH SEMESTER</b>	
Technical Portfolio Design - IT237U	2
Technical Presentations - IT231U	3
AEC CAD II - CT235U	3
AEC Design Project - CT233U	3
Load Calculations - CT203U	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>63</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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, local public health agencies, public school nursing, and local long-term care facilities.

This program is structured as an add-on to the Practical Nursing program and provides upward mobility for Practical Nurses.

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 courses.

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

This program is approved by the Iowa Board of Nursing.

**Iowa Board of Nursing**  
**River Point Business Park**  
 400 SW Eight Street, Suite B  
 Des Moines, IA 50309-4616  
 515-281-3255

**For additional information contact:**  
**Arts, Human Services, and Health**  
**Department, 319-296-4013.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Introduction to Professional Nursing - AN201U	1
Physical Assessment - AN202U	2
Advanced Medical Surgical Nursing I - AN204U	6
Advanced Medical Surgical Clinical Nursing I - AN205U	2
Introduction to Anatomy & Physiology - BI103T	4
Principles of Microbiology - BI106T	3

#### SECOND SEMESTER

Nursing Management - AN230U	1
Advanced Medical Surgical Nursing II - AN234U	4
Advanced Medical Surgical Clinical Nursing II - AN235U	2
Advanced Maternal Child Nursing - AN244U	3
Advanced Maternal Child Clinical Nursing - AN245U	2
Principles of Chemistry - CH105T	4
Fundamentals of Oral Communication - CM132T	3

#### THIRD TERM (SUMMER)

Diet Management - AN251U	1
Psychiatric Nursing - AN255U	5
Introduction to Sociology - SO100T	3

**TOTAL NEEDED TO GRADUATE 46**

*\* 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.*

## ADMISSION REQUIREMENTS

- Must have a current active Iowa LPN license.
- Graduate of practical nursing with a cumulative GPA of 3.0 or have completed the general education courses of the ADN Program with a 2.75 GPA or higher.
- CPR certification and Hepatitis B immunizations are required prior to the start of coursework.

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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. Students may choose an electrical or mechanical option within the program.

### 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

### TRANSFER INFORMATION FOR CONTINUED STUDIES

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.

**For additional information contact:**  
**Hawkeye Community College**  
**Center for Business & Industry**  
**5330 Nordic Drive**  
**Cedar Falls, IA 50613**  
**319-277-2490**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
General Psychology - PY100T	3
<b>OR</b>	
Introduction To Sociology - SO100T	
<b>OR</b>	
Human Relations - HR101U	
Technical Mathematics I - MA112U	4
Computer Concepts & Appl - CL110T	3
Composition I - CM113T	3
<b>OR</b>	
Applied Writing - CM102U	
Electrical Systems I (8 weeks) - IS105U	3
Electrical Systems II (8 weeks) - IS108U	2
<b>SECOND SEMESTER</b>	
Technical Mathematics II - MA114U	4
Introduction To Cad - IT110U	1
Introduction To Computer Science - CS116T	4
General Physics I - PH110T	4
Semiconductors I - ST130U	5
<b>THIRD TERM (SUMMER)</b>	
Industrial Safety - ST248U	1
Industrial Power & Motor Systems - ST205U	3
Basic Mechanical Systems - IS100U	2
*Semiconductors II - ST203U	3
**Basic Blueprint Reading - IS101U	3
<b>FOURTH SEMESTER</b>	
Fundamentals of Oral Communications - CM132T 3	
Indus Materials Tech (1st 8 weeks) - ST200U	3
Mfg Processes (2nd 8 weeks) - IT210U	2
*Fluid Power Systems I - IS104U	2
*Instrumentation - ST210U	2
*Microprocessors I (1st 8 weeks) - ST235U	2
*Microprocessors II (2nd 8 weeks) - ST237U	2
**Machinery's Handbook - GT203U	1
**Fluid Power Sys I (1st 8 week) - IS104U	2
**Fluid Power Sys II (2nd 8 week) - IS107U	2
**Mechanical Power Transfer - IS106U	2
<b>FIFTH SEMESTER</b>	
*PLCs Level I - ST231U	2
*PLCs Level II - ST236U	2
System Integration - ST247U	2
Fluid Power Appl. (1st 8 weeks) - IS156U	2
Adv. Fluid Power (2nd 8 weeks) - ST244U	2
*Welding Processes - ST238U	2
*RF Communication - ST239U	2
*Electric Motor Drives - ST240U	2
*Data Networks & Transfer - ST245U	2
**Arc Welding I - WL103U	4
**Basic Machine Concepts - MC103U	2
**Cutting Processes - WL105U	2
**Basic Machine Operation - MC105U	4
<b>TOTAL NEEDED TO GRADUATE</b>	<b>79</b>
*Electrical Track Electives	
**Mechanical Track Electives	

*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.*

## ADMISSION REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- One year of algebra with a "C" or better grade.
- A personal interview or program orientation session may be required.

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.





# Automotive Technology

## AUTOMOTIVE TECHNOLOGY

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

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

### 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 & Diagnosing
- Engine Driveability Diagnosis
- Automatic Transmissions
- Gas Engines
- Suspension, Alignment, & Brakes
- Basic Electricity

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Ag, Power, and Natural Sciences 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.

**For additional information contact:  
Ag, Power, and Natural Sciences  
Department, 319-296-4011.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Basic Mathematics - MA110U	3
<b>OR</b>	
Mathematics Transfer Elective	
Introduction to Automotive Technology - AT103U	6
Automotive Charging, Starting & Electrical Systems - AT105U	5
Gas Engine Repair - AT107U	5
<b>SECOND SEMESTER</b>	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Suspension & Alignment Technology - AT131U	5
Brake Systems Technology - AT141U	5
Engine Driveability Diagnosis I - AT143U	6
<b>THIRD TERM (SUMMER)</b>	
Fundamentals of Oral Communication - CM132T	3
Comprehensive Application - AT201U	5
<b>FOURTH SEMESTER</b>	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Automatic Transmission Operations - AT231U	5
Heating & Air Systems - AT233U	5
Engine Driveability Diagnosis II - AT235U	6
<b>FIFTH SEMESTER</b>	
Manual Transmissions & Driveline - AT240U	5
<b>TOTAL NEEDED TO GRADUATE</b>	<b>70</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Aviation Maintenance Technician

## AVIATION MAINTENANCE TECHNICIAN

The Aviation Maintenance Technician Program provides the necessary knowledge and skill to qualify for the Federal Aviation Administration's test to become a Certified Airframe and Powerplant Mechanic. This program is certified by the Federal Aviation Agency under Federal Aviation Regulation, Part 147. These ratings open worlds of opportunity for the graduate to find employment in the fields of general aviation, commuter aviation, commercial aviation, aircraft manufacturers, and major airlines.

### COURSEWORK

This program enables the students to become specialists in various fields such as hydraulics, electrical systems, and the repair and overhaul of aircraft engines.

### MAJOR AREAS OF TRAINING

- Repairs
- Modification
- Inspection
- Aviation Maintenance
- Powerplant

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Ag, Power, and Natural Sciences 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.

**For additional information contact:**  
**Ag, Power, and Natural Sciences**  
**Department, 319-296-4011.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Basic Mathematics - MA110U 3

#### OR

Mathematics Transfer Elective 8

Aviation General I - AV101U 9

Aviation General II - AV102U 2

Aircraft Powerplant I - AV111U

#### SECOND SEMESTER

Aircraft Powerplant II - AV131U 9

Aircraft Powerplant III - AV141U

#### THIRD TERM (SUMMER)

Human Relations - HR101U 3

#### OR

General Psychology - PY100T

#### OR

Intro to Sociology - SO100T

Fundamentals of Oral

Communication - CM132T 3

Applied Writing - CM102U 3

#### OR

Composition I - CM113T

Aircraft Powerplant IV - AV151U 4

#### FOURTH SEMESTER

Aircraft Powerplant V - AV211U 9

Aviation Airframe I - AV220U 11

#### FIFTH SEMESTER

Aviation Airframe II - AV230U 11

Aviation Airframe III - AV240U 9

TOTAL NEEDED TO GRADUATE 93

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# CNC Machining Technician

## CNC MACHINING TECHNICIAN

The CNC Machining Technician program helps students to acquire basic and intermediate level experience in the areas of computer numerical control (CNC), computer aided drafting (CAD), 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 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)
- Programming & Operation
- Computer Aided Machining (CAM)
- Set-up and Operation of Lathes, Mills, and Grinders
- Geometric Dimension & Tolerancing

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial, Engineering, and Information 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.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Intro to Print Reading - IT102U	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective	-
Composition I - CM113T	3
<b>OR</b>	
Applied Writing - CM102U	
Basic Machine Concepts - MC103U	2
Basic Machine Operations - MC105U	4
CNC Operation I - MC107U	2
CNC Programming I - MC109U	4

#### SECOND SEMESTER

Advanced Print Reading - IT112U	3
Geometry & Trigonometry - MA116U	3
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Advanced Machine Concepts - MC131U	2
Advanced Machine Operations - MC133U	4
CNC Operation II - MC135U	2
CNC Program II - MC137U	4

#### THIRD SEMESTER

EDM Procedures - IT212U	2
CAM Programming - MC203U	4
CNC Operations III - MC205U	2

#### DIPLOMA PROGRAM TOTAL 50

Additional courses needed for AAS Degree	
Fund. of Oral Communications - CM132T	3
Plus 7 credits from the list below	
CAD I - IT141U	2
Welding - WL110U	2
Computer Concepts & Applications - CL110T	3
Heat Treat - TD154U	2
Statistical Process Control (SPC) - MC234U	3
Other technical courses on approval of instructor	

#### AAS PROGRAM TOTAL 60

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Child Development

## CHILD DEVELOPMENT

The Child Development program prepares students for a rewarding career nurturing the growth and development of children. Students are provided basic knowledge about child development, child care field, and appropriate practices while working with children.

### COURSEWORK

- Through lecture, demonstrations, and “hand-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 child care settings.
- A wide variety of skills necessary to interact with children ranging in age from infancy to school age.

### MAJOR AREAS OF TRAINING

- Health
- Home Economics
- Business
- Mathematics
- Communications

**For additional information contact:  
Arts, Human Studies, and Health  
Sciences Department, 319-296-4007.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Orientation to Child Care - CD101U	3
Child Growth & Development - CD102U	4
Curriculum: Three Through Five Years - CD105U	5
Safety, Health, & Nutrition - CD104U	3
<b>SECOND SEMESTER</b>	
Parenting Relationships - CD130U	2
Curriculum: Birth Through Two Years - CD131U	3
Curriculum: School Age - CD135U	2
Curriculum: Environment and Teaching Materials - CD137U	3
Field Experience I - CD141U	2
Composition I - CM113T	3
Basic Mathematics - MA110U	3
<b>OR</b>	
Math Transfer Elective	
<b>THIRD SEMESTER</b>	
Observing & Managing Child Behavior - CD202U	2
Parent/Family/Community Relations - CD234U	2
Current Topics/Issues in Child Care - CD233U	2
Introduction to Sociology - SO100T	3
Fundamentals of Oral Communication - CM132T	3
Field Experience II - CD214U	3
Child Development Career Strategies - CD236U	2
<b>FOURTH SEMESTER</b>	
Administration of Early Childhood Programs - CD232U	3
Advanced Curriculum Planning - CD203U	3
Exceptional Child - CD204U	2
General Psychology - PY100T	3
Approved Elective -	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>64</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# 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 and Construction Engineering Technicians work closely with civil engineers, contractors, government agencies, and the public as they apply their practical knowledge of engineering skills to the solution of problems in areas such as computer-aided drawing (CAD) and manual drafting and detailing, construction and land surveying, mapping, project design and management, materials testing, construction inspection, and environmental technology.

### COURSEWORK

- Through lectures, demonstrations, field trips, hands-on training, and assignments, that provide the required knowledge and experience needed for employment.
- In small classrooms and specialty laboratories both indoors and outdoors, providing closer student-faculty contact.
- By using surveying equipment, 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) & Manual Drafting
- Construction Land Surveying & Mapping
- Project Design
- Construction Materials & Testing
- Construction Methods & Safety
- Environmental Technology
- Route Surveying & Road Design
- Plan Reading
- Structural Analysis, Design & Detailing

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial, Engineering, and Information 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.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

### SUGGESTED SEQUENCE OF STUDY

#### COURSE TITLE/COURSE CODE CREDITS

##### FIRST SEMESTER

Plan Reading - CE103U	2
AC/PC Concretes - CE131U	3
Introduction to Technical Drafting - IT101U	2
Introduction to Computers - IT106U	2
Introduction to CAD - IT110U	1
Technical Mathematics I - MA112U	4
Applied Writing - CM102U	3

##### OR

Composition I - CM113T

##### SECOND SEMESTER

Surveying - CE133U	3
Computer Applications - IT126U	2
Analysis - MA153T	4
General Physics I - PH110T	4

##### OR

Technical Physics - PH104U	4
Structural Detailing - CE136U	2
Human Relations - HR101U	3

##### OR

General Psychology - PY100T

##### OR

Introduction to Sociology - SO100T

##### THIRD SEMESTER

Route Surveying/Roadway Design - CE202U	5
Soils & Foundations - CE204U	3
Construction Material/Testing - CE205U	2
General Physics II - PH111T	4

##### OR

Technical Physics - PH106U	4
Statics/Strength of Materials - PH206U	5

##### FOURTH SEMESTER

Construction Methods & Safety - CE232U	4
Environmental Technology - CE233U	4
Land Survey - CE236U	3
Reinforced Concrete/Structural Steel Design - CE237U	4
Fundamentals of Oral Communication - CM132T	3

**TOTAL NEEDED TO GRADUATE 72**

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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. This 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 & Appraising
- Safety Procedures
- Techniques of Painting and Refinishing
- Basic Electricity
- Air Conditioning
- Basic Brake Service
- Air Bag Basic Service

### **TRANSFER INFORMATION FOR CONTINUED STUDIES**

Hawkeye's Ag, Power, and Natural Sciences 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.

**For additional information contact:  
Ag, Power, and Natural Sciences  
Department, 319-296-4011.**

### **SUGGESTED SEQUENCE OF STUDY**

<b>COURSE TITLE/COURSE CODE</b>	<b>CREDITS</b>
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#### **FIRST SEMESTER**

Fundamentals of Oral Communication - CM132T	3
Basic Mathematics - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Introduction to Refinishing - AR110U	6
Introduction to Collision (Includes Welding) - AR140U	6

#### **SECOND SEMESTER**

Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Basic Refinishing Procedures - AR112U	6
Basic Collision Procedures - AR142U	6

#### **THIRD TERM (SUMMER)**

Computer Keyboarding & Basic Operations - CL103U	2
Collision & Refinish Production - AR204U	6

#### **FOURTH SEMESTER**

Refinish Applications & Electrical - AR206U	7
Collision Production Technology - AR208U	7

#### **FIFTH SEMESTER**

Refinish Production Technology - AR220U	7
Advanced Collision Repair - AR222U	7

<b>TOTAL NEEDED TO GRADUATE</b>	<b>72</b>
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*\* 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.*

## **ADMISSION REQUIREMENTS**

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

## **AWARD**

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.





# Computer Networking Technician

## COMPUTER NETWORKING TECHNICIAN

This series of courses 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

- 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 implementing, testing and troubleshooting hardware, networks, and software.

### MAJOR AREAS OF TRAINING

- Web Site Software
- E-commerce
- Security
- Server Software
- Personal Computer Hardware
- Desktop Operating Systems

### TRANSFER INFORMATION FOR CONTINUED STUDIES

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 Hawkeye's Web Design and Development program.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Fundamentals of Information Technology - IF101U	2
Personal Computer Hardware - IF103U	2
Systems Implementation - IF105U	3
Operating Systems - IF107U	2
Network Concepts - IF109U	4
Math for Decision Making - MA111T	3
<b>SECOND SEMESTER</b>	
LINUX Administration - IF133U	3
Introduction to Web Design - IF135U	3
Network Routing & Switching - IF131U	4
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Fundamentals of Oral Communication - CM132T	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>32</b>

### FIRST SEMESTER

### SECOND SEMESTER

**OR**

General Psychology - PY100T

**OR**

\*Information Technology Electives can be chosen from any of the Information Technology Department courses not already required for this program of study and can be taken any semester that fits into the schedule.

*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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded a Diploma.



# Customer Service

## Option of Marketing Management

### CUSTOMER SERVICE

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. Students study marketing activities, management functions, decision-making skills, sales, merchandising, human resources, and promotional management. 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 INFORMATION FOR CONTINUED STUDIES

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.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

### SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Beginning Keyboarding - BS102U	3
Introduction to Business - MG101T	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Applied Writing - CM132U	3
<b>OR</b>	
Composition I - CM113T	
Fundamentals of Oral Communication - CM132T	3
<b>Term Total</b>	<b>18</b>
<b>SECOND SEMESTER</b>	
Applied Accounting I - AC110U	4
<b>OR</b>	
Principles of Accounting I-AC101T	
Electronic Calculators - BS139U	1
Electronic Communications - BS143U	3
Marketing Principles - MM110T	3
Principles of Selling - MM133U	3
Customer Service - MM136U	3
Employment Strategies - BS230U	2
<b>Term Total</b>	<b>19</b>
<b>THIRD TERM (SUMMER)</b>	
Intro to Database/Spreadsheets - BS106U	3
<b>Term Total</b>	<b>3</b>
<b>TOTAL NEEDED TO GRADUATE</b>	<b>40</b>

*\* 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*

### ADMISSION REQUIREMENTS

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

### AWARD

Upon successful completion of the required courses, graduates are awarded a Diploma.



# Dental Assisting

## DENTAL ASSISTING

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.

- In an on campus clinic with 16 or more dentists participating. Our 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.

## MAJOR AREAS OF TRAINING

- Biomedical Sciences
- Clinical Sciences
- Dental Sciences
- General Studies
- Clinical Practice
- 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

312-440-4653

**For additional information contact:  
Arts, Human Services, and Health  
Department, 319-296-4013.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Chairside Assisting I - DA101U	4
Dental Sciences I - DA102U	4
Dental Materials & Lab Procedures I - DA103U	3
Dental Radiography - DA104U	3
Orientation to Dental Assisting - DA106U	2
Human Body Structure & Function - BI120U	2
Human Body Structure & Function Lab - BI121U	1

#### SECOND SEMESTER

Dental Sciences II - DA130U	2
Chairside Assisting II - DA131U	2
Dental Materials & Lab Procedures II - DA133U	2
Dental Office Management - DA134U	2
Clinical Dental Assisting I - DA135U	4
Dental Specialties - DA136U	2
Communications - CM101U	3

OR

Composition I - CM113T

OR

Fundamentals of Oral Communication -  
CM132T

#### THIRD TERM (SUMMER)

Career Strategies & Seminar - DA150U	2
Clinical Dental Assisting II (Internship) - DA158U	3
Human Relations - HR101U	3

OR

General Psychology - PY100T

OR

Introduction to Sociology - SO100T

**TOTAL NEEDED TO GRADUATE 44**

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded a Diploma.



# Dental Hygiene

## DENTAL HYGIENE

Dental Hygiene 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 Dental Hygiene 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 Sciences
- Clinical Sciences
- Community Health
- Professional Development

This program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education.

**Commission on Dental Accreditation**  
 211 East Chicago Avenue  
 Chicago, IL 60611-2678  
 312-440-2500

**For additional information contact:**  
 Arts, Human Services, and Health  
 Department, 319-296-4013.

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Human Anatomy & Physiology I - BI104T	4
Principles of Chemistry - CH105T	4
Head-Neck Anatomy & Tooth Morphology - DH115U	3
Fundamentals of Clinical Dental Hygiene - DH116U	6
Oral Radiology - DH117U	2
Oral Histology & Embryology - DH118U	2

#### SECOND SEMESTER

Human Anatomy & Physiology II - BI105T	4
Fundamentals of Organic & Bio-Chemistry - CH107T	4
Biomaterials in Dental Hygiene - DH120U	3
Clinical Dental Hygiene II - DH125U	4
General & Oral Pathology - DH128U	3
Dental Hygienist: The Oral Health Educator - DH130U	2

#### THIRD TERM (SUMMER)

General Psychology - PY100T	3
Intro to Sociology - SO100T	3

#### FOURTH SEMESTER

Principles of Microbiology - BI106T	3
Principles of Nutrition - BI109T	3
Pharmacology - DH211U	2
Community Oral Health I - DH213U	2
Periodontology - DH217U	2
Clinical Dental Hygiene III - DH225U	5
Pain Control Techniques- DH215UU	2

#### FIFTH SEMESTER

Composition I - CM113T	3
Fund of Oral Communication - CM132T	3
Community Oral Health II - DH223U	2
Ethics & Jurisprudence - DH224U	1
Interdisciplinary Health Care - DH226U	2
Clinical Dental Hygiene IV - DH235U	5
*Clinical/Dental Hygiene (Ind Stdy) - DH181U	2
*Dental Hygiene National Board Review - DH232U	1

### TOTAL NEEDED TO GRADUATE 82

\*Electives

Students must maintain a minimum cumulative grade point average of 2.00. The student must achieve a minimum "C" grade in dental hygiene courses and all prerequisites or repeat the course.

\* *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.*

## ADMISSION REQUIREMENTS

- Must be a high school graduate or equivalent and meet one of the following three criteria to be eligible for admission.
  - 1. Be in upper one-third of high school graduating class (or GED percentile average of 75 or above)
- AND have an ACT composite minimum standard score of 22.
2. Successfully complete all the following courses at Hawkeye Community College or comparable courses at another accredited college: principles of chemistry, human anatomy and physiology I, and principles of microbiology and attain at least 2.75 gpa.
- AND
- Complete two of the following six courses at Hawkeye Community College or comparable courses at another accredited college: human anatomy and physiology II, fundamentals of organic biochemistry, principles of nutrition, general psychology, introduction to sociology, fundamentals of oral communication, and composition I and attain at least 2.75 gpa
2. Successfully complete an accredited Dental Assistant Program with at least a 3.25 gpa (on a 4 point scale). Designed for current CDA's.
- A personal interview or program orientation session is required.
  - Applicants are advised to complete 34 credits of Arts & Sciences before program entry for greater lifestyle flexibility and dental hygiene core concentration.

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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 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, power train, and electrical systems.

### MAJOR AREAS OF TRAINING

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

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Ag, Power, and Natural Sciences 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.

**For additional information contact:  
Ag, Power, and Natural Sciences  
Department, 319-296-4011.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Gas Engine Rebuild - PT103U	7
Hydraulics I - PT104U	3
Electricity - PT105U	4
<b>SECOND SEMESTER</b>	
Basic Mathematics - MA110U	3
<b>OR</b>	
Mathematics Transfer Elective	
Diesel Fuel Systems - PT133U	7
Diesel Engine Rebuilding - PT134U	7
<b>THIRD SEMESTER</b>	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Equipment Maintenance - PT200U	7
Electronics - PT201U	3
Hydraulics II - PT202U	4
<b>FOURTH SEMESTER</b>	
Fundamentals of Oral Communications - CM132T	3
Power Transfer Systems - PT230U	7
Diesel Truck Equipment Repair - DI231U	7
<b>TOTAL NEEDED TO GRADUATE</b>	<b>68</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Drafting & Design Technology

## DRAFTING & DESIGN TECHNOLOGY

The Drafting and Design Technology program gives instruction in the drafting and design field with applications in mathematics, quality and design concepts, statics and strengths of materials, geometric dimensioning and tolerancing, computer applications, manual drafting, and computer-aided drafting (CAD).

### COURSEWORK

One of the primary objectives of the Drafting & Design 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

- Manual Technical Drafting
- Computer-aided Technical Drafting
- Computer Applications
- Quality and Design Concepts
- Mathematics

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial, Engineering, and Information 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.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Technical Drawing I - IT103U	3
Intro to Computers - IT106U	2
Quality Concepts I - IT105U	2
Fundamentals of Technology - DD101U	2
Technical Math I - MA112U	4
<b>OR</b>	
College Algebra - MA150T	
Design Concepts I - IT107U	1
<b>SECOND SEMESTER</b>	
Technical Drawing II - IT143U	3
CAD I - IT141U	2
Technical Mathematics II - MA114U	4
<b>OR</b>	
Analysis - MA153T	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Design Concepts II - IT217U	3
<b>THIRD TERM (SUMMER)</b>	
CAD II - IT205U	3
Design Concepts III - DD201U	4
Introduction to Statics & Strengths - IT233U	3
Geometric Dimensioning & Tolerancing - IT207U	3
Fund of Oral Communications - CM132T	3
<b>FOURTH SEMESTER</b>	
CAD III - DD231U	4
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Design Projects - DD233U	4
Technical Presentations - IT239U	3
Technical Portfolio Design - IT237U	2
<b>TOTAL NEEDED TO GRADUATE</b>	<b>61</b>

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree.

*\* 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.*



# Electromechanical Maintenance Technology

## ELECTROMECHANICAL TECHNOLOGY

The Electromechanical Technology program prepares students to be a part of the production team in electrical and mechanical maintenance working to prevent costly breakdowns and making repairs to machines and people working.

### COURSEWORK

Students are provided with classroom and hands-on shop time in comprehensive applications of 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

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Students graduating from the Electromechanical 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.

**For additional information contact:  
Center for Business & Industry,  
319-277-2490.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Basic Blueprint Reading - IS101U	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective Phase I (1st 8 weeks)	
Basic Mechanical Systems - IS100U	2
Fluid Power Systems I - IS104U	2
Electrical Systems I - IS105U	3
Phase II (2nd 8 weeks)	
Mechanical Power Transfer	2
Fluid Power Systems II - IS107U	3
Electrical Systems II - IS108U	2
<b>SECOND SEMESTER</b>	
Machine Shop Processes - IS158U	3
Welding Processes - IS155U	3
Computer Concepts & Applications - CL110T	3
<b>THIRD SEMESTER</b>	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Geometry/Trigonometry - MA116U	3
<b>OR</b>	
Math Transfer Elective Facilities Blueprint Reading - IS152U Phase I (1st 8 weeks)	3
Fluid Power Applications - IS156U Phase II (2nd 8 weeks)	2
Programmable Controllers - IS159U	2
Motors and Controls - IS160U	2
<b>TOTAL NEEDED TO GRADUATE</b>	<b>47</b>

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

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, students will be awarded a Diploma.



# Electronic Engineering Technology

## ELECTRONICS ENGINEERING TECHNOLOGY

The Electronic Engineering Technology program provides a broad-based knowledge and skills relative to electronics engineering technology in the areas of medical electronics, communications, electronics manufacturing, electronics maintenance, computer and business machine repair, electronics design and development, computer software and networking.

### COURSEWORK

Hawkeye's Electronics Engineering Technology program provides an in-depth study of electronics technology: electronics, basic mathematics, physics, drafting (including computer-aided drafting), communication skills, shop processes, electronic communications, computer systems, microprocessors, industrial electronics, radio frequencies, and microwave.

### MAJOR AREAS OF TRAINING

- Electronics
- Drafting (CAD)
- Communication Electronics
- Programming of Network Systems
- Microwaves
- Industrial Electronics

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial, Engineering, and Information 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.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Electricity - EE101U	8
Electronics Math I - EE104U	4
Electronic Fabrication - EE105U	2
Introduction to Computer Science - EE106U	3

#### SECOND SEMESTER

Electronic Devices - EE131U	8
Electronics Math II - EE134U	4
Electronics Drafting - EE135U	3
Applied Physics - PH108U	3

#### THIRD TERM (SUMMER)

Digital Circuits & Systems - EE153U	4
Human Relations - HR101U	3

#### OR

General Psychology - PY100T

#### OR

Introduction to Sociology - SO100T	
Applied Writing - CM102U	3

#### OR

Composition I - CM113T

#### FOURTH SEMESTER

Communication Circuits I - EE201U	5
Computer Systems - EE202U	5
Microprocessors & Microcomputers I - EE203U	5
Fundamentals of Oral Communications - CM132T	3

#### FIFTH SEMESTER

Communication Circuits II - EE231U	5
Data Communications - EE232U	1
Microprocessors & Microcomputers II - EE233U	4
Industrial Electronics - EE236U	5
Applied Computer Science - EE237U	3

**TOTAL NEEDED TO GRADUATE 81**

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree.





# 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 & Transcription
- Office Procedures
- Accounting
- Communication Skills
- Administrative Management
- Legal Information Processing
- Cooperative Office Expertise

## TRANSFER INFORMATION FOR CONTINUED STUDIES

Opportunity to transfer to four-year institutions and obtain a bachelor's degree exists with many private institutions. Many of the general education and business core courses will transfer to Iowa Regent universities. Students who wish to transfer after completing this program should work closely with an academic advisor.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Beginning Keyboarding - BS102U	3
Structures of English - CM100U	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Introduction to Business - MG101T	3
Notetaking - SE102U	3
<b>SECOND SEMESTER</b>	
Applied Accounting I - AC110U	4
<b>OR</b>	
Principles of Accounting I - AC101T	
Introduction to Database/Spreadsheets - BS106U	3
Transcription - BS132U	2
Advanced Keyboarding - BS138U	3
Electronic Calculators - BS139U	1
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Business Ethics - MM138T	3
<b>THIRD SEMESTER</b>	
Accounting Simulations I - AC202U	1
Payroll - AC204U	1
Office Support Systems & Procedures - BS135U	3
Applied Information Processing - BS208U	3
Fundamentals of Oral Communication - CM132T	3
Advanced Transcription & Editing - SE200U	3
Cooperative Office Experience - SE205U	3
<b>FOURTH SEMESTER</b>	
Career Capstone - BS231U	3
Principles of Macroeconomics - EC101T	3
<b>OR</b>	
Introduction to Economics - EC100T	
Business Law - MG106T	3
Presentation & Desktop Publishing - SE235U	3
Legal Information Processing - SE236U	3
Administrative Management - SE237U	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>72</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree.



# Fire Science

## FIRE SCIENCE

The Fire Science program is shared with Kirkwood Community College consisting 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. 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 boot-camp 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, 319-296-4012.

## MAJOR AREAS OF STUDY

- Comprehensive Fire Science
- General Business and Management
- General Education Courses

## TRANSFER INFORMATION FOR CONTINUED STUDIES

Students may elect to transfer their general education and business courses from Hawkeye to Kirkwood and receive the Associate of Science/Career Option degree in Fire Science from Kirkwood.

Students may apply general education credits toward an Associate in Arts degree at Hawkeye Community College.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### REQUIRED FIRE SCIENCE COURSES (Choose six of the seven courses)

Fire Behavior and Building Design - FS101U	3
Chemistry of Hazardous Materials - FS111U	3
Hazardous Materials Management - FS121U	3
Firefighting Tactics and Strategy - FS131U	3
Fundamentals of Fire Prevention - FS141U	3
Fire Detection and Suppression Systems - FS151U	3
Instructional Techniques for Fire Service Training - FS161U	3

#### REQUIRED GENERAL EDUCATION AND BUSINESS COURSES

Composition I - CM113T	3
Composition II - CM118T	3
Fundamentals of Oral Communication - CM132T3	
Principles of Macroeconomics - EC101T	3
Principles of Microeconomics - EC102T	3
General Psychology - PY100T	3
Introduction to Statistical Methods - MA140T	3
<b>OR</b>	
Math for Decision Making - MA111T	3
Principles of Accounting I - AC101T	4
Principles of Accounting II - AC102T	4
Principles of Management - MG110T	3
Computer Concepts & Applications - CL110T	3
Principles of Chemistry - CH105T	4
Introduction to Ethics - PR110T	3
Humanities/History/Culture Elective	3

**TOTAL NEEDED TO GRADUATE 63**

Students wishing to graduate from Hawkeye Community College should follow the program of study for the AA degree.

*\* 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.*

## ADMISSION REQUIREMENTS

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



# General Technology

## GENERAL TECHNOLOGY PROGRAM

The General Technology 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 GENERAL TECHNOLOGY PROGRAM?

The General Technology 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 GENERAL TECHNOLOGY PROGRAM?

The General Technology 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 majorities of students in the program continue to work their full time day job and complete their class studies during the evening.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
Portfolio Design - GT101U	2
<b>Experiential Learning</b>	<b>1 - 30 credits</b>
Fundamentals of Communication - CM132T	3
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Intro to Sociology - SO100T	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Basic Mathematics - MA110U	3
<b>OR</b>	
Math Transfer Elective	
A minimum of 16 credits in the elective category will be required, including a computer literacy course. Computer course may be waived if computer literacy can be documented.	
<b>PROGRAM TOTAL</b>	<b>60</b>

*\* 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.*

## ADMISSION REQUIREMENTS

- High school graduate or equivalent.
- Minimum four years experience in one occupational/professional area.

## AWARD

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree.



# 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 in the computer environment using the leading page layout, drawing, and digital 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 graphics for media production.

### MAJOR AREAS OF TRAINING

- Design & Layout
- Production Process
- Desktop Publishing
- Illustration/Drawing
- Typography

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye Community College has articulation agreements with Upper Iowa University and Wartburg College and our graduates may enter with a 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.

**For additional information contact:  
Arts, Human Studies, and Health  
Department, 319-296-4007.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Drawing and Design - GC100U	4
Desktop Publishing - GC130U	4
Typography - GC112U	5
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
<b>SECOND SEMESTER</b>	
Design and Layout - GC201U	4
Electronic Illustration - GC202U	3
Principles of Illustration - GC133U	4
Basic Mathematics - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
<b>THIRD SEMESTER</b>	
Principles of Color - GC200U	3
Graphic Imaging - GC203U	4
Advertising Design - GC212U	4
Logo & Trademark Design - GC233U	3
<b>FOURTH SEMESTER</b>	
Designing Multimedia - GC230U	4
Web Page Construction - GC235U	3
Portfolio Preparation - GC236U	3
Production Processes - GC237U	4
Fundamentals of Oral Communication - CM132T	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>64</b>

*\* 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.*

## ADMISSION REQUIREMENTS

- High school graduate or equivalent.
- Score at least the following on the Compass Test: 24 in Pre-Algebra Skills, 82 in Reading Skills, 65 on Writing Skills, OR score a 19 on each ACT sub-test: Math, Reading and English.
- Complete four high school art classes OR the equivalent transfer credits with a "C" grade or higher. Please talk to an admissions representative or academic advisor for more details about art class requirements.
- Complete a high school basic computer concept class OR complete CL103U Computer Keyboarding/Computer Operations OR Continuing Education: Computer Concepts class for IBM or Mac at Hawkeye Community College or another accredited college.

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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 studies basic electricity, electric and electronic controls, fossil fuel heating process and equipment, air cooling and refrigeration theory and equipment, fabrication and installation of sheet metal, heat pumps and electric heating, theory, and equipment. The theory of the solar heating processes is also be presented. An awareness of customer relations, human relations and communication skills is stressed.

### MAJOR AREAS OF TRAINING

- Heating Systems
- Cooling Systems
- Refrigeration Theory
- Fabrication of Sheet Metal
- Basic Electricity

For additional information contact:  
**Industrial, Engineering, & Information  
 Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
H.V.A.C.R. Systems I - HA101U	4
Applied Practices - HA102U	5
Applied Electricity for H.V.A.C.R. - HA103U	3
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Basic Math - MA110U	3
<b>OR</b>	
Mathematics Transfer Elective	
<b>SECOND SEMESTER</b>	
Communications - CM101U	3
Controls for H.V.A.C.R. - HA130U	4
H.V.A.C.R. Systems II - HA131U	6
Applied Practices II - HA132U	5
<b>THIRD TERM (SUMMER)</b>	
Applied Controls H.V.A.C.R. - HA150U	2
H.V.A.C.R. Systems III - HA151U	2
Applied Practices III - HA152U	3
Operation Strategies - HA154U	2
<b>TOTAL NEEDED TO GRADUATE</b>	<b>45</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded a 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 INFORMATION FOR CONTINUED STUDIES

Hawkeye'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.

### For additional information contact:

Ag, Power, and Natural Sciences  
Department, 319-296-4008 or  
agnr@hawkeye.cc.ia.us

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Ag Computers - AG103T	3
Composition I - CM113T	3
Equipment Operation - HT101U	2
Horticulture Lab - HT107T	1
Turfgrass Science - HT108T	3
Botany - HT131T	3
Introduction to Horticulture - HT134T	3
Science Elective	

At successful completion of 15 total credits (12 Horticulture) from term 1 the student may apply for a certificate.

#### SECOND SEMESTER

Integrated Pest Management - AG154T	3
Plant Propagation I - HT106T	2
Chemical Certification - HT135T	3
Horticulture Electives	4
Math Elective	
Social Science Elective	

At Successful completion of terms 1 and 2 the student may apply for a diploma

#### SUMMER SEMESTER (OPTIONAL)

#### THIRD SEMESTER

Fundamentals of Oral Communication - CM132T	3
Woody Plants - HT105T	2
Plant Propagation II - HT139T	2
Environmental Conservation - NR121T	3
Horticulture Electives	6

#### FOURTH SEMESTER

Employment Experience - AG138T	5
Ag Business Management - AG232U	3
Ag Finance - AG234	3
Horticulture Electives	6

### TOTAL NEEDED TO GRADUATE 70

(Students may choose any class within the general education area of study.

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Arts 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 both the classroom and 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

- Networks & Configurations
- Software Programs
- Computer Hardware
- Operating Systems
- Business & Management

For additional information contact:  
**Industrial, Engineering, & Information  
 Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Fundamentals of Information Technology - IF101U	2
Personal Computer Hardware - IF103U	2
Systems Implementation - IF105U	3
Operating Systems - IF107U	2
Network Concepts - IF109U	4
Math for Decision Making - MA111T	3
<b>SECOND SEMESTER</b>	
Introduction to Computer Science - CS116T	4
Network Routing & Switching - IF131U	4
Principles of Accounting - AC101T	4
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
<b>THIRD SEMESTER</b>	
Principles of Accounting II - AC102T	4
Introduction to Business - MG101T	3
Human Resource Management - MM231U	3
Information Tech Elective*	3
Fundamentals of Oral Communication - CM132T	3
<b>FOURTH SEMESTER</b>	
Introduction to Statistical Methods - MA140T	3
Principles of Management - MG110T	3
Information Tech. Elective*	3
Information Tech. Elective*	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>62</b>

\*Information Technology Electives can be taken whenever the student can fit them into the schedule regardless of the semester. They can be chosen from MG103U Studies in Small Business Management, MG106T Business Law, MG102U Studies in Entrepreneurial Skills, or any Information Technology (IF) course that is not already required for this program of study.

*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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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; this professional selects furnishings, materials, and colors. Presentation boards and business documents are then 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.
- From instructors with experience and educational backgrounds in interior design.
- During internships in a professional interior design setting.
- In classes with good student-to-faculty ratios.

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 Art and Design
- The Profession of Interior Design

## TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye Community College has an articulation agreement with Wartburg College and our graduates may enter as a junior.

**For additional information contact:  
Arts, Human Studies, and Health  
Department, 319-296-4007.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Basic Drafting /Rendering Techniques - ID101U	3
Residential Design I - ID102U	5
Design/Color Fundamentals for Interiors - ID103U	3
Interior Backgrounds/Window Treatments - ID106U	2
History of Interiors I - ID109U	2
Basic Mathematics - MA110U	3

#### OR

Math Transfer Elective

#### SECOND SEMESTER

Residential Design II - ID135U	4
Lighting - ID133U	2
History of Interiors II - ID137U	3
Kitchen Design - ID139U	3
CAD for Interior Designers - ID209U	3
Applied Writing - CM102U	3

#### OR

Composition I - CM113T

#### THIRD SEMESTER

Contract Design I - ID202U	5
Survey of the Visual Arts - ID203U	3
Quality Buying - ID204U	2
Textiles for Interior Design - ID210U	3
Principles of Selling - MM133U	3
Human Relations - HR101U	3

#### OR

General Psychology - PY100T

#### OR

Introduction to Sociology - SO100T

#### FOURTH SEMESTER

Contract Design II - ID232U	5
Residential Architecture/Construction - ID233U	3
Professional Practice - ID236U	2
Field Experience - ID238U	2
Modern Design - ID239U	2
Fundamentals of Oral Communications - CM132T	3

**TOTAL NEEDED TO GRADUATE 72**

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Arts degree.

*\* 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.*





# Legal 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 Administration 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 Research
- Legal Document Production

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Many of the business department courses are designed to allow students easy transfer from one business program to another. For those desiring articulation and transfer opportunities to four-year institutions, Legal Office Assistant graduates may transfer with junior status to some four-year schools. Students should talk to a program advisor.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Beginning Keyboarding - BS102U	3
Structures of English - CM100U	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Introduction to Business - MG101T	3
<b>SECOND SEMESTER</b>	
Applied Accounting - AC110U	4
Advanced Keyboarding - BS138U	3
Legal Office Concepts and Procedures SE132U	3
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Introduction to Database & Spreadsheets - BS106U	3
Transcription - BS132U	2
<b>THIRD SEMESTER</b>	
Legal Transcription & Terminology - SE210U	3
Electronic Calculators - BS139U	1
Accounting Simulations I - AC202U	1
Applied Information Processing - BS208U	3
Fundamentals of Oral Communication - CM132T	3
Introduction to Legal Research - SE216U	3
Business Law - MG106T	3
<b>FOURTH SEMESTER</b>	
Legal Document Processing - SE230U	3
Presentation & Desktop Publishing - SE235U	3
Administrative Management - SE237U	3
Employment Strategies - BS230U	2
Business Ethics - MM138T	3
Cooperative Office Experience - SE205U	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>67</b>

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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. 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 academic advisor to determine the specific sequencing of required and elective courses that best meet their needs and career goals.

### MAJOR AREAS OF TRAINING

- Marketing & Sales Management
- Organizational Management
- Human Resources
- Financial Management

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Many of the business department courses are designed to allow students easy transfer from one business program to another. Transfer among Marketing Management and the Arts & Science transfer programs of Business Administration and General Studies in Business is common. For those desiring articulation and transfer opportunities to four-year institutions, Marketing Management graduates may transfer with junior status to Wartburg College and Upper Iowa University. Articulation may be negotiated with many other private institutions. Students should visit with a program advisor.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Introduction to Business - MG101T	3
Marketing Principles - MM110T	3
Orientation to Marketing Management - MM102U	1
Basic Math - MA110U	3
OR Math Transfer Elective	
Applied Writing - CM102U	3
OR Composition I - CM113T	
Human Relations - HR101U	3
OR General Psychology - PY100T	
OR Introduction to Sociology - SO100T	
Marketing Elective	3
<b>SECOND SEMESTER</b>	
Retail Principles - MM130U	3
Principles of Selling - MM133U	3
Fundamentals of Oral Communication - CM132T	3
Introduction to Database/Spreadsheets - BS106U	3
OR Computer Concepts & Applications - CL110T	
Marketing Electives	6 - 7
<b>THIRD SEMESTER</b>	
Principles of Management - MG110T	3
Applied Accounting I - AC110U	4
OR Principles of Accounting I - AC101T	
Business Law - MG106T	3
Marketing Electives	8 - 10
<b>FOURTH SEMESTER</b>	
Career Capstone - BS231U	3
Human Resource Management - MM231U	3
Advertising - MM232U	3
Visual Merchandising - MM235U	2
Marketing Electives	6 - 7
<b>TOTAL NEEDED TO GRADUATE</b>	<b>72</b>
Students select a minimum of 24 credits from the following elective categories.	
<b>Select one of the three: (3 credits)</b>	
Intro.To Economics - EC100T	3
Macroeconomics - EC101T	3
Microeconomics - EC102T	3
<b>Select one of the five: (3 or 4 credits)</b>	
Beginning Keyboarding BS102U	3
Composition II - CM118T	3
Structure of English - CM100U	3
Applied Accounting II - AC130U	4
Prin. of Accounting II - AC102T	4
<b>Select five or six of eight (17 credits)</b>	
Textiles - ID201U	3
Consumer Behavior - MM204U	3
Physical Distribution - MM206U	3
Marketing Field Exp. - MM202U	4
Customer Service - MM136U	3
Business Ethics - MM138T	3
Merchandise Planning & Control - MM135U	3
Marketing Decision Making - MM240U	3
Electronic Calculators - BS139U	1
Electronic Communications - BS143U	3

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.

*\* 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.*



# 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 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 cooperative education 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.

### MAJOR AREAS OF TRAINING

- Medical Office Procedures
- Medical Terminology & Transcription
- Medical Insurance & 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 an academic advisor.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Structure of English - CM100U	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Beginning Medical Terminology - MS102U	4
ICD-9-CM Coding - MS104U	3
Beginning Keyboarding - BS102U	3
<b>SECOND SEMESTER</b>	
Advanced Keyboarding - BS138U	3
Advanced Medical Terminology - MS132U	4
Transcription - BS132U	2
Accounting Fundamentals - BS103U	3
Applied Writing - CM102U	3
<b>OR</b>	
Composition I - CM113T	
Medical Insurance - MS136U	3
<b>THIRD SEMESTER</b>	
Medical Transcription - MS154U	2
Intro to Database/Spreadsheets - BS106U	3
Applied Information Processing - BS208U	3
Fundamentals of Oral Communications - CM132T	3
Medical Office Procedures - MS133U	3
Pegboard/Computer Patient Billing - MS137U	2
<b>FOURTH SEMESTER</b>	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Administrative Management - SE237U	3
Career Capstone - BS231U	3
Business Law - MG106T	3
Pharmacology for the Secretary - MS152U	1
Cooperative Office Experience - SE205U	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>66</b>

*\*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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Medical Laboratory Technology

## MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technician 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 Technician 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
- Hematology
- Microbiology

For additional information contact:  
Arts, Human Studies, and Health  
Department, 319-296-4013.

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Human Anatomy & Physiology I - BI104T	4
Principles of Chemistry - CH105T	4
Fundamentals of Oral Communication - CM132T	3
Intro to Lab Science - MT110U	2
Laboratory Math - MT114U	3
General Psychology - PY100T	3

#### OR

Intro to Sociology - SO100T

#### SECOND SEMESTER

Human Anatomy & Physiology II - BI105T	4
Principles of Microbiology - BI106T	3
Composition I - CM113T	3
Medical Terminology - MT120U	2
Urinalysis I - MT124U	3

#### THIRD TERM (SUMMER)

Fundamental Lab Techniques - MT150U	3
Hematology I - MT154U	3
Clinical Microbiology I - MT156U	4

#### FOURTH SEMESTER

Advanced Hematology - MT214U	3
Immunohematology I - MT216U	4
Hemostasis & Thrombosis - MT218U	2
Clinical Chemistry I - MT219U	7
Parasitology - MT220U	1
Immunology & Serology I - MT222U	2

#### FIFTH SEMESTER

Clinical Practicum (24 week term)	
Urinalysis II - MT244U	1
Immunohematology II - MT226U	2
Clinical Chemistry II - MT229U	4
Immunology & Serology II - MT230U	1
Lab Survey & Review - MT232U	1
Hematology II - MT234U	4
Clinical Microbiology II - MT236U	4

**TOTAL NEEDED TO GRADUATE 80**

*\* 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.*

## ADMISSION REQUIREMENTS

1). Be in the upper one-third of high school class (or GED percentile average of 75 or above) and successful complete high school algebra I, chemistry, and biology with a "B" grade or higher.

OR

2). Be a high school graduate or equivalent AND have an ACT standard score of 20 or more in math, reading and english OR score on the COMPASS: 42 in algebra, 82 in reading, and 65 in writing AND complete high school algebra I, chemistry, and biology with a "B" grade or higher.

OR

3). Successfully complete the following courses at Hawkeye Community college or comparable courses at another accredited college: SC014D Elements of Writing, SC023D Intro to College Reading II OR SC024D College Study Skills, SC038D Beginning Algebra, SC014D Pre-Tech Biology, CH105T Principles of Chemistry.

OR

4). Have a combination of the above requirements in #2 and #3 for algebra, reading, writing, chemistry, and biology that fill all five basic requirements.

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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 & Transcription
- Medical Insurance & Coding
- Computer Software

### TRANSFER INFORMATION FOR CONTINUED STUDIES

Student completing the Medical Secretary program may continue their studies in the Medical Administrative Assistant program to earn an Associate in Applied Science degree.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
<b>FIRST SEMESTER</b>	
Advanced Keyboarding - BS138U	3
Transcription - BS132U	2
Structures of English - CM100U	3
Basic Math - MA110U	3
<b>OR</b>	
Math Transfer Elective	
Beginning Medical Terminology - MS102U	4
ICD-9-CM Coding - MS104U	3
<b>SECOND SEMESTER</b>	
Advanced Medical Terminology - MS132U	4
Medical Office Procedures - MS133U	3
Medical Insurance - MS136U	3
Pharmacology for the Secretary - MS152U	1
Pegboard/Computer Patient Billing - MS152U	2
Medical Transcription - MS154U	2
Intro to Database/Spreadsheets - BS106U	4
<b>THIRD SEMESTER</b>	
Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
Applied Information Processing - BS208U	3
Career Capstone - BS231U	3
<b>TOTAL NEEDED TO GRADUATE</b>	<b>45</b>

*\*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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded a Diploma.



# Natural Resources Management

## NATURAL RESOURCES MANAGEMENT

The Natural Resources Management 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 flexibility in 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 vegetation or wildlife management. 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

**For additional information contact:**  
**Ag, Power, and Natural Sciences**  
**Department, 319-296-4008 or**  
**agnr@hawkeye.cc.ia.us**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Composition I - CM113T	3
Chemical Certification - HT135T	3
Wildlife Identification - NR105T	3
Environmental Conservation - NR121T	3
Native Vegetation - NR204U	3
Social Science Elective	3

**Certificate:** Requires successful completion of thirteen semester hours from term one with a minimum of three Natural Resources courses required.

#### SECOND SEMESTER

AG Computers - AG103T	3
Equipment Operation - HT101U	3
Wildlife Ecology - NR104U	3
*Integrated Roadside Vegetation Management - NR133U	4

#### OR

**Woodland Management - NR138U	
*Fire Management - NR135T	3

#### OR

**Aquatic Management - NR136U	
Math Elective	3

**Diploma:** Requires successful completion of 30 semester hours with a minimum of four Natural Resources Courses from terms one and two required.

#### THIRD TERM (SUMMER)

Foundations of GIS & GPS - AF140U	3
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#### OR

Applications of GPS - AF231T	4
Fund of Oral Communication - CM132T	3
Electives	3
Conservation Biology - NR201T	4
Natural Areas Management - NR228U	2

#### FOURTH SEMESTER

*Applications of GIS - AF232T	4
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#### OR

** Wildlife Management - NR206U	4
Employment Experience - AG138T	5
Electives	4
Human Dimensions of NRM - NR232U	2

**TOTAL NEEDED TO GRADUATE 68**

- \* Fulfills the requires for a Vegetation Management Emphasis
- \*\* Fulfills the requirements for a Wildlife Emphasis

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Students may choose from three levels of study, earning a Certificate, Diploma, or an Associate in Applied Science degree.



# Network Administration & Engineering

## NETWORK ADMINISTRATION AND ENGINEERING

The Network Administration and 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

- 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 participating in actual projects designing, implementing, testing, and troubleshooting networks and security systems.

### MAJOR AREAS OF TRAINING

- Design Network Layouts
- Network Configuration and Troubleshooting
- Network Installation
- Maintenance of Servers
- Firewall and Intrusion Detection

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

### SUGGESTED SEQUENCE OF STUDY

#### COURSE TITLE/COURSE CODE CREDITS FIRST SEMESTER

Fundamentals of Information Technology - IF101U	2
Personal Computer Hardware - IF103U	2
Systems Implementation - IF105U	3
Operating Systems - IF107U	2
Network Concepts - IF109U	4
Math for Decision Making - MA111T	3

#### SECOND SEMESTER

Introduction to Computer Science - CS116T	4
Network Routing & Switching - IF131U	4
LINUX Administration - IF133U	3
Human Relations - HR101U	3

OR

General Psychology - PY100T

OR

Introduction to Sociology - SO100T	
Applied Writing - CM102U -	3

OR

Composition I - CM113T

#### THIRD SEMESTER

Beginning Administration of Novell Netware - IF221U	2
Advanced Administration of Novell Netware - IF223U	2
Network and Resource Management - IF225U	3
Information Tech Elective*	3
WAN Configuration - IF227U	4
Fundamentals of Oral Communication - CM132T	3

#### FOURTH SEMESTER

Beginning Administration of MS NT - IF237U	2
Advanced Administration of MS NT - IF239U	2
Network Performance & Monitoring - IF240U	4
Information Tech. Elective*	3
Information Tech. Elective*	3

**TOTAL NEEDED TO GRADUATE 64**

\*Information Technology Electives may be selected from any of the Information Technology Department courses not already required for this program of study and may be taken any semester that fits into the schedule.

*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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Office Specialist

## OFFICE SPECIALIST

The Office Specialist and Office Assistant program is 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, key-boarding, data entry, 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 INFORMATION FOR CONTINUED STUDIES

Programs in the Office Technology area are designed to allow students to transfer from one Office Technology program to another. See an academic advisor for more information.

**For additional information contact:  
Business, Communications,  
Mathematics, and Developmental  
Studies Department, 319-296-4012.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS DIPLOMA OPTION - OFFICE SPECIALIST

#### FIRST SEMESTER

Beginning Keyboarding - BS102U	3
Intro to Database/Spreadsheet - BS106U	3
Electronic Calculators - BS139U	1
Structures of English - CM100U	3
Human Relations - HR101U	3

#### OR

General Psychology - PY100T

#### OR

Intro to Sociology - SO100T	
Intro to College - IY100T	2
Basic Math - MA110U	3

#### SECOND SEMESTER

Accounting Fundamentals - BS103U	3
Transcription - BS132U	2
Office Support Systems - BS135U	3
Advanced Keyboarding - BS138U	3
Data Entry - BS128U	1
Electronic Communications - BS143U	3
Communications - CM101U	3

**TOTAL NEEDED TO GRADUATE 36**

### CERTIFICATE OPTION - OFFICE ASSISTANT

#### FIRST SEMESTER

Beginning Keyboarding - BS102U	3
Electronic Calculators - BS139U	1
Human Relations - HR101U	3

#### OR

General Psychology - PY100T

#### OR

Intro to Sociology - SO100T	
Basic Math - MA110U	3

#### SECOND SEMESTER

Accounting Fundamentals - BS103U	3
Intro to Database/Spreadsheet - BS106U	3
Data Entry - BS128U	1
Electronic Communications - BS143U	3
Communications - CM101U	3

**TOTAL NEEDED TO GRADUATE 23**

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded diplomas in Office Specialist and certificates in Office Assistant.





# 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 our graduates are ready to apply their new job skills in less than a year!

### COURSEWORK

- 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 & Physiology
- Pharmacology
- Pathology
- Frames & Lenses
- Eye Exam
- Office & Insurance Procedures

**For additional information contact:  
Arts, Human Services, and Health  
Department, 319-296-4013.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Optometric/Ophthalmic Assisting I - OA101U	3
Optometric/Ophthalmic Assisting Lab - OA102U	3
Beginning Keyboarding - BS102U	3
Human Relations - HR101U	3

OR

General Psychology - PY101T

OR

Introduction to Sociology - SO100T	
Fundamentals of Oral Communication - CM132T	3

OR

Applied Writing - CM102U

OR

Composition I - CM113T	3
<b>Total Semester Hours</b>	<b>15</b>

#### SECOND SEMESTER

Required Core Classes:

Optometric/Ophthalmic Assisting II - OA101U	3
Optometric/Ophthalmic Assisting Lab II - OA101U	3

Optician Option Requirements:

Ophthalmic Cutting Lab - OA101U	3
Ophthalmic Cutting Lab lab - OA101U	3
Data Entry - OA101U	3
<b>Total for Optician Option</b>	<b>15</b>

Ophthalmic Option Requirements:

Advanced Pretesting - OA101U	3
Advanced Pretesting Lab - OA101U	3
Beginning Medical Terminology - OA101U	4
<b>Total for Ophthalmic Option</b>	<b>16</b>

Optometric Option Requirements:

Data Entry - OA101U	3
Office Support Systems and Procedures - OA101U	3
ICD-9-CM Coding - OA101U	3
<b>Total for Optometric Option</b>	<b>15</b>

#### THIRD TERM (SUMMER)

8-Week Internship - OA109U	6
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#### TOTAL NEEDED TO GRADUATE

<b>Total for Optometric Assisting</b>	<b>36</b>
<b>Total for Ophthalmic Assisting</b>	<b>37</b>
<b>Total for Optician</b>	<b>36</b>

*\* 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*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded a 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.

- 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

- Basic Police Operations
- Criminal Justice
- Criminology
- Constitutional Law
- Traffic Investigation
- Defense Tactics
- Firearms
- Physical Activity & Wellness

**For additional information contact:  
Arts, Human Services, and Health  
Department, 319-296-4007.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Basic Police Operations - PL102U	3
Introduction to Criminal Justice - CJ102T	3
Composition I - CM113T	3
Introduction to Sociology - SO100T	3
Criminal Justice Computer Applications - PL111U	1

#### SECOND SEMESTER

Criminalistics - PL203U	3
Introduction to Criminology - SO104T	3
Traffic Investigation - PL134U	3
Composition II - CM118T	3
Defensive Tactics - PL214U	2
General Psychology - PY100T	3

#### THIRD SEMESTER

Basic Mathematics - MA110U	3
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#### OR

Math Transfer Elective	
Fundamentals of Oral Communication - CM132T	3
Constitutional Law - PL201U	3
Practicum - PL208U	4
Firearms I - PL210U	1
Employment Strategies for Law Enforcement - PL216U	2
Introduction to Wellness - PE100T	2

#### FOURTH SEMESTER

Physical Activities, Aerobic - PE-T	1
Physical Activities, Skill - PE-T	1
Community Policing - PL202U	3
Criminal Law & Procedures - PL230U	3
Principles of Investigation - PL232U	3
Firearms II - PL240U	1
Juvenile Delinquency - SO106T	3

<b>TOTAL NEEDED TO GRADUATE</b>	<b>63</b>
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*\* 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.*

## ADMISSION 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.

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Practical Nursing

## PRACTICAL NURSING

The Practical Nursing Program prepares students for entry level practice as licensed practical nurse. 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 & Development
- Nutrition

This program is approved by the Iowa Board of Nursing.

**Iowa Board of Nursing**  
**River Point Business Park**  
**400 SW Eight Street, Suite B**  
**Des Moines, IA 50309-4616**  
**515-281-3255**

**For additional information contact:**  
**Arts, Human Services, and Health**  
**Department, 319-296-4013.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Intro to Nutrition - PN104U	2
Intro to Client Care - PN105U	1
Nursing Fundamentals I - PN107U	3
Nursing Fundamentals II - PN108U	3
Nursing Calculations - PN109U	2
A&P for Health Career - BI105U	3
General Psychology - PY100T	3

Note: Nursing Funds I & II are 8-week courses.

#### SECOND SEMESTER

Foundations for Clinical Practice - PN133U	3
Medical Surgical Nursing "A" - PN134U	5
Medical Surgical Nursing "B" - PN135U	5
Applied Writing - CM102U	3

#### OR

Composition I - CM113T

Note: Med-surg Nursing "A" & "B" are 8-week courses.

#### THIRD TERM (SUMMER)

Growth & Development - PN131U	3
Maternal-Child Nursing - PN155U	3
Intro to Mental Health Nursing - PN200U	1
Issues & Trends in PN - PN201U	1
Nursing Practicum - PN202U	1

**TOTAL NEEDED TO GRADUATE 42**

*\* 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.*

## ADMISSION REQUIREMENTS

- High school graduate or equivalent.

AND

- Score on the COMPASS test at least a 42 on algebra, 82 on reading and 65 on Writing OR a 19 standard score on each ACT: math, reading and English.

- One year of high school biology with a "C" grade or better.

OR

- Complete all the following college success courses with a "C" grade or higher at Hawkeye Community College or comparable courses at another accredited college: Fundamentals of Writing I - SC015D, Beginning Algebra - SC038D, Pre-Technical Biology - SC041D, and Introduction to College Reading - SC022D or College Study Skills - SC023D.

OR

- Any combination of the above requirements for math, reading, writing, and high school biology that fulfills all four of these basic skills.

## AWARD

Upon successful completion of the required courses, graduates are awarded a Diploma.



# Professional Photography

## PROFESSIONAL PHOTOGRAPHY

The Professional Photography program provides students with a working knowledge of professional photography. Students will be educated for photographic positions as assistants in the fields of commercial, photojournalism and portrait.

The program is recognized by the Professional Photographers of America.

### COURSEWORK

- Through lectures, live demonstrations, and practical application assignments, providing the necessary knowledge to compete in a rapidly growing profession.
- In spacious studio areas, black and white and color processing laboratories, and the new electronic imaging laboratory.
- A strong basic photographic education including new electronic photographic technologies used by professional photographic studios and laboratories.
- In small classes providing close faculty student contact.

### MAJOR AREAS OF TRAINING

- Portrait
- Electronic Imaging
- Commercial
- Photojournalism

**For additional information contact:  
Arts, Human Services, and Health  
Department, 319-296-4007.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Fundamentals of Photography - PO101U	6
Photo Design I - PO102U	3
Print Presentation Techniques - PO103U	3
Introduction to Electronic Imaging - PO106U	3
Basic Math - MA110U	3

OR

Math Transfer Elective

#### SECOND SEMESTER

Basic Color Negatives & Prints - PO131U	3
Photo Design II - PO132U	3
Large Format Photography - PO133U	3
Theory of Photography - PO134U	3
Applied Writing - CM102U	3

OR

Composition I - CM113T	
Human Relations - HR101U	3

OR

General Psychology - PY100T

OR

Introduction to Sociology - SO100T

#### THIRD SEMESTER

Basic Portraiture - PO202U	3
Basic Commercial Photography - PO204U	3
Intermediate Electronic Imaging - PO212U	3
Basic Photojournalism - PO208U	3
Visual Communication - PO210U	3
Fundamentals of Oral Communication - CM132T	3

#### FOURTH SEMESTER

##### ADVANCED EMPHASIS (CHOICE OF ONE):

Advanced Portraiture - PO232U	6
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OR

Advanced Commercial - PO234U	6
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OR

Advanced Photojournalism - PO238U	6
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##### ELECTIVES (CHOICE OF THREE):

Photo Reproduction - PO240U	3
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OR

Advanced Visual Communication - PO242U	3
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OR

Wedding Photography - PO244U	3
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OR

Advanced Electronic Imaging - PO246U	3
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##### ADDITIONAL REQUIRED COURSES

##### (CHOICE OF ONE):

Principles of Selling - MM133U	3
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OR

Marketing Principles - MM110T	3
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OR

Intro to Business - MG101T	3
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**TOTAL NEEDED TO GRADUATE 72**

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Arts degree.



# Registered Nurse First Assistant

## REGISTERED NURSE FIRST ASSISTANT

This 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, during a surgical procedure, 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.

### APPROVED BY

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.

**For additional information contact:  
Arts, Human Services, and Health  
Department, 319-296-4007.**

## COURSEWORK

Each student will take the one-week didactic course followed by a clinical internship course to be scheduled and arranged with individual students in the program. Graduates of the program will be awarded a certificate and provided with a transcript indicating their grades. CNOR is required.

RNFA students will be expected to attend the entire week of class and complete their internship to complete their course work.

Class size is limited to 20. The instructors of the course are experienced O.R. nurse-instructors and an American Board of Surgery certified Surgeon.

## COURSE INFORMATION

Registered Nurse First Assistant - RN210U  
3 semester credits 48 class hours

Registered Nurse First Assistant - RN215U  
Clinical Internship 144 hours  
3 semester credits  
(to be arranged at hospital(s) of personal choice)

Approximate time span - one year

## ENTRANCE DATES

The RNFA student program will begin on the following dates:

- October 27, 2002
- April 27, 2003
- October 26, 2003
- May 2, 2004

## 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.

## ADMISSION REQUIREMENTS

Complete applications must be received six (6) weeks prior to the beginning of class.

Provide a

- Complete Hawkeye Community College admissions application along with items A, B, and C. Items D, E, F and G must be submitted to the Health Sciences Department three weeks prior to the beginning of class.
- A). Letter of recommendation from current and/or previous manager/supervision describing your experience in scrub and circulate roles.
- B). Copy of CNOR certificate
- C). Signed copy of current RN license.
- D). Evidence of current malpractice insurance including: Name, address, and policy number of insurance company with the effective dates of policy.
- E). Letter of agreement from board certified general surgeon who agrees to be a preceptor.
- F). Copy of surgeon's credentials including:
  - American Board of Surgeons current certificate
  - Current license

## AWARD

Upon successful completion of the required courses and internship, students will be awarded a certificate.



# Respiratory Therapy

## RESPIRATORY THERAPY

The Respiratory Therapy program prepares students for employment in the treatment, management, and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.

### 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

### COURSEWORK

Students in the Respiratory Care Therapy program are provided with:

- classroom instruction
- laboratory experience
- supervised clinical experience at local and regional hospitals, medical centers, and other health care settings
- experience through a five week practicum (internship) at a regional health care facility

### MAJOR AREAS OF TRAINING

- Acute and Subacute Care
- Cardiopulmonary Physiology
- Intensive Care Procedures
- Diagnostic Procedures

For additional information contact:  
Arts, Human Studies, and Health  
Department, 319-296-4007.

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Introduction to Respiratory Care - RT104U	3
Introduction to Anatomy & Physiology - BI103T	4
Math for Decision Making - MA111T	3
General Psychology - PY100T	3
Composition I - CM113T	3

#### SECOND SEMESTER

Cardiopulmonary A & P - RT134U	3
Respiratory Care Procedures I - RT136U	3
Respiratory Pharmacology - RT138U	2
Clinic I - RT140U	2
Physical Science - PS112T	4
Fundamentals of Oral Communication - CM132T	3

#### THIRD TERM (SUMMER)

Respiratory Procedures II - RT200U	3
Clinic II - RT202U	2
Principles of Microbiology BI106T	3

#### FOURTH SEMESTER

Clinical Medicine - RT230U	3
Respiratory Care Procedures III - RT232U	4
Clinic III - RT234U	6
Computer Concepts & Applications - CL110T	3

#### FIFTH SEMESTER

Diagnostic Procedures - RT236U	5
Pulmonary Rehab - RT238U	3
Clinic IV - RT240U	6

**TOTAL NEEDED TO GRADUATE 71**

*\* 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.*

## ADMISSION REQUIREMENTS

- High school graduate or equivalent.
- One year of high school algebra.
- One semester of high school chemistry or the equivalent.
- Basic skill competency in mathematics, reading, and writing.
- A personal interview or program orientation session may be required.

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science Degree. Graduates are eligible to sit for state and national licensing/certification/registry examinations.



# Tool & Die Making

## TOOL & DIE MAKING

Toolmakers are responsible for building and maintaining a wide variety of special fixtures and tools utilized by industry for mass production of identical parts for the broad spectrum of manufacturing.

This program is designed to provide its graduates with entry level skills to find employment in the die making, moldmaking, patternmaking, and related skilled trade areas.

## COURSEWORK

The Tool & Die Making program consists of classroom and hands-on lab work in machine tool operations. Students learn through progressively complex projects building tooling and component pieces used in creating production parts that are to print specifications.

## MAJOR AREAS OF TRAINING

- Machine Processes
- Tool & Die Making
- Welding
- Precision Measurement
- Computer Numerical Control Procedures
- Industrial Relations

## TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial, Engineering, and Information 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.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Machine Processes I - MC110U	7
CNC Lathes - MC104U	3
Introduction to Print Reading - IT102U	3
Basic Mathematics - MA110U	3

#### OR

Mathematics Transfer Elective

#### SECOND SEMESTER

Machine Processes II - MC116U	7
CNC Machining Centers - MC114U	3
Advanced Print Reading - IT112U	3
Geometry/Trigonometry - MA116U	3
Applied Writing - CM102U	3

#### OR

Composition I - CM113T

#### THIRD TERM (SUMMER)

Jig & Fixture Making - TD151U	3
Welding - TD152U	2
Manufacturing Processes - IT210U	2
Heat Treatment - TD154U	2

#### FOURTH SEMESTER

EDM Procedures - IT212U	2
Hydraulics - IT203U	2
Fundamentals of Oral Communications - CM132T	3
*Basic Die Making - TD201U	8
*Job Planning & Estimating - TD202U	2
**Injection Moldmaking - TD211U	7
**Production Process of Plastics - TD212U	

#### FIFTH SEMESTER

Human Relations - HR101U	3
<b>OR</b>	
General Psychology - PY100T	
<b>OR</b>	
Introduction to Sociology - SO100T	
*Advanced Die Making - TD231U	8
*Die Repair - TD232U	2
*Plastics Tooling & Manufacturing - TD234U	2
**Blow/Compression/Transfer Moldmaking - TD241U	8
**Plastic Forming Processes - TD 242U	3
**Physical Properties of Plastics - TD243U	2
**Plastics Testing & Inspection - TD244U	2

#### TOTAL NEEDED TO GRADUATE

*TOOL AND DIE	76
**MOLDMAKING	79

*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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an Associate in Applied Science degree.



# Truck Driving & Transportation Training

## TRUCK DRIVING & TRANSPORTATION TRAINING

Truck Driving & Transportation Training program prepares students to operate an over-the-road truck or enter the trucking business as a motor carrier. The program is approved by the Iowa Department of Education, the Iowa Motor Truck Association, and Job Training Programs. This program will assist students in obtaining a Commercial Drivers Instruction Permit.

### 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 a driver to be at least 21 years of age and intrastate regulations require drivers to be at least 18 years old.

### MAJOR AREAS OF TRAINING

- Proper Truck Driving Techniques
- Safety Practices
- Regulation Compliance
- Accident Prevention
- Emergencies, First Aid and CPR
- Prepare for Class A Commercial Driver License with All Endorsements

**For additional information contact:  
Ag, Power, and Natural Sciences  
Department, 319-296-4011.**

## SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
Interpersonal Relations - TR100U	2
Transportation Industry & Driver Regulations - TR101U	4
Driving Range I - TR102U	4
Driving Range II - TR103U	2
Driving Range III - TR104U	2
<b>TOTAL NEEDED TO GRADUATE</b>	<b>14</b>
Truck Transportation On-the-Job Training (Optional) - TR105U	3

## ADMISSION REQUIREMENTS

- High school graduate or equivalent.
- Basic skill competencies in reading, writing, and math.
- Provide a 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.

## AWARD

Upon successful completion of the required courses, graduates are awarded a certificate.





# Web Design & Development

## WEB DESIGN AND DEVELOPMENT

The Web Design and 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

- 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

**For additional information contact:**  
**Industrial, Engineering, & Information**  
**Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Fundamentals of Information Technology - IF101U	2
Personal Computer Hardware - IF103U	2
Systems Implementation - F105U	3
Operating Systems - IF107U	2
Network Concepts - IF109U	4
Math for Decision Making - MA111T	3

#### SECOND SEMESTER

Introduction to Computer Science - CS116T	4
Network Routing & Switching - IF131U	4
Introduction to Web Design - IF135U	3
Human Relations - HR101U	3

#### OR

General Psychology - PY100T

#### OR

Introduction to Sociology - SO100T	
Applied Writing - CM102U	3

#### OR

Composition I - CM113T

#### THIRD SEMESTER

Database Systems - IF201U	3
Visual Basic Programming - IF203U	3
Advanced Web Design - IF205U	3
Information Tech Elective*	3
Fundamentals of Oral Communication - CM132T	3

#### FOURTH SEMESTER

Web Server Administration - IF231U	2
Multimedia Concepts - IF233U	2
E-Commerce Strategies - IF235U	3
Information Tech Elective*	3
Information Tech. Elective*	3

**TOTAL NEEDED TO GRADUATE 61**

\*Information Technology Electives can be chosen from any of the Information Technology Department courses not already required for this program and can be taken any semester that fits into the schedule.

*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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded an 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 latest techniques in the fabrication of materials by welding processes. Students learn welding, cutting, metallurgy, and blueprint reading and 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 INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial, Engineering, and Information 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.

**For additional information contact:  
Industrial, Engineering, & Information  
Technology Department, 319-296-4009.**

## SUGGESTED SEQUENCE OF STUDY

### COURSE TITLE/COURSE CODE CREDITS

#### FIRST SEMESTER

Arc Welding I (Flat & Horizontal) - WL103U	4
Cutting Processes - WL105U	2
Blueprint Reading - WL109U	3
GMAW-FCAW I - WL111U	4
Basic Math - MA110U	3

#### OR

Mathematics Transfer Elective

\* Point of exit for a potential certificate in welding.

#### SECOND SEMESTER

Arc Welding II - WL133U	4
GMAW-FCAW II - WL135U	4
Communications - CM101U	3
Human Relations - HR101U	3

#### OR

General Psychology - PY100T

#### OR

Introduction to Sociology - SO100T	
Advanced Blueprint Reading- WL137U	2

#### THIRD SEMESTER

Pipe Welding - WL106U	3
T.I.G. Welding Procedures - WL108U	3
Fusion & Braze Welding - WL110U	2

**TOTAL NEEDED TO GRADUATE 40**

*\* 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.*

## ADMISSION REQUIREMENTS

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

## AWARD

Upon successful completion of the required courses, graduates are awarded a 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
- Insurance Continuing Education
- Life Underwriters Training
- New Business Workshop
- Real Estate

### COMPUTER TRAINING

- Computer Concepts
- Digital Cameras and Scanning
- Illustrator
- Internet I & II
- Keyboarding
- Microsoft Access
- Microsoft Windows 95/98/2000
- Microsoft Works
- Pagemaker
- PhotoShop
- Spreadsheets
  - Microsoft Excel
- Word Processing
  - Project 98/2000

### MANAGEMENT/EMPLOYEE DEVELOPMENT

- Business Writing
- Communication Skills
- Conflict Resolution
- Customer Service Workshops
- Diversity in the Workplace
- Job Profiling
- Harassment
- Human Relations in Business & Industry
- Management Development - AMA
- Marketing Principles
- Management Seminars & Workshops
- Personnel Management
- Presentation Skills
- 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
- FMEA
- GR & R
- Internal Auditing
- ISO 9000: 2000
- Lean Manufacturing
- QS-9000
- Statistician Process Control

## TECHNICAL TRAINING

- AutoCAD
- Blueprint Reading
- Boiler Systems
- Computer Aided Design
- Computerized Numerical Control
- Computerized Technical Control
- DC Servomotor
- Digital Electronics
- Electrical Systems and Repair
- Electronics
- Fork Truck Certification
- Geometric Dimensioning Tolerancing
- Hydraulics & Pneumatics
- Industrial Electrical Systems
- 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
- Physics, Introductory
- Precision Measurement
- Pre-Technical Math
- Programmable Controllers
- Refrigeration
- Robotics
- 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
- Customized English as a Second Language (ESL)
- Writing on the Job
- Clerical Quick-Start Training
- Basic Math

## CERTIFICATE PROGRAMS

### CLERICAL QUICK START

Clerical Quick Start is a certificate program and is earned by completing 100+ hours in the areas of computer skills, customer service, office practice skills, writing on the job, and interpersonal job skills. This program is ideal for those desiring to learn or update skills for employment as a receptionist, secretary, or customer service representative.

### 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.

### BUSINESS COMPUTING

The Certificate in Business Computing awards recognition to an individual for learning the capabilities of a PC and for having achieved mastery of software applications in such areas as database management, spreadsheet development, and word processing.

The Certificate demonstrates that the student has a level of competency in computer concepts and ability to operate the latest software available for business applications. It tells the business community, colleagues, and others that the student has completed 100+ hours of specialized study, which have enabled them to combine their business and management skills with computer skills to solve business problems.

### DESKTOP PUBLISHING SPECIALIST

The Desktop Publishing Specialist Certificate gives the student knowledge of a wide range of different word processors, graphics and drawing programs. Students learn to manipulate text and graphics into a work of art, creating their own newsletters, business cards, brochures, and much more.

## 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

### LONG TERM CARE

Activity Coordinator Course  
Training CCDI (Chronic Confusion and Dementing Illness) Units  
Child's LTC  
Death and Dying  
Dependent Adult Abuse - Mandatory Reporter Training  
Department Head Continuing Education  
Health Unit Coordinator  
In-Service Programs  
Intro to Health Careers  
Medication Manager  
Medical Terminology  
Medication Administration for Jailers  
Nurse Aide State Competency Exam  
Nursing Aide I & II  
Nursing Home Administrators' Continuing Education  
Non-Parenteral Medication Aide  
Nursing Continuing Education  
Physical Assessment of Older Adult  
Rehabilitation Aide  
Resident Attendant  
Sign Language - American Sign & Signed English  
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

First Responder  
Emergency Medical Technician - Ambulance  
Emergency Medical Technician - Intermediate  
Emergency Medical Technician - Paramedic  
Emergency Medical Technician - Automatic D-Fib  
Emergency Rescue Technician  
Continuing Education all levels pre-hospital  
Specialized Seminars  
Triage in Trauma Seminar  
Basic Life Support - All Modules CPR  
Basic Life Support - Instructor

Basic Life Support – Instructor Trainer  
Basic First Aid  
Advanced First Aid  
Pediatric First Aid and CPR

#### **TRAINING FOR VOLUNTEER FIREFIGHTERS**

24-Hour Basic Training  
60-Hour Fire Fighter I

#### **LAW ENFORCEMENT**

Active Countermeasures  
Advanced Pistol Marksmanship  
Aerosol Subject Restraint  
Anti-Terrorist School  
A.S.P. Baton  
Bomb School  
Bomb & Building Searches  
Court Testimony  
C.P.R. for Police  
Crime Scene Investigation  
Crises Intervention  
Defense Against Edged Weapons  
Domestic Abuse  
Finger Printing  
Gun Safety  
Gun Permit, Firearms  
Handguns for Women  
High Risk Arrest  
High Risk Vehicle Stops  
Hostage Negotiations  
Liability  
Major Case Investigation  
NCIC Law Enforcement  
Police Armorers School  
Police Photography  
Police Rifle  
Police Sub-Gun  
Pressure Point Control  
Principles of Subject Control for Corrections Officers  
Report Writing  
Security Officer Training  
Self Defense for Women  
Street Drugs  
Stress Management  
Supervision for Police  
Tactical Training (Super Scenarios)  
Use of Force  
Vehicle Theft  
Violence in the Workplace  
Weapon Retention

#### **CERTIFICATION CLASSES FOR 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. 150-Hour Mandatory Training for Reserve Police Officers**  
A four-year program mandated 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.

#### **5. Aerosol Subject Restraint Instruction**

An 8-hour course for officers to become certified to teach aerosol restraint.

#### **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.

These courses are offered both on campus and with cooperating school districts listed on page 103.

Bosnian Language Skills  
Calligraphy  
Communications  
Concealed Weapons Permit  
Driver Improvement Program  
55 Alive  
Financial Management  
Firearms Basic and Advanced  
French  
Gardening  
Genealogy  
German  
Home Video Production  
Investments, Stocks and Bonds  
Landscaping  
Lawn Care  
Moped Operator  
Motorcycle Rider  
Sign Language  
Spanish  
Wills, Estates and Trust Planning  
Writing

#### **FAMILY LIVING AND CONSUMER SCIENCE**

Clothing Construction  
Professional Dressing  
Quilting Series  
Sewing with Sergers

#### **HOUSING AND HOME FURNISHINGS**

Window Treatments  
Decorating with Antiques  
Designing Kitchens  
Interior Design for the Home  
Lighting Selection  
Sewing for the Home

#### **PARENTING**

Blended/Step Families  
Changing Your Child's Behavior  
Child Care Issues  
Children In The Middle  
Children's Literature  
Families and Aging  
Family Communication Skills  
Family Living in Single Parent Homes  
Family Problem Solving  
Kids Have Feelings Too  
Living and Learning with Preschool Children  
Parenting the Adolescent  
Positive Parenting

Prevention of Child Abuse and Neglect  
Self Esteem for Adults and Children

## FOODS

Appetizers for all Occasions  
Foods from Other Cultures  
Meals in Minutes  
Nutrition and Stress  
Nutrition Issues  
Oriental Cooking  
Parent-Child Food Classes  
Yeast Breads

## OCCUPATIONAL & CONTINUING EDUCATION

Adoption Preservice Training  
Basic School Food Service  
Child Care Provider Workshops  
Cosmetology Continuing Education  
Floral Design  
Foster Parent Relicensure  
In-Service for Food Service Staffs  
Long-Term Care Food Service Supervisor - 90 Hours  
Mandatory Training for Child Abuse Reporters  
NOVA - Foster Parent Training  
Sanitation and Safety for Food Service Employees  
Treatment Foster Family Preservice Training

## MISCELLANEOUS

Anger Management  
Assertive Communication  
Holiday Classes  
Home Organization  
Parent-Child Classes  
Personal Growth  
Stress Management  
You and Your Self-Image  
Your Shopping Dollar  
Ways of Entertaining  
Work and Family

## TRAVEL AND TOURISM CERTIFICATE PROGRAM

An intensive program designed to prepare students for entry level positions in the travel industry. Covers travel basics including: understanding geography in a locational, cultural and physical sense; domestic and international airline reservations and ticketing; related ticketing procedures such as MCO's, PTA's, refunds, exchanges, insurance; the basics of tours, cruiseline, Amtrak, international rail, air and ground charters and hotel/car rental reservations; practice with sales techniques including handling customer complaints; thorough hands-on training on the Apollo airline software system.

## COMMUNITY OUTREACH SERVICES

### CAREERS CONSORTIUM, TECH PREP

Academic Outreach directs meetings and activities of the governing board for Area VII, Careers Consortium, and administers the School-to-Work and Tech Prep State grants. These grants provide resources and technical support to the 24 school districts in Area VII.

Tech Prep is a program that recognizes the unique learning and motivational needs of students, the changed and changing skill needs of employers, and the need for a new kind of integration of academic and occupational knowledge as preparation for lifetime learning. It is a significant educational reform that requires collaborative partnerships to be formed between high schools, community colleges, area education agencies, and employers to design, develop, and deliver an education that works.

Tech Prep offers students an opportunity to couple four years of high school with two years at a community college, including complementary work-based and work-site learning to prepares students for both employment and further education. Tech Prep/STW allows students to learn theory in a hands-on setting and put into practice the skills they have mastered.

With the cooperation, participation, and commitment from high schools and community colleges, local employers, teachers, parents, and students, Tech Prep is serving as an agent of positive change for America's workforce, as well as its educational system.

For more information about Tech Prep, contact the regional Tech Prep coordinator office, 319-296-4017.

**Visit the Hawkeye web site at:  
[www.hawkeyecollege.com](http://www.hawkeyecollege.com)**

### 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 via Telecommunications
  - Iowa Public Television Courses
- Non-Credit Programs
  - STARS (Striving to Achieve Readiness for Self-sufficiency)
  - Professional and Personal Development Workshops/Seminars
- ABE/GED Courses
  - ABE/GED Classes
  - Middle/High School Credit Classes
- Student Services
  - COMLINK: In-house televised student communications system
  - Admissions/Enrollment/Registration
  - Financial Aid
  - Academic Advising
  - Career Advising
  - Student Activities
  - Counseling
  - Social Service Referral
  - JTPA (Job Training Partnership Act)
  - Computerized Library Services



# COMMUNITY SERVICES

## ADULT BASIC EDUCATION (ABE)

Adult Basic Education classes, sponsored by Hawkeye, provide a way for adults to improve their basic reading, writing, or math skills. Classes are offered throughout Area VII in community centers, public libraries, and schools. In the Waterloo-Cedar Falls area, the Metro Center, located at 844 W. 4th Street in Waterloo, offers classes daily - mornings, afternoons, or evenings. Some classes are also available through agencies and at the Waterloo and Cedar Falls schools. 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 places them with adult beginning readers. Students and tutors are matched one-on-one to work twice a week 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 evening classes. Also, classes are available in many communities in Area VII at convenient times and locations. GED testing is available by appointment in Waterloo, Independence, and Waverly. Call the Metro Center, 319-234-5745, for more information about class locations or to schedule a GED test.

## ENGLISH AS A SECOND LANGUAGE (ESL)

Free ESL classes for adults are offered through the Adult Basic Education area of the Community Services Department. Classes are offered morning, mid-day, and evenings. Monday through Friday at the Metro Center, 844 W. 4th St. in Waterloo. Course content emphasizes the development of conversational English needed for daily living. Several ESL levels are available. Some reading and writing of English and cultural awareness activities are also included in the curriculum.

## CITIZENSHIP CLASSES

Citizenship classes are offered periodically 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 234-5745.

CONTINUING EDUCATION

# ADULT HIGH SCHOOL CREDITS

Students needing individual high school credits 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.

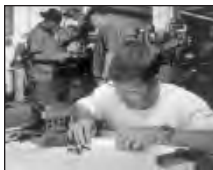
Area high school students must be referred to the Independent Learning Center (ILC) by their home high school counselor to complete individual credits to be transferred back to their home school. Each area high school determines its own policy regarding the number of credits a student may complete at the ILC to apply toward graduation from the home district. Students must be 16 years of age or second semester high school sophomores to earn this credit. Call 319-234-5745 for tuition information.

Algebra I, Sem. 1 & 2  
American Government  
American Literature  
Biology 1 & 2  
Chemistry 1 & 2  
Composition I  
Consumer Math 1 & 2

Economics  
English 9, Sem. 1 & 2  
English 10, Sem. 1 & 2  
General Math 1 & 2  
General Psychology  
General Science 1 & 2  
Geometry 1 & 2

Individualized Reading  
Literature Lab  
Personal Health  
Physical Science 1 & 2  
Physics 1 & 2  
Pre-Algebra 1 & 2  
Reading Improvement

Sociology  
Study Skills  
U.S. History 1 & 2  
Women's Studies  
World Studies 1 & 2



# COURSE DESCRIPTIONS

Each course description is preceded by a course number, a course title, the credit assignment, and the number of lecture and lab hours. The last letter of the course number identifies the purpose of the course, specifically, D for developmental, T for transfer, and U for technical. Prerequisite and Co-Requisite courses are identified when applicable.

## Discipline Codes

Discipline Codes	Discipline/ Subject Area	Discipline Codes	Discipline/ Subject Area
AB	Ag Business Management	HY	History
AC	Accounting/Accounting Technician	ID	Interior Design
AE	Ag Power Technology	IF	Computer Network Technician/Network Administration and Engineering/Web Design and Development/Information Management Systems
AF	Agriculture Technology	IS	Electromechanical Maintenance Technology
AG	Agriculture Core	IT	Industrial Technology Core
AN	Associate Degree Nursing	IY	Interdisciplinary
AP	Ag Production Management	LR	Literature
AR	Collision Repair & Refinishing	MA	Mathematics
AS	Animal Science	MC	Machinist/CNC Machining
AT	Automotive Technology/Automotive Electronics	MG	Business/Management
AV	Aviation Maintenance Technician	ML	Military Science
BI	Biological Sciences	MM	Marketing Management
BS	Business Core	MS	Medical Administrative Assistant/Medical Secretary
CD	Child Development	MT	Medical Laboratory Technology
CE	Civil Engineering Technology	NA	Nursing Assisting
CH	Chemistry	NS	Natural Sciences
CJ	Criminal Justice/Corrections	NR	Natural Resources
CL	Computer Literacy	OA	Optometric/Ophthalmic Assistant
CM	Communications	PH	Physics
CS	Computer Science	PL	Police Science
CT	Architectural & Construction Technology	PN	Practical Nursing
DA	Dental Assisting	PO	Professional Photography
DD	Drafting & Design Technology	PR	Philosophy/Religion
DH	Dental Hygiene	PS	Physical Sciences
DI	Diesel Truck Technology	PT	Power Technology Core
EC	Economics	PY	Psychology
ED	Education	RN	Registered Nurse First Assistant
EE	Electronics Engineering Technology	RT	Respiratory Therapy
FA	Fine Arts	SC	Success Course (Developmental Ed)
FL	Foreign Language	SE	Executive Assistant/Administrative Assistant
FM	Fashion Merchandising Management	SO	Sociology
FN	Finance and Banking	SS	Social Sciences
FS	Fire Science	ST	Automated Systems Technology
GC	Graphic Communications	TD	Tool & Die Making
GT	General Technology	TR	Truck Driving & Transportation Training
GY	Geography	WL	Welding
HA	Heating & Air Conditioning	WS	Women's Studies
HM	Humanities	XX	Independent Study
HR	Human Relations		
HS	Health Science Core		
HT	Horticulture Science		



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## AB AG BUSINESS MANAGEMENT

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### AB120U AG BUSINESS ANALYSIS 3 Credits (4-4)

This course provides information in agribusiness analysis skills including: the role of agri businesses, money flow, securing financing, source and use statements, analyzing for results, organizing financial information, and strategic cash planning.

### AB153T AG SALES 3 Credits (4-4)

This course presents aspects of the sales process including: selling success, types of sales questions, creating the selling climate, motivation, attitude, referral prospecting, nonreferral prospecting, phone sales, sales presentations and demonstrations, qualifying the prospect, overcoming objectiveness, closing and twelve power closes, and sales paper work.

### AB156U AG PRODUCT MERCHANDISING 3 Credits (2-2)

This course presents aspects of how to manage the marketing aspects for a livestock business, how to develop advertising budgets for radio, TV, magazine and newspaper advertising, and logo development. Students will be involved in developing flyers, brochures, and video layouts and will be responsible for planning the agriculture department activities.

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## AC ACCOUNTING/ ACCOUNTING TECHNICIAN

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### AC101T PRINCIPLES OF ACCOUNTING I 4 Credits (4-0)

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 and special journals, accounting for cash, inventory systems, receivables and payables, plant assets, and partnership formation.

### AC102T PRINCIPLES OF ACCOUNTING II 4 Credits (4-0)

The first part of the course continues to address topics in financial accounting that began in Principles of Accounting I. Emphasis is on the corporate form of ownership. Topics include accounting for bonds, investments in stocks and bonds, business combinations, and the statement of cash flows. The second part of the course is an introduction to managerial accounting. Topics include job order and process cost systems, cost-volume-profit analysis, budgeting and standard cost systems, and capital investment analysis. Prerequisite: AC101T or equivalent.

### AC110U APPLIED ACCOUNTING I 4 Credits (3-2)

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 voucher system, payroll accounting, and accounting for cash.

### AC130U APPLIED ACCOUNTING II 4 Credits (3-2)

This course surveys the basic concepts and procedures of partnership and corporation accounting. Topics include branch operations, financial statement analysis, statement of cash flows, and an overview of manufacturing accounting. Prerequisite: AC110U.

### AC131U INCOME TAX 4 Credits (3-2)

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

### AC133U INTRODUCTION TO COMPUTER ACCOUNTING 3 Credits (2-2)

This course presents an introduction to computerized accounting systems which will be used to accumulate, classify, and summarize data about a firm. Prerequisite: BS102U, AC110U, or AC101T. Co-requisite: AC130U or AC102T.

### AC201U COST ACCOUNTING 4 Credits (3-2)

This course provides an introduction to accounting concepts of manufacturing systems. In addition job order and process costing systems, profit planning, and control programs are emphasized. Prerequisite: AC102T or AC130U.

### AC202U ACCOUNTING SIMULATIONS I 1 Credit (0-2)

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 are the basis for the simulation. Prerequisite: AC101T or AC110U.

### AC204U PAYROLL ACCOUNTING 1 Credit (0-2)

This course involves the study of the federal, as well as the state, forms and regulations concerning payroll. Students will be using the pegboard system and an automated payroll accounting system utilizing the microcomputer. Prerequisite: AC101T or AC110U.

### AC206U INTERMEDIATE ACCOUNTING I 4 Credits (3-2)

This course emphasizes accounting theory as students work with detailed applications of various balance sheet and income statement accounts. Applicable generally accepted accounting principles are emphasized as they relate to each subject area. Time values of money concepts are also introduced. Prerequisite: AC102T or AC130U.

### AC212U ACCOUNTING SIMULATIONS II 1 Credit (0-2)

This course uses the Internet and an accounting practice set to guide the student through the various business transactions, which have been covered in the first two accounting courses. The student gains experience applying the skills developed in the accounting courses plus entering all data on the computer. Prerequisite: AC102T or AC130U.

### AC231U ACCOUNTING SYSTEMS 3 Credits (1-2)

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. Prerequisite: AC201U and AC234U.

### AC234U INTEGRATED SPREADSHEETS 2 Credits (1-2)

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. Prerequisite: BS102U.

### AC236U INTERMEDIATE ACCOUNTING II 4 Credits (3-2)

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. Prerequisite: AC206U.

### AC237U CORPORATE FINANCE 2 Credits (1-2)

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.

### AC239U GOVERNMENTAL ACCOUNTING 2 Credits (2-0)

This course provides an introduction to fund accounting. Procedures, standards and principles applicable to state and local governmental units are covered.

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## AE AG POWER TECHNOLOGY

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### AE231U AG EQUIPMENT REPAIR 7 Credits (10-12)

This course is designed 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. Prerequisites: PT103U, PT104U, PT105U, PT133U, PT134U, PT200U, PT201U, PT202U.

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## AF AGRICULTURE TECHNOLOGY

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### AF201T INTRO TO GIS SOFTWARE 1 Credit (2-0)

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.

### AF220U AG RESEARCH 3 Credits (4-4)

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.

### AF231T APPLICATIONS OF GLOBAL POSITIONING SYSTEMS 4 Credits (2-4)

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.

### AF232T APPLICATIONS OF GEOGRAPHIC INFORMATION SYSTEMS 4 Credits (4-8)

Fundamental processes of Geographic Information Systems (GIS) with emphasis on 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, mapping software, and conversions between formats will also be discussed. The lab portion will concentrate on using geo-referenced data from mapping and yield monitoring to develop maps from which a VRT prescription will be synthesized.

### AF215U APPLIED ANIMAL TECHNOLOGY 3 Credits (2-2)

This course will provide students with hands-on experience in new technologies within the animal industry. Students learn the use of ultrasound, electronic ID system, embryo transfer, and biotechnology products to improve efficiency and their application in a production facility. In addition, lab testing including blood tests, antibiotic sensitivity, and other veterinarian lab tests will be covered.

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## AG AGRICULTURE CORE

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### AG103T AG COMPUTERS 3 Credits (2-2)

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.

### AG109T AG ENTERPRISE LAB 1 Credit (0-3)

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

### AG120T MACHINERY MANAGEMENT 3 Credits (2-2)

This course presents management techniques in the selection and purchase of equipment, advantages and disadvantages of ownership, as well as leasing and custom hire concepts.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

### AG130T AG MARKETING 3 Credits (2-2)

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. It emphasizes the elevators relationship and responsibility to its customers. The basic fundamentals of marketing are discussed along with the more advanced aspects of managing basic positions, basic trading and managing risks. Some prior knowledge of country elevators and the futures market is useful, but not required.

### AG138T EMPLOYMENT EXPERIENCE 5 Credits (0-0-40)

This course provides students with the opportunities to gain on-the-job experience in the agriculture industry. Students gain an understanding of qualities and skills needed for success in the agricultural field. Department instructors will provide coordination and guidance.

### AG152T FARM BUSINESS MANAGEMENT 3 Credits (4-4)

This course applies farm accounting, economic principles, and budgeting to the organization and management of a farm business, including risk and uncertainty, precautions and adjustments, size of business, capital acquisition and control as well as crop, livestock machinery, and labor management considerations.

### AG154T INTEGRATED PEST MANAGEMENT 3 Credits (4-4)

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. Students will determine from observation weed problems, plant populations, disease and insect problems, perform yield checks, and make recommendations for handling problem situations.

### AG156T AG LEADERSHIP 3 Credits (2-2)

This course is designed to enhance students' abilities in the area of leadership. This 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.

### AG157T FARM BUILDING CONSTRUCTION 3 Credits (4-4)

This course presents basic farm building construction methods and the materials used. Environmentally controlled facilities will be evaluated based on energy savings, ventilation, insulation, and aeration. Various structural designs will also be discussed.

### AG204U AG RECORDS 3 Credits (2-2)

This course provides the fundamentals essential to keeping a set of useful farm records including single entry recordkeeping systems and double entry systems. A variety of recordkeeping systems, components, and financial summaries will be discussed. A modified cash journal and an accounting computer program will be used in a practical lab problem.

### AG206T AG ECONOMICS 3 Credits (2-2)

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.

### AG232U AG BUSINESS MANAGEMENT 3 Credits (4-4)

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.

### AG234T AG FINANCE 3 Credits (4-4)

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.

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## AN ASSOCIATE DEGREE NURSING

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### AN201U INTRO TO PROFESSIONAL NURSING 1 Credit (1-0)

This course focuses on the associate degree nurse as transition occurs from the licensed practical nurse role to the registered nurse role. An overview of ethical, legal, and personal responsibilities of the registered nurse, as well as history of nursing and health care are provided. Prerequisite: Admission to Associate Degree Nursing program.

### AN202U PHYSICAL ASSESSMENT 2 Credits (1-2)

The course covers basic physical assessment, history taking and data collection, analysis and planning for care, nursing interventions, and documentation. The course includes learning to establish and write nursing diagnosis and care plans, evaluating of the process and care responses. Prerequisite or Co-Requisite: admission to ADN program, BI105U or equivalent.

### AN204U ADVANCED MEDICAL-SURGICAL NURSING I 6 Credits (6-0)

This course includes a study of the concepts of health and illness and of the nursing process in providing comprehensive nursing care for patients requiring medical and surgical care. The course also includes procedural skills and therapeutic measures. Co-Requisites: AN201U and AN202U.

### AN205U ADVANCED MEDICAL-SURGICAL CLINICAL NURSING I 2 Credits (0-0-6)

This course provides students with experiences and opportunities to demonstrate proficiency in performance of skills and transition to use of assessment, planning, intervention and evaluation in providing comprehensive nursing care for adult clients requiring medical and surgical care as taught in Advanced Medical-Surgical Nursing I. Co-Requisites: AN202U and AN204U, Current CPR Certificate, physical exam and Hepatitis B immunizations.

### AN230U NURSING MANAGEMENT 1 Credit (1-0)

This course focuses on the study and application of the managerial and leadership aspects of professional nursing including the role transition to professional nursing employment. Co-Requisites: AN234U and AN235U. Pre-successful completion of all first semester ADN courses.

### AN234U ADVANCED MEDICAL-SURGICAL NURSING II 4 Credits (4-0)

This course is a continuation of Advanced Medical-Surgical Nursing I. Emphasis is placed on knowledge of nursing process for comprehensive care of the complex medical-surgical client. Prerequisites: AN202U, AN205U, and LPN License. Pre-successful completion of all first semester ADN courses.

### AN235U ADVANCED MEDICAL-SURGICAL CLINICAL NURSING II 2 Credits (0-0-6)

This course provides students with experiences and opportunities to demonstrate proficiency in performance of skills and utilization of the nursing process to provide comprehensive care of the complex medical-surgical client. Included is observational experience of selected intensive care areas and selected experiences in the supervisory and nursing management role. Pre/Co-Requisites: AN234U and LPN License.

### AN244U ADVANCED MATERNAL-CHILD 3 Credits (3-0)

This course continues the study of the maternity cycle, care of the mother and growing child in health and illness with special emphasis on health interruptions and variations; and the nursing process needed to meet these variations. Prerequisites: AN202U and AN205U; Co-Requisites: AN245U and LPN License.

### AN245U ADVANCED MATERNAL-CHILD CLINICAL NURSING 2 Credits (0-0-6)

This course provides students with experiences and opportunities to demonstrate proficiency in performance of skills and utilization of the nursing process in providing (complex) comprehensive client care. Prerequisites: AN202U and AN205U; Co-Requisite: AN244U and LPN License.

### AN251U DIET MANAGEMENT 1 Credit (1-0)

This course continues the study of food nutrients and body utilization for good health. This includes emphasis on special diets, food exchanges, and socioeconomic and cultural implications of nutrition. Prerequisite: Admission to ADN program.

### AN255U PSYCHIATRIC NURSING 5 Credits (3-0-6)

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. Prerequisite: AN202U and LPN License.

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## AP AG PRODUCTION MANAGEMENT

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### AP102U SOILS AND FERTILIZER 3 Credits (2-2)

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, micronutrients, fertilizer materials, fertilizing, and using soil test information. The use of Global Positioning and Geographic Information Systems in recording soil data is covered.

### AP110T PRINCIPLES OF CROP SCIENCE 3 Credits (2-2)

This course presents introductory principles of plant-soil-climate relationships in crop production, crop 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 harvesting, and storage. Global Positioning and Geographic Information Systems uses in crop systems is discussed.

### AP131U CASH GRAINS 3 Credits (2-2)

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.

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## AR COLLISION REPAIR & REFINISHING

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### AR110U INTRO TO REFINISHING 6 Credits (6-18)

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.

### AR112U BASIC REFINISHING PROCEDURES 6 Credits (6-18)

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 microfiche and computers. Prerequisite: AR110U.

### AR140U INTRO TO COLLISION REPAIR 6 Credits (6-18)

In this course, students receive training on the proper handling of hazardous waste and EPA issues together with technical information about specific auto body safety and health situations. Specific training is provided in tools/equipment usage, parts assembly, filler application, and straightening techniques. Students will also receive training in welding techniques.

### AR142U BASIC COLLISION PROCEDURES 6 Credits (6-18)

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 systems, and various topcoat applications. Prerequisite: AR140U.

COURSE DESCRIPTION

**AR204U COLLISION & REFINISH PRODUCTION 6 Credits (6-18)**

This course provides instructional experiences in heavy collision repairs and techniques, collision estimating, and skill development in major auto body repair techniques. Students also receive specific information and training in applications of refinish systems. Prerequisites: AR112U and AR142U.

**AR206U REFINISH APPLICATIONS & ELECTRICAL 7 Credits (8-18)**

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 as they apply to collision and refinishing repairs. Prerequisite: AR204U.

**AR208U COLLISION PRODUCTION TECHNOLOGY 7 Credits (8-18)**

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. Prerequisite: AR204U.

**AR220U REFINISH PRODUCTION TECHNOLOGY 7 Credits (8-18)**

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. Prerequisite: AR206U.

**AR222U ADVANCED COLLISION REPAIR 7 Credits (8-18)**

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 drivetrain repairs, wheel alignment, brakes, air bag technology, and other vehicle collision related repairs, tools, and equipment. Prerequisite: AR208U.

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## AS ANIMAL SCIENCE

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**AS110T PRINCIPLES OF ANIMAL SCIENCE 3 Credits (2-2)**

This course introduces students to various species and breeds of domestic livestock. Development of an appreciation for the principles of livestock production and the issues facing each products marketing is stressed. Topics include: breeds, basic management and marketing of farm animals, composition, evaluation and marketing of farm animals, composition, evaluation and marketing of animal products; including beef and dairy cattle, horses, goats, poultry, sheep, and swine.

**AS124T EVALUATION AND SELECTION 3 Credits (2-2)**

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

**AS126U LIVESTOCK JUDGING 3 Credits (4-4)**

This course advances students' 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.

**AS132U EQUINE CARE 3 Credits (4-4)**

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.

**AS160U APPLIED SHEEP ENTERPRISE ANALYSIS 1 Credit (0-32)**

This course will acquaint the students with several different types of sheep operations from club lamb to feedlot, including marketing.

**AS161U APPLIED BEEF ENTERPRISE ANALYSIS 1 Credit (0-32)**

This course will acquaint the students with several different types of Beef operations from seedstock and feedlot to commercial production systems.

**AS162U APPLIED SWINE ENTERPRISE ANALYSIS 1 Credit (0-32)**

This course will acquaint the students with several different types of swine operations.

**AS201T ANIMAL AGRICULTURAL ISSUES 2 Credits (2-0)**

This course will provide an overview of the factors that define contemporary ethical and scientifically based issues facing animal agriculture. Life skills development will be incorporated.

**AS202T ANIMAL NUTRITION 3 Credits (2-2)**

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

**AS203T FOOD ANIMAL SCIENCE 5 Credits (4-2)**

This course will provide an introduction to contemporary practices and decisions necessary when managing beef, dairy, poultry, sheep, and swine through the stages of their production cycles.

**AS205T COMPANION ANIMALS 3 Credits (2-2)**

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 is training, housebreaking, and obedience. Guest speakers and field trips are included.

**AS207T ANIMAL ANATOMY, PHYSIOLOGY, AND HEALTH 5 Credits (6-4)**

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 of identification, prevention, and treatment of various common disease problems will be covered. This course presents a sound preventative approach to animal health and husbandry as it relates to body health, form, and function.

**AS220U BEEF MANAGEMENT 3 Credits (4-4)**

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

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**AS221U SWINE MANAGEMENT 3 Credits (4-4)**

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

**AS222U SHEEP MANAGEMENT 3 Credits (4-4)**

This course prepares the students to integrate production principles. Economic management is stressed as it relates to the profitable sheep enterprise. Topics included: budgeting, record analysis, lamb feeding, handling facilities, wool, and marketing. Students receive hands-on experience working with the school flock during lambing, plus the opportunity to participate in scheduled field trips.

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## AT AUTOMOTIVE TECHNOLOGY AUTOMOTIVE ELECTRONICS

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**AT103U INTRO TO AUTOMOTIVE TECHNOLOGY 6 Credits (14.3-8.5)**

This course includes automotive electrical theory, electrical components, component operation, testing, and repair procedures. Electronic theory, electronic components, and operation are included. Use of technical manuals and test equipment is emphasized. Environmental concerns and shop operations are addressed.

**AT105U AUTOMOTIVE CHARGING, START & ELECTRICAL SYSTEMS 5 Credits (13.3-10)**

This course includes automotive electrical theory, electrical components, component operation, testing, and repair procedures for automotive charging, starting, and electrical systems. Prerequisite: AT103U.

**AT107U GAS ENGINE REPAIR 5 Credits (13.3-8.5)**

This course covers multi-cylinder gasoline internal combustion engines. Areas of study include construction, overhaul procedures, ignition, and fuel systems operation.

**AT131U SUSPENSION & ALIGNMENT TECHNOLOGY 5 Credits (13.3-8.5)**

Steering and suspension system operation and service procedures are covered. Emphasis is on diagnosis and repair procedures.

**AT141U BRAKE SYSTEMS TECHNOLOGY 5 Credits (13.3-10)**

Steering, suspension, and brake systems operation and service procedures are covered. Emphasis is on diagnosis and repair procedures.

**AT143U ENGINE DRIVEABILITY DIAGNOSIS I 6 Credits (14.3-8.5)**

This course covers multi-cylinder gasoline internal combustion engines. Areas of study include ignition and fuel systems operation. Prerequisite: AT103U.

**AT201U COMPREHENSIVE APPLICATION 5 Credits (8-16)**

Students are presented with diagnostic problems and repair projects. Competencies attained in prior classes are emphasized. Prerequisites: AT103U, AT105U and AT107U.

**AT203U AUTOMOTIVE ELECTRONICS I 3 Credits (8-12)**

This course presents concepts of electricity and electronics. Circuits, components, devices, and applications are explored.

**AT205U AUTOMOTIVE ELECTRONICS II 3 Credits (8-12)**

Students continue in the study of electronics theory, construction, and application to automotive systems. Prerequisite: AT203U.

**AT231U AUTOMATIC TRANSMISSION OPERATIONS 5 Credits (13.3-8.5)**

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.

**AT233 HEATING AND AIR SYSTEMS 5 Credits (13.3-10)**

A study of heating, air conditioning, and electrical accessory systems. Diagnosis and repair of heating, air conditioning, and electrical/electronic systems are emphasized.

**AT235U ENGINE DRIVEABILITY DIAGNOSIS II 6 Credits (14.3-8.5)**

This course covers diagnosis, repair, and adjustment of electronic engine controls, including ignition, emission, and fuel systems. Emphasis is on diagnostic equipment usage. Prerequisites: AT103U and AT143U.

**AT240U MANUAL TRANSMISSIONS & DRIVELINE 5 Credits (13.3-8.5)**

A comprehensive study of the drive train components and their relationship to the application of power to the drive wheels of vehicles.

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## AV AVIATION MAINTENANCE TECHNICIAN

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**AV101U AVIATION GENERAL I 8 Credits (13-14)**

This course includes ground operation, drawing, physics, maintenance publications, mechanic privileges, maintenance forms, weight and balance, and mathematics. Students gain knowledge of FAA publications and operation of an airplane.

**AV102U AVIATION GENERAL II 9 Credits (15-12)**

This course includes materials and processes, cleaning and corrosion control, fluid lines and fittings, and basic electricity. Students gain knowledge of the basic materials and construction processes of the aircraft field and extensive knowledge of electricity. Prerequisite: AV101U.

**AV111U AIRCRAFT POWERPLANT I 2 Credits (27-0)**

This course is a study of the fuel supply systems of an aircraft. Prerequisite: AV102U.

**AV131U AIRCRAFT POWERPLANT II 9 Credits (12-18)**

This course includes reciprocating engines I, lubrication systems, engine instrument systems, engine fire protection systems, engine electrical systems, and induction systems. Students gain knowledge of basic engine theory and overhaul practices. Prerequisite: AV111U.

**AV141U AIRCRAFT POWERPLANT III 9 Credits (12-18)**

This course includes ignition systems, cooling systems, exhaust systems, propellers, and reciprocating engines II. Students continue to gain knowledge of the basic engine systems and complete the introduction to overhaul procedures. Prerequisite: AV131U.

**AV151U AIRCRAFT POWERPLANT IV 4 Credits (8-0)**

This course is a detailed study of the fuel metering systems of an aircraft engine, including both carburetion and fuel injection. Prerequisite: AV141U.

**AV211U AIRCRAFT POWERPLANT V 9 Credits (16-14)**

This course includes turbine engine theory and maintenance, and engine inspections. Students gain knowledge of turbine engine and the requirements for engine inspection procedures. Prerequisite: AV151U.

**AV220U AVIATION AIRFRAME I 11 Credits (14-16)**

A course of study in airframe electricity, communication and navigation systems, hydraulic and pneumatics systems, landing systems, position and warning systems, cabin atmospheric control systems, and aircraft covering systems. In this course, students begin the study of airframe systems. Prerequisite: AV102U.

**AV230U AVIATION AIRFRAME II 11 Credits (18-12)**

This course includes wood structures, aircraft electrical systems, ice and rain control systems, aircraft fuel systems, fire protection systems, welding, and sheetmetal structures. Students gain additional knowledge of various airframe systems and learn how to work with sheetmetal. Prerequisite: AV220U.

**AV240U AVIATION AIRFRAME III 9 Credits (12-18)**

This course includes the conclusion of sheetmetal structures, assembly and rigging, aircraft finishing systems, and airframe inspections. Students gain knowledge of assembling and finishing the airframe and determining if the airframe is in an airworthy condition. Prerequisite: AV230U.

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## BI BIOLOGICAL SCIENCES

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**BI103T INTRODUCTION TO ANATOMY AND PHYSIOLOGY 4 Credits (3-2)**

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 who have a minimal background in biological and physical sciences. To be applicable to any health career program, successful completion with a grade of "C" or better is required.

**BI104T HUMAN ANATOMY AND PHYSIOLOGY I 4 Credits (3-2)**

The first of a two-semester sequence especially designed for students pursuing careers in allied health fields as well as any student desiring an in-depth undergraduate transfer course. The course focuses on the interdependent relationships between the structure and functions of body systems and the ways these parts interact (homeostasis) to insure the survival of the organism. Major topics addressed include levels of organization, the chemistry of life, support/movement, integration/control, and coordination. Coordinated laboratory exercises focus on anatomical knowledge and physiological functions. To be applicable to any health career program, successful completion of both 104T and 105T (with labs) with a grade of "C" or better is required.

**BI105T HUMAN ANATOMY AND PHYSIOLOGY II 4 Credits (3-2)**

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. Prerequisite of BI104T with a grade of "C" or better or the consent of instructor. All incoming transfer students must contact the instructor prior to registration. To be applicable to any health career program, successful completion of both 104T and 105T (with labs) with a grade of "C" or better is required.

**BI105U ANATOMY & PHYSIOLOGY FOR HEALTH CAREERS 3 Credits (3-0)**

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. Prerequisite: High School Biology or SC041D. To be applicable to any health career program, successful completion with a grade of "C" or better is required.

**BI106T PRINCIPLES OF MICROBIOLOGY 3 Credits (2-2)**

This lecture-laboratory course emphasizes a survey of general topics needed by students entering careers in allied health fields as well as any students 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 are intended to enhance and support the lecture topics.

**BI107T BASIC NUTRITION 2 Credits (2-0)**

Basic 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.

**BI109T PRINCIPLES OF NUTRITION 3 Credits (3-0)**

Principles of Nutrition will introduce students to the science of nutrition. The course will examine individual nutrients; their structure and function in the human body; nutrient composition of food; and selection of food to meet nutrient needs, maintain health, and satisfaction. Students will understand and apply present day knowledge of nutrition to dietary patterns and needs of selected individuals and groups. The course is an advanced beginning course in human nutrition designed for students with a science background.

**BI110T PRINCIPLES OF BIOLOGY 4 Credits (3-2)**

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.

**BI111T BIOLOGY OF ORGANISMS 4 Credits (3-2)**

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. Prerequisite: BI110T

**BI112T BIOLOGICAL SCIENCE SURVEY 4 Credits (3-2)**

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 portions 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.

**BI113T HUMAN BIOLOGY 3 Credits (3-0)**

Human Biology examines human form and function and the relationship of humans to other living things. Fundamental biological principles as they apply to the human as an organism are explored. This course is intended for arts and science students who do not plan majors in the biological or health sciences.

**BI120U HUMAN BODY STRUCTURE AND FUNCTION 2 Credits (2-0)**

The major concept emphasized in this course is the relationship between structure and function in the human body. A 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. Co-Requirement: BI121U.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**BI121U HUMAN BODY STRUCTURE AND FUNCTION LAB** **1 Credit (0-2)**

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. Co-Requisite: BI120U.

**BI201T APPLICATIONS OF BIOTECHNOLOGY** **3 Credits (2-2)**

This lecture-lab course focuses on the laboratory procedures used in biotechnology and their application to agriculture, nursing, police science, and research. Students will learn the procedures and develop proficiency in such techniques as tissue culture, DNA manipulation, extraction, transformation, polymerase chain reaction (PCR), and DNA fingerprinting. Prerequisite: BI110T or BI112T.

**BI170T HUMAN ANATOMY AND PHYSIOLOGY I LABORATORY** **0 Credits**

Anatomical and physiological investigations of the human body are explored. Co-requisite: concurrent enrollment in BI104T. Pass/fail grading only.

**BI171T HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY** **0 Credits**

Anatomical and physiological investigations of the human body are explored. Co-requisite: concurrent enrollment in BI105T. Pass/fail grading only.

**IPTV TELECOURSES:**

**BI191T LIVING WITH HEALTH** **3 Credits (2-2)**

This introductory health course emphasizes the proactive stance toward maintaining good health encompassing all areas of the physical, emotional, social, intellectual, and spiritual.

**BI192T CYCLES OF LIFE: EXPLORING HUMAN BIOLOGY** **3 Credits (2-2)**

This introductory biology telecourse for non-majors offers an inspiring journey through the web of life that connects all living things.

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## **BS BUSINESS CORE**

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**BS102U BEGINNING KEYBOARDING** **3 Credits (2-2)**

This introductory keyboarding course focuses on building speed and accuracy using the touch method. The student moves rapidly into formatting basic documents used in today's high-technology office. Word processing commands are introduced as needed in the efficient preparation of business documents and language arts skills are reinforced throughout the program. 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.

**BS103U ACCOUNTING FUNDAMENTALS** **3 Credits (2-2)**

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

**BS106U INTRO TO DATABASE/SPREADSHEETS** **3 Credits (2-2)**

This is an entry-level course with emphasis in learning to generate and format spreadsheets and databases. Spreadsheet tasks include making entries, correcting entries, entering formulas, inserting, deleting, and moving columns and rows. Database tasks include designing, creating, sorting, indexing, and generating reports and other documents. Units on Windows and computer concepts are also included.

**BS128U DATA ENTRY** **1 Credit (0-2)**

Hands-on experience on a personal computer using educational software that simulates actual workplace data entry projects. Develop keyboarding skills in speed and accuracy entering alphabetic and numeric data. Prerequisite: BS102U.

**BS231U CAREER CAPSTONE** **3 Credits (3-0)**

Career skills, techniques and strategies that will assist the student in securing and maintaining employment are developed. Students will learn the fundamentals of the job search process, including interviewing skills and employment correspondence. International, legal, and ethical issues as well as technological developments affecting workplace communication skills are incorporated throughout the course. An individual capstone portfolio will be created. It is required that this course be taken the semester in which the student will be graduating.

**BS132U TRANSCRIPTION** **2 Credits (1-3)**

This course builds and strengthens skills in machine transcription; gives further training in spelling, grammar, and punctuation; builds skills in using reference materials; and acquaints the student with business terminology. Prerequisite: BS102U, Co-Requisite: CM100U.

**BS135U OFFICE SUPPORT SYSTEMS AND PROCEDURES** **3 Credits (2-2)**

This course prepares students for employment in today's rapidly changing office environment by exposing them to a variety of topics including the working environment, oral and written communication, and administrative support services. Prerequisites: BS102U and CM100U.

**BS137U OFFICE COMMUNICATIONS** **3 Credits (3-0)**

This course presents elements of written and oral communication with applications to routine business and interoffice correspondence and oral communication. Coursework is included on employment correspondence and interviewing skills. Prerequisite: BS102U and CM100U.

**BS138U ADVANCED KEYBOARDING** **3 Credits (2-2)**

The ability to key complex business letters, tables, forms, and reports is developed along with projects for improving accuracy and control. This will be accomplished using word processing software. 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. Prerequisite: BS102U.

**BS139U ELECTRONIC CALCULATORS** **1 Credit (0-2)**

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.

**BS142U APPLIED CLERICAL SKILLS** **3 Credits (2-2)**

This is a capstone course that stresses application of skills learned in other courses in the program. Students will continue to refine keyboarding and computer skills. Experience in the workplace is included. This course should be taken in the students' final semester. Prerequisites: CM100U and BS106U. Co-Requisite: BS138U.

**BS143U ELECTRONIC COMMUNICATIONS** **3 Credits (2-2)**

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. Prerequisite: BS102U or CL110T.

**BS208U APPLIED INFORMATION PROCESSING** **3 Credits (2-2)**

This course is designed to utilize computer concepts learned in the prerequisites in addition to learning new concepts. Students will perform beginning and advanced applications in word processing, databases, and spreadsheets by inputting and manipulating information to solve problems. Students will also learn Web page navigation, search engines, and electronic mail. Prerequisites: BS106U and BS138U.

**BS230U EMPLOYMENT STRATEGIES** **2 Credits (2-0)**

This course provides skills, techniques, and strategies to assist students in securing and maintaining employment. Primary focus is placed on the components of written correspondence as it applies to the job search process and identification and application of productive professional behavior.

**BS232U BUSINESS COMMUNICATIONS 3 Credits (3-0)**

In this course, students develop communication skills that are essential in the work force. In addition to competencies in written, oral, and nonverbal communication, students will learn about international, legal, and ethical issues encountered in the business world. The student will also learn the fundamentals of the job search process. Technological developments affecting the ways people communicate will be incorporated into the course. This course is to be taken the semester in which the student will be graduating. Prerequisites: CM100U and CM102U or CM113T and CM132T.

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## **CD CHILD DEVELOPMENT**

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**CD101U ORIENTATION TO CHILD CARE 3 Credits (2-2)**

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.

**CD102U CHILD GROWTH & DEVELOPMENT 4 Credits (4-0)**

This course traces human development from the time of conception. Looks at the physical, social, emotional, mental, and language development at all stages of growth and examines the prevailing theories associated with our current understanding of children.

**CD104U SAFETY, HEALTH AND NUTRITION 3 Credits (3-0)**

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.

**CD105U CURRICULUM: THREE THROUGH FIVE YEARS 5 Credits (4-2)**

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.

**CD130U PARENTING RELATIONSHIPS 2 Credits (2-0)**

An introduction to the general subject matter of family relationships. Students study family systems and parenting in a changing society.

**CD131U CURRICULUM: BIRTH THROUGH TWO YEARS 3 Credits (3-0)**

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. Co-requisite: CD141U.

**CD135U CURRICULUM: SCHOOL AGE 2 Credits (2-0)**

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.

**CD137U CURRICULUM, ENVIRONMENT, AND TEACHING MATERIALS 3 Credits (2-2)**

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. Prerequisite: CD105U.

**CD141U FIELD EXPERIENCE I 2 Credits (1-4)**

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. Prerequisite: CD105U. Co-requisite: CD131U.

**CD202U OBSERVING & MANAGING CHILD BEHAVIOR 2 Credits (2-0)**

This course introduces students to studying factors that will be meaningful in explaining behavior. The students learn to gather data and become more objective and proficient in observing and interpreting children's behavior. Prerequisite: CD105U.

**CD203U ADVANCED CURRICULUM PLANNING 3 Credits (3-0)**

This course acquaints students with care center environment planning and evaluation and program evaluation for early childhood centers. Students also look at community resources for expanding the center environment through field trips. Prerequisite: CD105U and CD137U.

**CD204U EXCEPTIONAL CHILD 2 Credits (2-0)**

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.

**CD214U FIELD EXPERIENCE II 3 Credits (1-8)**

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.

**CD232U ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS 3 Credits (3-0)**

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. Prerequisite: CD105U and CD137U.

**CD233U CURRENT TOPICS/ISSUES IN CHILD CARE 2 Credits (2-0)**

National, state, and local topics and issues impacting child care are examined.

**CD234U PARENT/FAMILY/COMMUNITY RELATIONSHIPS 2 Credits (2-0)**

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. Prerequisites: CD105U and CD137U.

**CD235U CHILD DEVELOPMENT CAREER STRATEGIES 2 Credits (2-0)**

This course 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 the recruiting and employment of a child care worker. Included for the job seeker will be an introduction to the job search process; writing resumes, developing cover letters, and interviewing. Included for the employer will be recruitment procedures, laws governing the hiring of child care employees, screening of applicants, and conducting and evaluating interviews. Prerequisite: Child Development students.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**



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## CE CIVIL & CONSTRUCTION ENGINEERING TECHNOLOGY

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### CE103U PLAN READING 2 Credits (1-2)

Students examine and study typical plans for buildings and other civil engineering construction projects. The plan development process and construction administration are introduced.

### CE131U AC/PC CONCRETES 3 Credits (2-3)

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.

### CE133U SURVEYING 3 Credits (1-6)

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.

### CE136U STRUCTURAL DETAILING 2 Credits (0-6)

Structural detailing uses board and computer techniques to prepare drawings of highway structures which include structural timber, structural steel, and reinforced concrete. Preparation of bar bend details, reinforcing bar lists, and quantity calculations are also included. Topics from the Department of Transportation Specifications are covered. Prerequisite: IT110U.

### CE202U ROUTE SURVEYING/ROADWAY

#### DESIGN 5 Credits (2-9)

The gathering of necessary data and the design of roadway projects are covered in this course. These include the development of specific design principles and their application, including vertical and horizontal curves, earthwork, and safety considerations. Field work includes the surveys for a highway grading and paving project. Design elements include manual and computer-aided techniques to develop a full plan for highway projects. Prerequisite: CE133U.

### CE204U SOILS AND FOUNDATIONS 3 Credits (2-3)

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. Prerequisites: MA114U and PH104U.

### CE205U CONSTRUCTION MATERIALS

#### TESTING 2 Credits (1-3)

This course is a study of the general physical properties of materials related to their strength and deformation, specific properties of construction materials, and laboratory procedures for testing materials. Prerequisites: MA112U.

### CE232U CONSTRUCTION METHODS &

#### SAFETY 4 Credits (3-3)

Methods of and problems related to construction of highways and buildings are covered. Materials and equipment selection, production and handling costs, and construction management are discussed. Construction safety is covered with emphasis on recognition, avoidance, and prevention of hazards affecting the construction industry. Prerequisites: MA112U.

### CE233U ENVIRONMENTAL TECHNOLOGY 4 Credits (3-3)

Topics covered include hydraulics, hydrology, water quality, water and sewer systems, stormwater control, solid and hazardous waste, and air and noise pollution. Prerequisite: MA114U and PH104U.

### CE236U LAND SURVEY 3 Credits (1-4)

This course covers topics of U.S. Public Land Survey System, Iowa laws regarding surveying, and the preparation and recording of plats. Field work is required to collect boundary measurements and field astronomy for a North azimuth. Calculations include astronomical bearings, traverse adjustments, area, and partition of land. Computer-aided drafting is used in the preparation of the plat. Prerequisites: CE133U.

### CE237U REINFORCED CONCRETE/STRUCTURAL STEEL DESIGN 4 Credits (4-0)

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. Structural steel design covers the design of beams, columns, bolted and welded connections, base and bearing plates, and tension members. Prerequisite: PH206U.

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## CH CHEMISTRY

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### CH105T PRINCIPLES OF CHEMISTRY 4 Credits (3-2)

An introductory course which assumes a minimal student background in mathematics and chemistry. The course is intended to serve students in allied health programs such as dental hygiene, medical laboratory technology, and associate degree nursing. Additionally, the course is intended to serve any student desiring an application-oriented, less theoretical approach to chemistry. The material introduces students to some practical aspects and general chemistry concepts as outlined under the course content. Coordinated laboratory exercises are intended to emphasize topics covered in the lecture as well as stress basic laboratory techniques.

### CH107T FUNDAMENTALS OF ORGANIC AND BIOCHEMISTRY 4 Credits (3-2)

This lecture laboratory course is intended primarily to serve the undergraduate health-related majors such as nursing and dental hygiene as well as the liberal arts seeking additional background specifically as it relates to the integration of organic and biological chemistry. Students will study topics as outlined under the course content as well as an examination of direct applications through examples from a clinical, human and environmental perspective. Laboratory exercises are coordinated with the lecture topics. Prerequisite: Successful completion of CH105T or consent of instructor.

### CH110T GENERAL CHEMISTRY I 4 Credits (3-2)

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 class that assumes the entering student has a strong background in algebra and finite mathematics. Concurrent enrollment in calculus is recommended. The course centers around topics covered under the broader heading of elements, compounds, reactions, energy changes, structure, and properties. Specific topics are outlined in the course content. Laboratory exercises are coordinated with lecture topics where possible and are intended to augment and support those topics. Prerequisite: High School Chemistry or consent of instructor.

### CH111T GENERAL CHEMISTRY II 4 Credits (3-2)

This lecture and laboratory course is the second of a two-semester sequence designed specifically for students majoring in chemistry or other scientific disciplines. It is assumed the student taking this course 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, and are intended to augment and support those topics. Prerequisite: Successful completion of CH110T or consent of instructor.

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## CJ CRIMINAL JUSTICE

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**CJ102T INTRODUCTION TO CRIMINAL JUSTICE** 3 Credits (3-0)

This course examines the day-to-day operations 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.

**CJ108T INTRODUCTION TO CORRECTIONS** 3 Credits (3-0)

A sociological analysis of corrections and punishment in modern society, exploring the prison system, community-based corrections, and alternatives to incarceration. Emphasis to Iowa Jail rules and regulations.

**CJ219T FIELD OBSERVATION** 3 Credits (1-6)

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 all first year courses. Placement based on approval of faculty advisory, associate dean, and host agency. Prerequisite: CJ108T/Instructor Approval.

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## CL COMPUTER LITERACY

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**CL101U COMPUTER KEYBOARDING** 1 Credit (0-2)

This course presents the technique and development of touch keyboarding. Basic functions of a computer are introduced with emphasis on learning alpha, numeric, symbol keys, and numeric keypad. Students will learn to perform basic operations on word processing software.

**CL103U COMPUTER KEYBOARDING/  
BASIC OPERATIONS** 2 Credits (1-2)

This course presents the application of the personal computer as a productivity tool. Basic functions 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.

**CL106U COMPUTER RESEARCH  
TECHNIQUES** 1 Credit (1-0)

This course is designed to give students an understanding of how to effectively use the computer to research and write a report. Internet research strategies, and basic word processing techniques related to report writing are covered. Use of electronic mail is also covered. Keyboarding ability and previous computer use is assumed.

**CL108U COMPUTER PRESENTATION  
TECHNIQUES** 1 Credit (1-0)

An introductory course designed to give students an understanding of how to effectively use presentation software. Basic computing skills and computer file management techniques are also covered. Keyboarding ability is assumed.

**CL110T COMPUTER CONCEPTS &  
APPLICATIONS** 3 Credits (3-0)

An introductory course in electronic information processing and information system management designed to provide the student 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 an operating system, 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.

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## CM COMMUNICATIONS

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**CM100U STRUCTURES OF ENGLISH** 3 Credits (3-0)

This course presents the basic elements of grammar and usage with an emphasis on spelling and sentence structure for effective communication. Prerequisite: Appropriate COMPASS writing placement score or equivalent.

**CM101U COMMUNICATIONS** 3 Credits (3-0)

This course presents elements of oral and written communications with applications to routine business and interoffice correspondence and oral communication situations related to the world of work. Students will be involved in activities that provide opportunity for the development and improvement of writing skills and oral communication skills.

**CM102U APPLIED WRITING** 3 Credits (3-0)

This course applies techniques of writing to business and technical situations. Instruction includes information gathering, principles of business/technical writing, and written employment strategies. Students will be involved in activities that provide opportunity for the development and improvement of writing skills. Prerequisite: Appropriate COMPASS writing placement score or equivalent.

**CM113T COMPOSITION I** 3 Credits (3-0)

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. Prerequisite: Appropriate COMPASS writing placement score or equivalent.

**CM118T COMPOSITION II** 3 Credits (3-0)

Composition II aims to review and extend writing principles learned in Composition I to argumentative and research writing. This course emphasizes critical reading, evaluation, and precise and responsible source citation. Prerequisite: Successful completion of CM113T or equivalent.

**CM120T CREATIVE WRITING** 3 Credits (3-0)

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.

**CM124T NEWS REPORTING** 3 Credits (3-0)

News Reporting presents elements of the news writing process with emphasis on determining newsworthiness, gathering news, writing and editing stories in journalistic style, and observing legal and ethical responsibilities in both the print and broadcast media. This course helps students explore how journalists determine what the public needs and wants to know.

**CM132T FUNDAMENTALS OF ORAL  
COMMUNICATION** 3 Credits (3-0)

Fundamentals of Oral Communication 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 improvement of their oral communication skills.

**CM134T PERFORMANCE OF LITERATURE** 3 Credits (3-0)

An exploration of literature through performance. By this we mean a creative individual and/or group exploration that includes physical and vocal performance and critical analysis. In addition to traditional literature, explorations might include storytelling and oral histories.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**CM136T INTERPERSONAL COMMUNICATION 3 Credits (3-0)**

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.

**CM138T GROUP PROCESS 3 Credits (3-0)**

Group Process examines the principles of small group communication processes with opportunities for students to apply theory in various structured discussion situations. Prerequisite: Successful completion of CM132T.

**CM140T INTRODUCTION TO MASS COMMUNICATION 3 Credits (3-0)**

Introduction to Mass Communication 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.

**CM141T DIVERSITY AND THE MEDIA 3 Credits (3-0)**

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.

**CM142T CRITICAL VIEWING OF AMERICAN MEDIA 3 Credits (3-0)**

Critical Viewing of American Media examines the messages of modern media, concentrating on the development of skills needed to access, analyze, evaluate, and produce communication in a variety of still and moving forms.

**IPTV TELECOURSES:****CM193T MEDIA WAVES 3 Credits (3-0)**

Media Waves examines the mass media innovations, inventions, industries, and people who have changed and challenged our world. This course helps students understand how mass media shapes their world, their culture, and their lives. Equivalent to CM140T.

**CM194T NEWS WRITING 3 Credits (3-0)**

This telecourse is an introduction to journalistic writing and the realities of news writing. The programs cover writing requirements for news reporting, broadcast news, public relations writing, and features writing as well as journalism ethics and media law. Requires viewing of IPTV segments, correspondence activities and some arranged meetings. Equivalent to CM124T.

**CM195T AMERICAN CINEMA 3 Credits (3-0)**

This telecourse examines central concepts and themes in American filmmaking during the past 60 years of the sound era; presents and analyzes important works of film art and film's impact. Requires viewing of IPTV segments, correspondence activities and some arranged meetings.

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**CS COMPUTER SCIENCE**

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**CS116T INTRODUCTION TO COMPUTER SCIENCE 4 Credits (3-2)**

An introduction to the discipline of computer science, using a breadth-first approach. The course focuses on program design techniques, program development processes, abstractions, and basic data structures. Additional enrichment topics from the discipline will be selected, including software engineering practices, social and ethical issues of computing, and a broad overview of the discipline. Prerequisite: SC038D or equivalent.

**CS118T DATA STRUCTURES 4 Credits (3-2)**

A continuation of the topics covered in CS115T or CS116T, also using a breadth-first approach. The course focuses on data abstraction and the development of abstract data types. It includes a discussion of various common data structures, the design and analysis of algorithms, graphs, files, and other appropriate topics. The course will also include a more in-depth introduction to software engineering and other enrichment topics. Prerequisite: CS116T.

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**CT ARCHITECTURAL & CONSTRUCTION TECHNOLOGY**

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**CT101U CONSTRUCTION DRAWINGS 2 Credits (1-2)**

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 construction drawings and details.

**CT102U AEC GRAPHICS I 3 Credits (1-4)**

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, projection and layout techniques using architectural techniques.

**CT132U CONSTRUCTION ESTIMATING I Credits (2-2)**

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. Prerequisite: CT101U.

**CT133U BUILDING SYSTEMS 3 Credits (3-0)**

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. Prerequisites: CT101U and CT104U.

**CT137U AEC GRAPHICS II 3 Credits (1-4)**

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. Prerequisites: CT102U and CT101U.

**CT138U CONSTRUCTION SCHEDULING 3 Credits (2-2)**

Students will study the resources, activities, and the sequencing required for construction projects. The students will also demonstrate the ability, through application based problems, to organize these elements into construction schedules. Prerequisites: CT101U and CT133U.

**CT201U MECHANICAL SYSTEMS 2 Credits (2-0)**

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. Prerequisites: CT135U.

**CT203U LOAD CALCULATIONS 3 Credits (3-0)**

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. Prerequisites: CT101U and CT133U.

**CT205U BUILDING CODES & CONSTRUCTION DOCUMENTS 2 Credits (2-0)**

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. Prerequisites: CT101U and CT133U.

**CT207U AEC CAD I 3 Credits (1-4)**

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. Prerequisites: CT134U and IT141U.

**CT209U CONSTRUCTION ESTIMATING II 3 Credits (2-2)**

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 and produce a quantity take-off method and the summary sheet, all using the CSI format. Prerequisites: CT101U, CT131U, and CT133U.

**CT231U CONSTRUCTION SAFETY 2 Credits (1-2)**

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).

**CT233U AEC DESIGN PROJECTS 3 Credits (1-4)**

This is a cap-stone course that requires completion of a comprehensive and culminating project. The project demonstrates integration of previous course work into a project including the development of a team and project administration, building design activities, and supervisory components. Prerequisites: CT201U, CT203U, CT205U, and CT207U.

**CT235U AEC CAD II 3 Credits (1-4)**

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 Design Projects course. Prerequisite: CT207U.

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## DA DENTAL ASSISTING

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**DA101U CHAIRSIDE ASSISTING I 4 Credits (2-4)**

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.

**DA102U DENTAL SCIENCES I 4 Credits (4-0)**

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.

**DA103U DENTAL MATERIALS & LAB PROCEDURES I 3 Credits (2-2)**

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.

**DA104U DENTAL RADIOGRAPHY 3 Credits (2-2)**

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.

**DA106U ORIENTATION TO DENTAL ASSISTING 2 Credits (2-0)**

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.

**DA130U DENTAL SCIENCES II 2 Credits (2-0)**

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. Prerequisite: BI120U, BI121U, and DA106U.

**DA131U CHAIRSIDE ASSISTING II 2 Credits (1-2)**

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. Prerequisite: DA101U.

**DA133U DENTAL MATERIALS AND LAB PROCEDURES II 2 Credits (1-2)**

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. Prerequisite: DA103U.

**DA134U DENTAL OFFICE MANAGEMENT 2 Credits (1-2)**

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.

**DA135U CLINICAL DENTAL ASSISTING I 4 Credits (0-0-12)**

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: First semester courses and/or departmental approval, current CPR, and Health Sciences Department Exposure Control Program.

**DA136U DENTAL SPECIALTIES 2 Credits (1-2)**

This course provides students with knowledge and understanding of dental procedures in the specialties of Endodontics, Oral and Maxillo-Facial 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.

**DA150U CAREER STRATEGIES AND SEMINAR 2 Credits (4-0)**

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. Prerequisite: Successful completion of all courses. Co-Requisite: DA158U.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

## DA158U CLINICAL DENTAL

### ASSISTING II (Internship) 3 Credits (0-0-24)

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. Prerequisite: Successful completion of first and second semester courses, current CPR, Health Sciences Department Exposure Control Program, and/or departmental approval. Co-Requisite: DA150U.

## DD DRAFTING & DESIGN TECHNOLOGY

### DD101U FUNDAMENTALS OF TECHNOLOGY 2 Credits (2-0)

Introduces the technology student to the important principles and concepts that underlie technical practice and explores the application of those practices in the student's technical discipline.

### DD201U DESIGN CONCEPTS III 4 Credits (2-4)

This course presents an advanced look at the design process, allows advanced students to apply design concepts, drafting knowledge and skills, and CAD techniques, to begin the development of a relevant drafting and design project. Prerequisites: IT141U and IT217U.

### DD231U CAD III 4 Credits (2-4)

This advanced course provides the student hands-on experience in the CAD environment where two-and three-dimensional skills are used in combination with complete dimensioning and tolerancing. Design focus is on materials, manufacturing processes, and applications in conjunction with a basic design project. Prerequisites: IT141U and IT205U.

### DD233U DESIGN PROJECTS 4 Credits (2-4)

This is a capstone course that requires the selection, development, and completion of a comprehensive and culminating design project. The project demonstrates the integration of previous course work into a project which includes the development of a design team, project administration, drafting and design activities, and supervisory components of a design project. Co-requisite: DD231U.

## DH DENTAL HYGIENE

### DH115U HEAD AND NECK ANATOMY & TOOTH MORPHOLOGY 3 Credits (2-2)

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. Prerequisite: Admission to Dental Hygiene program.

### DH116U FUNDAMENTALS OF CLINICAL DENTAL HYGIENE I 6 Credits (3-6)

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. Prerequisite: Admission to Dental Hygiene program.

### DH117U ORAL RADIOLOGY 2 Credits (1-3)

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 the patient and the operator. Prerequisite: Admission to Dental Hygiene program.

### DH118U ORAL HISTOLOGY AND EMBRYOLOGY 2 Credits (2-0)

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. Prerequisite: Admission to Dental Hygiene program.

### DH120U BIO MATERIALS IN DENTAL HYGIENE 3 Credits (2-2)

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. Prerequisite: CH105T. Co-requisite: CH107T.

### DH125U CLINICAL DENTAL HYGIENE II 4 Credits (0-2-9)

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 numbers 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 preventative procedures. Prerequisite: DH116U.

### DH128U GENERAL AND ORAL PATHOLOGY 3 Credits (3-0)

The focus of this course is the 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. Prerequisite: DH118U. Co-requisite: BI105T.

### DH130U DENTAL HYGIENIST: THE ORAL HEALTH EDUCATOR 2 Credits (2-0)

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. Prerequisite: DH116U. Co-requisite: DH125U.

### DH181U INDEPENDENT STUDY- CLINICAL DENTAL HYGIENE (Elective) 1-3 Credits (0-0-6)

This course provides advanced clinical practice in identified and prescribed dental hygiene procedures. Course requires approval of program coordinator and associate dean.

### DH211U PHARMACOLOGY 2 Credits (2-0)

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. Prerequisite: CH107T and BI105T.

**DH213U COMMUNITY ORAL HEALTH I 2 Credits (2-0)**

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. Prerequisites: DH125U, SO100T, and DH130U.

**DH215U PAIN CONTROL 2 Credits (2-0)**

This course provides the knowledge and skills necessary for the student to perform pain control techniques competently. The course will discuss both the content need to perform local anesthesia and to perform nitrous oxide/oxygen administration and monitoring. Prerequisites: DH115U and DH125U; Co-requisites: DH211U and DH225U.

**DH217U PERIODONTOLOGY 2 Credits (2-0)**

An in-depth study of the health and diseased periodontium is covered in this course. The student will be able to relate this knowledge to the clinical setting. Prerequisites: DH128U and BI105T.

**DH223U COMMUNITY ORAL HEALTH II 2 Credits (1-2)**

This is a continuation of DH213U. Prerequisite: DH213U.

**DH224U ETHICS & JURISPRUDENCE 1 Credit (1-0)**

This course presents background on the theory, philosophy, and ethics for dental hygiene and the profession. Legal aspects of practice are presented. Prerequisite: DH220U.

**DH225U CLINICAL DENTAL HYGIENE III 5 Credits (0-2-12)**

This course enables the students to provide comprehensive dental hygiene care to meet the total preventive needs of each client, including referrals for treatment. Students will progressively increase their clinical skills and efficiency toward those levels of proficiency required for practice as measured by fulfillment of the clinic requirements for the semester. Prerequisite: DH125U; Co-Requisite: BI108T.

**DH226U INTERDISCIPLINARY HEALTH CARE 3 Credits (0-6)**

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. Prerequisites: DH225U and DH213U.

**DH230U INTERDISCIPLINARY HEALTH CARE 2 Credits (0-6)**

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.

**DH232U NATIONAL BOARD REVIEW FOR DENTAL HYGIENE 1 Credit (1-0)**

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.

**DH235U CLINICAL DENTAL HYGIENE IV 5 Credits (0-2-12)**

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. Prerequisites: DH220U and BI109T.

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**DI DIESEL TRUCK TECHNOLOGY**

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**DI231U DIESEL TRUCK EQUIPMENT REPAIR 7 Credits (10-12)**

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. Prerequisites: PT103U, PT104U, PT105U, PT133U, PT134U, PT200U, PT201U, and PT202U.

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**EC ECONOMICS**

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**EC100T INTRODUCTION TO ECONOMICS 3 Credits (3-0)**

This is a one-semester survey course covering basic economic issues and applications. The course includes such topics as supply, demand, pricing, and production decisions by firms, consumer decision making, national income and output determination, unemployment and inflation, Classical and Keynesian theories, money and banking, and fiscal and monetary policies. International issues will also be discussed. (No credit given if credit earned in EC101T or EC102T).

**EC101T PRINCIPLES OF MACROECONOMICS 3 Credits (3-0)**

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.

**EC102T PRINCIPLES OF MICROECONOMICS 3 Credits (3-0)**

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.

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**ED EDUCATION**

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**ED101T INTRODUCTION TO TEACHING 3 Credits (3-0)**

Introduction to Teaching 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.

**ED205T EDUCATIONAL PSYCHOLOGY 3 Credits (3-0)**

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. Prerequisite: PY100T or consent of instructor.

**ED206T EDUCATIONAL FIELD EXPERIENCE I 1 Credit (1-0)**

Provides an observation and participation experience to explore duties, roles, and responsibilities of teachers. This takes place in area schools under the direction and guidance of classroom teachers. Co-requisite or Prerequisite: PY105T.

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**EE ELECTRONICS ENGINEERING TECHNOLOGY/NETWORK ADMINISTRATOR**

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**EE101U ELECTRICITY 8 Credits (6-6)**

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. Prerequisite or Co-requisite: EE104U.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**EE104U ELECTRONICS MATH I 4 Credits (3-2)**

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 to equations, determinants and matrixes, special products and factoring, graphic, trigonometric functions, solutions of triangles, exponents and radicals, complex number systems, and elements of plane vectors.

**EE105U ELECTRONIC FABRICATION 1 Credit (1-2)**

This course provides students with an understanding of the tools, processes, and materials used by the technicians in the electronics field and instruction in their usage.

**EE106U INTRODUCTION TO COMPUTER SCIENCE 3 Credits (2-2)**

This course introduces use of the personal computer. The course includes a study of DOS, Windows, Word Processing, Databases, Spreadsheets, and Basic programming language.

**EE131U ELECTRONIC DEVICES 8 Credits (6-6)**

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. Co-Requisite: EE134U; Prerequisite: EE101U.

**EE134U ELECTRONICS MATH II 4 Credits (3-2)**

This course presents logarithms as applied to electronics; number systems for computers, Boolean algebra, mapping, and circuitry analysis as used in the electronic industry. Prerequisite: EE104U.

**EE135U ELECTRONICS DRAFTING 3 Credits (1-4)**

An introduction to drafting fundamentals including two-dimensional, orthographic, sectional, auxiliary and pictorial; electronic symbols, devices, circuitry and systems, using both mechanical techniques and computer-aided drafting. Prerequisite: EE106U.

**EE153U DIGITAL CIRCUITS & SYSTEMS 4 Credits (2-6)**

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. Prerequisite: EE131U and EE134U.

**EE201U COMMUNICATION CIRCUITS I 5 Credits (3-6)**

This course is an introduction to communication circuits, with an in-depth study of A.M. transceiver theory. Prerequisite: EE131U.

**EE202U COMPUTER SYSTEMS 5 Credits (3-6)**

This course provides students with an understanding of the computer as a complete system, with an emphasis on software. Prerequisites: EE106U.

**EE203U MICROPROCESSORS & MICROCOMPUTERS I 5 Credits (3-6)**

This course is an introduction to the 8 bit 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 8080/85 and the Motorola 6800/02. This includes typical microcomputer architecture, assembly and machine language programming, input/output and interfacing concepts, and hardware/software interaction and applications. Prerequisites: EE106U and EE153U.

**EE231U COMMUNICATION CIRCUITS II 5 Credits (3-6)**

This course is a continuation of Communication Circuits I. The course also includes the study of microwave communications. Prerequisite: EE201U.

**EE232U DATA COMMUNICATIONS 1 Credit (0-2)**

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. Prerequisite: EE203U.

**EE233U MICROPROCESSORS & MICROCOMPUTERS II 4 Credits (2-4)**

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 series microprocessors and Motorola series microprocessors, plus their interfaces and microcomputer peripheral devices. Prerequisite: EE203U.

**EE236U INDUSTRIAL ELECTRONICS 5 Credits (3-6)**

This course covers the theory and application of devices and circuits used in industrial and commercial electronics and an introduction to programmable logic controllers. Prerequisites: EE131U and EE153U.

**EE237U APPLIED COMPUTER SCIENCE 3 Credits (2-2)**

This course introduces PASCAL and C 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. Prerequisite: EE106U.

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## FA FINE ARTS

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**FA100T PAINTING I 3 Credits (2-2)**

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.

**FA101T ART APPRECIATION 3 Credits (3-0)**

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.

**FA102T PAINTING II 3 Credits (2-2)**

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. Prerequisite: FA100T, equivalent, or instructor permission.

**FA104T CREATIVE PHOTOGRAPHY 3 Credits (2-2)**

This course is an introduction to, and an exploration, of the creative possibilities of black and white and associated photographic processes. Students will develop a perception of self as a creative artist using photography as a means of self-expression, creativity, and art making. Students must have access to a manually adjustable 35mm, single lens reflex (SLR) camera.

**FA105T ART HISTORY I 3 Credits (3-0)**

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

**FA106T ART HISTORY II 3 Credits (3-0)**

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

**FA108T THE MOVIES:****AN INTRODUCTION TO FILM 3 Credits (3-0)**

This is an introductory course exploring cinema as art with an overview of film-making techniques. Emphasis is on watching movies and clips selected based on their demonstration of various techniques, artistic excellence, and genre. Narrative, documentary, experimental, and art films, including international films, will be viewed and analyzed.

**FA112T BASIC PHOTOGRAPHY 3 Credits (2-2)**

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.

**FA114T BASIC DARKROOM TECHNIQUES 3 Credits (2-2)**

An introduction to the basics of processing, printing, and finishing black and white photographs. This course covers the basic equipment and skills needed to make high quality black and white photographic prints. Course content includes: black and white film processing, proofing, and printing. In addition, the areas of advanced enlarging, special effects, and print enhancement will be covered. Prerequisite: FA112T (Or co-requisite with FA112T)

**FA116T THREE-DIMENSIONAL DESIGN 3 Credits (2-2)**

This course introduces students to the principles of art and design in three-dimensions. Students are introduced to appropriate materials, the elements of art, principles of design, conceptual concerns, content, and formal elements. Projects using paper construction, ceramics, metal, and found objects allow students to use materials, ideas, and design principles in creative, practical applications.

**FA205T DRAWING I 3 Credits (2-2)**

An introduction to basic drawing. Working with still life props: line, form, values, perspective, and composition will be explored, using various wet and dry mediums. Concentrations will be on accurate visual drawing.

**FA210T DRAWING II 3 Credits (2-2)**

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.

**FA215T TWO-DIMENSIONAL DESIGN 3 Credits (2-2)**

This course introduces students to the principles of design on the two-dimensional plane. Students are introduced to art materials, the elements of art, color theory, and organizational principles. Drawing, painting, and other projects allow students to use materials, ideas, and design principles in creative, practical applications.

**IPTV TELECOURSE:****FA190T ART OF THE WESTERN WORLD 3 Credits (3-0)**

This telecourse introduces Western art from ancient Greece to present day using the backdrop of its time; covers art that has come to define the Western visual tradition. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

**FA101T ART APPRECIATION 3 Credits (3-0)**

Televised version of the classroom course. See description under Fine Arts.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

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**FL FOREIGN LANGUAGE**

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**FL130T SPANISH I 5 Credits (5-0)**

Beginning instruction in the basic and necessary linguistic elements of Spanish to enable the student to communicate verbally and in writing within the limits of the language presented. Prerequisite: None. This course is not recommended for students who have completed one year or more of high school Spanish or the equivalent.

**FL132T SPANISH II 5 Credits (5-0)**

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. Prerequisite: FL130T or equivalent or instructor approval.

**FL138T CONVERSATIONAL SPANISH 3 Credits (3-0)**

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.

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**FN FINANCE AND BANKING**

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**FN101T PRINCIPLES OF BANKING 3 Credits (3-0)**

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.

**FN103T PRINCIPLES OF FINANCE 3 Credits (3-0)**

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. Prerequisites: MA111T or MA140T.

**FN131T COMMERCIAL AND MORTGAGE LENDING 3 Credits (3-0)**

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.

**FN133T TRUST OPERATIONS AND FUND MANAGEMENT 3 Credits (3-0)**

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, and 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.

**FN135T MONEY AND BANKING 3 Credits (3-0)**

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.



**FN137T FINANCE AND BANKING  
BUSINESS INTERNSHIP**

**3 Credits (0-12)**

This course provides students with the opportunity to gain experience with the application of banking and finance skills and competencies under the supervision of a business representative and the program coordinator. This may be a paid or unpaid experience. If currently employed, internship must provide experiences beyond the participant's duties or current job description, involving exposure to different activities, departments or responsibilities. Must have a cumulative grade point average of 2.00, acceptance by an appropriate business site, and recommendation of the faculty advisor. Students will complete weekly reports and assigned activities.

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**FS FIRE SCIENCE**

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**FS101U FIRE BEHAVIOR AND BUILDING DESIGN**

**KCC/FI101U 3 Credits (3-0)**

This course 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.

**FS111U CHEMISTRY OF HAZARDOUS MATERIALS**

**KCC/FI111U 3 Credits (3-0)**

This course 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.

**FS121U HAZARDOUS MATERIALS MANAGEMENT**

**KCC/FI121U 3 Credits (3-0)**

This course discusses the properties of chemically active substances related to hazardous materials. Identifies and demonstrates techniques, methods, and strategies to mitigate haz-mat incidents. Covers state and federal laws as they relate to management of hazardous materials.

**FS131U FIREFIGHTING TACTICS AND STRATEGY**

**KCC/FI131U 3 Credits (3-0)**

This course studies methods of coordinating personnel, equipment, and deploying apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires are discussed. Includes simulation exercises.

**FS141U FUNDAMENTALS OF FIRE PREVENTION**

**KCC/FI141U 3 Credits (3-0)**

This course 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.

**FS151U FIRE DETECTION AND SUPPRESSION SYSTEMS**

**KCC/FI151U 3 Credits (3-0)**

This course 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.

**FS161U INSTRUCTIONAL TECHNIQUES FOR FIRE**

**SERVICE TRAINING KCC/FI161U 3 Credits (3-0)**

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. Covers 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.

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**GC GRAPHIC COMMUNICATIONS**

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**GC100U DRAWING & DESIGN**

**4 Credits (2-4)**

Students work with a variety of different media and deal with a wide range of subject matter in this course. They are exposed to various drawing experiences that will expand their perception of solutions to problems encountered in drawing. Co-requisites: GC121U and GC130U.

**GC112U TYPOGRAPHY**

**5 Credits (2-4)**

This course emphasizes the fundamentals of typography in visual communications. The course provides experience in the type selection process for design applications. Prerequisite: Co-requisite: GC100U and GC130U.

**GC130U DESKTOP PUBLISHING**

**4 Credits (2-4)**

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. Co-requisites: GC100U and GC112U.

**GC133U PRINCIPLES OF ILLUSTRATION**

**4 Credits (2-4)**

This course concentrates on students' development of the fundamental skills and understanding of composition and design as well as the use of various media, tools, supplies, and techniques used in illustration.

**GC200U PRINCIPLES OF COLOR**

**3 Credits (2-2)**

This course provides the student with theory and application for understanding additive and subtractive color terminology, color mixing, and psychology of color. Prerequisite: GC130U.

**GC201U DESIGN AND LAYOUT**

**4 Credits (2-4)**

This course applies principles and methods of design and layout to creating solutions for design problems. The process involved with communicating a client's product, service, or image to a specific or general facet of the population is explored in hands-on applications. Prerequisites: GC112U and GC130U.

**GC202U ELECTRONIC ILLUSTRATION**

**3 Credits (2-2)**

This course is designed to provide students with an understanding of various computer generated illustrative techniques. Emphasis is a "hands-on" introduction to the leading drawing application program utilized in the graphic communications industry. Prerequisite: GC130U.

**GC203U GRAPHIC IMAGING**

**4 Credits (2-4)**

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 application program. Prerequisites: GC130U and GC202U.

**GC212U ADVERTISING DESIGN**

**4 Credits (2-4)**

This course emphasizes the application of concept development, layout techniques, formats, design principles, philosophies, and design elements in more advanced advertising design problems. Prerequisite: GC130U, GC201U, and GC203U.

**GC230U DESIGNING MULTIMEDIA**

**4 Credits (2-4)**

The course emphasis is designing multimedia for presentation. Students will conceptualize, design, and produce images using a variety of multimedia production techniques. Prerequisites: GC201U, GC202U, and GC203U.

**GC233U LOGO & TRADEMARK DESIGN**

**3 Credits (2-2)**

This course explores the different types of trademarks and logos and the basic steps needed to ensure a successful solution to the design problem. Prerequisites: GC112U, GC202U, and GC130U.

**GC235U WEB PAGE CONSTRUCTION**

**3 Credits (2-2)**

This course introduces students to Web page construction. Emphasis is a "hands-on" introduction to the leading Web-page application program utilized in the graphic communications industry. Prerequisite: GC130U, GC202U, and GC203U.

**GC236U PORTFOLIO PREPARATION 3 Credits (2-2)**

The course is designed to advance student knowledge and skill in the design, creation, and presentation of the portfolio and resume for job search readiness. Prerequisite: Must be a fourth term Graphic Communications student or have instructor permission.

**GC237U PRODUCTION PROCESSES 4 Credits (2-4)**

This course covers traditional paste-up procedures and will utilize desktop prepress production techniques used for preparing artwork for printing. One color to multi-color techniques will be covered. Projects will follow through the different stages of image assembly and proofing, to final film output and printing processes. Prerequisite: Must be a fourth term Graphic Communications student or have instructor permission.

**GT GENERAL TECHNOLOGY****GT101U PORTFOLIO DESIGN 2 Credits (2-0)**

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. Students will examine personal, education, and occupational goals and develop a plan of study which supports their goals and fulfills the requirements of the General Technology program.

**GT203U MACHINERY'S HANDBOOK 2 Credits (2-0)**

Knowledge and practical experience will be gained through the application and interpretation of information, charts, and formulas located within the Machinery's Handbook.

**GY GEOGRAPHY****GY110T PHYSICAL GEOGRAPHY 3 Credits (3-0)**

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.

**GY111T PHYSICAL GEOGRAPHY LAB 1 Credit (0-2)**

Introductory laboratory exercises to complement GY110T. Co-Requisite or Prerequisite: GY110T.

**HA HEATING & AIR CONDITIONING****HA101U H.V.A.C.R. Systems I 4 Credits (4-0)**

This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air cooling, and refrigeration systems. Prerequisites or Co-Requisites: MA110U, HA102U, and HA103U.

**HA102U Applied Practices I 5 Credits (0-15)**

This course provides students with practice in servicing and repair of the equipment in the H.V.A.C.R. laboratory to develop basic proficiency. Prerequisites or Co-Requisites: MA110U, HA101U, and HA103U.

**HA103U APPLIED ELECTRICITY FOR H.V.A.C.R. 3 Credits (3-0)**

This course presents the basic electrical characteristics, reading and developing circuit graphics, test equipment, controls, and circuit application. Prerequisites or Co-Requisites: MA110U, HA101U, and HA102U.

**HA130U CONTROLS FOR H.V.A.C.R. 4 Credits (4-0)**

This course presents a more advanced study of electrical controls and their applications, an introduction to electronics and the controls used in H.V.A.C.R. systems. Co-Requisites: HA131U and HA132U; Prerequisite: HA103U.

**HA131U H.V.A.C.R. SYSTEMS II 6 Credits (6-0)**

This course presents a continuing and advanced study of systems used in heating, ventilation, air cooling, and refrigeration. Co-Requisites: HA130U and HA132U; Prerequisite: HA101U.

**HA132U APPLIED PRACTICES II 5 Credits (0-15)**

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. laboratory area. Co-Requisites: HA130U and HA131U; Prerequisite: HA102U.

**HA150U APPLIED CONTROLS FOR H.V.A.C.R. 2 Credits (2-0)**

This course is a study of electronic controls and systems for H.V.A.C.R. Co-Requisites: HA151U and HA152U; Prerequisite: HA130U.

**HA151U H.V.A.C.R. SYSTEMS III 2 Credits (2-0)**

This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air cooling, and refrigeration systems. Co-Requisites: HA150U and HA152U; Prerequisite: HA131U.

**HA152U APPLIED PRACTICES III 3 Credits (0-9)**

This course provides students with opportunities to practice the servicing and repair of the equipment in the H.V.A.C.R. laboratory to develop proficiency to a higher level. Co-Requisites: HA150U and HA151U; Prerequisite: HA132U.

**HA154U OPERATION STRATEGIES 2 Credits (2-0)**

This course presents customer relations and principles of successful business techniques. Co-Requisite: HA151U; Prerequisites: HR101U and CM101U.

**HM HUMANITIES****HM101T WESTERN CIVILIZATION I 4 Credits (4-0)**

Western Civilization traces the development of Western civilization from prehistory to the end of the seventeenth century. It will explore the major political, social, economic, scientific, intellectual, cultural, and religious developments contributing to Western society. This includes the significant events and contributions of early Middle Eastern civilizations, classical and Hellenistic Greece, the Roman Empire, the Christian church, Medieval Europe, the Renaissance, the Reformation, and the scientific revolution.

**HM102T WESTERN CIVILIZATION II 4 Credits (4-0)**

Western Civilization II will continue exploring the development of Western Civilization, covering the end of the Seventeenth Century until the present. It 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 Age of Enlightenment, the American and French revolutions, Romanticism, the origins and growth of socialism, the spread and disintegration of colonialism and imperialism, the Cold War, modern liberation movements, and the new European order.

**HM112T AFRICAN CULTURES 3 Credits (3-0)**

This course will explore the development of Sub-Saharan African civilizations from the dawn of humanity to the issues facing the region today. It will look at the indigenous and colonial heritage of the area; examine the political, economic, social, religious, environmental, and gender realities and issues facing the region; and expose students to significant African contributions and trends in prose, poetry, drama, art, music, and dance.

**HM114T EAST ASIAN CULTURES 3 Credits (3-0)**

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.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**HM116T LATIN AMERICAN CULTURES 3 Credits (3-0)**

This course will explore the development of Latin American civilization from its ancient origins to the issues facing the region today. The course will look at the indigenous and colonial heritage of the area; examine its shared cultural, literary, economic, social, and political contributions and trends; and look at the history and current issues facing the individual countries or sub-regional groupings.

**HM118T MIDDLE EASTERN/ISLAMIC CIVILIZATION 3 Credits (3-0)**

This interdisciplinary course will examine the history of civilization in the Middle East, with particular emphasis on the period since the birth of Islam. The course will also explore the cross-cultural exchanges that the ancient Middle Eastern and Islamic civilizations have made with other world civilizations. Among other topics this course will explore: the foundation and development of Islam, and its growth to imperial power; the spread of Islam and its continuing influence in world affairs; and the principle events that have brought about the current political and economic situations in the Middle East.

**IPTV TELECOURSES:****HM190T ETHICS IN AMERICA 3 Credits (3-0)**

This telecourse examines contemporary ethical conflicts and provides an understanding of the language, concepts, and traditions of ethics. The case study approach draws examples from business, government, civil and criminal law, journalism, the military, medicine, and scientific research. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as PR110T.

**HM191T FACES OF CULTURE 3 Credits (3-0)**

This telecourse embraces cultures from all continents, highlights major human subsistence patterns, and illustrates human adaptation to environment from the beginning of human history to the present. Individual studies enable viewers to experience cultures in depth, while more general multi-cultural programs promote cross-culture comparisons and analysis of general themes. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as SS110T.

**HM192T THE PACIFIC CENTURY 3 Credits (3-0)**

This telecourse chronicles the rapid pace of change in Asia during the past 150 years. The series looks at the varied cultures of Northeast Asia (China, Japan, Korea, and the Soviet Far East) and Southeast Asia (Indonesia, Malaysia, the Philippines, Singapore, Thailand, and Vietnam). Four major themes emerge: modernity versus tradition; conflict between east and west; democracy, authority, and economic growth; and the US's changing role in the Pacific. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

**HM195T RENAISSANCE: ORIGINS OF THE MODERN WEST 3 Credits (3-0)**

This telecourse brings to life the period between the late 14th and the late 17th century in Europe. Focuses on changes that took place during that time and how those changes continue to influence the modern world today. Requires viewing of IPTV segments, correspondence, and some arranged meetings.

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**HR HUMAN RELATIONS**

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**HR101U HUMAN RELATIONS 3 Credits (3-0)**

Human Relations is the study of self and social behavior. Emphasis is placed on the understanding and application of social science theories and research for the development of effective interpersonal and organizational relationships.

**HR201T LEADERSHIP: TRAINING AND DEVELOPMENT 3 Credits (3-0)**

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.

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**HS HEALTH SCIENCE CORE**

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**HS100U CPR AND FIRST AID 1 Credit (1-0)**

American Heart Association basic life support instruction leading to CPR certification using Module C. This course also presents basic first aid instruction and Red Cross certification.

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**HT HORTICULTURE SCIENCE**

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**HT101U EQUIPMENT OPERATION 2 Credits (2-4)**

This course introduces the general care and use of horticultural equipment in turf and landscape maintenance and construction. Emphasis is on operation, preventive 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.

**HT105T WOODY PLANTS 2 Credits (1-2)**

This course presents identification and cultural characteristics of commonly used woody outdoor plants used in landscapes in Iowa including many native plants. Recognition of scientific names of plants, identification, and common names are also included.

**HT106T PLANT PROPAGATION I 2 Credits (1-2)**

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.

**HT107U HORTICULTURE LAB 1 Credit (0-2)**

Horticulture lab offers students the opportunity to work in the Hawkeye Community College horticulture laboratory under the supervision of an instructor. Students will be assigned projects and will be responsible for completing them within a specified time. This course may be elected up to five times.

**HT108T TURFGRASS SCIENCE 3 Credits (2-2)**

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.

**HT131T BOTANY 3 Credits (2-2)**

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

**HT132T LANDSCAPE CONSTRUCTION & DESIGN 3 Credits (2-2)**

This course provides an introduction to the basics of landscape construction including classroom 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. Concepts and applications of landscape design principles are utilized in completing a landscape plan. Emphasis is placed on the design principles for preparing and evaluating landscape plans.

**HT134T INTRO TO HORTICULTURE 3 Credits (2-2)**

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.

**HT135T CHEMICAL CERTIFICATION 3 Credits (2-2)**

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.

**HT136U HOUSE PLANTS 2 Credits (4-0)**

This course enables the student to correctly identify common plants used within the home and commercial settings. Proper cultural techniques and environmental conditions are also covered.

**HT137U FRUITS & VEGETABLES 2 Credits (4-0)**

This course investigates the identification, culture, and management of fruit and vegetables grown in the state of Iowa.

**HT139T PLANT PROPAGATION II 2 Credits (1-2)**

This course covers summer and fall plant propagation practices. Soft wood 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.

**HT142T ANNUALS & PERENNIALS 2 Credits (2-0)**

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.

**HT146U GREENHOUSE PRODUCTION 3 Credits (3-0)**

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.

**HT149U NURSERY PRODUCTION 2 Credits (1-2)**

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.

**HT150U GOLF COURSE PRACTICES 2 Credits (1-2)**

This course introduces basic maintenance practices used on a golf course; golf course etiquette, procedures such as top dressing, aerifying, mowing, verticutting, fertilizing, watering, and changing cups on a green.

**HT202U NURSERY MANAGEMENT 3 Credits (2-2)**

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.

**HT209U EQUIPMENT REPAIR 3 Credits (4-4)**

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.

**HT231U EMPLOYMENT STRATEGIES 2 Credits (2-0)**

Students are introduced to the skills, techniques, and strategies which will assist them in securing and maintaining employment. Primary focus is placed on the components of written correspondence as it applies to the job search process and identification and application of productive professional behavior.

**HT235U ATHLETIC FIELD MAINTENANCE 2 Credits (1-2)**

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.

**HT237U GOLF COURSE MANAGEMENT 3 Credits (6-0)**

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

**HT238T IRRIGATION CONSTRUCTION & DESIGN 3 Credits (2-2)**

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

**HT239U GREENHOUSE MANAGEMENT 3 Credits (6-0)**

This course presents management of greenhouse crops and environment. Commercial crops grown in Iowa will be investigated and emphasis will be given to proper fertilization and utilization of modern fertilizer application equipment.

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## HY HISTORY

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**HY140T U.S. HISTORY TO 1877 3 Credits (3-0)**

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.

**HY150T U.S. HISTORY SINCE 1877 3 Credits (3-0)**

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.

**IPTV TELECOURSES:****HY190T SHAPING AMERICA: US HISTORY TO 1877 3 Credits (3-0)**

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. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as HY140T.

**HY191T AMERICA IN PERSPECTIVE 3 Credits (3-0)**

This telecourse focuses on the people, events, and politics since the late 1800s. Utilizing historical film clips, photographs, and interviews with leading historians, this program chronologically analyzes American history. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as HY150T.

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## ID INTERIOR DESIGN

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**ID101U BASIC DRAFTING & RENDERING TECHNIQUES 3 Credits (1-4)**

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.

**ID102U RESIDENTIAL DESIGN I 5 Credits (0-10)**

This orientation to the field of interior design examines the fundamental concepts while providing the necessary foundation for subsequent courses. Initial laboratory projects give students an opportunity to solve design problems. Prerequisite: ID101U.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**ID103U DESIGN & COLOR FUNDAMENTALS FOR INTERIORS 3 Credits (2-2)**

The students explore, 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.

**ID106U INTERIOR BACKGROUND AND WINDOW TREATMENTS 2 Credits (1-2)**

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. Prerequisite: ID102U.

**ID109U HISTORY OF INTERIORS I 2 Credits (2-0)**

This course begins a two-semester study of the homes & furniture of the past: ancient to Renaissance, French, English, and American.

**ID133U LIGHTING 2 Credits (1-2)**

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. Prerequisite: ID102U.

**ID135U RESIDENTIAL DESIGN II 4 Credits (0-8)**

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: ID102U and ID138U.

**ID137U HISTORY OF INTERIORS II 3 Credits (3-0)**

In this second course concerning historical interiors, students continue the study begun in History of Interiors I.

**ID139U KITCHEN DESIGN 3 Credits (1-4)**

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. Prerequisite: ID102U.

**ID202U CONTRACT DESIGN I 5 Credits (0-10)**

This course and Contract Design 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. Prerequisite: ID135U.

**ID203U SURVEY OF THE VISUAL ARTS 3 Credits (3-0)**

Examination of the development of architecture, sculpture, and painting throughout the ages.

**ID204U QUALITY BUYING 2 Credits (2-0)**

This course develops a 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.

**ID209U CAD FOR INTERIOR DESIGNERS 3 Credits (2-2)**

This course is an introduction to computer-aided design as used within the Interior Design profession.

**ID210U TEXTILES FOR INTERIOR DESIGN 3 Credits (3-0)**

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.

**ID232U CONTRACT DESIGN II 5 Credits (0-10)**

This is a continuation of Contract Design I. Prerequisite: ID202U.

**ID233U RESIDENTIAL ARCHITECTURE & CONSTRUCTION 3 Credits (2-2)**

The components of this course include an introduction to building principles and materials, American architectural styles, design, and remodeling. Prerequisite: ID102U.

**ID236U PROFESSIONAL PRACTICES 2 Credits (2-0)**

This course emphasizes those specific business principles that are essential to the successful practice of interior design.

**ID238U FIELD EXPERIENCE 2 Credits (1-4)**

This course places students in professional settings for experiences in interior design. Emphasis is given to observation of and participation in: programming, document preparation, and business practices. Students also critique, evaluate, and discuss field experiences in a classroom/seminar setting. Prerequisite: All program courses and a CGPA of 2.00.

**ID239U MODERN DESIGN 2 Credits (2-0)**

A survey of 20th century furniture design from its beginnings in the last century through the innovations of recent years.

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## **IF INFORMATION TECHNOLOGY**

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**F101U FUNDAMENTALS OF INFORMATION TECHNOLOGY 2 Credits (2-0)**

This course will introduce the scientific study of computer and information technology. The course includes the study of algorithms, binary numbers, pseudocode, programming, Boolean logic and information systems.

**IF103U PERSONAL COMPUTER HARDWARE 2 Credits (1-2)**

This course is designed to give the student background on personal computer hardware. This course includes computer diagnostics and repair along with peripheral troubleshooting.

**IF105U SYSTEMS IMPLEMENTATION 3 Credits (2-2)**

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, and implementation schedules and on-going support.

**IF107U OPERATING SYSTEMS 3 Credits (1-2)**

This course is designed to give the students a background on operating systems such as DOS, UNIX, MSNT, and Windows. The goal of this course is to provide the students with an understanding of the different operating systems commands and functions.

**IF109U NETWORK CONCEPTS 4 Credits (2-4)**

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.

**IF131U NETWORK ROUTING & SWITCHING 4 Credits (1-4)**

Through this course students will be able to install and configure Local, Virtual Local and Wide Area Networks. Students will use Access Control Lists to restrict traffic through a router. Networks will design and segment networks using routers and switches.

**IF133U LINUX ADMINISTRATION 3 Credits (2-2)**

This course will introduce students to the LINUX operating system. Students will configure LINUX as a workstation and as a server. Students will gain experience with multiple features of the operating system.

**IF135U Introduction to Web Design 3 Credits (2-2)**

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.

**IF201U DATABASE SYSTEMS 3 Credits (2-2)**

This course will introduce students to data management using databases. Focus will be given to database models, data storage concepts, SQL, and data warehousing.

**IF203U VISUAL BASIC PROGRAMMING 3 Credits (2-2)**

This class will introduce students to creating programs using the Visual Basic language. Students will gain experience in creating applications and accessing databases with Visual Basic.

**IF205U ADVANCED WEB DESIGN 3 Credits (2-2)**

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.

**IF221U BEGINNING ADMINISTRATION OF NOVELL NETWORK 2 Credits (1-2)**

This course is designed to prepare students as a NetWare system LAN manager. The goal of this course is to provide the student with skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot NetWare operating system.

**IF223U ADVANCED ADMINISTRATION OF NOVELL NETWORK 2 Credits (1-2)**

This course is a continuation of Beginning Administration of Novel NetWare course. The goal of the course is to advance the study in the design, implement, and support of the NetWare Server network operating system.

**IF225U NETWORK AND RESOURCE MANAGEMENT 3 Credits (2-2)**

This course will introduce students the many optional server products available to enhance network services. These include Microsoft Exchange, SQL Server and System Management Server, Novell Groupwise and ZENWorks, and HP OpenView.

**IF227U WAN CONFIGURATION 4 Credits (2-4)**

Through this course students will be able to design and implement wide area networks. An emphasis will be on the equipment and topologies used to connect network locations. Students will create a WAN design and implement that design.

**IF231U WEB SERVER ADMINISTRATION 2 Credits (1-2)**

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.

**IF233U MULTIMEDIA CONCEPTS 2 Credits (1-2)**

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.

**IF235U E-COMMERCE STRATEGIES 3 Credits (1-2)**

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.

**IF237U BEGINNING ADMINISTRATION OF MS NT 2 Credits (1-2)**

This course provides the core foundation for supporting Microsoft Windows NT operating system. The goal of this course is to provide the student with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT operating system.

**IF239U ADVANCED ADMINISTRATION OF MS NT 2 Credits (1-2)**

This course is a continuation of Beginning Administration of MS NT course. The goal of the course is to advance the study in the design; implementation and support of the Windows NT Server network operating system.

**IF240U NETWORK PERFORMANCE & MONITORING 4 Credits (1-4)**

This course will expose students to monitoring and optimizing the performance of today's high-speed networks. Students will utilize hardware and software to monitor and tune a network.

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## IS ELECTROMECHANICAL MAINTENANCE TECHNOLOGY

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**IS100U BASIC MECHANICAL SYSTEMS 2 Credits (1-2)**

This course provides the student with introductory knowledge and skills of tools and components used by mechanics.

**IS101U BASIC BLUEPRINT READING 3 Credits (3-0)**

This course covers principles essential to the interpretation of mechanical prints, sketching of views, and geometric tolerancing.

**IS104U FLUID POWER SYSTEMS I 2 Credits (1-2)**

This is a course of study in the basic fluid power principles and components of fluid power systems.

**IS105U ELECTRICAL SYSTEMS I 3 Credits (1-4)**

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. Co-requisite: MA110U.

**IS106U MECHANICAL POWER TRANSFER 2 Credits (1-2)**

This course provides the student with the knowledge and skills necessary to troubleshoot, maintain, and repair mechanical power systems. (1-2) Prerequisite: IS100U.

**IS107U FLUID POWER SYSTEMS II 3 Credits (1-4)**

This is a continuation study of fluid power components and their operations. Prerequisite: IS104U.

**IS108U ELECTRICAL SYSTEMS II 2 Credits (1-2)**

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. Prerequisite: IS105U.

**IS152U FACILITIES BLUEPRINT READING 3 Credits (3-0)**

This course is designed to develop skill in reading facilities prints used in heavy or commercial constructions. Prerequisite: IS101U.

**IS155U WELDING PROCESSES 3 Credits (1-4)**

This class is an introduction to fundamental welding operations. Some of the major units are: welding safety, welding equipment, selection of electrodes, wire, and the manipulation of electrodes and gun, welding positions, oxyacetylene welding, flame cutting and joint preparation, TIG welding.

**IS156U FLUID POWER APPLICATIONS 2 Credits (1-2)**

This course continues the study of fluid power and its applications. Prerequisites: IS104U and IS107U.

**IS158U MACHINE SHOP PROCESSES 3 Credits (1-4)**

This course is designed to develop basic skills in precision measurement and layout tools, machine operations for lathes, mills, drills, and surface grinders.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**IS159U PROGRAMMABLE CONTROLLERS 2 Credits (1-2)**  
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. Prerequisite: IS157U.

**IS160U MOTORS AND CONTROLS 2 Credits (1-2)**  
This class stresses motor and 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. Prerequisite: IS108U.

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## **IT INDUSTRIAL TECHNOLOGY CORE**

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**IT101U INTRODUCTION TO TECHNICAL DRAFTING 2 Credits (0-6)**  
This course introduces basic manual drafting skills and techniques, concepts, procedures, and standards in an applications based environment.

**IT102U INTRODUCTION TO PRINT READING 3 Credits (3-0)**  
This course introduces basic engineering drawing interpretation techniques. Interpretation or reading of drawings progress from single-view to multiview projections, including projection theory.

**IT103U TECHNICAL DRAWING I 3 Credits (1-4)**  
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, projection, and layout techniques.

**IIT104U SURVEYING I 3 Credits (3-0)**  
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, required permits, and other pertinent information. The general outline of the Waterloo and Cedar Falls policies will be used as examples.

**IT106U INTRODUCTION TO COMPUTERS 2 Credits (1-2)**  
This course provides students with hands-on experiences in working with disk operating systems for microcomputers, batch files, word processing, and programming operations.

**IT107U DESIGN CONCEPTS I 1 Credit (1-0)**  
This basic course will introduce the technology student to the world of design. It challenges the student to begin the process of developing principles for transforming difficult tasks into simple ones by using their knowledge of design.

**IT110U INTRODUCTION TO CAD 1 Credit (0-3)**  
Introduction to CAD provides students with hands-on experiences in computer-aided drafting equipment and software to prepare two and three-dimensional drawings. Co-Requisite/Prerequisite: IT106U.

**IT112U ADVANCED PRINT READING 3 Credits (3-0)**  
A continuation of Introduction to Print Reading IT102U, this course works to improve the students' visualization and interpretation skills through the introduction of progressively more complex engineering drawings and convention. Prerequisite: IT102U.

**IT126U COMPUTER APPLICATIONS 2 Credits (1-2)**  
This course in microcomputer provides students with hands-on experiences in both application and operation. Course emphasis is on engineering technology, software, and applications-based problems. Prerequisite: IT106U.

**IT141U CAD I 2 Credits (1-2)**  
This basic course introduces and provides the student 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. Prerequisite: CL110T.

**IT143U TECHNICAL DRAWING II 3 Credits (1-4)**  
This course presents pictorial and multi-view drawing, sectioning, auxiliary views, descriptive geometry, dimensioning, and shop practices. Prerequisite: IT103U.

**IT203U HYDRAULICS 2 Credits (1-2)**  
This course is an introduction to the principles, components, and circuits used for industrial hydraulic and pneumatic applications.

**IT205U CAD II 3 Credits (1-4)**  
This intermediate course provides the student hands-on experience in the CAD environment to enhance two-dimensional computer-aided drafting skills. It integrates materials specifications, manufacturing processes, and applications for machine elements. Prerequisite: IT141U.

**IT207U GEOMETRIC DIMENSIONING & TOLERANCING 3 Credits (3-0)**  
This course introduces the student to three-dimensional dimensioning and tolerancing. It consists primarily of geometric and positional tolerancing, including the use of datums, datum targets, and project tolerance zones. Prerequisite: IT103U, IT141U, and IT143U.

**IT210U MANUFACTURING PROCESSES 2 Credits (2-0)**  
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-working and cold-working metal processes, and metal forming processes.

**IT212U EDM PROCEDURES 2 Credits (1-3)**  
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, and computer numerical control (CNC) EDM. Laboratory work consists of fabrication of electrodes and setup and operation of EDM machine tools. Prerequisite: MC111U and MC112U.

**IT217U DESIGN CONCEPTS II 3 Credits (2-2)**  
This intermediate course examines formal design models and establishes a relevant knowledge base for utilizing the design process. Prerequisite: IT107U.

**IT233U INTRODUCTION TO STATICS & STRENGTHS 3 Credits (2-2)**  
Statics deal 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 laws of friction. Strength of materials deals with the relationship between stress deformation; riveted, welded, and bolted joints, centroids and moments of inertia; shear, moments and deflections in beams; combined stresses; and columns.

**IT237U TECHNICAL PORTFOLIO DESIGN 2 Credits (2-0)**  
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.

**IT239U TECHNICAL PRESENTATIONS 3 Credits (3-0)**  
This course develops essential technical writing skills used in industry and provides the opportunity for students to develop expertise in both writing for and making technical presentations.

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## IY INTERDISCIPLINARY

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### IY100T INTRODUCTION TO COLLEGE 2 Credits (2-0)

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.

### IY102T CAREER EXPLORATION 2 Credits (2-0)

This course is designed to assist students to increase their knowledge of themselves, of theories about careers, and of various resources available to them which will assist in the career decision making process. Students, at the completion of this course, will be better able to choose academic major and careers. This course is specifically designed to follow the National Career Development Guidelines.

### IY190T MASTERING THE COLLEGE EXPERIENCE 2 Credits (2-0)

This telecourse features real situations experienced by real students enrolled in college. It has been instructionally designed to meet the needs of students whether they are entering college from high school or returning as adults to further their education. This course will help students discover the power of self-responsibility, offer examples that will teach them how to change a habit, and provide methods to manage their time more effectively.

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## LR LITERATURE

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### LR100T INTRODUCTION TO LITERATURE 3 Credits (3-0)

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.

### LR105T THEATRICAL ARTS AND SOCIETY 3 Credits (3-0)

This course is designed to introduce the student to the theatrical arts and their interrelationship to society. To know the development of theater is to know the development of humankind. Emphasis will be on reading, discussing, and evaluating various plays representative of their era and genre.

### LR110T SURVEY OF MAJOR BRITISH AUTHORS 3 Credits (3-0)

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.

### LR201T MINORITY VOICES IN LITERATURE 3 Credits (3-0)

This course will explore the issues and themes developed in the literature written by minority authors, often under represented 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.

### LR202T IMAGES OF WOMEN IN LITERATURE 3 Credits (3-0)

Images of Women in Literature examines the predominant ways women have been portrayed by both male and female writers. It will focus on the effects these recurring images may have on expectations for real women.

#### IPTV TELECOURSE:

### LR190T LITERARY VISIONS 3 Credits (3-0)

This telecourse is organized around three major genres of literature: short fiction, poetry, and drama. This series brings literature to life with dramatizations of individual works and readings of passages. Same as LR100T

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## MA MATHEMATICS

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### MA110U BASIC MATHEMATICS 3 Credits (3-0)

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. Emphasis placed on critical thinking and problem-solving skills. Prerequisite: Appropriate COMPASS math placement score or equivalent.

### MA111T MATHEMATICS FOR DECISION MAKING 3 Credits (3-0)

Introduces selected areas of mathematics in familiar settings and develops students' conceptual problem solving skills. The course includes a study of mathematical concepts selected from statistics, probability, set theory, algebra, and consumer math. Other topics may be included. Prerequisite: Beginning Algebra or equivalent or appropriate placement score.

### MA112U TECHNICAL MATH I 4 Credits (4-0)

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. Prerequisite: Completion of Beginning Algebra (SC038D) or appropriate COMPASS math placement score or equivalent.

### MA113T INTRODUCTION TO COLLEGE ALGEBRA 4 Credits (4-0)

The course will focus on the concept of a function, algebraic manipulation, graphing techniques, and solution of algebraic word problems. This course is designed to prepare students for College Algebra (MA150T). Prerequisite: Successful completion of Beginning Algebra (SC038D) or the equivalent.

### MA114U TECHNICAL MATH II 4 Credits (4-0)

In this course students are exposed to oblique triangles, radian measure, arc length and rotation, graphs of the trigonometric functions, trigonometric identities and equations, ratio, proportions and variation, exponential and logarithmic functions, complex numbers, inequalities and linear programming, sequences, series, the binomial theorem, the straight line, and conic sections. Emphasis is placed on critical thinking and problem solving skills. Scientific hand-held calculators are used throughout the course. Prerequisite: MA112U

### MA116U GEOMETRY/TRIGONOMETRY 3 Credits (3-0)

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. Prerequisite: MA110U or appropriate placement score.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours



**MA140T INTRODUCTION TO STATISTICAL METHODS** 3 Credits (3-0)

This course is a study of descriptive statistics including graphical representation, central tendency, correlation, and regression. Intuitive treatment of probability and inferential statistics to include hypothesis testing. Prerequisite: SC038D or equivalent or appropriate placement score.

**MA150T COLLEGE ALGEBRA** 5 Credits (5-0)

This course 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. Prerequisite: Successful completion of MA113T or the equivalent or appropriate mathematics placement test score.

**MA151T TRIGONOMETRY AND ANALYTIC GEOMETRY** 5 Credits (5-0)

This course focuses on continued consideration of mathematical topics in preparation for the study of calculus. Topics include: Trigonometry and applications, matrices, vectors, analytic geometry, and polar and parametric equations. Prerequisite: Successful completion of MA150T or the equivalent or the appropriate mathematics placement test score.

**MA153T ANALYSIS** 4 Credits (4-0)

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. Prerequisite: Successful completion (C or better) of three (3) years of high school mathematics including two (2) years of algebra and one (1) year of geometry and/or trigonometry or the appropriate mathematics placement test score.

**MA155T CALCULUS I** 4 Credits (4-0)

The first in a calculus sequence, this course covers topics including functions and their graphs, limits, derivatives and applications of differentiation, and integrals. Prerequisite: Three (3) years of high school mathematics including trigonometry or MA151T or appropriate mathematics placement test score.

**MA156T CALCULUS II** 4 Credits (4-0)

A continuation of MA155T, this course covers topics including integration techniques related to surface areas and volumes. Infinite series, conic sections, parametric equations, and polar coordinates. Prerequisite: Successful completion of MA155T or equivalent.

**MA157T CALCULUS III** 4 Credits (4-0)

A continuation of MA156T, this course covers topics including integration and differentiation techniques related to vectors, vector-valued functions, functions of several variables, multiple integration, and vector analysis. Prerequisite: Successful completion of MA156T or equivalent.

**IPTV TELECOURSES:**

**MA191T AGAINST ALL ODDS: INSIDE STATISTICS** 3 Credits (3-0)

This telecourse is an introductory statistics course which provides an exploration of statistical processes, stressing data-centered topics rather than the more traditional path from probability to formal inference. Prerequisite: SC038D or appropriate COMPASS score or equivalents. Same as MA140T.

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## MC MACHINIST

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**MC104U CNC LATHES** 3 Credits (2-3)

This course familiarizes students with the computer controls, programming sequences, and operating procedures for computer controlled lathes. Areas of study include the Cartesian coordinate system, absolute and incremental programming, industrial G and M codes, and setup and operation of an industrial CNC turning center.

**MC105U BASIC MACHINE OPERATION** 4 Credits (2-6)

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.

**MC107U CNC OPERATION I** 2 Credits (0-6)

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.

**MC109U CNC PROGRAMMING I** 4 Credits (4-0)

In this course students will create basic programs for CNC lathes and CNC mills and will use verification software to assure accuracy. Programming on other common CNC machine types are experienced through computer simulation. Windows 95 is used to create CNC programs and perform file management operations. Other areas of study will include common machining techniques, tool holder and insert selection, and problem solving.

**MC110U MACHINE PROCESSES I** 7 Credits (2-6)

An introductory course which includes: bench operations layout, sawing, hand filing, stamping, polishing, comparison measurement, and inspection; lathe operations turning, facing, turning to a shoulder, necking, threading, knurling, turning between centers, drill press operations of drilling, reaming, countersinking, hole positioning, mill operations, tool head and vise alignment, end milling, side milling, squaring of parts, deburring, grinding operations wheel dressing, wheel changing, setting tool rest, sharpening of twist drills, machine grinding operations including parallel and perpendicular grinding. Precision layout with subsequent drill and tap operations and milling operations is also covered.

**MC114U CNC MACHINING CENTERS** 3 Credits (2-3)

This course introduces manual programming, setup, and operation of a computer numerical controlled machining center. Areas of study include computer systems, machine controls, and programming procedures such as subroutines, drill cycles, circular interpolation, and problem solving.

**MC116U MACHINE PROCESSES** 7 Credits (3-12)

This course continues application of techniques taught in Machine Processes I, including internal boring (mill and jig bore), internal threading, cylindrical grinding, precision surface grinding applications, and construction and application principles. Familiarity is developed with basic construction of production tooling. Units of instruction include terminology, tooling types and functions, work support, locating and clamping/holding principles. Extensive hands-on application of various jigs and fixture is included in lab work.

**MC131U ADVANCED MACHINE CONCEPTS** 2 Credits (2-0)

Learn advanced machining processes and concepts used while operating machine shop equipment in this course.

**MC133U ADVANCED MACHINE OPERATIONS** 4 Credits (2-6)

This is an advanced hands-on machining course.

**MC135U CNC OPERATION II** 2 Credits (0-6)

Students will operate CNC equipment to create products and work-holding devices. As much as possible set-up and run-times will be at an industrial pace. Manual equipment will be utilized to assist in creating work-holding devices and run operations that are impractical on our CNC equipment. Other machine and controller types are experienced through computer simulation.

**MC137U CNC PROGRAMMING II** 4 Credits (4-0)

This course teaches mid-level CNC programming including controller specific canned cycles, cutter compensation, machine capabilities, and optimizing speeds and feeds by using insert manufacturer's test data. Programming on other common CNC machine types are experienced through computer simulation. Use Windows 95 to create CNC programs and perform file management operations. There is also a review of basic CNC machining techniques.

**MC103U BASIC MACHINE CONCEPTS 2 Credits (2-0)**

This course presents basic machining processes and concepts necessary to set-up and operate machine shop equipment.

**MC203U CAM PROGRAMMING 4 Credits (4-0)**

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.

**MC205U CNC OPERATIONS III 2 Credits (0-6)**

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.

**MC234U STATISTICAL PROCESS CONTROL 3 Credits (3-0)**

This course is designed to study the processes necessary to plan machining processes efficiently and accurately by applying the principles of statistical process control.

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## **MG BUSINESS MANAGEMENT**

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**MG101T INTRODUCTION TO BUSINESS 3 Credits (3-0)**

An introductory survey course which provides an overview of the major functions in business with relation to current social, economic, and environmental concerns.

**MG105T BUSINESS STATISTICS 3 Credits (3-0)**

Application and interpretation of probability and statistics as they relate to business problems; design of experiment, descriptive statistics, sampling, estimation, correlation, linear regression, hypothesis testing, and analysis of variances. Prerequisite: Successful completion of MA140T or equivalent or appropriate placement score.

**MG106T BUSINESS LAW 3 Credits (3-0)**

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.

**MG108T QUANTITATIVE METHODS FOR BUSINESS DECISION MAKING 3 Credits (3-0)**

This course examines quantitative and qualitative aspects of problem solving and decision making. Topics include structuring and the basics of decision making, classification theory, functional relationships, marginal analysis, resource allocation, and probability. Prerequisite: MA140T or equivalent or appropriate placement score.

**MG110T PRINCIPLES OF MANAGEMENT 3 Credits (3-0)**

A study of current theory and practice of leading a complex business organization toward the accomplishment of organizational objectives.

**MG112T INTRODUCTION TO INFORMATION SYSTEMS 3 Credits (3-0)**

The purpose of this course is to provide the student with a firm understanding of management information systems. Included are an introduction to hardware and data communication technology, software and data management, and business applications of the technology. The course will present the basics of information system design and management, and provide opportunities to experience working with an electronic spreadsheet, data base management system, and programming using HTML.

**IPTV TELECOURSES:****MG191T TAKING THE LEAD: THE MANAGEMENT REVOLUTION 3 Credits (3-0)**

This insightful business tele-course provides an overview of management competencies that are essential for success in today's competitive economy. The series is organized around five major management functions: planning, organizing, staffing, directing, and controlling. The series features noted authorities who provide students with an insider's view of management in a variety of businesses. Topics include total quality management, cultural diversity of the work force, social responsiveness, ethics, multinational markets, and more. Same as MG110T.

**MG192T MARKETING 3 Credits (3-0)**

This course offers a thorough introduction to marketing as it relates to contemporary living and society's changing needs. Students learn how a marketing manager interacts with diverse areas of business as well as basic marketing principles. Same as MM110T.

**MG193U SOMETHING VENTURED: SMALL BUSINESS MANAGEMENT 3 Credits (3-0)**

This course is designed to provide aspiring entrepreneurs and those already involved in a small business venture with the tools needed to enhance their potential for success.

**MG194T IT'S STRICTLY BUSINESS 3 Credits (3-0)**

This course provides students with a general survey of business on a national and an international scale, identifies the roles and responsibilities of business in modern society, and focuses on selected disciplines and processes within the business community. Same as MG101T.

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## **ML MILITARY SCIENCE**

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**ML100T THE AMERICAN DEFENSE ESTABLISHMENT 1 Credit (1-1)**

This course will give the student a basic understanding of the U.S. Army. Role and missions of the Army; introduction to basic leadership skills; role of Army National Guard and Army Reserve; military rank structure; role of officers and noncommissioned officers; oral and written communications skills. Lab includes Rappelling, Rock Climbing, Combat Water Survival, Marksmanship Training, and Drill and Ceremonies. One optional weekend leadership training exercise. Fall Semester only.

**ML101T MILITARY LEADERSHIP AND PROBLEM SOLVING SKILLS 2 Credits (2-1)**

This course concentrates on military small unit leadership techniques. Eight-step troop leading procedure, leadership attributes and traits, decision making/problem solving process; military ethics; principals of war; oral and written communications skills. Lab includes Rappelling, Rock Climbing, Combat Water Survival, Marksmanship Training, and Drill and Ceremonies. One required weekend leadership training exercise. Fall Semester only.

**ML102T FOUNDATIONS OF MILITARY ORGANIZATIONS 1 Credit (1-1)**

This course is oriented towards military organizational structure, introduction to military ethics, and land navigation. Branches of the Army, ethical decision making; land navigation; military orders and drills; military history; oral and written communications skills. Lab includes Cross Country Skiing; Snow Showing; Land Navigation Course; Army Communications Equipment; Weapons Familiarization. One optional weekend field training exercise (FTX.)

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**ML103T MILITARY SURVIVAL SKILLS 2 Credits (2-1)**

The course is designed to impart an understanding of basic military survival skills. Concepts taught are: first aid/CPR, land navigation, shelter building; water and food gathering; fire building; desert, tropical, and arctic survival. Lab includes Cross Country Skiing; Snow Showing; Land Navigation Course; Hands on training of survival skills. One required survival weekend exercise and one optional weekend field training exercise (FTX.)

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## **MM MARKETING MANAGEMENT**

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**MM102U ORIENTATION TO MARKETING****MANAGEMENT****1 Credit (0-2)**

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.

**MM110T MARKETING PRINCIPLES****3 Credits (3-0)**

An overview of the processes, problems, and activities associated with planning and executing the conception, pricing, promotion, and distribution of ideas, goods, and services to create exchanges.

**MM130U RETAIL PRINCIPLES****3 Credits (3-0)**

Organized learning activities emphasize the status of retail environments, operations, locations, merchandising, pricing, and promotions.

**MM133U PRINCIPLES OF SELLING****3 Credits (3-0)**

Planned learning activities and experiences emphasize the psychology of selling, the sale process, sales techniques, and selling as a professional career.

**MM135U MERCHANDISING PLANNING AND****CONTROL****4 Credits (3-2)**

The course provides the student with an understanding of the basic principles and techniques of mathematical concepts involved in the operation of retail stores. Topics include terms of purchase, markups, merchandise planning, and control functions, inventory valuations, and operating statements. Prerequisite: MA110U.

**MM136U CUSTOMER SERVICE****3 Credits (3-0)**

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.

**MM138T BUSINESS ETHICS****3 Credits (3-0)**

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 students 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.

**MM202U MARKETING FIELD EXPERIENCE 4 Credits (1-0-12)**

A 16-week marketing work experience provides application of business and marketing principles and techniques under the supervision of a business representative and program coordinator. Students also have the opportunity to be exposed to situations and problems encountered at other business work sites. Must have a cumulative grade point average of 2.00, acceptance by an appropriate business site, and recommendation of the faculty advisor. Employment situation must be sales and marketing related, relevant to students' career goals, and provide opportunity for learning and growth.

**MM204U CONSUMER BEHAVIOR****3 Credits (3-0)**

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.

**MM206U PHYSICAL DISTRIBUTION****3 Credits (3-0)**

The study of the transportation, warehousing, and transfer of products and components, both domestically and internationally. Major transport modes of rail, motor freight, air freight, and inland water are included.

**MM231U HUMAN RESOURCE MANAGEMENT****3 Credits (3-0)**

A study of the theory, principles, concepts, and practices of developing and utilizing personnel within business organizations.

**MM232U ADVERTISING****3 Credits (3-0)**

A study of the economic, sociological, and psychological aspects of advertising. Media selection is also covered.

**MM234U SPECIAL PROJECTS****1 Credit (0-2)**

An independent study course designed to allow the student the opportunity to develop or research a specialized topic in the area of fashion, business, retailing, and merchandising. Project must be related to the student's career goals and must not be a duplication of a topic included in another course. Project will be approved through evaluation of the student's proposal by a faculty committee. A faculty advisor guides the student through the development and completion of the project.

**MM235U VISUAL MERCHANDISING****2 Credits (1-2)**

A study of the fundamentals of retail display, including window and point-of-purchase display. Involves the actual construction of displays. Prerequisite: MM232U or concurrent enrollment.

**MM240U MARKETING DECISION MAKING****3 Credits (3-0)**

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.

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## **MS MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY**

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**MS102U BEGINNING MEDICAL****TERMINOLOGY****4 Credits (3-3)**

This course introduces the concepts necessary for building a basic medical vocabulary.

**MS104U ICD-9-CM CODING****3 Credits (2-2)**

This course introduces the concepts necessary for entry-level coding of diseases, injuries, and hospital procedures.

**MS132U ADVANCED MEDICAL****TERMINOLOGY****4 Credits (3-3)**

The course continues to build a medical vocabulary through the study of anatomy and physiology, common diseases, and surgeries of the body systems. Prerequisite: MS102U.

**MS133U MEDICAL OFFICE PROCEDURES****3 Credits (2-2)**

A variety of office procedures and practices such as proper telephone techniques, medico legal responsibilities, medical records management, and fees and credit arrangements will be covered. Prerequisites: MS102U, BS102U, and BS132U.

**MS136U MEDICAL INSURANCE****3 Credits (2-2)**

This course is an introduction to various details and forms relative to medical insurance programs and CPT coding.

**MS137U PEGBOARD/COMPUTER PATIENT BILLING** 2 Credits (1-2)  
The learning of the pegboard accounting system for medical record keeping and an introduction to an automated patient billing software will be covered in this course. Prerequisite: MS136U.

**MS152U PHARMACOLOGY FOR THE SECRETARY** 1 Credit (1-0)  
The basic knowledge, understanding, and skills necessary to use common pharmaceutical references and spell commonly used drugs. Prerequisite: MS104U.

**MS154U MEDICAL TRANSCRIPTION** 2 Credits (1-3)  
This course continues to build and strengthen skills involving grammar, punctuation, spelling, and use of reference materials by transcribing a variety of medical reports. Prerequisites: BS132U, MS102U, and CM100U.

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## **MT MEDICAL LABORATORY TECHNOLOGY**

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**MT110U INTRODUCTION TO LABORATORY SCIENCE** 2 Credits (2-0)  
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 along with medical ethics and conduct, employment opportunities, and professional organizations.

**MT114U LABORATORY MATHEMATICS** 3 Credits (2-2)  
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.

**MT120U MEDICAL TERMINOLOGY** 2 Credits (2-0)  
This course furnishes the tools necessary for building a basic medical terminology vocabulary. Emphasis is on the components of terms (prefixes, suffixes, roots), spelling, pronunciation, and utilization of the medical dictionary.

**MT124U URINALYSIS I** 3 Credits (2-2)  
This course includes the study of urine formation and the methodology of determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. Analysis and physiology of other body fluids is included.

**MT150U FUNDAMENTAL LABORATORY TECHNIQUES** 3 Credits (2-2)  
This course is directed toward developing the knowledge and technical skill necessary to perform basic laboratory tests. Emphasis is on use and maintenance of laboratory equipment, specimen collection, quality control, and safety techniques.

**MT154U HEMATOLOGY I** 3 Credits (2-2)  
Hematology is the study of the formed elements of the blood – red blood cells, white blood cells, and platelets. Development and characteristics, methods of measurement, and abnormalities of the blood are covered.

**MT156U CLINICAL MICROBIOLOGY I** 4 Credits (3-3)  
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. Prerequisites or Co-requisites: BI106T (C grade or above) and MT150U.

**MT214U ADVANCED HEMATOLOGY** 3 Credits (2-2)  
This advanced course is a sequel to Hematology I and includes an in-depth study of various anemias, leukemias, and other hematologic disorders. Prerequisite: MT154U (C grade or above).

**MT216U IMMUNOHEMATOLOGY I** 4 Credits (2-4)  
Blood grouping, typing, antibody screening and identification, and compatibility testing are covered, along with an overview of hemolytic disease of the newborn, donor blood processing, and blood component therapy. Prerequisite: MT150U.

**MT218U HEMOSTASIS & THROMBOSIS** 2 Credits (1-2)  
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. Prerequisite: MT150U.

**MT219U CLINICAL CHEMISTRY I** 7 Credits (4-6)  
The student will learn the analytical techniques for precise measurement of chemical constituents of the blood and of other body fluids. Clinical correlation of test results with states of health and disease also will be covered. Prerequisites: CH105T (C grade or above), MT114U and MT150U.

**MT220U PARASITOLOGY** 1 Credit (1-0)  
This course includes a study of medically important human parasites with respect to life cycle, pathogenicity, treatment, and laboratory identification.

**MT222U IMMUNOLOGY & SEROLOGY I** 2 Credits (1-2)  
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. Prerequisite: MT150U.

**MT224U URINALYSIS II** 1 Credit (1-0-4)  
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. Prerequisite: MT124U.

**MT226U IMMUNOHEMATOLOGY II** 2 Credits (1-0-6)  
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. Prerequisite: MT216U.

**MT229U CLINICAL CHEMISTRY II** 4 Credits (1-0-11)  
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. Prerequisite: MT219U.

**MT230U IMMUNOLOGY & SEROLOGY II** 2 Credits (1-0-1)  
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. Prerequisite: MT222U.

**MT232U LAB SURVEY & REVIEW** 1 Credit (1-0-1)  
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.

**MT234U HEMATOLOGY II** 4 Credits (1-0-11)  
This course is a continuation of Hematology I and Hemostasis & Thrombosis. 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 Hemostasis and Thrombosis is stressed and experience with automation is provided. Prerequisite: MT154U.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**MT236U CLINICAL MICROBIOLOGY II 4 Credits (1-01-11)**

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. Prerequisite: MT156U.

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**MU MUSIC**

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**MU110T APPLIED MUSIC - VOICE CLASS 1 Credit (0-2)**

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.

**MU206T MUSIC APPRECIATION 3 Credit (3-0)**

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.

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**NR NATURAL RESOURCES**

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**NR106U WILDLIFE ECOLOGY 4 Credits (3-2)**

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. Prerequisite: NR121T or equivalent course in ecology.

**NR105U WILDLIFE IDENTIFICATION 4 Credits (3-2)**

This course will provide information to assist in the identification of common wildlife of Iowa. Wildlife will be identified not only by physical characteristics, but by many other characteristics. Vertebrates, insects, and macroinvertebrates will be covered. Major groups of vertebrates including mammals, birds, fish, reptiles, and amphibians will be studied.

**NR121T ENVIRONMENTAL CONSERVATION 3 Credits (2-2)**

Environmental Conservation is a course that enables students to learn about their environment by providing activities both in and out of the classroom. Students study about natural ecosystems, interactions within ecosystems, ecological principles and their application, the impact our increasing population has on the environment, the importance and components of a sustainable agriculture, and the environmental issues facing today's world. Students are introduced to the use of geographic information systems in the management of both natural and man made environments. Laboratory investigations are conducted in the natural environment as well as within the classroom.

**NR133U INTEGRATED ROADSIDE VEGETATION MANAGEMENT 4 Credits (3-2)**

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. Prerequisite: NR121T.

**NR135T FIRE MANAGEMENT 3 Credits (2-2)**

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. (Note: This course will be provided by the University of Northern Iowa in the Biology Department in conjunction with 840:178.) Prerequisite: NR121T and NR120U.

**NR136U AQUATIC MANAGEMENT 3 Credits (2-2)**

This course introduces aquatic conservation and management. Basic background on aquatic environments, the ecology of fishes, and the characteristics of humans who utilize aquatic resources or indirectly interact with them through land-use and water-use activities will be covered. Prerequisite: NR121T.

**NR138U WOODLAND MANAGEMENT 3 Credits (2-2)**

This course will provide an introduction to woodland management from an ecological management perspective. Management of small properties will be emphasized. Prerequisite: NR121 and NR204U.

**NR201T CONSERVATION BIOLOGY 4 Credits (3-2)**

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. Prerequisite: NR121T.

**NR204U NATIVE VEGETATION 3 Credits (2-2)**

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.

**NR206U WILDLIFE MANAGEMENT 4 Credits (6-4)**

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. Prerequisite: NR104U.

**NR228U NATURAL AREAS MANAGEMENT 3 Credits (1-4)**

This course provides a background in the restoration of native ecosystems. Restoration practices from site analysis, seed and plant selection, and planting techniques; to management by fire, mowing, and weed control are covered. Students will have practical experiences in the reconstruction and management of various ecosystems. Prerequisite: NR121T.

**NR232U HUMAN DIMENSIONS OF NATURAL RESOURCES MANAGEMENT 2 Credits (4-0)**

This course delves into personality types and cultures to assist the natural resources manager in formulating tactics to deal with the conflicts that arise in resource management. Prerequisite: PY100T or SO100T or SS100T.

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**NS NATURAL SCIENCES**

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**NS123T ENVIRONMENTAL ISSUES 3 Credits (3-0)**

This natural science course addresses the manner in which we approach our environment today will affect the world we live in tomorrow. This course examines the challenges we face today: 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.

**NS124T ENVIRONMENTAL ISSUES****LABORATORY****1 Credit (0-2)**

This laboratory provides a hands-on approach to understanding challenges to our environmental health. This course examines population growth, a framework for understanding the extent of habitat loss and degradation and its impact on biodiversity; an overview of water quality and treatment; and an overview of soil quality and management practices; and an examination of energy consumption and alternatives; and an evaluation of ecosystem interactions. Co-requisite: NS123T.

## **OA OPTOMETRIC/OPHTHALMIC ASSISTANT**

### **OA101U OPTOMETRIC/OPHTHALMIC ASSISTANT I**

**3 Credits (3-0)**

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.

### **OA102U OPTOMETRIC / OPHTHALMIC ASSISTANT I LAB**

**3 Credits (0-6)**

The knowledge and concepts of OOA101 are applied in hands on demonstration. Practice and competency test outs. Pre/Co-requisite with OA101U.

### **OA103U OPTOMETRIC/OPHTHALMIC ASSISTANT II**

**3 Credits (3-0)**

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. Prerequisite: OA101U and OA102U.

### **OA104U OPTOMETRIC/OPHTHALMIC ASSISTANT II LAB**

**3 Credits (0-6)**

The knowledge and concepts of OOA 103 are applied in hands on demonstration. Practice and competency test outs. Prerequisite: OA101U and OA102U and Co-requisite with OA103U.

### **OA107U OPTOMETRIC/OPHTHALMIC ASSISTANT IV**

**3 Credits (3-0)****ADVANCED PRE-TESTING**

Advanced Pre-testing course prepares the student for assisting the professional ophthalmologist. The medical eye exam, instruments, procedures, charting documentation, refracting and assisting with in office surgery is studied. Prerequisite: OA101U and OA102U and enrolled in OA103U and OA104U.

### **OA108U OPTOMETRIC/OPHTHALMIC ASSISTANT IV**

**3 Credits (0-6)****ADVANCED PRE-TESTING LAB**

Advanced Pre-testing course prepares the student for assisting the professional ophthalmologist. The medical eye exam, instruments, procedures, charting documentation, refracting, and assisting with in office surgery is studied. Prerequisite: OA101U and OA102U, enrolled in OA103U and OA104U, and Co-requisite with OA107U.

### **OA109U OPTOMETRIC / OPHTHALMIC ASSISTANT INTERNSHIP**

**6 Credits (0-20)**

Optometric / Ophthalmic Assisting 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. Prerequisite: OA101U, OA102U, OA103U, and OA104U, and/or OA105U and OA106U, or OA107U and OA108U.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

## **PE PHYSICAL EDUCATION**

**PE100T INTRO TO WELLNESS****2 Credits (1-2)**

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 will be to explore wellness in holistic terms, not just in physical fitness terms.

**PE101T PHYSICAL ACTIVITY - Aerobics****1 Credit (0-2)**

This aerobic course is designed to introduce students to a variety of aerobic routines. These routines may be set to music and include high impact, low impact, and step aerobics. Also included in this course will be toning exercises for specific muscle groups.

**PE102T PHYSICAL ACTIVITY - Jogging****1 Credit (0-2)**

This aerobic course is designed to expose students to the physical fitness activity of jogging or power walking. It is not intended to be a marathon training course, but rather a course to encourage students to take part in a physical fitness program.

**PE103T PHYSICAL ACTIVITY - Weight Training****1 Credit (0-2)**

This skill course introduces the student to weight training techniques and safety. Muscular strength, endurance, and flexibility will be stressed. This is not designed to be a body building course.

**PE104T PHYSICAL ACTIVITY - Golf****1 Credit (0-2)**

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".

**PE105T PHYSICAL ACTIVITY - Bowling****1 Credit (0-2)**

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.

**PE106T PHYSICAL ACTIVITY - Roller Blading****1 Credit (0-2)**

This skill course will teach the necessary basic skills for students to become active roller bladers. Along with the fundamentals, this course will cover safety and prevention. As well as being a physical fitness activity, roller blading is a lifetime leisure skill.

**PE107T PHYSICAL ACTIVITY - Bicycling****1 Credit (0-2)**

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.

**PE108T PHYSICAL ACTIVITY - Volleyball****1 Credit (0-2)**

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, sand volleyball, and standard volleyball.

**PE109T PHYSICAL ACTIVITY - Tennis****1 Credit (0-2)**

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.

### **PE111T PHYSICAL ACTIVITY - Aerobic Activities**

**1 Credit (0-2)**

Aerobic activities will give students the opportunity to try various types of cardiovascular fitness programs. These will include but not be limited to, traditional and step aerobics, power walking, jogging, and circuit training. This course will give students many options for lifelong physical fitness activities.

**PE112T PHYSICAL ACTIVITY - Circuit Training 1 Credit (0-2)**

This aerobic course provides students with the opportunity to develop cardio-respiratory and muscular fitness in one class. Circuit training is a period of aerobic activity followed by a period of weight training then repeated continuously for the duration of the class period. The continuous process helps keep the heart rate in the training zone while the weight lifting provides strength and endurance in a variety of muscle groups.

**PE113T PHYSICAL ACTIVITY - Power Walking 1 Credit (0-2)**

Power walking is one of the most convenient forms of exercise. It takes minimal equipment and can be done anywhere. This aerobic 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.

**PE114T PHYSICAL ACTIVITY - Racquetball 1 Credit (0-2)**

This course is an introductory course designed to provide basic skills, techniques, and strategies of racquetball. The focus is on learning the game, rules, safety, and sportsmanship.

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**PH PHYSICS**

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**PH102U PHYSICS 6 Credits (5-2)**

A first course in physics for technology students. The course covers the concepts, principles, and laws of physics. Material is presented at an accelerated pace so that students may examine all the major topics in physics in only one term. The topics include motion, force, work, energy, rotation, torque, machines, fluids, heat, sound, light, electricity, magnetism, and circuits. Prerequisite: High school intermediate algebra or equivalent.

**PH108U APPLIED PHYSICS 3 Credits (2-3)**

This course is an introduction to topics of classical physics such as motion, friction, gravitation, vibrational motion, thermodynamics, sound, light and optics. Co-requisite: EE134U.

**PH110T GENERAL PHYSICS I 4 Credits (3-2)**

This is an algebra-trig based course that studies the fundamental concepts, principles and laws of physics and its applications. It covers kinematics, dynamics, force, linear and rotational motion, fluids, sounds, temperature, and heat. Prerequisite: College Algebra MA150T or equivalent.

**PH111T GENERAL PHYSICS II 4 Credits (3-2)**

This course is the second semester continuation of General Physics I. This is an algebra-trig-based course that 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. Prerequisite: PH110T.

**PH112T ENGINEERING PHYSICS I 5 Credits (4-2)**

This is a calculus-based course that studies the fundamental concepts, principles and laws of physics, and their applications. Topics include: kinematics, dynamics, force, linear and rotational motion, fluids, waves, sounds, temperature, and heat. Prerequisite: MA155T.

**PH113T ENGINEERING PHYSICS II 5 Credits (4-2)**

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. Prerequisite: PH112T.

**PH206U STATICS/STRENGTH OF MATERIALS 5 Credits (4-2)**

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. Co-requisite: PH106U.

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**PL POLICE SCIENCE**

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**PL102U BASIC POLICE OPERATIONS 3 Credits (3-0)**

This course is a study of basic police operations, the types of patrol, and communication techniques. The focus is on investigating the requirements for a patrol officer.

**PL111U CRIMINAL JUSTICE COMPUTER APPLICATIONS 1 Credit (0-2)**

This course will introduce the basic functions of the computer including word processing, spreadsheet, and other operations. Students will learn the basic operations and also become familiar with Criminal Justice software and its use in the field of law enforcement. Prerequisite: CL101U or equivalent.

**PL134U TRAFFIC INVESTIGATION 3 Credits (3-0)**

This course covers the fundamentals of traffic investigation. How an officer responds to a collision and collects information. Emphasis will also be placed on the Iowa Motor Vehicle Code and O.W.I. investigation. Prerequisite: PL102U.

**PL201U CONSTITUTIONAL LAW 3 Credits (3-0)**

This course examines the principles of Constitutional Law utilizing case studies from the United States Supreme Court decisions and examines the judicial process. Emphasis is on the nature of due process and the right of criminal defendants.

**PL202U COMMUNITY POLICING 3 Credits (3-0)**

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, the physically or mentally challenged, the elderly, the young, and victims.

**PL203U CRIMINALISTICS 3 Credits (3-0)**

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. Prerequisite: PL102U.

**PL208U PRACTICUM 4 Credits (1-12)**

Student field experience in an appropriate criminal justice agency. Enrollment is restricted to second year students who have a minimum 2.00 CGPA and have successfully completed all first year courses. Placement based on approval of faculty advisor, associate dean, and host agency. Prerequisite: Admission to the Police Science program and instructor approval.

**PL210U FIREARMS I 1 Credit (0-2)**

This course covers the fundamentals of using a firearm. Emphasis is placed on safety, care, and practical use of firearms as a Law Enforcement Officer. Prerequisite: Admission to the Police Science program.

**PL214U DEFENSIVE TACTICS 2 Credits (1-2)**

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. Prerequisite: Admission to the Police Science Program.

**PL216U EMPLOYMENT STRATEGIES FOR LAW ENFORCEMENT 2 Credits (2-0)**

Employment Strategies for Law Enforcement prepares Police Science students for the steps involved in securing a position in law enforcement. It is 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. Prerequisite: Admission to the Police Science Program.

**PL230U CRIMINAL LAW AND PROCEDURES 3 Credits (3-0)**

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. Prerequisite: PL201U.

**PL232U PRINCIPLES OF INVESTIGATION 3 Credits (3-0)**

This course involves the study of techniques and procedures in investigating various crimes. Emphasis will be placed on various types of criminal activity and the methods to investigate them. Prerequisite: PL203U.

**PL240U FIREARMS II 1 Credit (0-2)**

This course is an extension of Firearms I. Emphasis is placed on improving skills in the use of firearms and providing instruction and practice involving stress situations. Prerequisite: PL210U.

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## **PN PRACTICAL NURSING**

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**PN104U INTRO TO NUTRITION 2 Credits (2-0)**

This course establishes attitudes, understanding, and skills necessary to good basic nutrition, beginning in conception and extending to death. It includes a study of the components and functions of food, preservation of nutrients, and principles of digestion. Co-requisite: BI105U.

**PN105U INTRODUCTION TO CLIENT CARE 1 Credit (1-0)**

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. Co-requisites/Prerequisites: PN107U and PN108U. Current CPR, physical examination, and immunization records on file.

**PN107U NURSING FUNDAMENTALS I 3 Credits (4-4)**

This course presents and offers supervised practice of basic 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. This course parallels the state approved Nurse Aide I credit course. Prerequisite: Admission to the Practical Nursing program. Co-requisite: BI105U and PN109U.

**PN108U NURSING FUNDAMENTALS II 3 Credits (1-2)**

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. Prerequisite: PN107U (Nurse Aide I). Co-requisite: BI105U and PN109U.

**PN109U NURSING CALCULATIONS 2 Credits (2-6)**

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. Prerequisite: Admittance to Practical Nursing Program.

**PN131U GROWTH & DEVELOPMENT 3 Credits (3-0)**

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.

**PN133U FOUNDATIONS FOR CLINICAL PRACTICE 3 Credits (2-0)**

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, special care settings, regulatory responses, the client with cancer, and additional clinical skills. Prerequisite: Successful completion of first semester courses.

**PN134U MEDICAL-SURGICAL NURSING "A" 5 Credits (3-0)**

This course is a study of nursing care for 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 the course. Prerequisite: Satisfactory completion of all first semester Practical Nursing courses, current CPR certification, current physical examination, and immunization records on file. Co/Pre-Requisite PN133U.

**PN135U MEDICAL-SURGICAL NURSING "B" 5 Credits (1-0)**

This course is a study of nursing care of adult clients with 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. Prerequisite: Satisfactory completion of all first semester Practical Nursing courses, current CPR certification, current physical examination, and immunization records on file. Co/Pre-Requisite PN133U.

**PN155U MATERNAL CHILD NURSING 3 Credits (2-0-2)**

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. Prerequisite: Successful completion of first semester courses.

**PN200U INTRODUCTION TO MENTAL HEALTH NURSING 1 Credit (0-0-6)**

This course focuses on the beginning study of mental health concepts utilizing the nursing process. Self-awareness and providing a therapeutic relationship are important aspects of this course. Emphasis is also placed on nursing interventions provided to meet the emotional needs of the client, especially the elderly. Prerequisite: Successful completion of first semester courses.

**PN201U ISSUES AND TRENDS IN PRACTICAL NURSING 1 Credit (2-0-6)**

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. Prerequisite: Successful completion of first semester courses.

**PN202U NURSING PRACTICUM 1 Credit (2-0)**

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. Prerequisite: Successful completion of first semester courses.

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## **PO PROFESSIONAL PHOTOGRAPHY**

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**PO101U FUNDAMENTALS OF PHOTOGRAPHY 6 Credits (4-4)**

An introduction to the basics of camera handling, exposure and meter usage, processing black & 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.

**PO102U PHOTO DESIGN I 3 Credits (2-3)**

A course designed to show the student how one learns to see photographically, the use of imagination, the steps to creativity, the psychology of seeing, and how to apply these techniques to professional photography. Assignments stress sensitivity to aesthetic situations and the use of shape, line, texture, and the principles of design. Co-requisite: PO101U.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**



**PO103U PRINT PRESENTATION TECHNIQUES 3 Credits (2-3)**  
A basic course in the skill of print finishing. Various correction techniques, mounting, matting, toning, spraying, and texturing are studied. These are the methods utilized to prepare a student's raw print to a professional product.

**PO106U INTRO TO ELECTRONIC IMAGING 3 Credits (2-2)**  
Students will be exposed to basic computer skills at the beginning of the course, while the emphasis of the class will focus on basic electronic imaging and the tools and process of retouching photographic prints with the aid of computer.

**PO131U BASIC COLOR NEGATIVES & PRINTS 3 Credits (2-3)**  
This course explores the process of exposing and printing color negatives and color materials. Color negative films, development processes, and color printing techniques are applied to make quality color print images. Prerequisite: PO101U.

**PO132U PHOTO DESIGN II 3 Credits (2-3)**  
This course explores the physical, physiological, and psychological dimensions of color and light as perceived by people. The interaction of colors is discussed as it relates to composition of colors, studying harmonies, color contrasts, and color illusions. Prerequisites: PO101U and PO102U.

**PO133U LARGE FORMAT PHOTOGRAPHY 3 Credits (2-3)**  
An introduction to large format photography. Topics covered include, the operation and application of the view camera, photocopy techniques with the large format, and films and photographic materials that are utilized with the large format. Prerequisite: PO101U.

**PO134U THEORY OF PHOTOGRAPHY 3 Credits (2-3)**  
A fundamental course in the study and application of photographic theory. Extensively covered in this course will be photo sensitive materials, exposure and how it affects photo materials, processing chemistry and photographic processing facilities, and the theory of light as it applies to the photographic process. Both black and white and color materials will be studied. Practical application assignments will aid students in utilizing theory and equipment processes. Prerequisite: PO101UT.

**PO202U BASIC PORTRAITURE 3 Credits (2-3)**  
An overview of the professional portrait field. Studio equipment and lighting are emphasized. Assignments include the use of professional equipment to complete basic head and shoulder poses to learn the facial lighting forms used every day in the field. Prerequisites: PO131U and PO134U.

**PO204U BASIC COMMERCIAL PHOTOGRAPHY 3 Credits (2-3)**  
This course presents an overview of a profession in commercial 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. Prerequisite: PO133U.

**PO208U BASIC PHOTOJOURNALISM 3 Credits (2-3)**  
This survey of photojournalism as a profession leads to publishable photographs through practical assignments, using small and medium format cameras. The techniques and working style of outstanding photojournalists are presented in multi-image programs. Prerequisites: PO101U and PO131U.

**PO210U VISUAL COMMUNICATIONS 3 Credits (2-3)**  
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.

**PO212U INTERMEDIATE ELECTRONIC IMAGING 3 Credits (2-2)**  
An introduction to the basics of electronic imaging. The course will cover the basic computer procedures to manipulate, alter, create, as well as conceptualize illustrative ideas through the photographic process. Prerequisite: PO106U.

**PO232U ADVANCED PORTRAITURE 6 Credits (3-9)**  
Advanced Portraiture applies the basic lighting concepts to a variety of professional portrait situations. Assignments include sessions photographing all ages, location and outdoor portraiture, glamour, and families. Portfolio presentation is required upon completion. Prerequisite: PO202U.

**PO234U ADVANCED COMMERCIAL 6 Credits (3-9)**  
Advanced Commercial Photography builds on the skills learned in Basic Commercial photography. 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. Portfolio presentation is required upon completion. Prerequisite: PO204U.

**PO238U ADVANCED PHOTOJOURNALISM 6 Credits (3-9)**  
Evolving magazine and newspaper photographic assignments, the course includes layout work, writing, and participation in statewide press competition. Advanced photojournalist work prepares students to find employment with newspaper and/or magazines. Portfolio presentation is required upon completion. Prerequisite: PO208U.

**PO240U PHOTOGRAPHIC REPRODUCTION 3 Credits (2-3)**  
This course covers the processes involved in the field of photographic reproduction. A major emphasis will be placed on the requirements and utilization of photographs for use in the desktop publishing environment. Desktop publishing hardware and software will be discussed and demonstrated. In addition, electronic imaging, printing presses, and four color separation procedures will also be examined.

**PO242U ADVANCED VISUAL COMMUNICATION 3 Credits (2-3)**  
An advanced course involving planning and production of multi-sensory communication. Course-work includes practical application assignments which allow students to select and integrate various media to produce a multi-media program. Prerequisite: PO210U.

**PO244U WEDDING PHOTOGRAPHY 3 Credits (2-3)**  
A course preparing students to assist with photographing weddings. Assignments follow the wedding saga from engagement portraits through the wedding day. Topics include marketing, booking, and sales. Prerequisite: PO202U.

**PO246U ADVANCED ELECTRONIC IMAGING 3 Credits (2-2)**  
This course presents concepts of computer imaging with hands on applications to photography. Basic computer drawing, photographic retouching, and the manipulation of single and multiple photographic images are the prime educational emphasis. Prerequisite: PO212U.

## PR PHILOSOPHY/RELIGION

**PR101T INTRODUCTION TO PHILOSOPHY 3 Credits (3-0)**  
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.

**PR105T RELIGIONS OF THE WORLD 3 Credits (3-0)**  
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.

**PR110T INTRODUCTION TO ETHICS 3 Credits (3-0)**

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.

**IPTV TELECOURSE:****PR190T THE EXAMINED LIFE 3 Credits (3-0)**

This telecourse is 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. Requires viewing of IPTV video segments and correspondence activities. Same as PR101T.

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**PS PHYSICAL SCIENCES**

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**PS112T PHYSICAL SCIENCE SURVEY 4 Credits (3-2)**

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 every day lives.

**PS115T INTRODUCTORY ASTRONOMY 3 Credits (3-0)**

This physical science course explores the mysteries of the universe and probes the most profound questions people have ever asked. Through scientific reason, the course will examine the following: the history of astronomy, planets, stars, nebulae, galaxies, creation and fate of the universe and our place in it. This course emphasizes amateur observing techniques.

**IPTV TELECOURSE:****PS190T UNIVERSE: THE INFINITE FRONTIER 3 Credits (3-0)**

This introductory astronomy telecourse brings students the latest astronomical discoveries and astrophysical theories. The course incorporates state-of-the-art animation and computer graphics as well as breathtaking original film footage. Same as PS115T.

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**PT POWER TECHNOLOGY CORE**

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**PT103U GAS ENGINE REBUILD 7 Credits (10-12)**

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.

**PT104U HYDRAULICS I 3 Credits (8-12)**

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

**PT105U ELECTRICITY 4 Credits (12-12)**

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

**PT133U DIESEL FUEL SYSTEMS 7 Credits (10-12)**

This course focuses on diagnosis, theory, and repair of mechanical and electronic fuel systems used in transportation, agriculture, and construction equipment.

**PT134U DIESEL ENGINE REBUILD 7 Credits (10-12)**

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.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**PT200U EQUIPMENT MAINTENANCE 7 Credits (10-12)**

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. Prerequisites: PT103U, PT104U, PT105U, PT133U, and PT134U.

**PT201U ELECTRONICS 3 Credits (8-12)**

This course is a continuing study of electricity in electronic components covering circuitry, diagnosis, and repair. Prerequisites: PT103U, PT104U, PT105U, PT133U, and PT134U.

**PT202U HYDRAULICS II 4 Credits (12-12)**

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. Prerequisites: PT103U, PT104U, PT 105U, PT133U, and PT134U.

**PT230U POWER TRANSFER SYSTEMS 7 Credits (10-12)**

A study of the power train from the clutch to 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. Prerequisites: PT103U, PT104U, PT 105U, PT133U, and PT134U.

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**PY PSYCHOLOGY**

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**PY100T GENERAL PSYCHOLOGY 3 Credits (3-0)**

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.

**PY105T HUMAN GROWTH AND DEVELOPMENT 3 Credits (3-0)**

This course presents a lifespan, developmental approach to the study of developing a 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. (Education majors are required to take ED206T simultaneously with this course.)

**PY116T PSYCHOLOGY OF GENDER 3 Credits (3-0)**

This course explores the meaning of gender. The course emphasizes research and theory in the areas of gender development, gender similarities and differences, and the nature and effects of gender roles and stereotypes. Prerequisite: PY100T.

**PY118T INTRODUCTION TO SOCIAL PSYCHOLOGY 3 Credits (3-0)**

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. Suggested Background: A basic course in either Psychology or Sociology.

**PY201T ABNORMAL PSYCHOLOGY 3 Credits (3-0)**

Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches. Prerequisite: PY100T.

**IPTV TELECOURSES:****PY190T DISCOVERING PSYCHOLOGY 3 Credits (3-0)**

This telecourse covers the fundamental principles and major concepts of psychology. Concepts are illustrated through the use of original footage of classic experiments, interviews with renowned psychologists, and documentaries on emerging research. Requires viewing of IPTV segments, correspondence activities and some arranged meetings. Same as PY100T.

**PY191T THE WORLD OF ABNORMAL PSYCHOLOGY** 3 Credits (3-0)  
 The World of Abnormal Psychology explores the complex causes, manifestations, and treatments of common behavior disorders. Looks at mental health issues from a patient's perspective as well as analysis from the therapist or other healthcare professional. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as PY201T. Course Prerequisite: PY100T.

## **RN RN FIRST ASSISTANT**

**RN210U RN FIRST ASSISTANT** 3 Credits (3-0)  
 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. Prerequisites: Admission to the RNEA program; four years current or experience as an RN and/or CNOR.

**RN215U CLINICAL INTERNSHIP** 3 Credits (3-0-11)  
 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. The student must have current CNOR prior to entry to the program.

## **RT RESPIRATORY THERAPY**

**RT104U INTRODUCTION TO RESPIRATORY CARE** 3 Credits (2-2)  
 This course is an introduction to the Respiratory Therapy program and to the field of respiratory care. Included are basic patient care procedures, medical terminology, and the relationships among various members of the health care team. Prerequisite: Admission to the RT program.

**RT134U CARDIOPULMONARY ANATOMY & PHYSIOLOGY** 3 Credits (2-2)  
 A detailed study of the respiratory, circulatory, and renal systems as they apply to respiratory therapy. This course provides a foundation for the study of respiratory and cardiovascular disorders and the interventions made to alleviate them. Prerequisites: BI103T, A & P, a college math course; PS112T, (Co-requisite).

**RT136U RESPIRATORY THERAPY PROCEDURES I** 3 Credits (2-2)  
 This course studies the rationale and administrative techniques involved in providing medical gas and humidity therapy, aerosol therapy, operation of the associated equipment, and monitoring of patients receiving this therapy. Prerequisites: BI103T, a college math course; Co-requisites: PS112T, RT104U, RT134U, and RT138U.

**RT138U PHARMACOLOGY FOR RESPIRATORY CARE** 2 Credits (2-0)  
 This course provides the student with a general understanding of the principles of pharmacology including drug classification methods of administration and the respiratory therapists responsibility in drug administration. Specific attention is given to the effects of aerosolized medications and the inhalation route of administration including various types of nebulizers. Prerequisites: BI103T, a college math course; RT104U, and PS112T, (Co-Requisite).

**RT140U CLINIC I** 2 Credits (0-6)  
 In this introduction to the clinical practice of respiratory care, students observe and practice skills involving the safe and effective use of respiratory care equipment, learn to safely administer oxygen, humidity, and aerosol therapy to patients, and perform basic patient monitoring procedures. Prerequisites: BI103T, a college math course; Co-Requisites: PS112T, RT134U and RT138U.

**RT200U RESPIRATORY THERAPY PROCEDURES II** 3 Credits (2-2)  
 This course is a continuation of Respiratory Therapy Procedures I. It includes advanced patient assessment procedures, chest physical therapy, endotracheal intubation, airway care, and maintenance of artificial airways. Prerequisites: RT134U, RT138U, RT136U, and RT140U.

**RT202U CLINIC II** 2 Credits (0-6)  
 Clinic II is a continuation of Clinic I. It offers clinical experience for the students in continuing to develop the skills introduced in previous respiratory care courses and in developing assessment techniques. Prerequisites: RT134U, RT138U, RT136U, and RT140U. Co-Requisite: RT200U.

**RT230U CLINICAL MEDICINE** 3 Credits (3-0)  
 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, effects of lifestyle on the body, and the development of care plans. Prerequisite: RT134U and BI106T.

**RT232U RESPIRATORY THERAPY PROCEDURES III** 4 Credits (2-4)  
 This course is a continuation of Respiratory Therapy Procedures II. It includes the principles of management of patients receiving ventilatory support, the operation of mechanical ventilators, arterial blood sampling techniques, and the analysis of blood for blood gases. Prerequisite: RT200U.

**RT234U CLINIC III** 6 Credits (0-18)  
 A continuation of Clinic II. In this course, students are introduced to intensive respiratory care. The course also includes rotations through special clinical areas such as cardiology and home care. Prerequisite: RT200U and RT230U.

**RT236U DIAGNOSTIC PROCEDURES** 5 Credits (3-4)  
 This course deals with the performance and interpretation of various diagnostic techniques used in cardiopulmonary care including pulmonary function testing, EKG, cardiac and pulmonary stress testing, the use of intravascular catheters and the monitoring systems associated with them. This course also includes advanced cardiac life support procedures. Prerequisites: RT230U and RT232U.

**RT238U PULMONARY REHABILITATION AND HOME CARE** 3 Credits (3-0)  
 This course involves the development of care plans for patients with pulmonary disorders. It include patient and family education, exercise and ventilatory retraining, performing respiratory care in the home, and the use and care of respiratory equipment in the home. Prerequisites: RT230U and RT232U.

**RT240U CLINIC IV** 6 Credits (0-18)  
 This is the summary clinical course of the program. Students are expected to be able to function with minimal supervision in all areas of respiratory care and to practice those skills expected of an entry level respiratory care practitioner. Prerequisites: RT230U, RT232U and RT234U.

## **SC COLLEGE SUCCESS COURSES**

**(DEVELOPMENTAL EDUCATION)**  
 Many students need to improve their math, science, writing, and reading skills before they are able to successfully complete college level courses. College Success courses can help students be successful in college regardless of their current academic skills, educational background, or the amount of time they have been away from school. Success Courses carry college credit but do not apply toward graduation from a program.

**SC008D ENGLISH AS A SECOND LANGUAGE** 4 Credits (2-4)  
 This is the first of two courses designed to help students develop listening, speaking, writing, and reading skills; become familiar with and experience the American culture; and gain competence and confidence in interacting with the English language.

**SC018D ENGLISH AS A SECOND LANGUAGE II 4 Credits (2-4)**

Students will develop English listening, speaking, writing and reading skills and competence and confidence in using English in an academic setting. Pre-requisite: SC008D, instructor approval or equivalent.

**SC009D ENGLISH AS A SECOND LANGUAGE LABORATORY 2 Credits (0-4)**

This experience is designed to increase English fluency in reading, writing, listening, and speaking in a laboratory setting. Students work closely with the instructor to identify their individual academic needs, and students proceed at their own pace, based on skill level. Students benefit from both one-on-one instructor-student and computer-based instruction. This lab can be taken either prior to or following SC008D or SC009D and may be repeated for credit.

**SC015D FUNDAMENTALS OF WRITING I 3 Credits (3-0)**

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. Prerequisite: Appropriate COMPASS/placement scores.

**SC017D FUNDAMENTALS OF WRITING II 3 Credits (3-0)**

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. Prerequisite: Successful completion of SC015D or equivalent.

**SC022D INTRODUCTION TO COLLEGE READING 3 Credits (3-0)**

This is the first of two courses designed to allow students to improve their reading proficiency to the level needed to successfully manage college textbooks. Students will work to improve basic comprehension, critical thinking, and word attack skills as well as develop vocabulary and increase reading rate.

**SC023D INTRODUCTION TO COLLEGE READING II 3 Credits (3-0)**

Students in this course will continue to improve reading, vocabulary, comprehension skills, and critical thinking skills. Students will increase reading fluency and use magazine and newspaper articles as well as textbooks for reading passages. Pre-requisite: Successful completion of SC022D or equivalent.

**SC024D COLLEGE STUDY SKILLS 3 Credits (3-0)**

Students are introduced to reading and studying strategies and learn to apply them to content area textbooks, lectures, and testing situations. Skills taught include goal setting, time management, memory, concentration, note taking, highlighting, test taking, and test preparation. Students are also exposed to strategies for extracting meaning from textbook material. Pre-requisite: successful completion of SC023D or equivalent.

**SC034D FUNDAMENTALS OF MATH 4 Credits (4-0)**

This course is designed to help students learn or review the basic skills of mathematics. The course includes skill development in whole numbers, fractions, decimals, percents, and measurement. Critical thinking, problem solving, and conceptual development are emphasized.

**SC035D PRE-ALGEBRA 3 Credits (3-0)**

Students review basic arithmetic and are introduced to fundamental algebraic concepts. Bridges Fundamentals of Math and Beginning Algebra and is appropriate for students who understand basic mathematics, but are not yet ready for algebra. Skills taught include whole number, rational number, and integer operations; algebraic expressions; linear equations; formulas; rectangular coordinate systems; square roots; geometric properties; and ratio, proportion, and percent. Prerequisite: SC034D or equivalent.

**SC036D PRE-TECHNICAL MATHEMATICS 3 Credits (3-0)**

In this course students will be exposed to the following topics: the six basic operations of the system of real numbers, solution of linear equations, solution of ratio-proportion-percent-variation problems, solution of English/metric measurement problems, solution of basic geometry problems, formula rearrangement problems, and right triangle trigonometry problems.

**SC038D BEGINNING ALGEBRA 4 Credits (4-0)**

Students develop basic algebra skills. Topics include introduction to algebra and problem solving, real numbers, solving linear equations, polynomials, factoring, rational expressions and equations, graphing, systems of equations, radicals, and quadratic equations. Classroom, individual, and peer-teaching opportunities are provided. Prerequisite: SC035D or equivalent.

**SC041D PRE-TECHNICAL BIOLOGY 3 Credits (3-0)**

Pre-Tech Biology is a one semester study of living organisms. Lecture topics include the chemical basis of life, cell structure and function, energy, genetics, and animal classification. The second half of the course focuses on medically significant organisms. This course gives students a foundation in biology on which to build a specific health science curriculum.

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## SE EXECUTIVE ASSISTANT/ ADMINISTRATIVE ASSISTANT

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**SE102U NOTETAKING 3 Credits (2-2)**

Notetaking provides the student an opportunity to learn and apply the theory of a speedwriting system for rapidly recording notes and transcribing notes for both vocational and personal use. Additional skills learned are listening, oral and written communication, punctuation, grammar, spelling, and vocabulary. Co-Requisites: BS102U and CM100U.

**SE132U LEGAL OFFICE CONCEPTS AND PROCEDURES 3 Credits (2-2)**

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. Prerequisite: BS102U

**SE200U ADVANCED TRANSCRIPTION AND EDITING 3 Credits (2-2)**

Students are provided instruction for using transcription skills with emphasis on language skills, including spelling, capitalization, punctuation, and word usage. Course covers machine transcription and notetaking activities, including office-style transcription requiring decision-making ability. Emphasis will be on mailability of documents. Prerequisite: BS132U and SE102U.

**SE205U COOPERATIVE OFFICE EXPERIENCE 3 Credits (0-0-12)**

Students gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, office manager, or supervisor. They will complete weekly time sheets/reports, assigned activities, and a final report about their co-op job. Prerequisite: 2.00 CGPA.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**SE210U LEGAL TRANSCRIPTION AND TERMINOLOGY 3 Credits (2-2)**

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. Transcription of legal terms will be done directly from an electronic medium. Prerequisites: BS102U and CM100U

**SE216U INTRODUCTION TO LEGAL RESEARCH 3 Credits (2-2)**

This course focuses on the legal research process. This introductory course includes instruction in producing and using major legal source materials.

**SE230U LEGAL DOCUMENT PROCESSING 3 Credits (2-2)**

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. Prerequisite: SE210U

**SE235U PRESENTATION AND DESKTOP PUBLISHING 3 Credits (2-2)**

This course is designed to enable students to produce desktop publishing documents and presentation slides using appropriate software. Prerequisite: BS138U or consent of instructor.

**SE236U LEGAL INFORMATION PROCESSING 3 Credits (2-2)**

Students learn legal office procedure and legal terminology to enable them to format and keyboard legal correspondence and documents from handwritten copy, typewritten copy, revised copy, prerecorded standard text, and/or machine dictation. Prerequisites: BS138U and SE235U.

**SE237U ADMINISTRATIVE MANAGEMENT 3 Credits (3-0)**

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. Prerequisite: BS138U.

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## **SO SOCIOLOGY**

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**SO100T INTRODUCTION TO SOCIOLOGY 3 Credits (3-0)**

Surveys the basic principles, concepts, research strategies and empirical findings representative of the field today. The course examines the range of sociological thought, identifies areas of specialization within the discipline and establishes a basis for further study in the field.

**SO104T INTRODUCTION TO CRIMINOLOGY 3 Credits (3-0)**

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.

**SO106T JUVENILE DELINQUENCY 3 Credits (3-0)**

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.

**SO112T MARRIAGE AND FAMILY 3 Credits (3-0)**

Students have the opportunity to discuss and learn about marriage and family from a sociological viewpoint. Students will become familiar with content areas such as the history of family, gender roles, power in relationships, and family functions and dysfunctions. Lectures will emphasize transition periods such as from singlehood to alternative life-styles with respect to sexuality and family. The institutions of marriage and family will be looked at critically in regard to subjects like equality and violence. Discussion will include social change and the future of the family.

**SO114T DEATH AND DYING 3 Credits (3-0)**

This course provides a basic background on historical and contemporary perspectives on death and dying. Attention will be given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis will also be placed on the special situation of the terminally ill and bereaved.

**SO118T SOCIAL ISSUES 3 Credits (3-0)**

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. Suggested Background: A basic course in either Psychology or Sociology.

**SO120T INTRODUCTION TO SOCIAL WELFARE & SOCIAL WORK 3 Credits (3-0)**

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.

**SO216T DIVERSITY IN AMERICA: MAJORITY-MINORITY GROUP RELATIONS 3 Credits (3-0)**

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 considered.

**IPTV TELECOURSES:**

**SO190T EXPLORING SOCIETY 3 Credits (3-0)**

This telecourse is designed to give students an in-depth look at groups, communities, institutions, and social situations that illustrate major sociological concepts. The documentary-style programs address issues such as socialization, social control, aging, education, collective behavior, and social change. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as SO100T.

**SO191T PORTRAIT OF A FAMILY 3 Credits (3-0)**

This telecourse examines family forms that exists today such as traditional families, single-parent households, families without children, cohabiting couples, and stepfamilies. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as SO112T.

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## **SS SOCIAL SCIENCES**

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**SS100T AMERICAN CIVILIZATION 3 Credits (3-0)**

American Civilization is a thematic and interdisciplinary examination of the American experience from the colonial era up to the present. The course will be divided into three chronological units: (1) to 1776; (2) 1776-1877; (3) 1877 to Present. In each of these units, six themes will be emphasized: Power and Liberty; Gender; Race and Ethnicity; Reform and Dissent; Religion; Wealth and Poverty.

**SS110T CULTURAL ANTHROPOLOGY 3 Credits (3-0)**

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 their existence. It emphasizes the origin and maintenance of the human species by studying its evolution, cultural development, ecology, kinship, organizations, and symbolic expressions.

**SS130T HUMAN GEOGRAPHY 3 Credits (3-0)**

This 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 and will investigate such topics as cultural diversity, urban centers, political boundaries, migration, land/water alteration, erosion, and pollution.

**SS151T INTERNATIONAL RELATIONS 3 Credits (3-0)**

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, 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.

**SS152T AMERICAN GOVERNMENT 3 Credits (3-0)**

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.

**SS154T COMPARATIVE POLITICS 3 Credits (3-0)**

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.

**SS160T INTIMATE RELATIONSHIPS & SEXUALITY 3 Credits (3-0)**

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.

**SS210T URBAN STUDIES 3 Credits (3-0)**

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. Prerequisite: One of the following social science courses: SO100T, SO118T, SS100T, SS130T, HY150T, or SS150T.

**IPTV TELECOURSES:****SS190T THE POWER OF PLACE: WORLD REGIONAL GEOGRAPHY 3 Credits (3-0)**

This telecourse builds an understanding of geography by examining the eleven major regions of the world and their interconnections. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

**SS191T GROWING OLD IN A NEW AGE 3 Credits (3-0)**

This telecourse introduces students to the study of an increasingly growing and influential segment of our society, the elderly. The course will provide an understanding of the process of aging, old age as a stage of life, and the impact of aging on society. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

**Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours**

**SS193T VOICES IN DEMOCRACY 3 Credits (3-0)**

This course will help students acquire general knowledge of the nature, scope, purpose, structure, and the organization of the national government. Areas covered will include the United States Constitution, political parties, Congress, the Presidency, the Federal Court system, and many more. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as SS152T.

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## ST AUTOMATED SYSTEMS TECHNOLOGY

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**ST130U SEMICONDUCTORS I 5 Credits (3-4)**

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. Prerequisite: MA112U

**ST200U INDUSTRIAL MATERIALS TECHNOLOGY 3 Credits (2-2)**

This course will teach the fundamentals of material characteristics, the selection process for materials in products, and the design considerations for materials fabrication. The course will introduce a practical approach to evaluating, testing and reporting material characteristic, and selecting the appropriate material for an engineering application. Prerequisite/Co-requisite: MA114U.

**ST203U SEMICONDUCTORS II 3 Credits (2-3)**

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. Prerequisite: ST130U.

**ST205U INDUSTRIAL POWER & MOTOR CONTROL SYSTEMS 3 Credits (2-3)**

This course stresses magnetism, 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. The second portion of the course includes motor control systems, devices, circuit design and construction, and troubleshooting techniques. Specific topics in this section 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. Prerequisite: MA114U

**ST230U INSTRUMENTATION AND CONTROL 2 Credits (1-2)**

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. Prerequisite/Co-requisite: ST236U

**ST231U PLC'S LEVEL 1 2 Credits (1-2)**

This course is an introduction to the fundamental principles of programmable controller operation using Allen-Bradley PLC-5/SLC-500 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. Prerequisite: ST205U.

**ST235U MICROPROCESSORS I 2 Credits (1-2)**

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. Prerequisite: MA114U.

**ST236U PLC'S LEVEL 2 2 Credits (1-2)**

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. Prerequisite: ST231U.

**ST237U MICROPROCESSORS II 2 Credits (1-2)**

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. Prerequisite: ST235U.

**ST238U FUNDAMENTALS OF WELDING PROCESSES 2 Credits (1-2)**

This course is an introduction to the fundamental welding operations. Some of the major units are: welding safety, welding equipment, and selection of electrodes and wire. Students will learn manipulation of electrodes and gun, welding positions, oxyacetylene welding, flame cutting, joint preparation, and MIG welding.

**ST239U RF COMMUNICATIONS 2 Credits (1-2)**

This course is an introduction to radio frequency communication and reception. The most common methods (AM, FM, PM) for the transmission and reception of radio wave communications will be considered and evaluated for given situations. In addition antenna theory, cabling types, and RF equipment compatibility from signal source to destination will be investigated. Prerequisite: MA114U.

**ST240U ELECTRONIC MOTOR DRIVES 2 Credits (1-2)**

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. Prerequisite: ST205U.

**ST244U ADVANCED FLUID POWER AND SERVO SYSTEMS 2 Credits (1-2)**

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. Prerequisite/Co-requisite: IS104U

**ST245U DATA NETWORKS & TRANSFER 2 Credits (1-2)**

Students study the fundamentals of analog and digital data communications and networking. Baseband, carrierband, broadband, and fiber optic networks are examined. Access methods, protocol, network configurations, transfer methods, signal types and levels, and interfacing considerations learned in class are applied to laboratory and real-world situations. Prerequisite: ST239U.

**ST247U SYSTEMS INTEGRATION 2 Credits (1-2)**

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. Projects will be assigned by consent of instructor.

**ST248U INDUSTRIAL SAFETY 1 Credit (1-0)**

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.

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**TD TOOL & DIE MAKING**

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**TD151U JIG & FIXTURE MAKING 3 Credits (1-6)**

A course in building jigs and fixtures using blueprints and the knowledge and skills developed in Machine Processes. Students are required to construct jigs and fixtures working within the tolerance of the print. Prerequisite: MC101U.

**TD152U WELDING 2 Credits (1-2)**

An introduction to the fundamental operations of welding. Classroom and laboratory instruction is given in welding safety, welding equipment, selection and manipulation of electrodes oxygen-acetylene welding, flame cutting, low temperature brazing, and the procedures in welding alloy and tool steels.

**TD154U HEAT TREATMENT 2 Credits (1-2)**

A course in basic heat treatment and steel selection. Laboratory and classroom emphasis is on the changes that occur when heat treatment is followed by cooling. Case studies of industrial problems are used to put the basics into practice. Prerequisite: MC101U and MC102U.

**TD201U BASIC DIE MAKING 8 Credits (3-15)**

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. Prerequisite: MC112U and MC111U.

**TD202U JOB PLANNING & ESTIMATING 2 Credits (2-0)**

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. Basic principles used in estimating initial costs in terms of processes involved, materials, and labor are included. Prerequisite: IT112U.

**TD211U INJECTION MOLDMAKING 7 Credits (3-12)**

Focuses on basic principles and the design and build of injection molds and gating methods and runner systems in single- and multi-cavity molds. Completed projects are setup and run to evaluate quality of the finished molds. CNC and EDM processes is used. Prerequisites: MC111U and MC112U.

**TD212U PRODUCTION PROCESSES OF PLASTICS 3 Credits (2-3)**

Course includes advanced thermo-forming thermo-setting processes including secondary operations. Students also take available prices of plastic, equipment, molds, utilities, labor and overhead, and determine probable production cost of item. Prerequisite: IT212U.

**TD231U ADVANCED DIE MAKING 8 Credits (3-15)**

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. Prerequisite: TD201U.

**TD232U DIE REPAIR 2 Credits (1-3)**

Die repair emphasizes techniques and procedures employed in industry to replace or repair components that have been damaged or worn out. Instruction includes replacement of individual components and use of die block inserts. Also, machining to adjust for out of tolerance conditions and changes in specifications (revisions) are covered in depth. Prerequisite: TD201U.

**TD234U PLASTIC TOOLING AND MANUFACTURING 2 Credits (1-3)**

Units of instruction include general plastics-base materials, processes, and tooling theory. Lab work consists of building and successfully running an injection mold. Prerequisite: TD201U.

**TD241U BLOW COMPRESSION/TRANSFER MOLDMAKING 8 Credits (3-15)**

Includes basic principles and the design and building of blow, compression, transfer, and RIM molds, gating methods, and runner systems. Completed projects are set up and run to evaluate quality of the finished parts. CNC and EDM processes are used. Prerequisites: MC111U, MC112U, and TD212U.

**TD242U PLASTIC FORMING PROCESSES 3 Credits (2-3)**

Experience in thermo-forming, injection molding, extrusion, and compression molding of plastics as done commercially. Students are taught how industrial processes work. Experience on industrial equipment provided in laboratory. Prerequisite: TD211U, and TD212U.

**TD243U PHYSICAL PROPERTIES OF PLASTICS 2 Credits (2-0)**

Study of characteristics and properties of thermoplastics and thermosetting materials. Applications for the plastic industry are also included. Prerequisite: TD212U.

**TD244U PLASTICS TESTING AND INSPECTION 2 Credits (2-0)**

Includes material analysis, failure analysis, properties evaluation, and inspection procedures.

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## TR TRUCK DRIVING & TRANSPORTATION TRAINING

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**TR100U INTERPERSONAL RELATIONS 2 Credits (2-0)**

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.

**TR101U TRANSPORTATION INDUSTRY & DRIVER REGULATIONS 4 Credits (4-0)**

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.

**TR102U DRIVING RANGE I 4 Credits (2-4)**

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.

**TR103U DRIVING RANGE II 2 Credits (1-3)**

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. Prerequisite: TR102U.

**TR104U DRIVING RANGE III 2 Credits (1-3)**

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.

**TR105U TRUCK TRANSPORTATION ON-THE-JOB TRAINING 3 Credits (0-48)**

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. Prerequisites: TR100U, TR101U, TR102U, TR103U, and TR104U.

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## WL WELDING

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**WL103U ARC WELDING I 4 Credits (1-9)**

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.

**WL105U CUTTING PROCESSES 2 Credits (1-3)**

This course is an introduction to principles and practices of oxyacetylene welding and cutting. 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.

**WL106U PIPE WELDING 3 Credits (0-9)**

This course is an introduction to pipe welding theory and practices. Shop practice includes welding pipe in all positions using AWS Structural Steel pipe welding standards. Safety is stressed through this unit. Prerequisite: WL103U, WL105U, WL111U, WL133U, and WL135U.

**WL108U TIG WELDING PROCEDURES 3 Credits (0-9)**

This course is an introduction to Gas Tungsten Arc Welding process, also known as TIG. 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 sheet metal and pipe in the 1G rolled position, aluminum, and stainless steel. Prerequisite: WL105U.

**WL109U BLUEPRINT READING 3 Credits (3-0)**

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.

**WL110U FUSION AND BRAZE WELDING 2 Credits (0-6)**

This course is an introduction to principles and practices of oxyacetylene fusion and brazes welding. Shop practices includes welding the five basic joints in all positions and braze welding cast iron.



**WL111U GMAW-FCAW I****4 Credits (1-9)**

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.

**WL133U ARC WELDING II****4 Credits (0-12)**

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 Shield Metal Arc Welding processes. Safety procedures are reviewed. Prerequisite: WL103U.

**WL135U GMAW-FCAW II****4 Credits (0-12)**

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. In addition, the student is introduced to aluminum and stainless steel welding procedures. Prerequisite: WL111U

**WL137U ADVANCED BLUEPRINT READING****2 Credits (2-0)**

Advanced Blueprint Reading is a review and continuation of Blueprint Reading. New topics include Plug and slot welds, surfacing welds, flange welds, spot, and seam welds. In addition, Dual dimensioning methods and applied metrics for welding will be introduced. Students will continue to fabricate parts from blueprints and sketches.

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**WS WOMEN'S STUDIES**

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**WS100T INTRODUCTION TO WOMEN'S STUDIES****3 Credits (3-0)**

This course serves as an introduction to the interdisciplinary field of women's studies and to current women's issues in our society. It explores ways in which women 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.

**WS110T INTRODUCTION TO WOMEN'S HISTORY****3 Credits (3-0)**

This course highlights the history of women in Western Civilization from early modern Europe through Twentieth Century United States. It examines the historical development of women's position in the family, concepts of sexuality, economic roles, leadership, and intellectual tradition. A brief comparative analysis of women's roles in other areas of the world is also provided.

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**INDEPENDENT STUDY**

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**\_\_181T INDEPENDENT STUDY 1 Credit (0-1)****\_\_182T INDEPENDENT STUDY 2 Credits (0-2)****\_\_183T INDEPENDENT STUDY 3 Credits (0-3)**

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 germane to the student's projected objectives within any recognized discipline. Faculty consultation is required prior to registration for this course. Prerequisite: Department approval. See guidelines for Independent Study courses.



# STAFF

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## PRESIDENT

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### **Dr. Bettsey L. Barhorst**

President  
PhD, Illinois State University  
MA, Webster University - Geneva  
MA, Bradley University  
BA, Fontbonne College

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## ADMINISTRATION

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### **William Bernard**

Vice President—Student Services  
MA, Northeast Missouri State University  
BSE, Northeast Missouri State University  
AA, Indian Hills Community College  
Diploma, Indian Hills Community College  
Diploma, Indian Hills Community College

### **Pamela Bowman**

Director - Staff Relations & Benefits  
MA, Upper Iowa University  
BA, University of Northern Iowa

### **Robert Chittenden**

Executive Director  
MA, University of Iowa  
BA, University of Iowa

### **Alan Clausen**

Director - Industrial Training and  
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BS, University of Northern Iowa

### **John Clopton**

Director - Employment & Training  
MA, University of Northern Iowa  
BA, University of Northern Iowa  
AA, Ellsworth Community College

### **Fred DeHaan**

Executive Director - Hawkeye Foundations  
BA, Calvin College

### **Kathy Flynn**

Director - Public Relations & Marketing  
BS, Iowa State University

### **Charles Gregory**

Associate Dean  
MS, University of Nebraska - Lincoln  
BS, University of Nebraska - Lincoln

### **Raymond Harris**

Associate Dean  
BA, Huron University

### **Doug Hundley**

Director - Plant & Facilities

### **Mary Jensen**

Associate Dean  
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BA, University of Northern Iowa

### **David Mazur**

Executive Director - Workforce  
Development Center  
MA, University of Northern Iowa  
BS, University of North Dakota

### **Dave Nelson**

Director - Information Systems  
CCNA, CCAI, MCSE, CNA

### **Linda Nielsen**

Director—Business Services  
BS, Northeast Missouri State University  
CPA

### **Roger Rezabek**

Director - Hawkeye Telecommunications  
Systems  
EdD, University of Northern Iowa  
EdS, Eastern Illinois University  
MSEd, Eastern Illinois University  
BS, Eastern Illinois University

### **Bette Ruzek**

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### **Greg Schmitz**

Vice President—Administrative and  
Finance Services  
BA, Wartburg College  
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### **John W. Sorenson**

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EdD, University of Northern Iowa  
EdS, University of Northern Iowa  
MA, University of Northern Iowa  
BA, University of Northern Iowa

### **Dave Westley**

Director - Student Life  
MS, Iowa State University  
BA, Iowa Wesleyan College

### **Brian Will**

Director - Financial Aid/Veterans Affairs  
MAE, University of Northern Iowa  
BA, University of Northern Iowa

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### **Position Vacant**

Dean of Curriculum and Instruction

### **Position Vacant**

Vice President - Academic Affairs

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## FACULTY

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BS, University of Wisconsin-Stevens Point

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BA, Whitman College

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Registered Optometric Technician  
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BA, St. Mary College

**Steven Surlis**

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BS, Augustana College, Sioux Falls, SD

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AAS, Hawkeye Institute of Technology

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Certificate in Dental Radiography  
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**Philip Baskerville**

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AAS, Hawkeye Community College  
Certificate, Western Wisconsin Tech College

**Charles Norman**  
Grounds Maintenance Worker

**Toby Orcutt**  
Distance Learning Technician

**Katherine Ormord**  
Administrative Secretary

**Sue Orth**  
Workforce Development Specialist  
BA, Wartburg College

**Kristine Owens**  
Evaluation Coordinator  
Specialist, Drake University  
MA, University of Northern Iowa  
BA, University of Northern Iowa

**Dorthea Pates**  
Account Clerk III

**Gerald Pates**  
Maintenance Worker II

**Susan Petersen**  
Workforce Development Specialist  
BA, Wartburg College

**Lenora Polok**  
Administrative Secretary

**J. Kelly Poole**  
Workforce Development Specialist  
BA, Wartburg College

**La Tonya Price**  
Human Resource Assistant - Compensation  
& Benefits  
BS, Upper Iowa University  
Diploma, Hawkeye Community College

**Bess Prymer**  
Part-Time Custodial Maintenance Worker

**Jimmie Prymer**  
Maintenance Worker II

**Glen Pullin**  
Program Manager - Business & Industry  
Training  
BA, University of Northern Iowa  
AA, Hawkeye Community College

**Lisa Purdy**  
Account Clerk III/MIS Operator  
BA, University of Northern Iowa

**Linda Purdy**  
Part-Time Data Entry Operator

**Molly Quinn**  
Admissions Coordinator  
BA, University of Northern Iowa

**David Ralston**  
Custodial Maintenance Supervisor  
AAA, Hawkeye Institute of Technology

**Linda Rater**  
Program Manager - ABE/GED/ESL/ILC  
BA, University of Northern Iowa  
AA, Grand View Junior College

**Geneva Reed**  
Workforce Development Specialist  
AC, Waldorf Junior College

**Gina Robinson**  
Workforce Development Specialist  
BA, University of Northern Iowa

**Shirley Robinson**  
Public Safety Officer  
AAA, Hawkeye Institute of Technology

**Youlanda Robinson**  
Workforce Development Specialist  
BA, University of Northern Iowa

**Barbara Roeder**  
Grants/Projects Manager  
MBA, Winona State University  
BS, Mankato State University  
AA, Rochester Community College

**Nancy Roof**  
Account Clerk I

**Patricia Rowe**  
Secretary  
Diploma, Hawkeye Institute of Technology

**Richard Sabin**  
Custodial Maintenance Worker

**Howard Sanders**  
Custodial Maintenance Worker

**Jeanne Sanford**  
Custodial Maintenance Worker

**Layne Sanford**  
Custodial Maintenance Worker

**Doug Sarauer**  
Custodial Maintenance Worker

**James Scandridge**  
Coordinator II

**Marlys Schipper**  
Payroll Specialist  
AAS, Hawkeye Community College  
Certificate, Hawkeye Community College

**Mark Schmidt**  
Public Safety Officer

**Richard Schmitz**  
Program Manager - Business & Industry  
Training  
MA, University of Northern Iowa  
BT, University of Northern Iowa

**Tracy Schmidt**  
Secretary  
AAS, Hawkeye Community College

**Nancy Schroeder**  
Administrative Secretary  
Diploma, Hawkeye Institute of Technology

**Don Scott**  
Microcomputer Specialist  
Diploma, Hawkeye Community College

**Christine Shreve**  
Library Assistant  
BA, University of Northern Iowa

**Tina Siemons**  
Child Care Assistant  
AAS, Hawkeye Community College

**Eugene Smith**  
Part-Time Custodial Maintenance Worker

**Floyd Smith**  
Custodial Maintenance Worker

**Stephanie Smith**  
Workforce Development Specialist  
BA, Luther College

**William Smith**  
Computer Lab Coordinator I

**Rita Staebell**  
Secretary  
AAS, Hawkeye Community College  
Diploma, Hawkeye Institute of Technology  
Diploma, Hawkeye Institute of Technology



**Annette Staples**

Executive Secretary  
BA, University of Northern Iowa

**Barb Star**

Work Force Development Accountant  
BBA, Augusta State University

**Carol Steckelberg**

Program Manager - Business & Industry  
Training  
BA, University of Northern Iowa

**Kris Steege**

Administrative Secretary  
AAS, Hawkeye Community College  
Diploma, Hawkeye Institute of Technology

**Gloria Stigler**

Employment Assistance Specialist  
BA, University of Northern Iowa  
Diploma, Arizona Career College

**Robert Stirm**

Program Manager - Business & Industry  
Training  
BA, University of Northern Iowa

**Robin Stock**

Financial Aid Specialist II

**Cheryl Sturgeon**

Custodial Maintenance Worker  
AA, Hawkeye Community College

**Rod Swinton**

Farm Manager  
BS, Upper Iowa University  
AAS, Hawkeye Institute of Technology

**Sharon Taucher**

Secretary  
Certificate, Queens College

**Penny Teisinger**

Child Care Coordinator  
BA, University of Northern Iowa

**Mary Theroith**

Coordinator II  
BS, Upper Iowa University  
Certificate, Hawkeye Institute of  
Technology

**Judith Thill**

Secretary  
BA, Marycrest College

**Vicki Thome**

Custodial Maintenance Worker

**Laura Thompson**

Account Clerk II  
AAS, Hawkeye Institute of Technology

**Joan Truex**

Administrative Secretary  
BA, University of Northern Iowa

**Sarah Uhlenhopp**

Educational Technology Specialist/Title III  
BA, University of Northern Iowa

**Jenice Ulrichs**

Human Resource Assistant - Employment &  
Training  
Diploma, Hawkeye Community College

**Claudia Unger**

Graphic Designer  
AA, Hawkeye Community College  
AAA, Hawkeye Institute of Technology

**Daniel Utley**

Program Manager - Business & Industry  
Training  
AAS, Hawkeye Institute of Technology

**John Von Tersch**

Academic/Career Advisor  
MA, University of Northern Iowa  
BA, University of Northern Iowa  
AA, North Iowa Area Community College

**Donald Walton**

Workforce Development Specialist  
MA, University of Northern Iowa  
BA, Saint Ambrose University

**Susie Washington**

Public Safety Officer  
AAA, Hawkeye Community College  
AAA, Hawkeye Community College

**Ellen Wedeking**

Workforce Development Specialist  
BA, University of Northern Iowa

**Paula Wermerskirchen**

Secretary  
Diploma, American Institute of Commerce

**M. Rita Waggoner**

Academic Specialist/TRIO Grant  
MA, Bowling Green State University  
BA, Wheaton College

**Londa Wiersema**

Account Clerk II  
BA, University of Iowa  
AA, Black Hawk College

**Francine Williams**

Secretary/TRIO Grant

**Kay Woods**

Secretary  
Diploma, Gates Business College

**Warren Wortham**

Workforce Development Specialist  
BS, University of Northern Iowa

**Jeanie Wright**

Workforce Development Manager  
BA, Iowa State University

**Kathryn Ziegler**

Workforce Development Specialist  
BA, University of Northern Iowa



# INDEX

Academic Affairs .....	29-30	Child Development .....	54
Academic/Career Advising .....	21-22	Children on Campus .....	28
Academic Integrity and Conduct Policy .....	19	Chronic Communicable Diseases .....	25
Academic Load .....	18	Citizenship .....	95
Academic Regulations/Guidelines .....	17-19	Civil & Construction Engineering Technology .....	55
Academic Support Center .....	22	Clubs and Organizations .....	23
Acceptance of Applied Science and Technology Credit		Clubs - Organizing and Registering .....	23
Toward AA or AS Degrees .....	17	Clubs and Associations .....	23
Access to College Facilities and Programs .....	28	College Level Examination Program (CLEP) .....	17
Accident and Health Insurance .....	27	College Success Courses .....	22
Accounting .....	42	College Switchboard .....	28
Accreditation .....	1	Collision Repair & Refinishing .....	56
Administrative Assistant .....	43	Community & Continuing Education .....	91-95
Admission of Expelled Students .....	7	Community School Districts .....	3
Admission Procedures .....	7	Computer Networking Technician .....	57
Admissions/Registration Requirements .....	7	Computer Training (Continuing Education) .....	91
Admissions Required Assessment .....	7	Conduct .....	25
Adult Basic Education (ABE) .....	95	Confidentiality of Medical Status of HIV-Infected Student .....	25
Adult High School Credits .....	95	Continuing Education .....	92-94
Adult Literacy Project .....	95	Controlled Substances .....	24-25
Advanced Standing/Transfer Credit .....	17	Corrections .....	35
Ag Business Management .....	44	Counseling Services .....	21-22
Ag Power Technology .....	45	Course Classification .....	20
American Disabilities Act .....	23	Course Descriptions .....	96-137
Animal Science .....	46	Course Substitution Policy .....	23
Appeal Process .....	11	Credit Assignment in Emergency Situations .....	17
Application .....	Back Inside Page	Credit by Examination .....	17
Architectural & Construction Technology .....	47	Customer Service - Option of Marketing Management .....	58
Area VII .....	3	Customized Training .....	92
Arts & Sciences Transfer Programs .....	31-40	Dean's List .....	18
Assessment of Student Learning .....	29	Degree and Graduation Requirements .....	21
Associate Degree Nursing .....	48	Dental Assisting .....	59
Associate in Applied Arts Degree, Requirements .....	41	Dental Hygiene .....	60
Associate in Applied Science Degree, Requirements .....	41	Department Scholarships .....	13-14
Associate in Arts (AA) Degree .....	31-35	Diesel Truck Technology .....	61
Associate in General Studies (AGS) Degree .....	38-39	Diploma, Requirements for .....	41
Associate in Sciences (AS) Degree .....	36-38	Disciplinary Code .....	26
Associate in Sciences/Career Option (AS/CO) Degree .....	40	Disciplinary Suspension or Dismissal .....	26
Attendance .....	18	Discipline (Subject Area) Codes .....	96
Attendance Policy .....	12	Distance Learning .....	29-30
Attire .....	24	Drafting & Design Technology .....	62
Auditing a Course .....	19	Drops and Adds .....	18
Automated Systems Technology .....	49	Drug-Free College Policy .....	24
Automotive Electronics Technology .....	50	Early Registration .....	15
Automotive Technology .....	51	Educational Costs .....	8-9
Aviation Maintenance Technician .....	52	Electromechanical Maintenance Technology .....	63
Board of Trustees .....	3	Electronics Engineering Technology .....	64
Books and Supplies .....	9	Emergency Medical Services (Continuing Education) .....	93
Break in Enrollment .....	12	Employment .....	15
Bus Transportation .....	24	Employment Services .....	22
Business and Industry .....	91	English as a Second Language .....	95
CNC Machining Technician .....	53	Enrollment .....	15
Calendar .....	6	Equal Opportunity .....	27
Campus Maps .....	4-5	Evening College .....	30
Campus Security Act .....	27	Executive Assistant .....	65
Cancellation of Classes/Temporary Closing .....	27	Federal Financial Aid Eligibility .....	11-12
Cancellation of Courses .....	20	Financial Aid .....	9-15
Career/Life Planning .....	21-22	Firearms on Campus .....	25
Carpool .....	24	Fire Science .....	66
Certificate Programs (Continuing Education) .....	92	First Flight .....	30
Certificate (Technical), Requirements for .....	41	Food Service .....	24
Change of Address or Name .....	17	Foundations .....	28
Child Care .....	24	Fraudulent Academic Credentials .....	15

Frequently Used Phone Numbers .....	Inside Back Cover	Office Specialist .....	80
Full or Part-Time Students .....	15	Optometric/Ophthalmic Assistant .....	81
General Education Philosophy .....	29	Orientation for New Students .....	15
General Information .....	24-28	Parking .....	27
General Studies .....	32-35	Permanent Student Records .....	16
General Technology .....	67	Phi Theta Kappa .....	23
Grade Changes .....	20	Police Science .....	82
Grade Forgiveness/Fresh Start Program .....	20	Practical Nursing .....	83
Grade Point Average .....	20	Prerequisites .....	17
Grade Reports .....	20	Professional Photography .....	84
Grade Requit for Failure to Withdraw .....	19	Program Summary .....	Inside Front Cover
Grades, Courses, Credits .....	20	Protection of Student Records .....	16
Graduation Application .....	21	Public Intoxication .....	25
Graduation Awards for Technical Programs .....	41	Public Relations & Marketing .....	28
Graduation Rate .....	27	Public Safety .....	27
Graduation Requirements .....	21	Quality Improvement .....	91
Graduation with Honors .....	21	Readmission .....	17
Graphic Communications .....	68	Registered Nurse First Assistant .....	85
Grievance Policy .....	26	Registration/Records and Orientation .....	15-17
Harassment and Retaliation .....	24	Repeating Courses .....	18
Hawkeye Bookstore .....	28	Residency Policy .....	16
Health Professions (Continuing Education) .....	92-93	Respiratory Therapy .....	86
Heating and Air Conditioning .....	69	Right to Assemble .....	26
Helping Hands Mentoring Program .....	23	Scholarships .....	12-14
High School Equivalency (GED) Diploma .....	95	Special Features .....	28
History of Hawkeye Community College .....	3	Staff .....	138-145
Horticulture Science .....	70	Standards for Satisfactory Progress .....	17-18
Housing .....	24	Student Activities .....	22
Human Immunodeficiency Virus (HIV) .....	25	Student Information .....	7-28
ID Cards .....	15	Student Life .....	22
Information Systems Management .....	71	Student Publications .....	23
Institute For Learning After Fifty .....	30	Student Right-to-Know Act .....	27
Instructional Services .....	29-30	Student Senate .....	23
Interior Design .....	72	Student Support Services .....	21-24
International Students .....	8	Study Abroad Program .....	30
Iowa National Guard .....	15	Table of Contents .....	2
Iowa New Jobs Training Program .....	92	Tech Prep .....	94
Joint Admission to Hawkeye Community College & Wartburg College .....	9	Technical Training (Continuing Education) .....	91
Iowa Public Television Telecourses .....	29	Telecommunications System .....	29
Law Enforcement (Continuing Education) .....	93	Temporary Closing .....	27
Legal Assistant .....	73	Tobacco Free Policy .....	27-28
Library .....	29	Tool & Die Making .....	87
Long Term Care (Continuing Education) .....	92	Tours .....	8
Management/Employee Development (Continuing Education) .....	91	Transcripts .....	15
Maps .....	4-5	Transfer Center .....	22
Marketing Management .....	74	Transfer Options & Concentrations .....	31-40
Martin Luther King Jr. Center .....	94	Transfer Program (Arts and Sciences) .....	31-40
Material Safety .....	24	Truck Driving & Transportation Training .....	88
Materials and/or Lab Fees .....	9	Tuition .....	8
Medical Administrative Assistant .....	75	Tuition Refund Policy .....	9
Medical Laboratory Technology .....	76	Upper Iowa University .....	8
Medical Secretary .....	77	Veteran Affairs .....	15
Merged Area VII .....	3	Vocational Rehabilitation Act .....	23
Military Science .....	30	Vocational-Technical Education Programs .....	42-90
Mission Statement .....	1	Volunteer Firefighters (Continuing Education) .....	93
Multi-Cultural Programming .....	22	Web Design & Development .....	89
Natural Resources Management .....	78	Welding .....	90
Network Administration & Engineering .....	79	Withdrawal Procedure .....	18-19
Offenses and Penalties .....	25	Workplace Basic Skills (Continuing Education) .....	91



## Hawkeye Community College Foundations

# Scholarship Application

### Application Deadlines: April 1 for Fall Semester & Nov. 1 for Spring Semester

For a listing of scholarships available, please refer to the Student Services section of the college catalog.

Please be sure to read and complete all sections of this application. You must answer all applicable questions and include high school and/or college transcripts, recommendation and your personal statement. *Incomplete applications will be returned to the applicant.*

Results from a current U. S. Department of Education FAFSA (Free Application for Federal Student Aid) should be on file at Hawkeye Community College by the application deadline if financial need is to be considered. Forms are available from your high school guidance counselor or the Hawkeye Community College Financial Aid Office (319-296-4020).

**Submit this application for consideration of all Hawkeye Community College Scholarships.**

#### PART I: IDENTIFICATION INFORMATION

Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Address While Attending College: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Parents: \_\_\_\_\_ Spouse: \_\_\_\_\_

Telephone Number: Permanent: \_\_\_\_\_ College: \_\_\_\_\_

High School Attended: \_\_\_\_\_

Year of High School Graduation: \_\_\_\_\_ or GED: \_\_\_\_\_

Hawkeye Program Enrolled in or Planning to Enroll: \_\_\_\_\_

Hawkeye Program Start Date: Year \_\_\_\_\_ Semester \_\_\_\_\_

Ethnic Background:  White/Non-Hispanic  African-American  Asian-American

American Indian  Hispanic/Latino  Prefer not to respond  \_\_\_\_\_

*Scholarships are often available for students with disabilities. If you have a disability and wish to be considered for these scholarships, include an attachment stating the nature and extent of your disability.*

#### PART II: SCHOLARSHIP INFORMATION

- A. Hawkeye Community College foundation scholarships are awarded on the basis of achievement, financial need, and/or career plans and goals.
- B. There are two types of Foundation awards. "Fund" scholarships and "Designated" scholarships. A student may apply and be selected for one or both of these scholarships up to the full cost of tuition.
- C. Fund scholarships result from pooling donations and vary in amount.
- D. Designated scholarships are donated by individuals/businesses/organizations, have specific criteria and vary in amount. The donor and/or the selection committee determines if the award is renewable.
- E. Application deadline is April 1 for fall awards and November 1 for spring awards, unless stated otherwise.
- F. Recipients must consent to publicity related to the scholarship they are awarded.

**PART III: THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS.**

Applicants must have a high school or GED transcript, plus college transcripts (if applicable) on file at Hawkeye Community College by the application deadline.

**Check all that apply:**

Transcript(s) attached    Transcript(s) on file at Hawkeye    Transcript(s) will be provided

**A) ACADEMIC INFORMATION**

*If you are a high school student or have recently graduated, your counselor's signature is required.*

High School Grade Point Average \_\_\_\_\_ Class Rank/Class Size \_\_\_\_\_

If a GED graduate, please provide your GED Composite Score \_\_\_\_\_

Signature of High School Counselor

Date

Have you previously attended Hawkeye Community College?

Yes

No

Have you previously attended a college other than Hawkeye Community College?

Yes

No

**B) RECOMMENDATION**

It is required that you attach a recommendation prepared by a college or high school instructor, school administrator, counselor, employer, or another non-relative individual who can attest to your academic or personal qualifications.

**C) PERSONAL STATEMENT**

It is required that you attach a statement describing your educational and professional goals, any extra-curricular involvement at Hawkeye, and any other relevant personal activities and experiences.

**All completed scholarship applications are to be submitted to the Financial Aid Office, Hawkeye Community College, P.O. Box 8015, Waterloo, IA 50704.**

**EQUAL OPPORTUNITY:** Hawkeye Community College provides equal educational and employment opportunities and does not discriminate on the basis of gender, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or its employment and personnel policies. Any questions may be directed to Human Resources, Hawkeye Community College.

I certify that the information on this application is correct and complete to the best of my knowledge, and I hereby authorize the Financial Aid Office to release information concerning other assistance I may be receiving to the Foundation Scholarship Committee. I understand that being awarded a scholarship is contingent upon meeting selection criteria for the semester(s) in which the award is to be credited and that I will be included in publicity relating to scholarships received.

Signature of Applicant

Date

**Checklist - Attached Is:**    Transcript    Recommendation    Personal Statement

**For a listing of scholarships available, please refer to the Student Services section of the college catalog.**



# APPLICATION FOR ADMISSION

**Please return to: Hawkeye Community College, Admissions Office, P.O. Box 8015, Waterloo, IA 50704-8015**

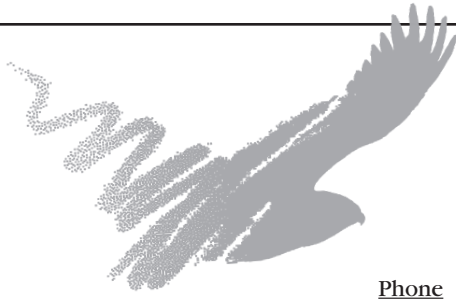
Type or print answers to ALL items and return to Admissions Office at above address.

Social Security No.		Today's Date	
Complete Legal Name: Last		First	Middle
Mailing Address Number & Street		P.O. Box	Home Area Code & Telephone Number
City or Town		County	State or Country
Your Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Your Date of Birth	E-mail address (if available)
Parent/Permanent home address: Last		First	Work Area Code & Telephone Number
Mailing Address Number & Street		City and State	Zip Code
Are these persons your parents? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____			
Have you lived in Iowa the last 90 consecutive days? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have an Iowa drivers license or Iowa ID? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you an Iowa resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your car registered in the state of Iowa? <input type="checkbox"/> Yes <input type="checkbox"/> No		If NO, state type of visa _____	
Are you registered to vote in the state of Iowa? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What best describes your educational background? <input type="checkbox"/> Currently in High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> High School Equivalency, (GED) Graduate <input type="checkbox"/> Mature Adult (Not a H.S. Graduate) <input type="checkbox"/> Attended another College			
Is English your native language? <input type="checkbox"/> Yes <input type="checkbox"/> No    Are you eligible for G.I. Veterans' benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Enter the name of the <b>high school or GED testing center</b> where you graduated (or will be graduating). Non-graduates list last high school attended.			
Name of High School		City and State	Dates Attended From To
			Date of Graduation
Check One (optional) <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-resident Alien <input type="checkbox"/> White (Non-Hispanic)  These data will be used only to comply with regulations established by the U.S. Department of Education		What is your current objective while attending Hawkeye Community College? (Check One) <input type="checkbox"/> Transfer to another college/university <input type="checkbox"/> Prepare to enter the job market <input type="checkbox"/> Improve skills for present job <input type="checkbox"/> Prepare to change careers <input type="checkbox"/> Meet certification/licensure requirements <input type="checkbox"/> Explore courses to decide on a career <input type="checkbox"/> Self-improvement/Improve basic skills <input type="checkbox"/> Personal interest <input type="checkbox"/> Undecided/Unknown	
Current Employer: Name _____ Address _____ City _____ State _____ Zip _____			
Highest educational degree earned after high school: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Doctoral Degree			
List all collegiate institutions you have attended or are now attending. If you have never attended a collegiate institution, write none. (Transfer students must submit official transcripts if credit is desired.) (Students expecting to receive VA educational benefits <b>must submit</b> official transcripts from <b>all</b> previous collegiate institutions attended.)			
Name of each institution attended since leaving high school including Hawkeye.		City and State	Dates Attended From To
			Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever made prior application to or been enrolled in credit classes at Hawkeye? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what year? _____ What major/program? _____			
Applying for <input type="checkbox"/> Admission <input type="checkbox"/> Readmission		Applying for term beginning <input type="checkbox"/> Fall <input type="checkbox"/> Summer <input type="checkbox"/> Spring Year _____ I wish to be considered for the earliest possible opening <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be <input type="checkbox"/> Full time <input type="checkbox"/> Part time (Less than 12 credit hrs)		Do you intend to pursue a degree, diploma, or certificate? (If you answered no, you may not be eligible for financial aid.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>MAJOR/PROGRAM IN WHICH YOU INTEND TO ENROLL (ONE ONLY)</b> _____			

Signature \_\_\_\_\_

**THANK YOU** for your application. When it arrives in the Enrollment Management Office, you will be notified which items are needed to complete your admission process. You should make sure we receive a high school transcript or GED test results. Applicants are accepted into the earliest starting date for their major/program **after** the entire admissions process is completed. Applicants are not assigned a starting date until they receive an acceptance letter.

For Office Use Only:



## ENROLLING IS EASY!

Just take these simple steps to sign up for credit classes.

### Hawkeye Community College

319-296-2320, 319-296-4000 (TTY), or 1-800-670-4769

	<u>Phone</u>	<u>Hours</u>
Admissions Office	296-4000	8:00 a.m. - 4:30 p.m., Monday - Friday
Phone-in Registration	296-2460	8:00 a.m. - 4:30 p.m., Monday - Friday
Financial Aid/Veterans Affairs	296-4020	7:30 a.m. - 4:30 p.m., Monday - Friday
Business Office	296-2320	8:00 a.m. - 4:30 p.m., Monday - Friday

#### IF YOU WANT TO TAKE A CLASS OR TWO (LESS THAN 12 HOURS OF CREDIT)

Register in person in the Registration Center located in Hawkeye Center, 1501 East Orange Road, or call, FAX, or e-mail your registration. Call 319-296-2460 or 1-800-670-4743. Our FAX number is 319-296-2505. Our e-mail address is register@hawkeyecollege.com. Tell us your name, social security number, and the course number you are interested in. We'll send you the details of building and room location, orientation date, and anything else you need to know before classes start.

#### IF YOU WANT TO TAKE 12 CREDIT HOURS OR MORE

##### 1. Fill out an application

Call our Admissions Office, 319-296-4000 or 1-800-670-4769. We'll send you an application to return to us. You'll also need to send us your high school transcript or GED scores. If you've attended other colleges, please have official transcripts sent to us. We'd also like to have your ACT or SAT scores.

##### 2. Take a success assessment

Most applicants will take the COMPASS basic skills assessment to help us know how we can best help you succeed in your chosen program. If you are taking your FIRST MATH or WRITING course OR are part-time and will be accumulating a total of more than 11 credit hours, you are REQUIRED to provide acceptable ACT scores, recent passing college course work in math or writing, or take the COMPASS placement exams. CALL THE ASSESSMENT CENTER, 319-296-4014, EXT. 1238, TO SCHEDULE AN ASSESSMENT APPOINTMENT.

##### 3. Attend a preview session

We'll notify you of your acceptance after your completion of the steps above. We'll then send your class schedule, invoice, and other important information.

##### 4. We'll send you more information

Payment needs to be made by the date on the invoice; delayed payment can result in schedule deletions. You can make arrangements to pay for your classes by check, money order, VISA, or MasterCard. We can also help you set up a payment plan which will make your Hawkeye education affordable. Make checks payable to Hawkeye Community College.

##### 5. Get the supplies you'll need

You can get your books and supplies at the bookstore located on the upper level of Hawkeye Center. If tools and equipment are necessary, they are usually purchased within the first few weeks of class.

#### FINANCIAL AID

Financial assistance is available for all students regardless of their income or asset situation. All students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) form to apply for all types of financial assistance.

There are four types of financial aid assistance available:

1. Grants - Free money awarded based upon financial need.
2. Scholarships - Free money usually awarded based upon a separate application.
3. Work-Study - Program that provides an opportunity for students to work.
4. Loans - Money students may borrow while attending college that must be repaid usually beginning six months after graduation.

All students are encouraged to complete the FAFSA and list Hawkeye Community College, Title IV Code 004595, on their form. Once our office receives the FAFSA results, an award letter will be sent notifying students of their financial aid eligibility. All students, regardless of their FAFSA results, may be able to borrow \$2,625 in the Federal Direct Loan Program.

On average, 82% of the students at Hawkeye obtain financial assistance. An average award consists of \$1,158 in grants and \$2,625 in loan assistance. (The cost of an academic year ranges between \$2,235 and \$3,535, depending upon the student's program of study.)

The entire financial aid application process may take approximately six to eight weeks. Students may contact the Financial Aid Office at 319-296-4020, between 7:30 a.m. - 4:30 p.m. Monday through Friday. All veterans are encouraged to contact our office to ensure submission of all required documents. Visit our website at [www.hawkeyecollege.com](http://www.hawkeyecollege.com).