APPLIED SCIENCE & TECHNOLOGY PROGRAMS

PROGRAM	AWARD	PAGE
AG & NATURAL RESOURCES		
Ag Business Management	AAS	44
Animal Science - Vet Assisting	Diploma, AAS	46
Horticulture Science	AAS	68
Natural Resources Management	AAS	76
ARTS & HUMAN STUDIES		
Child Development	Diploma, AAS	53
Graphic Communications	AAA	66
Interior Design	AAA	70
Police Science	AAS	80
Professional Photography	AAA	82
BUSINESS		
Accounting	Diploma, AAS	42
Administrative Assistant	Diploma	43
Computer Networking Technician	Diploma	56
Customer Service (Marketing Management Option)	Diploma	57
Executive Assistant	AAS	63
Fire Science	AA, AS	64
Information Systems Management	AAS	69
Legal Office Assistant	AAS	71
Marketing Management	AAS	72
Medical Administrative Assistant	AAS	73
Medical Secretary	Diploma	75
Medical Transcriptionist	Certificate	75
Network Administration & Engineering	AAS	77
Office Assistant	Certificate	78
Office Specialist	Diploma	78
Web Design & Development	AAS	87
ENGINEERING TECHNOLOGY		
Architectural & Construction Technology	AAS	47
Automated Systems Technology ****	AAS	49
CNC Machining Technician	Diploma, AAS	52
Civil & Construction Engineering Technology	AAS	54
Electromechanical Maintenance Technology	Diploma	61
Electronics Engineering Technology	AAS	62
Heating & Air Conditioning	Diploma	67
Tool & Die Making	AAS	85
Welding	Diploma	88
HEALTH SCIENCE		
Associate Degree Nursing **	AAS	48
Dental Assisting	Diploma	58
Dental Hygiene	AAS	59
Medical Laboratory Technology	AAS	74
Optometric/Ophthalmic Assistant	Diploma	79
Practical Nursing	Diploma	81
Registered Nurse First Assistant ***	Certificate	83
Respiratory Care	AAS	84
POWER TECHNOLOGY		
Ag Power Technology	AAS	45
Automotive Electronic Technology	AAS	50
Automotive Technology	AAS	51
Collision Repair & Refinishing	Diploma, AAS	55
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ARTS & SCIENCES PROGRAMS

PROGRAM	AWARD	PAGE
ARTS & SCIENCES (TRANSFER) PROGRAM		
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General Studies	AA	33-36
Business Administration	AA	36
Corrections	AA	36
Associate in Science Degree		
Agriculture Science	AS	37-39
Associate in General Studies Degree		
General Business	AGS	39-40

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Certified Cisco Network Administrator	Certificate	90
Emergency Medical Service	Certificate	91
Health/Long Term Care	Certificate	90-91
Law Enforcement	Certificate	91
MSCE/MSCA (Microsoft)	Certificate	90
Management Development	Certificate	90
Microsoft Office Specialist	Certificate	90
Net+ Certification	Certificate	90
Quality Improvement	Certificate	89
Technical Training	Certificate	89
Travel & Tourism	Certificate	92

KEY

AA - Associate in Arts
AGS - Associate in General Studies
AS - Associate in Science
AAA - Associate in Applied Arts
AAS - Associate in Applied Science
Diploma - May be completed in one year
Certificate - May be completed in less than one year

** Prerequisite: Practical Nursing program completion
*** Prerequisite: Registered Nurse Licensure
**** Prerequisite: Electromechanical Maintenance Technology

WELCOME TO HAWKEYE COMMUNITY COLLEGE

At Hawkeye Community College, we strive to make Hawkeye a first-class learning experience for all students - from our programs of study and faculty, to our student services and staff, through the technology we employ, and our modern facilities. We invite you to visit our campus and discover what awaits you:

- Transfer Program - Complete the first two-years of your four-year degree
- Fast-Track Careers - Begin a career in two years or less
- Personal Attention - Average class size is 22
- Graduate Placements - 93% of our graduates get jobs
- Financial Aid - 82% of our students receive financial aid
- Scholarships - Hawkeye awards
- Housing Options - Students live in apartments across from the campus, in the UNI dorms, other area apartments-houses, or live at home.
- Student Activities - Clubs, organizations, intramurals, events, and more
- Campus Size - 5,500 students

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

2004 - 2005 BOARD OF TRUSTEES

Front Row (left to right): Paul E. Rider, Sr., Ph.D. - District IX; Luane M. Lorenzen - District III; Donna M. Miller - District VII; Harold L. Brock - District VI; Miriam B. Tyson - District V; Ruth A. Niemann, Vice Chair - District II; Ronald R. McGregor - District I.

Back Row (left to right): Micalea Lorenz - District VIII; Mark D. Birdnow, Chair - District IV.

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.

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HISTORY OF HAWKEYE COMMUNITY COLLEGE

The Area Vocational/Technical School concept led to Hawkeye's creation. It was developed in Black Hawk County in 1957, with the initiation of a post-high school program in practical nursing. A detailed survey was conducted in Black Hawk County in 1964 which provided factual information regarding the need for a vocational-technical school in this area. After the passage of Senate File 550 by the lowa Legislature in 1965, 10 counties in this area of lowa met and developed an area school plan which was submitted to the Department of Public Instruction, State of lowa. 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. Six area sites house credit and continuing education programs: the 320-acre main campus at 1501 East Orange Road, in south Waterloo; the Metro Center at 844 West 4th Street, Waterloo; the Center for Business and Industry, 5330 Nordic Drive, Cedar Falls; Hawkeye Technology Access Center, 1025B Technology Parkway, Cedar Falls; the Independence Center, Highways 150 & 20, Independence: and the Martin Luther King Jr., Center, 515 Beech Street, Waterloo. In addition, classes and services are offered throughout Area VII.

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

BOARD OF TRUSTEES

Mark D. Birdnow
Chair
District IV, Jesup

Ruth A. Niemann
Vice Chair
District II, Denver

Ronald R. McGregor
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Miriam B. Tyson
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District VI, Waterloo

Donna M. Miller
District VII, Waterloo

Micalea Lorenz
District VIII, Waterloo

Dr. Paul E. Rider, Sr.
District IX, Cedar Falls

MERGED AREA VII INCLUDES ALL OR PARTS OF THE FOLLOWING COUNTIES

Benton
Black Hawk
Bremer
Buchanan
Butler
Chickasaw
Fayette
Floyd
Grundy
Tama

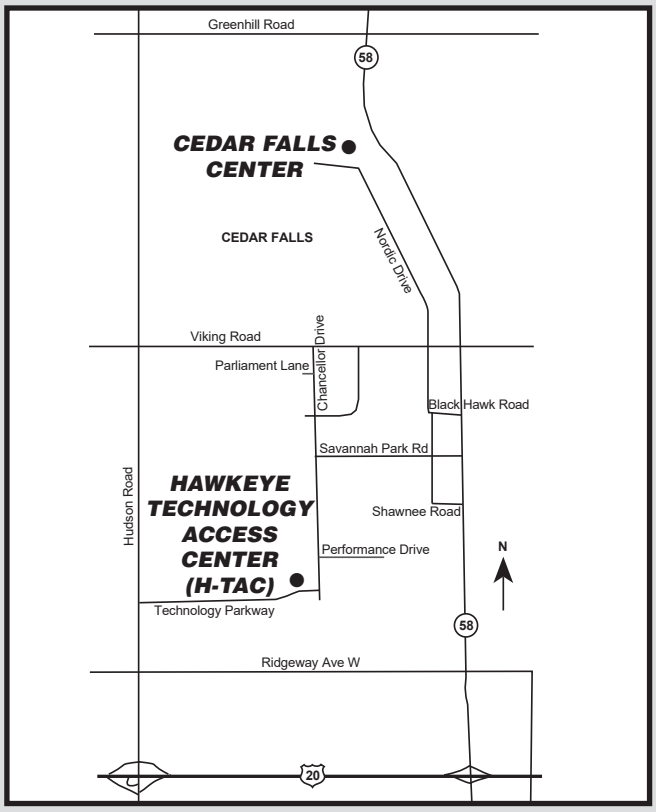
COMMUNITY SCHOOL DISTRICTS OF MERGED AREA VII:

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

This catalog is certified as true and correct in content and policy as of its printing in April 2005 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.

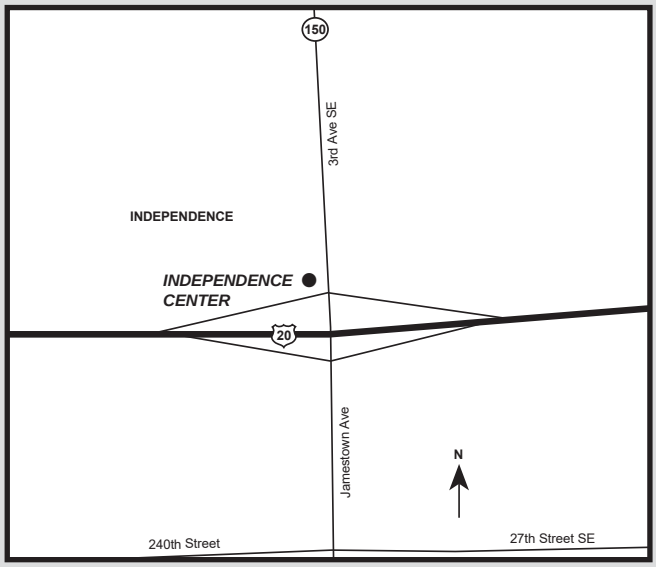
Hawkeye Community College does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, disability, or sexual orientation in its educational programs, activities, admission procedures, or employment practices. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P. O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

LOCATION MAPS

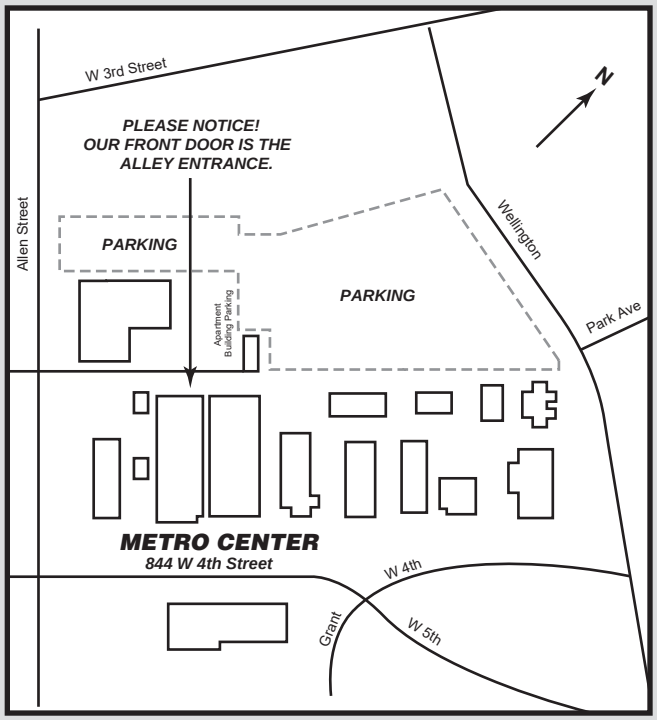


Cedar Falls Center
5330 Nordic Drive 319-277-2490
Cedar Falls, IA 50613 FAX: 319-266-6772

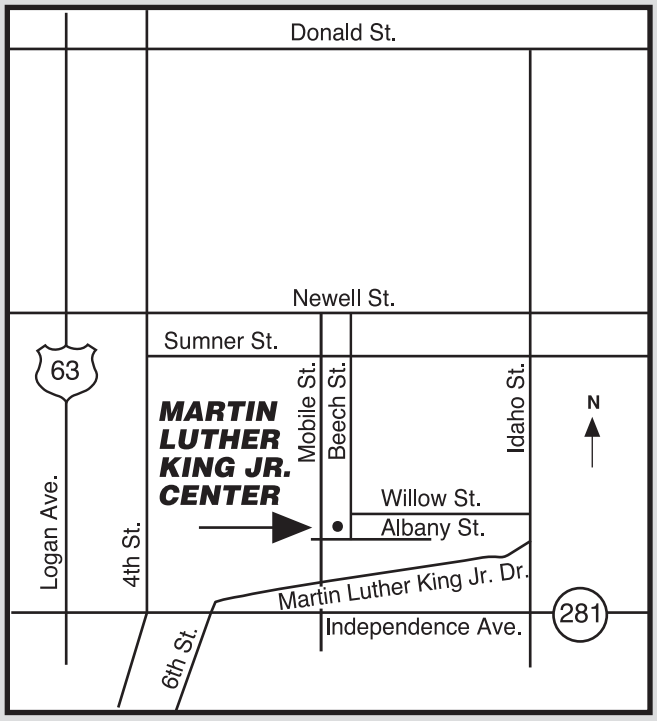
Hawkeye Technology Access Center
1025B Technology Parkway 319-296-4244
Cedar Falls, IA 50613



Independence Center
Highways 150 and 20 319-334-3131
Independence, IA 50644 FAX: 319-334-3337

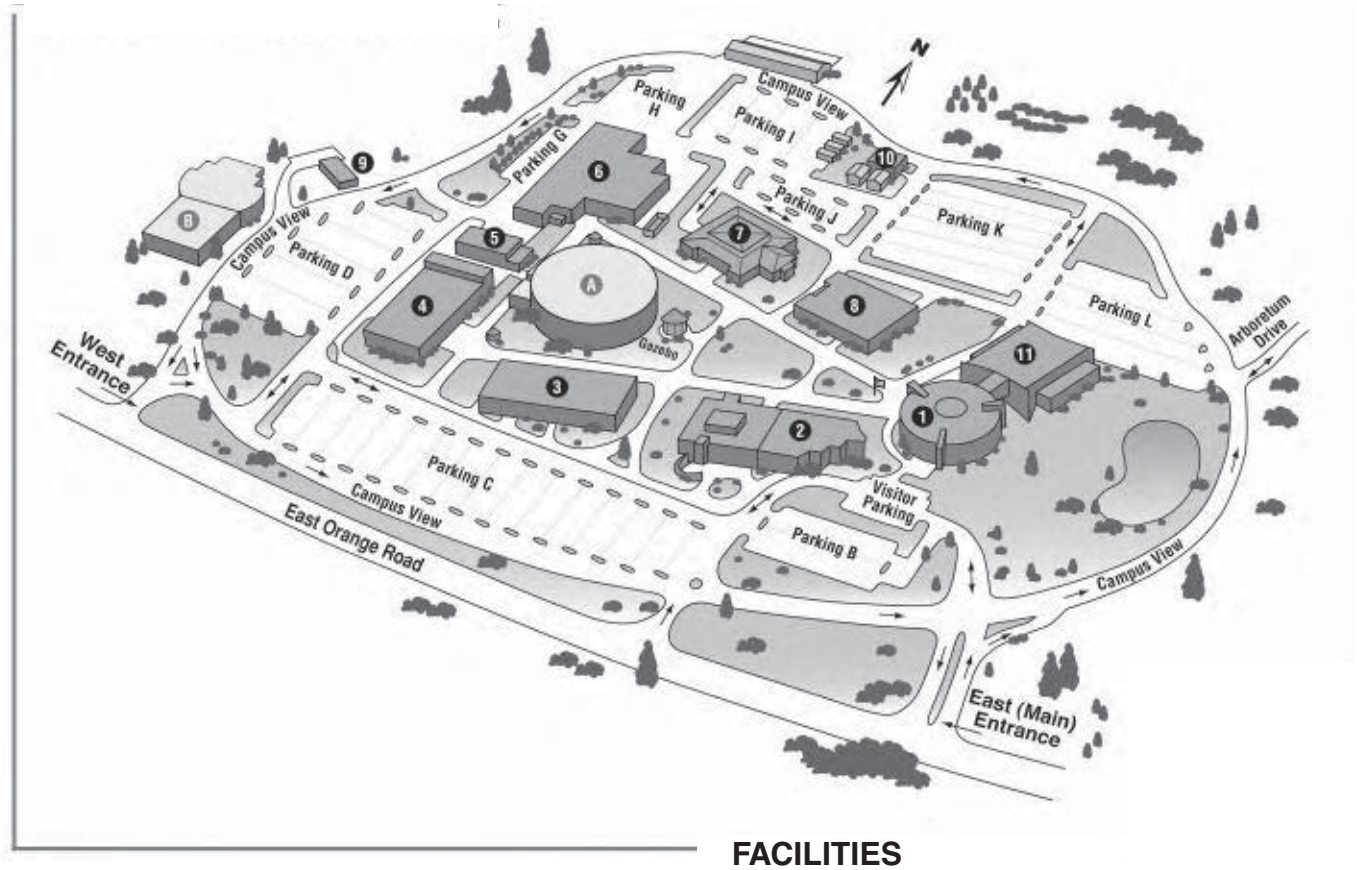


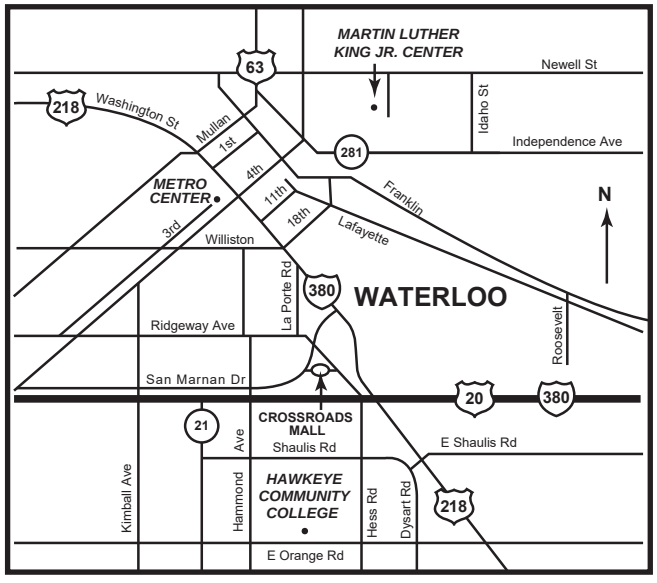
Metro Center
844 West 4th Street 319-234-5745
Waterloo, IA 50702 FAX: 319-234-5748



Martin Luther King Jr. Center
515 Beech Street 319-234-7543
Waterloo, IA 50703 FAX: 319-235-7287

MAIN CAMPUS MAP





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

FACILITIES

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

FUTURE FACILITIES

A. Student and Learning Center - 2005-2008
B. Student Health and Education Center - 2010

August 2005 - July 2007
INSTITUTIONAL CALENDAR

FALL SEMESTER, 2005

August 22	Late registration begins. Late registration/Drop/Add fee begins.
August 22	Classes begin.
August 26	Late registration ends.
August 28	Last day for full refunds for 1st 8-week & 16-week sessions.
September 4	No refunds after this date for 1st 8-week & 16-week sessions.
September 5	Labor Day. College closed.
September 28	Last day to withdraw without penalty for 1st 8-week session.
October 17	Fall Semester midterm.
October 18	Second 8-week session begins.
October 21	No classes.
October 24	Early Spring registration begins for enrolled students.
November 4	Last day to withdraw without penalty from 16-week session.
November 14	Spring registration begins for new students.
November 23	Thanksgiving vacation begins at 12:00 p.m.
November 24-25	Thanksgiving. College closed.
November 28	Last day to withdraw without penalty from 2nd 8-week session.
December 12-15	Finals Week.
December 15	End of term. Classes end. Graduation.
December 19-30	College closed.

SPRING SEMESTER, 2006

January 9	Late registration begins. Late registration/Drop/Add fee begins.
January 9	Classes begin.
January 13	Late registration ends.
January 15	Last day for full refunds for 1st 8-week & 16-week sessions.
January 16	Martin Luther King Jr. observance. College closed.
January 23	No refunds after this date for 1st 8-week & 16-week sessions.
February 15	Last day to withdraw without penalty for 1st 8-week session.
February 17	No classes.
February 20	Phone-in registration begins for summer classes.
March 7	Spring Semester midterm.
March 8	Second 8-week session begins.
March 13-17	Spring break. No classes.
March 17	College Closed.
March 31	Last day to withdraw without penalty from 16-week session.
April 2	Early Summer & Fall registration begins for enrolled students.
April 17	Summer and Fall registration begins for new students.
April 20	Last day to withdraw without penalty from 2nd 8-week session.
May 4-9	Finals Week.
May 9	End of term. Classes end.
May 12	Graduation.

SUMMER SEMESTER, 2006

8-WEEK SESSION AND FIRST 4-WEEK SESSION

May 29	Memorial Day observance. College closed.
May 30	Late registration begins for 8-week and first 4-week sessions. Late registration/Drop/Add fee begins.
May 30	Classes begin for 8-week and first 4-week sessions.
May 31	Late registration ends for 8-week and first 4-week session.
June 12	Midterm, first 4-week session.
June 15	Last day to withdraw from first 4-week session without penalty.
June 26	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/Drop/Add fee begins.
June 27	Classes begin for second 4-week session.
June 28	Late registration ends.
July 3	No classes.
July 4	Independence Day observance. College closed.
July 7	Last day to withdraw from 8-week session without penalty.
July 12	Midterm, second 4-week session.
July 17	Last day to withdraw from second 4-week session without penalty.
July 26	8-week and second 4-week sessions end.

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

Approved 10-12-04
Revised 3-1-05

FALL SEMESTER, 2006

August 21	Late registration begins. Late registration/Drop/Add fee begins.
August 21	Classes begin.
August 25	Late registration ends.
August 27	Last day for full refunds for 1st 8-week & 16-week sessions.
September 3	No refunds after this date for 1st 8-week & 16-week sessions.
September 4	Labor Day. College closed.
September 27	Last day to withdraw without penalty for 1st 8-week session.
October 16	Fall Semester midterm.
October 17	Second 8-week session begins.
October 20	No classes.
October 23	Early Spring registration begins for enrolled students.
November 3	Last day to withdraw without penalty from 16-week session.
November 13	Spring registration begins for new students.
November 22	Thanksgiving vacation begins at 12:00 p.m.
November 23 - 24	Thanksgiving. College closed.
November 27	Last day to withdraw without penalty from 2nd 8-week session.
December 11 - 14	Finals Week.
December 14	End of term. Classes end. Graduation.
December 18 - January 1	College closed.

SPRING SEMESTER, 2007

January 8	Late registration begins. Late registration/Drop/Add fee begins.
January 8	Classes begin.
January 12	Late registration ends.
January 14	Last day for full refunds for 1st 8-week & 16-week sessions.
January 15	Martin Luther King Jr. observance. College closed.
January 21	No refunds after this date for 1st 8-week & 16-week sessions.
February 14	Last day to withdraw without penalty for 1st 8-week session.
February 16	No classes.
February 19	Phone-in registration begins for summer classes.
March 6	Spring Semester midterm.
March 7	Second 8-week session begins.
March 12-16	Spring break. No classes.
March 16	College Closed.
March 30	Last day to withdraw without penalty from 16-week session.
April 2	Early Summer & Fall registration begins for enrolled students.
April 16	Summer and Fall registration begins for new students.
April 19	Last day to withdraw without penalty from 2nd 8-week session.
May 3 - 8	Finals Week.
May 8	End of term. Classes end.
May 11	Graduation.

SUMMER SEMESTER, 2007

8-WEEK SESSION AND FIRST 4-WEEK SESSION

May 28	Memorial Day observance. College closed.
May 30	Late registration begins for 8-week and first 4-week sessions. Late registration/Drop/Add fee begins.
May 30	Classes begin for 8-week and first 4-week sessions.
May 31	Late registration ends for 8-week and first 4-week session.
June 12	Midterm, first 4-week session.
June 15	Last day to withdraw from first 4-week session without penalty.
June 26	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/Drop/Add fee begins.
June 27	Classes begin for second 4-week session.
June 28	Late registration ends.
July 4	Independence Day observance. College closed.
July 5	No classes.
July 9	Last day to withdraw from 8-week session without penalty.
July 12	Midterm, second 4-week session.
July 16	Last day to withdraw from second 4-week session without penalty.
July 26	8-week and second 4-week sessions end.

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

Working Copy 3-11-05

STUDENT INFORMATION

ADMISSIONS/REGISTRATION REQUIREMENTS

STUDENT ADMISSION REQUIREMENTS

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

The standard minimum requirement for admission to Hawkeye Community College is graduation from an approved high school, General Education Development 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. **Complete an application for Admission.** Prospective students should apply as soon as possible. Many programs/courses fill early; therefore, late applicants may be unable to begin specific courses as soon as desired. Students may apply online at www.hawkeyecollege.edu.
2. **Send transcripts. Send a copy of your high school transcript or your General Education Development (GED) test scores to the Admissions Office.** If you have attended any other colleges, 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. **Send ACT scores or register for the COMPASS Assessment.** Applicants must complete the assessment requirement: Assessment provides information about your academic skills in reading, writing, and mathematics. You will use this information in course selection and registration to help you meet your educational goals.

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

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

   A. **ACT Scores.** ACT scores of 19 or above 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 Registration and Records 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 A & B are not applicable. The COMPASS results are a guideline for course selection.

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

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

   Questions regarding this assessment requirement may be directed to the Recruitment and Admissions Department at 319-296-4000 or 1-800-670-4769.
4. **Confirmation.** All applicants will be notified of acceptance in writing after the completion of steps 1 through 3. At this time a particular starting date is assigned on a first-come, first-served basis, after considering the applicant's basic skills proficiency, potential for success, and specific major or program admission requirements.
5. **Register for classes.** Students are mailed information about registration and orientation from the individual Departments.

INTERNATIONAL STUDENTS

Please request an International Student Information packet from Admissions Office.

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

1. Fill out an International Student Application for Admission stating the specific program you are interested in attending.
2. Fill out the International Student Data Sheet.
3. Pay your deposit for mandatory health insurance.
4. Choose a Deposit of Yearly Costs option to be used and follow the steps listed under that heading.

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

If the prospective student has successfully completed an English Composition course, a transfer level Math course, and a college level reading course, the TOEFL and COMPASS assessment requirements will be waived. These requirements will only be waived after Hawkeye Community College has received and evaluated an official transcript from the issuing institution.

When the above steps have been completed, send the information to Hawkeye Community College, Admissions Office, P.O. Box 8015, Waterloo, IA 50704-8015, USA. A written notification will be sent when the admission decision has been made.

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.

HIGH SCHOOL – EARN COLLEGE CREDIT NOW

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

Students in their 11th or 12th grade in public or accredited nonpublic schools, as well as 9th and 10th grade students in talented and gifted programs, are eligible. Courses can be taken by arrangement with the cooperating school districts before, during, or after the regular school day or on Saturday mornings. Courses can be offered the main campus, the ICN or at high schools, or another community sites. For more information visit www.hawkeyecollege.edu.

HIGH SCHOOL – CAREER ACADEMIES

High school students interested in pursuing a career in a given field may be able to through a Career Academy at Hawkeye Community College. Career Academies offers high school students the opportunity to:

- earn college credits while in high school
- get hands-on experience in workplace settings
- get a jump start on their postsecondary education

Three Career Academies are available to high school students including: 1) Exploring Manufacturing Careers Consortium (EMC2) which provides career opportunities in advanced manufacturing, 2) Exploring Healthcare Careers Consortium (EHC2) which provides career opportunities in nursing, and 3) the Cisco Networking Academy which provides career opportunities for information technology.

For more information about Career Academies, contact the K-12 Liaison office, 319-296-4017.

TOURS

Prospective students and parents are encouraged to visit the campus. Taking advantage of one of our Focus on Friday visit days will give you the opportunity to experience HCC. Throughout your 4-hour visit, you will learn the fun side of college and the services Hawkeye has to offer you!

FOCUS ON FRIDAY SCHEDULE

Time	Activity
9:45 a.m. — 10:00 a.m.	Registration
10:00 a.m. — 10:15 a.m.	Welcome
10:15 a.m. — 10:45 a.m.	Admissions/Financial Aid
10:45 a.m. — 11:05 a.m.	Life at Hawkeye
11:05 a.m. — 11:30 a.m.	Student Panel
11:30 a.m. — 12:00 p.m.	Academic Division Information
12:00 p.m. — 12:30 p.m	Campus Tour
12:30 p.m.	Lunch
1:00 p.m	COMPASS for registered students

Learn about college life, paying for college, tour the campus and have lunch on us!

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

INDIVIDUAL TOURS

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

JOINT ADMISSION TO 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.

Student Responsibility for Catalog Information:

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

EDUCATIONAL COSTS

It is the general policy of Hawkeye Community College to provide the highest quality instruction at the lowest cost possible. Specific tuition and fee schedules for credit classes may be obtained from the Admissions Office. Non-credit continuing education fee schedules and specific class costs are available at the 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 2004-2005 academic year, tuition per credit hour is $93. 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.

TUITION REFUND POLICY

A. Credit

A student may receive a percentage refund of tuition within the first 14 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:

8 Week Semesters:

1st through 3rd calendar day - 100% maximum

4th through 6th calendar day - 50% maximum

Beginning with the 7th calendar day of each semester there is no refund of tuition. Courses less than eight weeks in length will follow a prorated refund schedule. A student may appeal a refund decision by submitting a request in writing to the Director of Business Services. 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.

MATERIALS AND/OR LAB 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 $325-$375 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 or email finaid@hawkeyecollege.edu. 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. **FAFSA - Free Application for Federal Student Aid.** Applicants must submit a Free Application for Federal Student Aid (FAFSA) form to apply for all types of financial aid. 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. **Student Aid Report.** Approximately four weeks after submitting the FAFSA, the applicant will receive a Student Aid Report (SAR) from the processing center by mail or via email. 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. **Financial Award Letter.** 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. **Federal Direct Stafford Loan.** 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
Freshman	$2,625	$6,625
Sophomore	$3,500	$7,500

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 attend class for 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.org.

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.

- Already borrowed an excessive amount in loans.
- Applying for an alternative student loan, such as the Partnership Loan. (Optional)

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.

GRANTS

IOWA VOCATIONAL-TECHNICAL TUITION GRANT

This grant is available for students who have their FAFSA form at the processing center on or before July 1, meet eligibility criteria, and are enrolled for at least three credit hours in a vocational program. Award amounts usually range up to $1,200 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 2004-2005 academic year may range from $400 to $4,050.

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 15 hours per week) and earn $6.25 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 91-day Treasury Bill rate plus 2.3%. As of 2004-05, the rate was 2.77% 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 his-

tory may borrow for their dependent child in this program. The interest rate on this variable rate loan as of 2003-04 was 4.81% 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 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 current interest rate is 6%, 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 current interest rate is 6%, 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.

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:

Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal/State Work Study, Iowa Grant, Vocational-Technology Grant, Stafford Loan (subsidized and unsubsidized), and Parent Loan for Undergraduate Students

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.) **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).

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

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

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

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

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 requital 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 receives 0.00 GPA in their first term at Hawkeye.

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.

Appeal Process

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

1. The student must attend a mandatory "Yes-You-Can" seminar before their appeal paperwork is accepted.
2. 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.
3. The student must meet with an academic advisor from their degree program and develop a written Educational Plan to assist them toward graduation. The Educational Plan must be submitted with the Appeal Form.
4. 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 Hawkeye account and other costs without federal financial aid. Furthermore, the student must maintain academic progress during the self-funded 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 and be up-to-date on assignments/tests 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 and attending class at least half-time: six hours/semester; (three hours/summer) to be eligible for loans and most grants.

8.) Students enrolled solely in developmental success courses may only receive consideration for Federal Direct Loans for a maximum timeframe of 12 months and are not eligible for grant funds. These students must meet with a financial aid advisor.

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.

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. Most scholarship winners are determined in the preceding academic semester. These scholarships are subject to change and new scholarships are often being established. Students should contact the Financial Aid Office for scholarship information or visit the Hawkeye Community College web site at www.hawkeyecollege.edu/currentstudents/scholarships.aspx for a complete listing of scholarships.

All students are encouraged to submit their completed Hawkeye Scholarship Application online at www.hawkyecollge .edu/foundation/application.aspx or complete a scholarship application at the Financial Aid Office or Foundation Office. Students only need to complete one application to apply for all available Hawkeye Scholarships.

The Financial Aid Office also maintains a file containing information it receives on scholarships offered from outside agencies. Scholarships available from sources outside of Hawkeye require the completion of separate applications and have various deadline dates.

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.

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 100% of undergraduate tuition for active members of the Iowa Army and Air National Guard. Eligibility for this tuition assistance program is determined by the Adjutant General of Iowa and funding for the program is determined on an annual basis by the Iowa General Assembly.

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

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. Enrollment to a course(s) may be assumed by the college and registration added based on a student's attendance in a course(s).

FULL OR PART-TIME STUDENTS

Students taking 12 credit hours or more are classified as full-time students. Students who take less than 12 credit hours per semester are classified as part-time students. Students taking a minimum of six credits during an 8-week summer session or three semester credits or more during a 4-week or interim sessions are considered full-time students. Students desiring to enroll on a part-time basis should contact the 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 are held before the beginning of the Fall and Spring terms.

FRAUDULENT ACADEMIC CREDENTIALS

Any student, or person seeking to become a student, at Hawkeye Community College who submits a fraudulent or altered academic credential to the College or who is found to have fraudulently altered Hawkeye academic credentials or records will be subject to penalties ranging from suspension or expulsion from the College to legal prosecution.

ID CARDS

All students must have a student ID. The student ID card is issued by the Student Life Office on the upper level of Hawkeye Center. The student ID is used for participation in student activities, issuance of documents, library material usage and checkout, bookstore transactions, computer labs, and for the use of certain college equipment. If an ID card is lost or stolen, a duplicate card can be obtained for $10.00.

TRANSCRIPTS

All students enrolled at Hawkeye may receive from the Student Registration/Records 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 Registration and Student Records, the seal of the College and the date of signature. When transcripts are issued to a student, the document is stamped in red with "Issued to Student". Official transcripts are normally required by other educational institutions and may be mailed to that educational institution by Hawkeye. Requests will be honored in the order of request. Picture ID required for students to pick-up transcripts.

PERMANENT STUDENT RECORDS

An official transcript record of all credit granted to a person while enrolled as a student of Hawkeye Community College shall be retained in perpetuity.

All student records and documents which are used to create, update and support the accuracy of the official transcript will be retained for five (5) years after a student's last enrollment with the College. After five (5) years, the official transcript will be retained electronically or on microfilm and kept in fireproof files in perpetuity. Duplicate electronic or microfilm records shall be housed in a facility other than that of the building in which the Registration and Student Records 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 Registration and Student Records 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 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 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 Registration and Student Records 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. State of Iowa income tax return.
   3. A State of Iowa driver's license or State of Iowa non-driver ID.
   4. An Iowa vehicle registration card.
   5. An Iowa voter registration card.
   6. Proof of Iowa Homestead credit on property taxes.

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

B. If a student gives misleading or incorrect information for the purpose of evading payment of 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 (Registration and Student Records). Students will be notified as to the approval or denial of their request for residency status by the Registration and Student Records Department prior to enrollment in the semester for which residency status is sought. Students may appeal the denial of residency status to the Vice President of Finance. Students who are participating in M-1 or F-1, 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 4.

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 Registration and Student Records Department or make changes using the Hawkeye Community College web site, www.hawkeyecollege.edu. If a student changes his/her name, he/she should notify the Registration and Student Records 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 dean so the necessary steps may be initiated. All official college transcripts received by the Student Registration/Records 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 $55.00 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.

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 College policy to establish the following guidelines concerning academic progress toward a degree or course completion:

1. A student is responsible for monitoring his/her own progress.
2. A student whose current semester grade point average (GPA) or 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, they will be required to attend approved workshops focusing on student success. The “Yes You Can” seminar must be completed prior to the date late registration ends. Any student who does not satisfy this requirement will be administratively withdrawn. (It is also recommended students be given a reduced course load.)
   b. A student may be academically suspended from the College by the Vice President of Academic Affairs for not less than one semester.

4. A student readmitted to Hawkeye Community College or a student admitted to the College with previous coursework from another post-secondary institution who has a cumulative GPA of below 2.00 will be placed on academic probation.
5. A previously suspended Hawkeye Community College student may be approved or denied readmission to the same department or another department by obtaining a petition from the Office of Student Registration/Records. Student Registration/Records will refer the student to the appropriate Dean in his/her discipline area. The student must demonstrate to the Dean and/or Discipline Review Committee that problems leading to academic suspension have been resolved or remediated. The student will be required to attend approved workshops focusing on student success. The "Yes You Can" seminar must be completed prior to the date late registration ends. Any student who does not satisfy this requirement will be administratively withdrawn. The College may elect not to readmit a student who has previously demonstrated poor academic progress.

DEAN'S LIST

The Dean's List is official recognition of outstanding academic accomplishment by full-time 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 Registration 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 Administration. Instructors will publish and distribute attendance policy guidelines during the first class meeting.

ACADEMIC LOAD

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

DROPS AND ADDS

Dropping a course after 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. Registration after the second week of classes is not permitted. A fee will be assessed for any drop/add done after late registration begins.

FINALS WEEK

During the final four days of 16-week, 12-week, and 2nd 8-week courses, a separate schedule will be used to allow two-hour blocks of time for final examinations. Final examinations will be administered during the last class period of first 8-week courses. During Summer term final examination dates will be determined by the faculty in each course.

STUDENT WITHDRAWAL PROCEDURE

It is recommended that a student considering withdrawal always contact his/her instructor, advisor, 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 Registration 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 (Retention Coordinator signature) 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".
   c. A student who is passing and whose withdrawal request date is after two-thirds of the class meetings shall receive a "W".
3. Upon notification of extenuating circumstances or non-attendance for two consecutive weeks, the Director of Student Records and Registration may initiate a withdrawal for the student using the same criteria as listed above.
4. Students who neglect to follow withdrawal procedures without good cause will not be considered officially withdrawn. They may forfeit their rights to refunds, and will receive a final grade in each course for which they enroll.
5. Withdrawal forms will not be honored if the withdrawal request date is later than the course or semester end date.

GRADE REQUITAL FOR FAILURE TO WITHDRAW

A student who has received all grades of "F" for a term due to failure to withdraw may appeal to have those grades changed if the following conditions exist:

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

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

The student may make a written appeal to the Director of Student Records and Registration to have the failing grade(s) changed to grades of "O" indicating grade requital (forgiveness). The appeal must contain documentation by faculty that the final examinations were never taken 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 Student Records and Registration 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 Student Registration/Records 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 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 dean. Depending on the severity of the case, the 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 Student Development/Life (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 Requital	
Q	No Credit/No Pass	

Any "I" grade may be made up by the student arranging with the instructor and/or dean to complete an unfinished course. The work must be completed within 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 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 Student Registration/Records Department. When the completed grade change form is received by the Student Registration/Records Department, the grade is recorded and the permanent student record (transcript) is updated.

COURSE REGRESSION

Departments and programs sometimes identify courses as part of particular learning sequences that require a progression from one course to the next. Regression occurs when a student takes a course that is earlier in the sequence than a course he or she has already taken and passed. Course taken in regression do not count toward graduation.

GRADE REPORTS

Grades will be available on the web to students four working days after the final day of the semester at www.hawkeyecollege.edu. Students who earn "D" or "F" grades are sent an early alert report letter approximately 7-weeks into a 16-week term. Grades will not be given out over the telephone. Questions as to grade validity should be directed to the instructor or dean and are considered to be correct after 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 semester credit		30 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 (program grade point average below 2.000) at Hawkeye. Fresh Start cannot be applied if you graduated from a previous program. 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 requited (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 or 30 hours of credit in residence at Hawkeye Community College.
   3. The Associate in Arts, Associate in Science, and Associate in General Studies degrees will be awarded for satisfactory completion of a prescribed curriculum of at least 62 semester hours (64 hours for Business Administration) 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, or Associate in General Studies degree. These awards are sent by first class mail to the student's local address.

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 proceeding 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 proceeding their last term.

GRADUATION COMMENCEMENT

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

GRADUATION WITH HONORS

Candidates for graduation who earn a cumulative grade point average of at least 3.50 to 3.74 will graduate with "Honors". Candidates for graduation who earn a cumulative grade point average of at least 3.75 to 3.99 will graduate with "High Honors". Candidates for graduation who earn a cumulative grade point average of 4.00 will graduate with "Presidential Honors". 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 or interested in receiving additional information about these assessments should call 319-296-4014 to schedule an appointment. A photo identification is 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. Counselors and 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.

   CAREERWISE, a three-hour, one-day workshop and 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.

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, 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. **STUDENTS WITH DISABILITIES** - 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 Disabilities Counselor, 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.

   Students requesting special accommodations are urged to contact The Student Development Office on the upper level of Hawkeye Center or call 319-296-4014 to initiate the process of obtaining accommodations prior to the start of the semester. The student is responsible for providing documentation of the disability.

COURSE SUBSTITUTION POLICY

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

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

A. The student, having made a good faith effort to complete the required course in question and having availed him/herself of the accommodations recommended by the Disability Services staff in the Student Development Office, has been unable to satisfactorily complete the course.

B. The student and the Disability Services staff, including the Director of Student Development/Life 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.

TRIO

TRIO-SOS (Student Support Services) is a federally funded program through the U.S. Department of Education. It provides Hawkeye Community College students with intensive support to succeed academically. The TRIO program assists students with personal and career development and prepares them to transfer successfully to four-year institutions. For more information, contact the TRIO office at 319-296-2320, ex. 1803 or in Bremer Hall.

LEARNING COMMUNITIES

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

1. **Wings Honors Program for General Studies**

   The Wings program allows students to get an AA degree with honors. Wings provides excellent preparation for baccalaureate or advanced degree work and features small classes with experienced faculty, special social and cultural events bringing students together outside of class, and a planned curriculum to help make sense of college degree requirements. Other benefits of Wings may include a discount on tuition as well as other types of financial assistance. For more information or to find out how to apply, contact the Wings Program Coordinator, Sally M. Browne, at 319-296-2320 ex. 1372 or email at sbrowne@hawkeyecollege.edu.

2. **Tomorrow's Teachers in Action Today (TTACT)**

   This learning communities focuses on teacher preparation and provides a suggested course of study to keep students on track with degree requirements at four-year universities. Students may join TTACT in the fall semester by registering for special sections of Introduction to Teaching and Math for Decision Making. Ask your advisor about TTACT. For more information, contact the TTACT coordinator, Catharine Freeman, at 319-296-2320, ex. 1242 or email at cfreeman@hawkeyecollege.edu.

3. **Classmates or Paired Classes**

   Any interested general studies student may enjoy the benefits of learning communities through paired classes. Students in paired classes takes two classes together, get to know each other better, and deepen their understanding through dis-

cussion of the same ideas in both courses. For more information, visit the Hawkeye website at www.hawkeyecollege.edu or ask your advisor about which paired classes are currently being offered.

4. **Take FLITE (Fun Learning In Teams)**

   This program consists of paired course opportunities for students who take the COMPASS assessment and need to take two or more College Success courses. In addition to paired courses, students will participate in expanded learning opportunities and social events to help them build and sustain a supportive, positive college experience. For more information call Kathy Linda, Developmental Studies Department Chair, Bremer Hall, at 319-296-4418.

STUDENT LIFE - HAWKEYE CENTER, 319-296-4027 OR 1-800-670-4769

1. **STUDENT ACTIVITIES** - The Hawkeye Community College Student Senate provides, through student activity fees, a comprehensive program of co-curricular and extracurricular activities. The basic philosophy and intent is to provide access to activities and programs that will enable the student to grow as a person while having fun. Attempts are made to schedule activities and programs when the majority of students are free, but it is impossible to fit every event into all students' schedules. Student activities are viewed as an extension of the classroom and the same policies governing student conduct within the educational division are also in force for student activities. Examples of student activities made available are: basketball, campus festivals, concerts, family events, golf, guest speakers, hockey, pool, specialty shows, swimming, trips, volleyball, Waterloo Community Playhouse tickets, workshops, YWCA membership, etc.
2. **MULTI-CULTURAL PROGRAMMING** - The Student Life department implements a comprehensive multicultural program that embraces campus diversity.
3. **EMPLOYMENT SERVICES** - A list of jobs is available, ranging from one-day to regular or part-time employment in the Student Life Office and on job boards in the following buildings: Black Hawk Hall, Bremer Hall, Buchanan Hall, Butler Hall, Grundy Hall, and Hawkeye Center. The Student Life Office is located on the upper level of Hawkeye Center.
4. **STUDENT SENATE** - Hawkeye Community College provides a duly constituted Student Senate. Every student enrolled at Hawkeye Community College is eligible to be a member of Student Senate. Thirty-five elected representatives, fifteen delegated of sophomore status (30 or more hours), fifteen 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 Student Senate or 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

Education Club

Environmental Club

Future Electronics Technicians Club

Horticulture Club

Interior Design Club

International Association of Administrative Professionals

International Student Club

Marketing Management - Delta Epsilon Chi

Math Club

Non-Traditional Student Club

Peer Educators

Photography Club

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 receive publicity through activities, brochures or other publications, by contacting the Student Activities Office.
4. Must keep a current constitution with bylaws, current membership list, and list of officers on file in the Student Life 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.
5. Must be recognized by Student Senate and have a staff advisor. Additionally, must submit yearly club objectives, projects, etc., and a yearly report on such items to the student senate.
6. Receive funding from Student Senate based upon guidelines established by the Senate.

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, Room 116. The area consists of a study area and a large com-

puter lab, an ESL language lab, and an adaptive equipment lab for students with special needs. 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 and make-up testing services are also available. The ASC staff in cooperation with the Student Development Department provides academic services for persons with disabilities, which includes accommodations for testing and training with adaptive equipment. Call 319-296-4014 (Student Development) or 319-296-4029 (Academic Support) for further information. Academic Support instructors are available to assist students in the lab during regular lab hours.

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

Other Academic Support services offered to Hawkeye students include:

- Free workshops in a variety of computer software
- Free study skills workshops
- English as a Second Language lab
- Special needs computer equipment and software
- PLATO self paced learning software

The Academic Support Computer Lab Hours:

Monday - Thursday	7:00 a.m. - 8:00 p.m.
Friday	7:00 a.m. - 4:30 p.m.
Sunday	12:00 noon - 8:00 p.m.

The Lab is closed on holidays, and changes in hours are announced over the ComLink system and posted in the Lab. Overview of ASC Computer Lab Policies and Rules:

1. Students must clock in and out of the ASC.
2. No game playing is allowed.
3. No instant messaging is allowed.
4. No software downloading or installation is allowed.
5. No pornography or the display of information that others could find threatening, harassing or hateful is 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 will be encouraged to take College Success Courses. These classes are also available to anyone interested in improving his or her skills in reading, writing, English as a Second Language, mathematics, study skills, and biology. The courses may be taken prior to, or along with, course work in a student's major area of study.

   Success courses credit hours count toward financial aid eligibility; they do not apply toward graduation from a program. Students enrolled solely in Success (developmental) courses may only receive consideration for Federal Direct Student Loans for a maximum timeframe of 12 months and are not eligible for grant funds. Please contact the Financial Aid Office on the lower level of Hawkeye Center for further information. For more information about Success courses contact the Developmental Studies at, 319-296-4418.

POSTING INFORMATION ON CAMPUS

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

STUDENT PUBLICATIONS

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

CHILD CARE

The quality of your child's care is as important to you as the quality of your own education. That's why we will do everything we can to ensure every aspect of your learning experience at Hawkeye is exemplary, including our Child Care Service. The Hawkeye Child Development Center 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. For more information contact Hawkeye Community College at 319-296-2320. For evening child care options or other provider information, contact the Child Resource and Referral office at 319-233-0804.

VOTER REGISTRATION

Students desiring to register to vote may pick one up a registration form from the Student Life Office, Hawkeye Center - Upper Level.

STUDENT RIGHTS

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

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar or dean, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the

College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception that permits disclosure without consent relates to directory information. Directory information is designated student information that is generally not considered harmful or an invasion of privacy if released. Directory information is designated to be used internally within the College but its purpose may also be to allow the College to include this type of information about a student in certain school publications including, but not limited to, school directory, yearbook, honor roll or other recognition lists, playbill, and graduation programs. The College may designate the following information as directory information: Student's name, address, telephone number, date of birth, e-mail address, grade level, enrollment status, major field of study, and participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

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

   Another exception to the consent requirement is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

Hawkeye Community College is committed to maintaining an educational and work environment in which students, faculty, and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

Hawkeye Community College has developed and implemented an Affirmative Action Plan to demonstrate an ethical and legal commitment to Equal Employment Opportunity. The Plan is designed to advance the representation and utilization of protected class members and to prevent discrimination. The Plan will be periodically reviewed and revised in an evolving process to continually and optimally promote equity in educational services and employment practices at Hawkeye Community College.

NONDISCRIMINATION STATEMENT:

Hawkeye Community College does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, disability, or sexual orientation in its educational programs, activities, admission procedures, or employment practices. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

COMPLAINT PROCEDURE:

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

Students who feel that they have experienced discrimination should contact the Equity Coordinator at 319-296-4405 or 1-800-670-4769, ex. 4405.

SEXUAL HARASSMENT

The College is committed to providing a work and educational environment free of sexual harassment. Any form of sexual harassment that creates an offensive or hostile working environment or in which an employee demands sexual considerations in exchange for job benefits, grades or other educational benefits, will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature is considered sexual harassment. Such conduct includes but is not limited to the following:

- sexual jokes, innuendo, flirtation, touching, advances, or propositions;
- verbal abuse of a sexual nature;
- graphic or suggestive comments about an individual's dress or body;
- sexually explicit remarks to describe an individual;
- the display in the workplace of sexually suggestive objects or pictures, including nude photographs.

Any employee or student who believes he or she has been or is being sexually harassed should promptly report the facts surrounding the incident, including the names of the individual(s) involved, in writing. Please refer to the Complaint Procedure section of Equal Opportunity above for the procedure to be used.

AMERICANS WITH DISABILITIES ACT & THE VOCATIONAL REHABILITATION ACT

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

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 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 Academic Affairs Office located on the upper level of Hawkeye Center.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

GRADUATION RATE

Graduation and transfer out rate for Fall 2000 on a full-time basis is 53%. The graduation rate averages 37% and transfer out for nongraduates is 16%. Individual program rates may vary.

REPORTABLE CAMPUS CRIME RATE

Our 2001-2002, 2002-2003, and 2003-2004 comparative reportable crime rates were as follows:

	2001-2002	2002-2003	2003-2004
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Liquor-law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

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

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

GENERAL INFORMATION

STUDENT HEALTH SERVICES

Student Health Services is located on the upper level of Grundy Hall in Room 215.

Student Health Services offers medical care and treatment for students who become ill or are injured on campus. A registered nurse is on duty part-time during student contact days during the fall, spring and summer terms.

ACCIDENT & HEALTH INSURANCE

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

STUDENT EMAIL

1. As a Hawkeye Community College student, you are given a personal email address to use for the duration of your enrollment. Once you have successfully registered for a class, your email address will typically be created in one business day. Your email address is comprised of the first initial of your first name, then the first initial of your last name, 4 randomly generated digits, and finally '@hawkeyecollege.edu'. For example, Jane Doe's email address at Hawkeye may be 'JD1234@hawkeyecollege.edu'.

You are able to check your Hawkeye Community College email address from anywhere on and off campus. The official email program for student email is web based Microsoft Outlook (OWA). OWA is great for everyday use, in between classes, or when you're checking your email from home.

If you don't know your student email address, it can be found on your tuition invoice, or it can be found in the 'Information' section of Online Student Services.

2. **Hawkeye Community College Computers & Network:**
   As a Hawkeye Community College student, you will also be able to utilize the numerous computer labs and workstations on campus. To login to any of these computers you will need to use your personal username and password. Your username is the same as the characters before the '@' symbol in your email address. For example, Jane Doe, whose email address is 'JD1234@hawkeyecollege.edu', would have the username of 'JD1234'. Your initial password will be the same as your username which you will be required to reset the first time you access your account.

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

HOUSING

The Waterloo-Cedar Falls metropolitan area offers numerous opportunities for housing, such as single rooms, apartments, and homes. Hawkeye Community College students are also able to live in the residence halls at UNI. The College maintains a list of housing rentals and students seeking roommates which is available through the Admissions Office on the lower level of 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 10:00 a.m. Lunch, including a hot line, is available 10:00 a.m. to 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 the Metropolitan Transit Authority at 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 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.

DRUG-FREE COLLEGE POLICY

Hawkeye Community College finds the possession, consumption, and use of alcoholic beverages, or any controlled substance on any premises of College to be a major inconsistency with the educational philosophy of the College. Therefore, such possession, consumption, and use will not be allowed except where such items are used as a part of an approved educational program. The Board of Trustees also finds that no college controlled finances will be utilized for the purchase or sale of alcoholic beverages, or any controlled substance on or off Hawkeye Community College premises except where such items are used as a part of an approved educational program of the College. It is the intent of Hawkeye Community College to provide a drug-free campus environment in order to promote optimal learning. There is considerable evidence to support the premise that most students who use mood altering drugs (alcohol, marijuana, cocaine, heroin, and other uppers and downers) 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 FOR CONTROLLED SUBSTANCES

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

PUBLIC INTOXICATION

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

FIREARMS ON CAMPUS

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

CHRONIC COMMUNICABLE DISEASES

Students with identified chronic communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such settings so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. Placement decisions will be made by using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College. The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)

It is the policy of 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 Director of Student Development/Life 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 CODE

Hawkeye Community College students are expected to obey federal, state and local laws and regulations; show respect for properly constituted authority; and exhibit and maintain integrity and honor in all matters related to the College. Student behavior which, after due process, is found to be disruptive to classes which interferes with the rights of others or which damages property, may result in probation, suspension or 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 be the primary consideration.

STUDENT DISCIPLINARY CODE

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

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

END-USER COMPUTING POLICIES AND STANDARDS

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

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

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

b) "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful hacking attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.

c) Knowingly introducing a "computer virus" to a computer or network (i.e. a program, either harmless or damaging, which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).

d) Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code or data. Attempting to gain network privileges to which you are not entitled.

e) Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or attempting to do so.

f) Introducing or using profanity/obscenities on the network including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.

g) Using the network to conduct business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.

h) Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person's login or attempting to do so. Unauthorized use of a generic login outside of the context for which that login was created. Each student/employee will be responsible for all activities under his/her assigned login.

i) Inappropriate or misuse of email. This includes sending unsolicited email (including junk mail, jokes, or chain letters) to anyone from the College's email system that is not of a business nature.

j) Installing unauthorized personal hardware to any computer or network resource.

k) Installing any software on the College network. Installations on the network are the responsibility of HCC Information Systems.

l) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

m) Unauthorized transfer of a file.

n) Use of computing facilities to interfere with the work of another student, faculty member, or Hawkeye Community College official.

o) Use of computing facilities to send obscene or abusive messages.

p) Use of computing facilities to interfere with normal operation of Hawkeye Community College's computing system.

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

- protection of passwords
- reporting any breech of system security
- reporting unauthorized use of their account
- changing their password on a regular basis
- frequently making backup copies of work to ensure against loss
- clearly label works and opinions as their own before they are widely distributed

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

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

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

Any student who violates the policies set forth in this document is subject to disciplinary action as defined in the Student Handbook. Faculty and staff who violate these policies are subject to disciplinary action as defined in the Employee Handbook. All violators may be subject to arrest according to local, state and federal law.

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 del-

egated to the administration as follows:

1. Instructors have the authority to suspend a student from their class. Maximum duration of the suspension should not exceed one 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 Director of Student Development/Life, 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 Director of Student Development/Life, 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 Director of Student Development/Life with the input from appropriate parties involved.

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 319-493-1763 or 319-493-1765, 24 hours a day, seven days a week. Public Safety can also be reached by pager at 319-235-8422.

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

PARKING AND TRAFFIC REGULATIONS

Hawkeye Community College has adopted parking and traffic regulations in order to maximize safety and ensure access for emergency vehicles. Parking tags are provided and required for student and employee vehicles. Copies of the parking and traffic regulations are provided to all students when they register their vehicles at the Business Office. The regulations are also available in the Student Life Office on the upper level of Hawkeye Center. The Public Safety Office enforces the parking regulations and assesses fines for violations.

TEMPORARY CLOSING

The decision to cancel classes is made by the college administration. Classes may be canceled or delayed due to inclement weather or because of college maintenance situations (i.e. shutdown of electricity, shutdown of water, etc.). Students are notified of cancellations or delayed starts through the 1). Hawkeye Information and Campus Closings at 319-296-4444, 2). local radio/television stations, 3). college web site at www.hawkeyecollege.edu, 4). announcements from instructors. Notifications of individual class cancellations are made through the instructional department office.

Community and Continuing Education classes in local school districts will follow the decisions made for that particular school where classes are held.

Classes at the Cedar Falls Center, Metro Campus, MLK Center, Telecommunications, Hawkeye Technology Access Center, and Work Force Development Centers 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.

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 Director of Student Development/Life.

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 Director of Student Development/Life. Other temporary disciplinary measures may be evoked as determined to be appropriate by the Director of Student Development/Life.

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 privilege 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. Children should not be left in vehicles without an adult present inside the vehicle. Instances of unsupervised children will be reported to the Department of Human Services.

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 6:00 p.m. on Friday; except on workdays prior to a holiday, when it is open until 4:30 p.m.

WELLNESS FACILITY

The Hawkeye Community College Wellness Facility is located in Bremer Hall, Room 141. Through student activities funding, the 1997-98 student senators assisted with remodeling the Wellness Facility in Bremer Hall. The Wellness Facility is open for student and staff use. Open use hours are posted shortly after the start of each semester.

The Wellness Facility is filled with new equipment including ellipse trainers, lifecycles, a variety of weight machines, and free weights. For additional information, stop by the Wellness Facility in Room 141 Bremer Hall, or call 319-296-2320, ex. 1334.

* Wellness classes have priority scheduling of the facility. In times of inclement weather, classes may be using the Wellness Facility.

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, publications, and the college web site to inform the public of opportunities available in the College's applied science and technology, arts and sciences, buisness and industry training, and Community and Continuing Education programs. The staff works directly with students, faculty, and staff on news and promotional efforts.

HAWKEYE COMMUNITY COLLEGE FOUNDATION

The Hawkeye Community College 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, the Foundation provides scholarships, loans, faculty development, and equipment to support the diverse needs of the college and its students.

For more information, contact the Hawkeye Community College Foundation office at 319-296-4002, or visit us at www.hawkeyecollege.edu.

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, major credit card, or charged on financial aid. For the first two weeks of the semester, textbooks can be returned for a full refund IF you have the receipt and the books are not marked in. Also, textbooks can be sold back to the bookstore the last week of every semester. The bookstore also carries software, school supplies as well as gift items and Hawkeye clothing. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Thursday; and 8:00 a.m. to 4:00 p.m., Friday.

LOST AND FOUND

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

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, e-book and video collections number over 49,000 items, and the current periodical collection includes 480 titles. The library provides access to 28 online subscription research databases with thousands of full-text periodicals.

Library resources are available at the college's web site: **www.hawkeyecollege.edu/library/index.aspx**

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

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

ORIENTATION: Many students participate in a library orientation session while taking a Communications class.

In addition students may request research assistance at the Reference Desk.

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

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

TELEPHONE: 319-296-4006, or Ext. 4006 (on-campus)

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.

DISTANCE LEARNING

- **Live, Interactive Courses**

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

  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 (319-269-4006) and ask to speak with a librarian to arrange loan of materials or visit www.hawkeyecollege.edu/library for online resources.

- **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 text book 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.

Depending on where you live, replays of the telecourse can be accessed through the HCC-TV channel, and/or via web streaming. Video tapes are available in the library

A Complete Telecourse Guidebook for the students is available from the Distance Learning Department in Tama Hall. For additional information about telecourses contact the department at 319-296-4022, or visit the Hawkeye web site at www.hawkeyecollege.edu/schedules, or IPTV at www.iptv.org/iptvcampus.

- **Online Courses**

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

Each course will include an on-line syllabus, lesson modules, a textbook and other resources. Tests may be taken via the computer and/or proctored at a designated campus or public library site. Self motivated adults who feel comfortable with computer technology will enjoy the flexibility of Hawkeye's on-line courses. See our Distance Learning Web Page (www.hawkeyecollege.edu/distancelearning) for Online Course Resources:

- Online Course Launch Pad - This is where you can attend a class online.
- Web Welcome Letter - A brief welcome from us and a rundown of some basics you'll need to know for your online course.
- Student Orientation Course - A tutorial that will teach you the basics of how to take an online course.
- Online Course FAQs - Answers to frequently asked questions concerning online courses.
- Online Course Checklist - A thorough checklist to get you started off right in your online course.

Current and upcoming offerings are available at www.hawkeyecollege.edu/schedules. For more information, contact the Distance Learning Department in Tama Hall, 319-296-4022.

SPECIAL SERVICES AND PROGRAMS

THE INSTITUTE FOR LEARNING AFTER FIFTY

This is a member-directed learning organization 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 Community Services at 319-296-4017, ext. 1248.

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

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)

The Associate in General Studies degree is designed for students who desire to pursue a course of study that offers the option of transferring to a four-year institution or moving directly from Hawkeye Community College to the workforce. This degree 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. Because a statewide articulation agreement for AGS degree does not exist, it is necessary to articulate the degree on a college-by-college basis. Special care will have to be taken to assure that the upper division baccalaureate program specific requirements are met by the lower division work completed by AGS students at Hawkeye Community College.

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, or AGS 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, and AGS) 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; and an AGS degree in General Business. Majors at Hawkeye Community College are designed to steer the student into the general category of their intended educational goals. Each of the general majors listed above can prepare students for transfer into a number of specific four-year majors. It is presumed that students will select a focus of classes within the general Hawkeye Community College major that will prepare them for their four-year major.

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.

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

__ HM101T Western Civilization I 4
__ HM102T Western Civilization II 4

B. Requires courses from 2 different areas (1,2, or 3) 6 Hours (minimum)

(1) LITERATURE AND FINE ARTS

__ FA101T Art Appreciation 3
__ FA105T Art History I 3
__ FA106T Art History II 3
__ LR100T Intro to Literature 3
__ LR105T Theatrical Arts & Society 3
__ MU206T Music Appreciation 3

(2) PHILOSOPHY AND RELIGION

__ PR101T Intro to Philosophy OR PR190T (TV) 3
__ PR105T Religions of the World 3
__ PR110T Intro to Ethics or HM190T (TV) 3

(3) NON-WESTERN CULTURES

__ HM112T African Cultures * 3
__ HM114T East Asian Cultures * 3
__ HM116T Latin American Cultures * 3
__ HM118T Middle Eastern/Islamic Civilization 3
__ HM192T 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

__ BI103T Intro to Anatomy & Physiology 4
__ BI105T Human Anatomy & Physiology II (P) 4
__ BI106T Principles of Microbiology 3
__ BI110T Principles of Biology 4
__ BI111T Biology of Organisms 4
__ BI112T Biological Science Survey 4
__ BI113T Human Biology 3
__ NR121T Environmental Conservation *** 3

B. PHYSICAL SCIENCES

__ CH105T Principles of Chemistry 4
__ CH107T Fundamentals of Organic/Biochemistry (P) 4
__ CH110T General Chemistry I (P) 4
__ CH111T General Chemistry II (P) 4
__ GY110T Physical Geography 3
__ GY111T Physical Geography Lab (C) 1
__ NS123T Environmental Issues *** 3
__ NS124T Environmental Issues Lab *** (C) 1
__ PH110T General Physics I (P) 4
__ PH111T General Physics II (P) 4
__ PH112T Engineering Physics I (P) 5
__ PH113T Engineering Physics II (P) 5
__ PS112T Physical Science Survey 4
__ PS115T Introductory Astronomy OR PS190T (TV) 3

C. MATHEMATICS (Assessment Required) 3 **Hours (minimum)**)

__ MA111T Math for Decision Making (P) 3
__ MA140T Introduction to Statistical Methods OR MA:191T (TV) (P) 3
__ MA150T College Algebra (P) 5
__ MA151T Trigonometry & Analytical Geometry (P) 5
__ MA153T Pre-Calculus (P) 4
__ MA155T Calculus I (P) 4
__ MA156T Calculus II (P) 4
__ MA157T Calculus III (P) 4

III. SOCIAL SCIENCES **9 Hours (minimum)**

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

A. PEOPLE AND THEIR RELATIONSHIPS

__ PY100T General Psychology OR PY190T (TV) 3
__ SO100T Introduction to Sociology OR SO190T (TV) 3

B. SOCIAL SYSTEMS

__ EC100T Introduction to Economics 3
(No credit if EC101T or EC102T earned)
__ SS100T American Civilization 3
__ SS152T American Government OR SS193T (TV) 3

C. OTHER GENERAL SOCIAL SCIENCES

__ HY140T U.S. History to 1877 OR HY190T (TV) 3
__ HY150T U.S. History Since 1877 OR HY191T (TV) 3
__ HY240T History of Women in the U.S. (P) 3
__ PY105T Human Growth & Development 3
__ SO112T Marriage & Family OR SO191T (TV) 3
__ SO114T Death & Dying 3
__ SO118T Social Issues 3
__ SS110T Cultural Anthropology OR HM191T (TV) 3
__ SS130T Human Geography 3
__ SS151T International Relations 3

IV. COMMUNICATIONS **9 Hours (minimum)**

A. WRITTEN COMMUNICATIONS 6 Hours (required)
(Assessment Required)

__ CM113T Composition I (P) 3
__ CM118T Composition II (P) 3

B. ORAL COMMUNICATIONS 3 Hours (required)

__ CM132T Fundamentals of Oral Communication 3

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

__ CM141T Diversity and the Media 3
__ LR201T Minority Voices in Literature 3
__ PY116T Psychology of Gender (P) 3
__ SO216T Diversity in America 3
__ WS100T Introduction to Women's Studies 3

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* Meets the Non-Western Cultures requirement at UNI.
*** NR121T, NS123T & NS124T – only one can be taken toward your 7 hrs. of science requirements.
(C) Must take a co-requisite
(P) Must complete a pre-requisite
TV - Course taught over Iowa Public Television or HCC TV
^ Other AG, AS & HT classes can be found in the catalog.

SUCCESS COURSES TAKEN OR TO BE TAKEN:

__ Review at Metro: __ Writing __ Reading __ Math

__ SC008D English as a Second Language (4)
__ SC018D English as a Second Language II (4)
__ SC009D English as a Second Language Lab (2)
__ SC035D Pre-Algebra (3) 18-38
__ SC038D Beginning Algebra (4) PA 39-100 A 1-41
__ SC022D Intro to College Reading (3) 40-46
__ SC023D Intro to College Reading II (3) 47-68
__ SC024D College Study Skills (3) 69-81
__ SC015D Fundamentals of Writing I (3) 20-40
_____ COMPASS retest or faculty recommendation
__ SC017D 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.

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

__ AC101T	Principles of Accounting I	4
__ AC102T	Principles of Accounting II (P)	4
__ AF201T	Intro to GIS Software ^ (P)	1
__ AF231T	Application of Global Positioning Systems ^	4
__ AF232T	Application of Geographic Info Systems ^	4
__ AG103T	Agriculture Computers ^	3
__ AG109T	Agriculture Enterprise Lab ^	1
__ AG130T	Ag Marketing ^	3
__ AG156T	Ag Leadership ^	3
__ AG206T	Agricultural Economics ^	3
__ AG234T	AG Finance ^	3
__ AP110T	Principles of Crop Science	3
__ AS110T	Principles of Animal Science ^	3
__ AS202T	Animal Nutrition ^	3
__ BI104T	Human Anatomy & Physiology I	4
__ BI107T	Basic Nutrition	2
__ BI109T	Principles of Nutrition	3
__ BI191T	Living with Health (TV)	3
__ BI201T	Applications of Biotechnology (P)	3
__ CJ102T	Intro to Criminal Justice	3
__ CJ108T	Intro to Corrections	3
__ CL110T	Computer Concepts and Applications (P)	3
__ CM120T	Creative Writing	3
__ CM124T	News Reporting	3
__ CM134T	Performance of Literature	3
__ CM136T	Interpersonal Communication	3
__ CM138T	Group Process (P)	3
__ CM140T	Introduction to Mass Communication	3
__ CM143T	Media Messages: Printed Page	1
__ CM145T	Media Messages: TV and Movies	1
__ CM147T	Media Messages: World Wide Web	1
__ CM195T	American Cinema (TV)	3
__ CS116T	Intro to Computer Science (P)	4
__ CS118T	Data Structures (P)	4
__ EC101T	Principles of Macroeconomics	3
__ EC102T	Principles of Microeconomics	3
__ ED101T	Introduction to Teaching	3
__ ED103T	Children's Literature	3
__ ED205T	Educational Psychology (P) (C)	3
__ ED206T	Educational Field Experience (C)	1
__ ED230T	Academic Services Learning Experience	1
__ FA100T	Painting I	3
__ FA102T	Painting II (P)	3
__ FA108T	The Movies: An Intro to Film	3
__ FA112T	Basic Photography	3
__ FA116T	Three-Dimensional Design	3
__ FA205T	Drawing I	3
__ FA210T	Drawing II	3
__ FA215T	Two-Dimensional Design	3
__ FL130T	Spanish I	5
__ FL131T	American Sign Language I	3
__ FL132T	Spanish II (P)	5
__ FL133T	American Sign Language II (P)	3
__ FL134T	Chinese I	3
__ FL138T	Conversational Spanish	3
__ FL140T	French I	5
__ FL142T	French II (P)	5
__ FN101T	Principles of Banking	3
__ FN103T	Principles of Finance (P)	3
__ FN131T	Commercial and Mortgage Lending	3
__ FN133T	Trust Operations & Financial Management	3
__ FN135T	Money & Banking	3
__ HR201T	Leadership: Training & Skill Development	3
__ HT106T	Plant Propagation I ^	2
__ HT108T	Turf Grass Science ^	3
__ HT131T	Botany ^	3
__ HT139T	Plant Propagation II ^	2
__ IY100T	Intro to College	2
__ IY102T	Career Exploration	2
__ LR110T	Survey of Major British Authors	3
__ LR202T	Images of Women in Literature	3
__ MA113T	Introduction to College Algebra (P)	4
__ MA115T	Mathematics for Elementary Teachers (P)	3
__ MG101T	Introduction to Business OR MG194T (TV)	3
__ MG105T	Business Statistics (P)	3
__ MG106T	Business Law	3
__ MG108T	Quantitative Methods for Business Decision Making (P)	3
__ MG110T	Principles of Management OR MG191T (TV)	3
__ MG112T	Intro to Information Systems	3
__ MG193T	Something Ventured: Small Business Management (TV)	3
__ ML100T	American Defense Establishment	1
__ ML101T	Military Leadership & Problem Solving Skills	2
__ ML102T	Foundations of Military Organization	1
__ ML103T	Military Survival Skills	2
__ MM110T	Marketing Principles OR MG192T (TV)	3
__ MM138T	Business Ethics	3
__ MU110T	Applied Music/Voice Class	1
__ NR101T	Introduction Environmental Technology	4
__ NR135T	Fire Management (Major only) (P)	2
__ NR201T	Conservation Biology (P)	4
__ PE100T	Intro to Wellness	2
__ PE102T	Physical Activities - Jogging	1
__ PE103T	Physical Activities - Weight Training	1
__ PE104T	Physical Activities - Golf	1
__ PE105T	Physical Activities - Bowling	1
__ PE106T	Physical Activities - Roller Blading	1
__ PE107T	Physical Activities - Bicycling	1
__ PE108T	Physical Activities - Volleyball	1
__ PE109T	Physical Activities - Tennis	1
__ PE111T	Physical Activities - Aerobic Activities	1
__ PE112T	Physical Activities - Circuit Training	1
__ PE113T	Physical Activities - Power Walking	1
__ PE114T	Physical Activities - Racquetball	1
__ PY118T	Intro to Social Psychology (P)	3
__ PY201T	Abnormal Psychology OR PY191T (TV) (P)	3
__ SO104T	Intro to Criminology	3
__ SO106T	Juvenile Delinquency	3
__ SO120T	Intro to Social Welfare/Social Work	3
__ SS154T	Comparative Politics	3
__ SS160T	Intimate Relationships & Sexuality	3
__ SS190T	The Power of Place/Regional Geography (TV)	3
__ SS191T	Growing Old in a New Age (TV)	3
__ SS210T	Urban Studies (P)	3
__ XX181T, 182T, 183T	Independent Study 1-3 Credits (P)	

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UP TO 16 TECHNICAL CREDITS MAY BE USED AS ELECTIVES.

^ Other AG, AS & HT classes can be found in the catalog.

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:

AC101T Principles of Accounting I
AC102T Principles of Accounting II
EC101T Principles of Macroeconomics
EC102T Principles of Microeconomics

A minimum of 9 hours from the following business electives:
CL110T Computer Concepts and Applications
MG101T Introduction to Business
MG105T Business Statistics*
MG106T Business Law
MG108T Quantitative Methods for Business Decision Making*
MG110T Principles of Management
MG112T Introduction to Information Systems*
MM110T Marketing Principles
*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 41credit 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:

CJ102T Introduction to Criminal Justice (3 credits)
CJ108T Introduction to Corrections (3 credits)
CJ219T Field Observation (3 credits)
CJ220T Parole, Probation, & Community Corrections (3 credits)
PE100T Introduction to Wellness (2 credits)
PL111U Criminal Justice Computer Applications (1 Credit)
SO104T Introduction to Criminology (3 credits)
SO106T 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.

Category I:	Humanities	7 hrs. minimum
Category II:	Natural Sciences & Math	12 hrs. minimum
Category III:	Social Sciences	6 hrs. minimum
Category IV:	Communications	9 hrs. minimum
Category V:	Social Diversity	3 hrs. minimum
		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)
- __ HM101T Western Civilization I 4
- __ HM102T Western Civilization II 4

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

(1) LITERATURE AND FINE ARTS
- __ FA101T Art Appreciation 3
- __ FA105T Art History I 3
- __ FA106T Art History II 3
- __ LR100T Intro to Literature 3
- __ LR105T Theatrical Arts & Society 3
- __ MU206T Music Appreciation 3

(2) PHILOSOPHY AND RELIGION
- __ PR101T Intro to Philosophy * OR PR190T (TV) 3
- __ PR105T Religions of the World 3
- __ PR110T Intro to Ethics * OR HM190T (TV)* 3

(3) NON-WESTERN CULTURES
- __ HM112T African Cultures 3
- __ HM114T East Asian Cultures 3
- __ HM116T Latin American Cultures 3
- __ HM118T Middle Eastern/Islamic Civilization 3
- __ HM192T 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
- __ BI103T Intro to Anatomy & Physiology 4
- __ BI105T Human Anatomy & Physiology II (P) 4
- __ BI106T Principles of Microbiology 3
- __ BI110T Principles of Biology 4
- __ BI111T Biology of Organisms 4
- __ BI112T Biological Science Survey 4
- __ BI113T Human Biology
- __ NR121T Environmental Conservation *** 3

B. PHYSICAL SCIENCES
- __ CH105T Principles of Chemistry 4
- __ CH107T Fundamentals of Organic/Biochemistry (P) 4
- __ CH110T General Chemistry I (P) 4
- __ CH111T General Chemistry II (P) 4
- __ GY110T Physical Geography 3
- __ GY111T Physical Geography Lab (C) 1
- __ NS123T Environmental Issues *** 3
- __ NS124T Environmental Issues Lab *** (C) 1
- __ PH110T General Physics I (P) 4
- __ PH111T General Physics II (P) 4
- __ PH112T Engineering Physics I (P) 5
- __ PH113T Engineering Physics II (P) 5
- __ PS112T Physical Science Survey 4
- __ PS115T Introductory Astronomy OR PS190T (TV) 3

C. MATHEMATICS (Assessment Required)
- __ MA140T Introduction to Statistical Methods (P) 3
  OR MA:191T (TV)
- __ MA150T College Algebra (P) 5
- __ MA151T Trigonometry & Analytical Geometry (P) 5
- __ MA153T Pre-Calculus (P) 4
- __ MA155T Calculus I (P) 4

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

Requires both classes.
- __ PY100T General Psychology OR PY190T (TV) 3
- __ SO100T Introduction to Sociology OR SO190T (TV) 3

IV . COMMUNICATIONS **9 Hours (minimum)**

A. WRITTEN COMMUNICATIONS 6 Hours (required)
(Assessment Required)
- __ CM113T Composition I (P) 3
- __ CM118T Composition II (P) 3

B. ORAL COMMUNICATIONS 3 Hours (required)
- __ CM132T Fundamentals of Oral Communication 3

V. SOCIAL DIVERSITY **3 Hours (minimum)**
- __ CM141T Diversity and the Media 3
- __ LR201T Minority Voices in Literature + 3
- __ PY116T Psychology of Gender + (P) 3
- __ SO216T Diversity in America + 3
- __ WS100T Introduction to Women's Studies + 3

*Meets the Ethics requirement at ISU for College of Agriculture.
***NR121T, NS123T & NS124T - only one can be taken toward your 7 hrs. of science requirements.
(C) Must take a co-requisite
(P) Must complete a pre-requisite
+ 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.

SUCCESS COURSES TAKEN OR TO BE TAKEN:
- __ Review at Metro: __ Writing __ Reading __ Math
- __ SC008D English as a Second Language (4)
- __ SC018D English as a Second Language II (4)
- __ SC009D English as a Second Language Lab (2)
- __ SC035D Pre-Algebra (3)
- __ SC038D Beginning Algebra (4)
- __ SC022D Intro to College Reading (3)
- __ SC023D Intro to College Reading II (3)
- __ SC024D College Study Skills (3)
- __ SC015D Fundamentals of Writing I (3)
- _____ COMPASS retest or faculty recommendation
- __ SC017D 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

__ AB153T Ag Sales ^ 3
__ AC101T Principles of Accounting I 4
__ AC102T Principles of Accounting II (P) 4
__ AF201T Intro to GIS Software ^ (P) 1
__ AF231T Application of Global Positioning Systems ^ 4
__ AF232T Application of Geographic Info Systems ^ 4
__ AG103T Agriculture Computers ^ 3
__ AG109T Agriculture Enterprise Lab ^ 1
__ AG130T Ag Marketing ^ 5
__ AG138T Employment Experience ^ 3
__ AG156T Ag Leadership ^ 3
__ AG206T Agricultural Economics ^ 3
__ AG232T Agricultural Business Management ^ 3
__ AG234T Ag Finance ^ 3
__ AP102T Soils and Fertilizer ^ 3
__ AP110T Principles of Crop Science ^ 3
__ AP131T Cash Grains ^ 3
__ AS110T Principles of Animal Science ^ 3
__ AS124T Evaluation and Selection ^ 3
__ AS201T Animal Agricultural Issues ^ 2
__ AS202T Animal Nutrition ^ 3
__ AS203T Food Animal Science ^ (P) 5
__ AS205T Companion Animals ^ 3
__ AS207T Animal Anatomy, Physiology and Health (P) 5
__ BI104T Human Anatomy & Physiology I 4
__ BI107T Basic Nutrition 2
__ BI109T Principles of Nutrition 3
__ BI191T Living with Health (TV) 3
__ BI201T Applications of Biotechnology (P) 3
__ CJ102T Intro to Criminal Justice 3
__ CJ108T Intro to Corrections 3
__ CL110T Computer Concepts and Applications (P) 3
__ CM120T Creative Writing 3
__ CM124T News Reporting 3
__ CM134T Performance of Literature 3
__ CM136T Interpersonal Communication 3
__ CM138T Group Process (P) 3
__ CM140T Introduction to Mass Communication 3
__ CS116T Intro to Computer Science (P) 4
__ CS118T Data Structures (P) 4
__ EC100T Introduction to Economics 3
(No credit if EC101T or EC102T earned)
__ EC101T Principles of Macroeconomics 3
__ EC102T Principles of Microeconomics 3
__ ED101T Introduction to Teaching 3
__ ED205T Educational Psychology (P) (C) 3
__ ED206T Educational Field Experience (C) 1
__ ED230T Academic Services Learning Experience 1
__ FA100T Painting I 3
__ FA108T The Movies: An Intro to Film 3
__ FA112T Basic Photography 3
__ FA116T Three-Dimensional Design 3
__ FA205T Drawing I 3
__ FA215T Two-Dimensional Design 3
__ FL130T Spanish I 5
__ FL131T American Sign Language I 3
__ FL132T Spanish II (P) 5
__ FL133T American Sign Language II (P) 3
__ FL134T Chinese I 5
__ FL138T Conversational Spanish 3
__ FL140T French I 5
__ FL142T French II (P) 5
__ HR201T Leadership: Training & Skill Development 3
__ HT106T Plant Propagation I ^ 2
__ HT108T Turf Grass Science ^ 2
__ HT131T Botany ^ 3
__ HT135T Chemical Certification ^ 3
__ HT139T Plant Propagation II ^
__ HT237T Golf Course Management 3
__ HY140T U.S. History to 1877 or HY190T (TV) 3
__ HY150T U.S. History Since 1877 or HY191T (TV) 3
__ IY100T Intro to College 2
__ IY102T Career Exploration 2
__ LR110T Survey of Major British Authors 3
__ LR202T Images of Women in Literature 3
__ MA111T Math for Decision Making (P) 3
__ MA113T Introduction to College Algebra (P) 4
__ MA156T Calculus II (P) 4
__ MA157T Calculus III (P) 4
__ MG101T Introduction to Business OR MG194T (TV) 3
__ MG105T Business Statistics (P) 3
__ MG106T Business Law
__ MG108T Quantitative Methods for Business Decision Making (P) 3
__ MG110T Principles of Management OR MG191T (TV) 3
__ MG112T Intro to Information Systems 3
__ MG193T Something Ventured: Small Business Management (TV) 3
__ ML100T American Defense Establishment 1
__ ML101T Military Leadership & Problem Solving Skills 2
__ ML102T Foundations of Military Organization 1
__ ML103T Military Survival Skills 2
__ MM110T Marketing Principles OR MG192T (TV) 3
__ MM138T Business Ethics 3
__ MU110T Applied Music/Voice Class 1
__ NR101T Introduction Environmental Technology 4
__ NR135T Fire Management (Major only) (P) 2
__ NR201T Conservation Biology (P) 4
__ PE100T Intro to Wellness 2
__ PE102T Physical Activities - Jogging 1
__ PE103T Physical Activities - Weight Training 1
__ PE104T Physical Activities - Golf 1
__ PE105T Physical Activities - Bowling 1
__ PE106T Physical Activities - Roller Blading 1
__ PE107T Physical Activities - Bicycling 1
__ PE108T Physical Activities - Volleyball 1
__ PE109T Physical Activities - Tennis 1
__ PE111T Physical Activities - Aerobic Activities 1
__ PE112T Physical Activities - Circuit Training 1
__ PE113T Physical Activities - Power Walking 1
__ PE114T Physical Activities - Racquetball 1
__ PY105T Human Growth & Development 3
__ PY118T Intro to Social Psychology (P) 3
__ PY201T Abnormal Psychology OR PY191T (TV) (P) 3
__ SO104T Intro to Criminology 3
__ SO106T Juvenile Delinquency 3
__ SO112T Marriage & Family OR SO191T (TV) 3
__ SO114T Death & Dying 3
__ SO118T Social Issues 3
__ SO120T Intro to Social Welfare/Social Work 3
__ SS100T American Civilization 3
__ SS151T International Relations 3
__ SS152T American Government OR SS193T (TV) 3
__ SS160T Intimate Relationships & Sexuality 3
__ SS190T The Power of Place/Regional Geography (TV) 3
__ SS210T Urban Studies (P) 3
__ XX181T, 182T, 183T Independent Study 1-3 Credits (P)

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.

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

__ HM101T Western Civilization I 4
__ HM102T Western Civilization II 4

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

(1) LITERATURE AND FINE ARTS

__ FA101T Art Appreciation 3
__ FA105T Art History I 3
__ FA106T Art History II 3
__ LR100T Intro to Literature O 3
__ LR105T Theatrical Arts & Society 3
__ MU206T Music Appreciation 3

(2) PHILOSOPHY AND RELIGION

__ PR101T Intro to Philosophy OR PR190T (TV) 3
__ PR105T Religions of the World 3
__ PR110T Intro to Ethics or HM190T (TV) 3

(3) NON-WESTERN CULTURES

__ HM112T African Cultures * 3
__ HM114T East Asian Cultures * 3
__ HM116T Latin American Cultures * 3
__ HM118T Middle Eastern/Islamic Civilization * 3
__ HM192T 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

__ BI103T Intro to Anatomy & Physiology 4
__ BI105T Human Anatomy & Physiology II 4
__ BI106T Principles of Microbiology 3
__ BI110T Principles of Biology 4
__ BI111T Biology of Organisms 4
__ BI112T Biological Science Survey 4
__ BI113T Human Biology 3
__ NR121T Environmental Conservation *** 3

B. PHYSICAL SCIENCES

__ CH105T Principles of Chemistry 4
__ CH107T Fundamentals of Organic/Biochemistry 4
__ CH110T General Chemistry I 4
__ CH111T General Chemistry II 4
__ GY110T Physical Geography 3
__ GY111T Physical Geography Lab 1
__ NS123T Environmental Issues *** 3
__ NS124T Environmental Issues Lab *** 1
__ PH110T General Physics I 4
__ PH111T General Physics II 4
__ PH112T Engineering Physics I 5
__ PH113T Engineering Physics II 5
__ PS112T Physical Science Survey 4
__ PS115T Introductory Astronomy OR PS190T (TV) 3

C. MATHEMATICS (Assessment Required) 3 Hours (minimum)

__ MA111T Math for Decision Making 3
__ MA140T Introduction to Statistical Methods OR MA191T (TV) 3

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

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

A. PEOPLE AND THEIR RELATIONSHIPS

__ PY100T General Psychology OR PY190T (TV) 3
__ SO100T Introduction to Sociology OR SO190T (TV) 3

B. SOCIAL SYSTEMS

__ SS100T American Civilization 3
__ SS152T American Government OR SS193T (TV) 3

IV. COMMUNICATIONS **9 Hours (minimum)**

A. WRITTEN COMMUNICATIONS 6 Hours (required)
(Assessment Required)

__ CM113T Composition I 3
__ CM118T Composition II 3

B. ORAL COMMUNICATIONS 3 Hours (required)

__ CM132T Fundamentals of Oral Communication 3

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

__ CM141T Diversity and the Media 3
__ LR201T Minority Voices in Literature 3
__ PY116T Psychology of Gender 3
__ SO216T Diversity in America 3
__ WS100T Introduction to Women's Studies 3

VI. BUSINESS TRANSFER **14 Hours (minimum)**

__ AC101T Principles of Accounting I 4
__ AC102T Principles of Accounting II 4
__ CL110T Computer Concepts and Applications 3
__ EC100T Introduction to Economics 3
(No credit if EC101T or EC102T earned)
__ EC101T Principles of Macroeconomics 3
__ EC102T Principles of Microeconomics 3
__ MG101T Introduction to Business OR MG194T (TV 3
__ MG105T Business Statistics 3
__ MG106T Business Law 3
__ MG108T Quantitative Methods for Business Decision Making 3
__ MG110T Principles of Management OR MG191T (TV) 3
__ MG112T Intro to Information Systems (Available SP02) 3
__ MM110T Marketing Principles OR MG192T (TV) 3
__ MM138T 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

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
- Cost Accounting
- Payroll
- Accounting and Business Software

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 and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
*Applied Accounting I - AC103U	4
OR	
*Principles of Accounting I - AC101T	
*Applied Writing - CM102U	3
OR	
*Composition I - CM113T	
*Basic Math - MA110U	3
OR	
*Math Transfer Elective	
*Electronic Calculators - BS139U	1
*Word Processing - BS133U	3
*Human Relations - HR101U	3
OR	
*General Psychology - PY100T	
OR	
*Introduction to Sociology - SO100T	
SECOND SEMESTER	
*Applied Accounting II - AC135U	4
OR	
*Principles of Accounting II - AC102T	
*Accounting Simulations - AC202U	1
*Introduction to Database/Spreadsheets - BS106U	3
*Payroll Accounting - AC204U	1
*Introduction to Computer Accounting - AC133U	3
*Income Tax - AC131U	4
Diploma in Amounting Technician awarded after successful completion of Terms 1 & 2 (all * courses)	
THIRD SEMESTER	
Cost Accounting - AC201U	4
Intro to Business - MG101T	3
OR	
Business Ethics - MM138T	
OR	
Business Law - MG106T	
Intermediate Accounting I - AC206U	4
Fundamentals of Oral Communication - CM132T	3
Principles of Macro Economics - EC101T	3
OR	
Introduction to Economics - EC100T	
FOURTH SEMESTER	
Intermediate Accounting II - AC236U	4
Accounting Systems - AC231U	2
Integrated Spreadsheets - AC234U	2
Career Capstone - BS231U	3
Corporate Finance - AC237U	2
TOTAL NEEDED TO GRADUATE	**63**

** The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules, as not all classes are offered every term.*

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.

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 & Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Keyboarding Skill Development - BS104U	1
Word Processing - BS133U	3
Structures of English - CM100U	3
Introduction to Database/Spreadsheets - BS106U	3
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Accounting Fundamentals - BS103U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
SECOND SEMESTER	
Transcription and Editing - BS202U	3
Office Support Systems and Procedures - BS135U	3
Advanced Keyboarding Skills - BS130U	1
Electronic Calculators - BS139U	1
Career Capstone - BS231U	3
Notetaking - SE102U	3
Electronic Communications - BS143U	3
OR	
Advanced Computer Applications - BS200U	
THIRD SEMESTER (SUMMER)	
Business Field Experience - BS204U	3
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
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.
- 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 Farm Laboratory utilizes new and up-to-date facilities and equipment to provide students hands-on experience with the latest production and management techniques. Our Farm Lab 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 Community College's Ag and Natural Resources Programs have articulation agreements with Iowa State, Upper Iowa University, and Northwest Missouri to transfer both general education and technical credits. Many other state and private colleges and universities accept up to 65 credit hours. For more information, contact a program advisor.

For additional information contact: Agriculture and Natural Resources Department, 319-296-4011, or www.hawkeyecollege.edu/faculty/agnr.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Math Transfer Elective	3
Composition I - CM113T	3
Ag Computers - AG103T	3
Principles of Crop Science - AP110T	3
Soils & Fertilizer - AP102T	3
Principles of Accounting I - AC101T	4
SECOND SEMESTER	
Science Elective - SI--T	3
Animal Nutrition - AS202T	3
Intro to Sociology - SO100T	3
Principles of Animal Science - AS110T	3
Fundamentals of Oral Communication - CM132T	3
Ag Elective - AG--T	3

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

THIRD SEMESTER	
Ag Marketing - AG130T	3
Agricultural Economics - AG206T	3
Ag Leadership - AG156T	3
Application of Global Positioning System - AF231T	4
Ag Elective - AG--T	3
FOURTH SEMESTER	
Employment Experience - AG138T	5
Ag Sales - AB153T	3
Ag Business Management - AG232T	3
Ag Finance - AG234T	3
Ag Elective - AG--T	3
TOTAL NEEDED TO GRADUATE	**70**

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

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

SUGGESTED SEQUENCE OF STUDY

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

** 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 - Vet Assisting

ANIMAL SCIENCE - VET ASSISTING

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

COURSE WORK

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

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, and vet assisting for 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
- Vet assisting

TRANSFER INFORMATION FOR CONTINUED STUDY

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

For additional information contact:

Agriculture and Natural Resources Department, 319-296-4008, or agnr@hawkeye.college.edu.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
*Animal Nutrition - AS202T	3
Science Elective	3
Principles of Animal Science - AS110T	3
OR	
*Veterinary Reception & Administration - AS115U	3
Fundamentals of Oral Communication - CM132T	3
*Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
*Elective	3
SECOND SEMESTER	
Ag Computers - AG103T	3
Principles of Crop Science - AP110T	3
Soils and Fertilize - AP102T	3
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
OR	
*Communications - CM101U Vet Assisting only	
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Principles of Accounting I - AC101T	4
THIRD SEMESTER	
Agriculture Finance - AG234T	3
Ag Sales - AB153T	3
*Applied Animal Technology - AF215U	3
*Animal Agricultural Issues - AS201T	2
*Animal Anatomy Physiology and Health - AS207T	5
*Ag Elective	3
FOURTH SEMESTER	
Ag Marketing - AG130T	3
*Ag Elective	3
Food Animal Sciences - AS203T	5
*Employment Experience - AG138T	5
TOTAL NEEDED TO GRADUATE	**72**

**Upon successful completion of courses, students are awarded a diploma in Vet Assisting.*

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.

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 and Engineering Technologies 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 and Engineering Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
AEC Graphics I - CT102U	3
Constructions Drawings - CT101U	2
Surveying I - IT104U	3
Computer Concepts & Applications - CL110T	3
OR	
Introduction to Computers - IT106U	2
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SC100T	
Composition I - CM113T	3
SECOND SEMESTER	
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
THIRD SEMESTER	
Building Codes & Construction Documents - CT205U	2
Construction Safety - CT231U	2
Fundamentals of Oral Communication - CM132T	3
Construction Estimating II - CT209U	3
AEC CAD I - CT207U	3
Technical Math I - MA112U	4
OR	
College Algebra - MA150T	
FOURTH SEMESTER	
Technical Portfolio Design - IT237U	2
Technical Presentations - IT239U	3
AEC CAD II - CT235U	3
AEC Design Projects - CT233U	3
Load Calculations - CT203U	3
TOTAL NEEDED TO GRADUATE	**66**

* *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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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:
Health Sciences Department,
319-296-4013.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Physical Assessment - AN202U	2
Introduction to Anatomy & Physiology - BI103T	4
Transition to Professional Nursing - AN203U	2
Advanced Nursing Skills - AN207U	2
Advanced Adult Health Nursing I - AN209U	6
Diet Management - AN251U	1
SECOND SEMESTER	
Issues in Nursing Management - AN231U	2
Advanced Adult Health Nursing II - AN233U	6
Advanced Nursing in Obst. & Peds. - AN236U	5
Principles of Microbiology - BI106T	3
Fundamentals of Oral Communication - CM132T	3
THIRD SEMESTER (SUMMER)	
Psychiatric Nursing - AN255U	5
Introduction to Sociology - SO100T	3
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.
- Must hold a current Iowa LPN license & maintain current CPR certification.
- Graduate of an accredited Practical Nursing program with a cumulative GPA of 3.0 or higher.

AND

- One year high school chemistry or CH105T - Principles of Chemistry with a "C" grade or higher.

OR

- Complete the following courses with 2.75 cumulative GPA:

BI103T - Intro to Anatomy & Physiology
BI106T - Principles of Microbiology
CM132T - Fundamentals of Oral Communication
SO100T - Into to Sociology
CH105T - Principles of Chemistry
You may choose to take A&P I & II (BI104T & BI105T) in places of Intro to Anatomy & Physiology (BI103T).

- The program must be completed in three years beginning with AN202U Physical Assessment.

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: Industrial and Engineering Technologies, 319-296-4009

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Complete Electromechanical Maintenance Technology program & the following:	
Facilities Blueprint Reading - IS152U	3
Manufacturing Processes - IT210U	2
Instrumentation and Control- ST230U	2
Machinery Handbook - GT203U	1
Semiconductors I - ST130U	5
Electronics Drafting - EE135U	3
Advanced Fluid Power & Servo Systems - ST244U	2
SECOND SEMESTER	
PLC'S Level II - ST236U	2
Electronic Motor Drives - ST240U	2
Machine Maintenance - ST249U	4
Systems Integration - ST247U	2
Fundamentals of Oral Communication - CM132T	3
(1st 8 Weeks) Phase 1	
Semiconductors II - ST203U	3
(2nd 8 Weeks) Phase 2	
Microprocessors I - ST235U	2
TOTAL NEEDED TO GRADUATE	**36**

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.
- Must be a graduate of Electromechanical Maintenance Technology program.
- 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 Electronic Technology

AUTOMOTIVE ELECTRONICS TECHNOLOGY

Diagnosis of today's complex automobiles require an understanding of electronic theory and principles along with comprehension of all the mechanical aspects of the vehicle. The Automotive Electronics Technology program is designed to join the field of electronics with mechanics and give an in-depth study of both areas providing students a broad knowledge base that may be utilized in many different job areas. The program is A.S.E. Master Certified in all eight areas of curriculum by National Automotive Technician Education Foundation.

COURSEWORK

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

MAJOR AREAS OF TRAINING

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

TRANSFER INFORMATION FOR CONTINUED STUDIES

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

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Introduction to Automotive Technology - AT103U	6
Automotive Charging/Starting/Electrical Systems - AT105U	5
Gas Engine Repair - AT107U	5
SECOND SEMESTER	
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Suspension & Alignment Technology - AT131U	5
Brake Systems Technology - AT141U	5
Engine Drivability Diagnosis I- AT143U	6
THIRD SEMESTER (SUMMER)	
Automotive Electronics I - AT203U	3
Automotive Electronics II - AT205U	3
FOURTH SEMESTER	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
Automatic Transmissions Operations - AT231U	5
Heating & Air Systems - AT233U	5
Engine Drivability Diagnosis II - AT235U	6
FIFTH SEMESTER	
Manual Transmissions & Driveline - AT240U	5
Fundamentals of Oral Communication - CM132T	3
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.

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 and Electronics

TRANSFER INFORMATION FOR CONTINUED STUDIES

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

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

SUGGESTED SEQUENCE OF STUDY

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

* *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 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 and Engineering Technologies 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 and Engineering, & Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Introduction to Print Reading - IT102U	3
Basic Math - MA110U	3
OR	
Mathematics Transfer Elective	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
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
OR	
General Psychology -	
OR	
Introduction to Sociology - SO100T	
Advanced Machine Concepts - MC131U	2
Advanced Machine Operations - MC133U	4
CNC Operations II - MC135U	2
CNC Programming II - MC137U	4
THIRD SEMESTER	
Hydraulic Jigs & Fixtures - MC150U	3
EDM Procedures - IT212U	2
CAM Programming - MC203U	4
Diploma awarded in CNC Machine Tech after successful completion of terms 1-3.	
FOURTH SEMESTER	
Fundamentals of Oral Communication - CM132T	3
Electives - (choose at least 7 credits)	
CAD I - IT141U	2
Computer Concepts and Applications - CL110T	3
Tool Steel Welding & Heat Treat - TD155U	2
Statistical Process Control - MC234U	3
Group Process - CM138T	3
CAD II - IT205U	3
Arc Welding I - WL103U	4
Cutting Processes - WL105U	2
AAS PROGRAM TOTAL	**61**

** 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 also be required.

AWARD

Upon successful completion of the required courses, graduates are awarded either a Diploma or an Associate 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, the child care field, and appropriate practices while working with children.

COURSEWORK

You'll Learn:

- Through lecture, demonstrations, and "hands-on" activities.
- From instructors with experience and educational backgrounds in the child development field.
- Through practical application of theoretical knowledge during field experiences in community based child care settings.
- A wide variety of skills necessary to interact with children ranging in age from infancy to school age and their families.

MAJOR AREAS OF TRAINING

- Health
- Home Economics
- Business
- Mathematics
- Communications

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Orientation to Child Care - CD101U	3
Child Growth & Development - CD102U	4
Safety, Health, & Nutrition - CD104U	3
Curriculum: Three-Five Years - CD105U	5
Composition I - CM113T	3
OR	
Applied Writing - CM102U	
SECOND SEMESTER	
Parenting Relationships - CD130U	2
Curriculum: Birth-Two Years - CD131U	3
Curriculum: School Age - CD135U	2
Curriculum: Environmental & Teaching Materials - CD137U	3
Field Experience I - CD141U	2
Human Relations - HR101U	
OR	
Introduction to Sociology - SO100T	3
Math Transfer Elective	
OR	
Basic Mathematics - MA110U	3

Diploma may be awarded after successful completion of the courses in the first two semesters of the program.

THIRD SEMESTER	
Observing & Managing Child Behavior - CD202U	2
Field Experience II - CD214U	3
Current Topics/Issues in Child Care - CD233U	2
Parent/Family/Community Relations - CD234U	2
Child Development Career Strategies - CD236U	2
Fundamentals of Oral Communication - CM132T	3
FOURTH SEMESTER	
Advanced Curriculum Planning - CD203U	3
Exceptional Child - CD204U	2
Administration of Early Childhood Programs - CD232U	3
General Psychology - PY100T	3
Approved Elective	3
TOTAL NEEDED TO GRADUATE	**64**

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

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.

Persons desiring employment is the child care field in Iowa should not have any child abuse or felony convictions

AWARD

Diploma
Upon successful completion of the required courses in the first two semesters, students may apply for and be awarded a diploma in Child Development.

Degree
Upon successful completion of the required courses for all four semesters, graduates are awarded an AAS Degree in Child Development.

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, architects, 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 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)
- Project Design and Inspection
- Construction Materials & Testing
- Construction Methods & Safety
- Environmental Technology
- Route Surveying & Roadway Design
- Plan Reading
- Structural Analysis, Design & Detailing
- Construction & Land Surveying & Mapping

TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial and Engineering, Technologies Department has a block articulation agreement with the University of Northern Iowa's 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 and Engineering Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
AC/PC Concretes - CE131U	3
Technical Math I - MA112U	4
OR	
College Algebra - MA150T	
Plan Reading - CE103U	2
Introduction to Computers - IT106U	2
Introduction to Technical Drafting - IT101U	2
Introduction to CAD - IT110U	1
SECOND SEMESTER	
Pre-Calculus - MA153T	4
OR	
Trigonometry & Analytic Geometry - MA151T	
General Physics I - PH110T	4
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Computer Applications - IT126U	2
Surveying - CE133U	3
Structural Detailing - CE136U	2
THIRD SEMESTER	
General Physics II - PH111T	4
Route Surveying/Roadway Design - CE202U	5
Construction Materials/Testing - CE205U	2
Soils & Foundations - CE204U	3
Statics/Strength of Materials - PH206U	5
FOURTH SEMESTER	
Fundamentals of Oral Communication - CM132T	3
Construction Methods & Safety - CE232U	4
Environmental Technology - CE233U	4
Land Survey - CE236U	3
Reinforced Concrete/Structural Steel Design - CE237U	4
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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- 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 Power Technology Department has a block articulation agreement with the University of Northern Iowa Department of Industrial Technology. This allows transfer of up to 65 general education and technical credits towards UNI's Technology Management program. For more information on transferring credits, talk to a program advisor.

For additional information contact:
Power Technology Department

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Fundamentals of Oral Communication - CM132T	3
Basics Mathematics - MA110U	3
OR	
Mathematics Transfer Elective	
Introduction to Refinishing - AR110U	6
Introduction to Collision - AR140U	6
SECOND SEMESTER	
Applied Writing - CM102U	3
OR	
Composition I -CM113T	
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Basic Refinishing Procedures - AR112U	6
Basic Collision Procedures - AR142U	6
THIRD SEMESTER (SUMMER)	
Computer Keyboardiing/Basic Operations - CL103U	2
Collision & Refinish Production - AR204U	6
Diploma option awarded.	
FOURTH SEMESTER	
Refinish Applications & Electrical - AR206U	7
Collision Production Technology - AR208U	7
FIFTH SEMESTER	
Refinishing Production Technology - AR220U	7
Advanced Collision Repair - AR222U	7
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 either a diploma or 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: Business & Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Personal Computer Hardware - IF100U	4
Operating Systems - IF107U	2
CISCO I (Networking Basics) - IF111U	2
CISCO II (Routers and Routing Basics) - IF113U	2
Computer Concepts & Applications - CL110T	3
Math for Decision Making - MA111T	3
SECOND SEMESTER	
Introduction to Web Design - IF135U	3
CISCO III (Switching Basics & Intermediate Routers) - IF137U	2
CISCO IV (WAN Technology) IF139U	2
UNIX Administration - IF141U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
TOTAL NEEDED TO GRADUATE	**32**

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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- 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, and customer service. Courses feature an emphasis on the application of computer technology and communication. It is recommended that students work with their academic advisor to determine the specific sequencing of courses to meet their needs and career goals.

MAJOR AREAS OF TRAINING

- Customer Service
- Selling
- Communications

TRANSFER 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 and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Introduction to Business - MG101T	3
Marketing Principles - MM110T	3
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Word Processing - BS133U	3
SECOND SEMESTER	
Principles of Selling - MM133U	3
Customer Service - MM136U	3
Electronic Communications - BS143U	3
Electronic Calculators - BS139U	1
Applied Accounting I - AC103U	4
OR	
Principles of Accounting I - AC101T	
Career Capstone - BS231U	3
THIRD SEMESTER (SUMMER)	
Computer Concepts - CL110T	3
Fundamentals of Oral Communication - CM132T	3
TOTAL NEEDED TO GRADUATE	**41**

** 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, as not all classes are offered every semester.*

ADMISSION REQUIREMENTS

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

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:
Health Sciences Department,
319-296-4013.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Chair Side 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
Chair Side Assisting II - DA131U	2
Dental Materials & Lab Procedures II - DA133U	2
Dental Office Management - DA134U	2
Clinical Dental Assisting I - DA135U	4
Dental Specialities - DA136U	2
Communications - CM101U	3
THIRD SEMESTER (SUMMER)	
Career Strategies & Seminar - DA150U	2
Clinical Dental Assisting II - II 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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- 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:
Health Sciences Department
319-296-4013.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Head-Neck Anatomy & Tooth Morphology - DH115U	3
Fundamentals of Clinical Dental Hygiene I – DH116U	6
Oral Radiology - DH117U	2
Oral Histology & Embryology - DH118U	2
Human Anatomy & Physiology I - BI104T	4
Principles of Chemistry - CH105T	4
SECOND SEMESTER	
Biomaterials for Dental Hygiene - DH120U	3
Dental Hygienist:The Oral Health Educator - DH130U	2
General and Oral Pathology - DH128U	3
Clinical Dental Hygiene II - DH125U	4
Human Anatomy & Physiology II - II BI105T	4
Fundamentals of Organic & Bio-Chemistry - CH107T	4
THIRD SEMESTER (SUMMER)	
Introduction to Sociology - SO100T	3
General Psychology - PY100T	3
FOURTH SEMESTER	
Pharmacology - DH211U	2
Community Oral Health I - I DH213U	2
Pain Control Techniques - DH215U	2
Clinical Dental Hygiene III - DH225U	5
Periodontology - DH217U	2
Principles of Microbiology - BI106T	3
Principles of Nutrition - BI109T	3
FIFTH SEMESTER	
Community Oral Health II - DH223U	2
Ethics & Jurisprudence - DH224U	1
Interdisciplinary Health Care - DH230U	2
National Board Review for Dental Hygiene - DH232U	1
Clinical Dental Hygiene IV - DH235U	5
*Clinical Dental Hygiene - (Ind study elective) DH181U	1
Fundamentals of Oral Communication - CM132T	3
Composition I - CM113T	3
TOTAL NEEDED TO GRADUATE WITHOUT ELECTIVE	**84**

*Elective

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
   - •Principles of Microbiology

   and attain at least 2.75 GPA.

AND

Complete two of the following seven courses at Hawkeye Community College or comparable courses at another accredited college:
- •Human Anatomy and Physiology II
- •Fundamentals of Organic Bio-Chemistry
- •Principles of Nutrition
- •Intro to Psychology
- •Introduction to Sociology
- •Fundamentals of Oral Communication
- •Composition I

and attain at least 2.75 gpa

3. Successfully complete an accredited Dental Assistant Program with at least a 3.25 GPA.

- 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 and eligible for national, regional testing and state licensure.

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

For additional information contact:
Power Technology Department

SUGGESTED SEQUENCE OF STUDY

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

** 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.

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 working with people.

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: Hawkeye Community College Industrial and Engineering Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Intro to Computer Programming & Applications - EE106U	3
(1st 8 Weeks) Phase I	
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Fluid Power Systems I - IS104U	2
Electrical Systems I - IS105U	3
(2nd 8 Weeks) Phase II	
Geometry/Trigonometry - MA116U	3
OR	
Math Transfer Elective	
Fluid Power System II - IS107U	3
Electrical Systems II - IS108U	2
SECOND SEMESTER	
Basic Blueprint Reading - IS101U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Instruction to Sociology - SO100T	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
(1st 8 Weeks) Phase I	
Basic Mechanical Systems - IS100U	2
Fluid Power Applications - IS156U	2
Motor and Controls - IS160U	2
(2nd 8 Weeks) Phase II	
Programmable Controllers - IS159U	2
Industrial Safety - ST248U	1
THIRD SEMESTER	
Machine Shop Process - IS158U	3
Welding Processes - IS155U	3
TOTAL NEEDED TO GRADUATE	**43**

** 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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 24 on Pre-Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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 and industrial maintenance.

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, hydraulics, and mechanical systems.

MAJOR AREAS OF TRAINING

- Electronics
- Drafting (CAD)
- Communication Electronics
- Programming
- RF and Microwave Technology
- Industrial Electronics
- Computer and Networking Technology

Mechanical Emphasis

- Fluid power
- Mechanical systems
- Industrial safety

TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial and Technologies, Engineering 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 and Engineering Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
*Electricity- EE101U	8
*Electronics Math I - EE104U	4
Intro to Computer Programming & Applications - EE106U	3
Electronic Fabrication - EE105U	2
Application Writing - CM102U	3
OR	
Composition I - CM113T	
SECOND SEMESTER	
Electronic Devices - *EE131U	8
Electronics Math II - *EE134U	4
Electronic Drafting - EE135U	3
Applied Physics - PH108U	3
THIRD SEMESTER (SUMMER)	
Digital Circuits & Systems - EE153U	4
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Intro to Sociology - SO100T	
Exit point for Diploma awarded in Electronics Fundamentals.	
**Courses needed for certificate in Electronics Fundamentals*	
FOURTH SEMESTER	
Communication Circuits I - EE201U	5
Computer Systems - EE202U	5
Microprocessor & Microcomputers I - EE203U	5
Fundamentals of Oral Communication - CM132T	3
FIFTH SEMESTER	
Data Communications - EE232U	1
Industrial Electronics - EE236U	5
Electronics Engineering Tech Option	
* Communication Circuits II - EE231U	5
* Microprocessor & Microcomputers II - EE233U	4
* Applied Computer Science - EE237U	3
Mechanical Emphasis Option	
** Fluid Power Systems I - IS104U	2
** Fluid Power Applications - IS156U	2
** Basic Mechanical Systems - IS100U	2
** Mechanical Power Transfer - IS106U	2
** Advanced Power and Servo Systems - ST244U	2
** Industrial Safety - ST248U	1
TOTAL NEEDED TO GRADUATE	**81**

* *Electronic Emphasis*

** *Mechanical 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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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
- Business Field Experience

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 and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Keyboarding Skill Development - BS104U	1
Word Processing - BS133U	3
Structures of English - CM100U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Notetaking - SE102U	3
SECOND SEMESTER	
Applied Accounting I - AC103U	4
OR	
Principles of Accounting I - AC101T	
Introduction to Database/Spreadsheets - BS106U	3
Transcription and Editing - BS202U	3
Advanced Keyboarding Skills - BS130U	1
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
Introduction to Business - MG101T	3
THIRD SEMESTER	
Electronic Calculators - BS139U	1
Payroll Accounting - AC204U	1
Business Law - MG106T	3
Legal Terminology - SE210U	3
OR	
Legal Office Concepts & Procedures - SE132U	
OR	
Legal Transcription & Document Processing - SE230U	
Office Support Systems and Procedures - BS135U	3
Fundamentals of Oral Communication - CM132T	3
Electronic Communications - BS143U	3
FOURTH SEMESTER	
Career Capstone - BS231U	3
Business Ethics - MM138T	3
Principles of Macroeconomics - EC101T	3
OR	
Introduction to Economics - EC100T	
Advanced Computer Applications - BS200U	3
Business Field Experience - BS204U	3
Administrative Management - SE237U	3
TOTAL NEEDED TO GRADUATE	**68**

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. Seven Fire Science courses are offered by Kirkwood on a rotating basis over the ICN. Three of the seven are also offered on-line by Kirkwood on a rotating basis. Registration for these courses is through Kirkwood. Other courses required for a degree may be taken at Hawkeye Community College. Registration for these courses is through Hawkeye Community College.

COURSEWORK

This program is designed for persons who wish to move from the firefighter level of the fire service into officer and management positions. It does not take the place of 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 and Information Technology Department, 319-296-4021.

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 - CM132T	3
Principles of Macroeconomics - EC101T	3
Principles of Microeconomics - EC102T	3
General Psychology - PY100T	3
Introduction to Statistical Methods - MA140T	3
OR	
Math for Decision Making - MA111T	
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	**66**

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 proficiently 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 and Engineering Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
Portfolio Design - GT101U	2
Experiential Credits	30
Fundamental of Oral Communication - CM132T	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
Recommended Electives -	16
Basic Math - MA110U	3
OR	
Math Transfer Elective	

A minimum of 16 credits in the elective category will be required, including a computer literacy course.

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.
- 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 image manipulation software.

COURSEWORK

Students are provided with classroom and laboratory experiences emphasizing skill development in the following areas: design, advertising layout, illustration, desktop publishing, typography, production processes, and 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: Applied Arts and Human Studies Department, 319-296-4007.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Drawing and Composition - GC100U	4
Desktop Publishing - GC130U	4
Typography - GC112U	5
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
SECOND SEMESTER	
Design and Layout - GC201U	4
Electronic Illustration - GC202U	3
Principles of Illustration - GC133U	4
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Intro to Sociology - SO100T	
THIRD SEMESTER	
Applications of Color - GC200U	3
Graphic Imaging - GC203U	4
Design and Layout II - GC204U	4
Interactive Multimedia - GC205U	3
FOURTH SEMESTER	
Advanced Design - GC212U	4
Production Processes - GC237U	4
Web Page Construction - GC235U	3
Portfolio Preparation - GC236U	3
Fundamentals of Oral Communication - CM132T	3
TOTAL NEEDED TO GRADUATE	**64**

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

ADMISSION REQUIREMENTS

- High school graduate or equivalent and meet one of the following two criteria to be eligible for admission.

Option #1

- Score at least the following on the Compass Test: 24 in Pre-Algebra, 82 in Reading, 65 on Writing, OR score a 19 on each ACT sub-test: Math, Reading and English.
- Complete the following with a "C" grade or higher:
  - Basic computer concepts class, **AND**
  - Two semesters of high school art classes completed (art course must include drawing or painting).

Option #2

- Complete the following courses with "C" grade or higher:
  - College Study Skills
  - Fundamentals of Math
  - Fundamentals of Writing II
- Complete one of the following with a "C" grade or higher:
  - Computer Keyboarding/ Operations
  - Computer Concepts class for PC or Macintosh.
- Complete 1 - 2 Studio Art Classes with "C" grade or higher:
  - If zero high school art classes, then the student will need to take 2 college level studio art classes.
  - If one high school art class, then the student will need to take 1 college level studio art class.

If student is conditionally accepted, Option #2 must be fully completed prior to starting program coursework.

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. 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
- Electrical and Electronic Controls

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Applied Electricity for HVACR - HA103U	3
HVACR Systems I - HA101U	4
Applied Practices I HA102U	5
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Basic Math - MA110U	3
OR	
Math Transfer Elective	
SECOND SEMESTER	
Control for HVACR - HA130U	4
HVACR Systems II - HA131U	6
Applied Practices II - HA132U	5
Communications - CM101U	3
Composition I - CM113T	
Fundamentals of Oral Communication - CM132T	3
THIRD SEMESTER (SUMMER)	
Applied Controls HVACR - HA150U	2
HVACR Systems III - HA151U	2
HVACR Field Experience - HA155U	2
Operation Strategies - HA154U	2
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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 24 on Pre-Algebra, 82 on Reading, and 41 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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 Community College's Ag and Natural Resources Programs have articulation agreements with Iowa State, Upper Iowa University, and Northwest Missouri to transfer both general education and technical credits. Hawkeye and the University of Northern Iowa are developing an articulation agreement for Horticulture credits to transfer to a Leisure Services major.

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:

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Equipment Operation - HT101U	2
Horticulture Lab - HT107U	1
Turfgrass Science - HT108T	3
Composition I - CM113T	3
OR	
Applied Writing - CM102U	
Science Elective	3
Computer Science Requirement	3
Introduction to Horticulture - HT134T	3
At successful completion of 15 total credits (12 Horticulture) from term 1 the student may apply for a certificate.	
SECOND SEMESTER	
Plant Propagation I - HT106T	2
Chemical Certification - HT135T	3
Integrated Pest Management - AG154T	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Basic Mathematics - MA110U	3
OR	
Math Transfer Elective	
Horticulture Electives	4
At Successful completion of terms 1 and 2 the student may apply for a diploma.	
SUMMER SEMESTER (OPTIONAL)	
Employment Experience - AG138T	5
THIRD SEMESTER	
Woody Plants - HT105T	2
Plant Propagation II - HT139T	2
Environmental Conservation - NR121T	3
Fundamentals of Oral Communication - CM132T	3
Horticulture Electives	6
FOURTH SEMESTER	
Ag Business Management - AG232U	3
Ag Finance - AG234T	3
Horticulture Electives	6
TOTAL NEEDED TO GRADUATE	**69**

** 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: Business and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Personal Computer Hardware - IF100U	4
Operating Systems - IF107U	2
CISCO I (Networking Basics) - IF111U	2
CISCO II (Routers and Routing Basics) - IF113U	2
Systems Implementation - IF105U	3
Math for Decision Making - MA111T	3
SECOND SEMESTER	
Introduction to Computer Science - CS116T	4
CISCO III (Switch Basics & Intermediate Routing) - IF137U	2
CISCO IV (WAN Technology) - IF139U	2
Principles of Accounting I - AC101T	4
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Intro to Sociology - SO100T	
Applied Writing - CM102U	3
OR	
Composition I CM113T	
THIRD SEMESTER	
Principles of Accounting II - AC102T	4
Introduction to Business - MG101T	3
Human Resource Management - MM231U	3
Information Tech Elective	2
Fundamentals of Oral Communication - CM132T	3
FOURTH SEMESTER	
Introduction to Statistical Methods - MA140T	3
Principles of Management - MG110T	3
Information Tech Elective	2
Information Tech Elective	2
TOTAL NEEDED TO GRADUATE	**59**

*Information Technology Electives can be taken whenever the student can fit them into the schedule regardless of the semester.

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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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; the professional selects furnishings, materials, and colors. Presentation boards and business documents are prepared; and the project is coordinated and completed.

COURSEWORK

The Interior Design program prepares students for a career in the profession.

- Through lectures, demonstrations, and practical applications.
- From instructors with experience and educational backgrounds in interior design.
- In classes with good student-to-faculty ratios.
- During internships in a professional interior design setting.

The Interior Design curriculum is developed with the guidance of a strong advisory committee of professional interior designers.

MAJOR AREAS OF TRAINING

- Residential and Contract Design
- Technical Drawing, Rendering, and CAD
- Design, Color, and Materials
- History of Art and Design
- The Profession of Interior Design

TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye Community College has an articulation agreement 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.

For additional information contact: Applied Arts and Human Studies 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 - ID103U	3
Interior Backgrounds/Window Treatments - ID106U	2
Basic Mathematics - MA110U	3
OR	
Mathematics Transfer Elective	
History of Interiors I - ID109U	2
SECOND SEMESTER	
Kitchen Design - ID139U	3
Residential Design II - ID135U	4
Lighting - ID133U	2
History of Interiors II - ID137U	3
CAD for Interior Designers - ID209U	3
Applied Writing CM102U	3
OR	
Composition I - CM113T	
THIRD SEMESTER	
Contract Design I - ID202U	5
Modern Design - ID239U	2
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	3
Internship - ID237U	3
Study Tour - ID240U	1
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 Arts degree.

Legal Office Assistant

LEGAL OFFICE ASSISTANT

The Legal Office Assistant program is designed to prepare students to be able to support the legal divisions of businesses and law firms. It is an option of the Executive Assistant program.

COURSEWORK

Students learn essential skills for beginning a successful career in today's legal office environment. Students are provided the opportunity to focus on application of technology and to improve interpersonal skills related to the workplace.

MAJOR AREAS OF TRAINING

- Computer Software Packages
- Legal Office Procedures
- Legal Transcription
- Legal Terminology
- Legal Document Production

TRANSFER INFORMATION FOR CONTINUED STUDIES

Many of the business 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 to some four-year schools. Students should talk to a program advisor.

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Keyboarding Skill Development - BS104U	1
Structures of English - CM100U	3
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Word Processing - BS133U	3
Intro to Business - MG101T	3
SECOND SEMESTER	
Applied Accounting - AC103U	4
OR	
Principles of Accounting I - AC101T	
Advanced Keyboarding Skills - BS130U	1
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
Introduction to Database & Spreadsheets - BS106U	3
Transcription and Editing - BS202U	3
Legal Terminology - SE210U	3
THIRD SEMESTER	
Legal Office Concepts and Procedures SE132U	3
Electronic Calculators - BS139U	1
Fundamentals of Oral Communication - CM132T	3
Business Law - MG106T	3
Electronic Communications - BS143U	3
Advanced Computer Applications - BS200U	3
FOURTH SEMESTER	
Administrative Management - SE237U	3
Business Ethics - MM138T	3
Business Field Experience - BS204U	3
Career Capstone - BS231U	3
Legal Transcription & Document Processing - SE230U	3
TOTAL NEEDED TO GRADUATE	**64**

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

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 and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Introduction to Business - MG101T	3
Marketing Principles - MM110T	3
Composition I - CM113T	3
OR Applied Writing - CM102U	
Human Relations - HR101U	3
OR General Psychology - PY100T	
OR Introduction to Sociology - SO100T	
Basic Math - MA110U	3
OR Math Transfer Elective	
SECOND SEMESTER	
Retail Principles - MM130U	3
Principles of Selling - MM133U	3
Fundamentals of Oral Communication - CM132T	3
Computer Concepts and Applications - CL110T	3
Marketing Electives	6
THIRD SEMESTER	
Principles of Management - MG110T	3
Applied Accounting I - AC103U	4
OR *Principles of Accounting I - AC101T	
Business Law - MG106T	3
Marketing Electives	6
FOURTH SEMESTER	
Career Capstone - BS231U	3
Human Resource Management - MM231U	3
Advertising & Visual Merchandising - MM236U	3
Marketing Electives	6
TOTAL NEEDED TO GRADUATE	**64**

Students select a minimum of 19 credits from the following elective categories.

Select one but no more than two of the three: (3-6 credits)	
Intro.To Economics - EC100T	3
Principles of Macroeconomics - EC101T	3
Principles of Microeconomics - EC102T	3
Select four or six ox (13-16 credits)	
Word Processing - BS133U	3
Composition II - CM118T	3
Applied Accounting II - AC130U	4
Principles of Accounting II - AC102T	4
Keyboarding Skill Development - BS104U	1
Textiles for Interior Design - ID210U	3
Consumer Behavior - MM204U	3
Business Field Exp. - BS204U	4
Customer Service - MM136U	3
Business Ethics - MM138T	3
Marketing Decision Making - MM240U	3
Electronic Calculators - BS139U	1
Electronic Communications - BS143U	3
Professionalism & Leadership - MM103U	1
Small Business Management - MM430U	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, as not all classes are offered every semester.*

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 business field experience in the last semester reinforces classroom and laboratory instruction. Students have an option of taking a portion of this program and earning a Medical Secretary diploma, or a certificate in Medical Transcription.

MAJOR AREAS OF TRAINING

- Medical Office Procedures
- Medical Terminology & 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 and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
**Keyboarding Skill Development - BS104U	1
**Word Processing - BS133U	3
**Structures of English - CM100U	3
*Basic Math - MA110U	3
OR	
*Math Transfer Elective	
**Beginning Medical Terminology - MS102U	4
*ICD-9-CM Coding - MS104U	3
SECOND SEMESTER	
Accounting Fundamentals - BS103U	3
**Introduction to Database/Spreadsheets - BS106U	3
**Transcription and Editing - BS202U	3
**Advanced Keyboarding Skills - BS130U	1
**Advanced Terminology - MS132U	4
*Medical Insurance - MS136U	3
THIRD SEMESTER	
*Advanced Computer Applications - BS200U	3
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
Fundamentals of Oral Communication - CM132T	3
*Medical Office Procedures - MS133U	3
*Computerized Patient Billing - MS205U	2
**Medical Transcription - MS154U	2
FOURTH SEMESTER	
**Career Capstone - BS231U	3
*Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Business Law - MG106T	3
**Pharmacology for Secretaries - MS152U	1
Business Field Experience - BS204U	3
Administrative Management - SE237U	3

*Certificate in Medial Transcription awarded after successful completion of all ** courses.*

*Diploma in Medial Secretary awarded after successful completion of all * and ** courses.*

TOTAL NEEDED TO GRADUATE **66**

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
- Immunohematology
- Hematology
- Microbiology
- Urinalysis
- Molecular Diagnostics
- Immunology/Serology
- Phlebotomy

ACCREDITATION

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631-31415, information is available at www.naacls.org.

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Introduction to Laboratory Science - MT110U	2
Laboratory Math - MT114U	3
Introduction to Human Anatomy & Physiology - BI103T	4
Principles of Chemistry - CH105T	4
Fundamentals of Oral Communication - CM132T	3
General Psychology - PY100T	3
OR	
Introduction to Sociology - SO100T	
SECOND SEMESTER	
Medial Terminology - MT120U	2
Urinalysis I - I MT124U	3
Biology of Organisms - BI111T	4
OR	
Fundamentals of Organic and Biochemistry - CH107T	
Principles of Microbiology - BI106T	3
Composition I - CM113T	3
THIRD SEMESTER (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 and Thrombosis - MT218U	2
Clinical Chemistry I - MT219U	7
Parasitology - MT220U	1
Immunology & Serology I - I MT222U	2
FIFTH SEMESTER	
Clinical Practicum-Intern	
Clinical Chemistry II - MT229U	4
Hematology II - MT234U	4
Clinical Microbiology II - MT236U	4
SIXTH SEMESTER (SUMMER)	
Urinalysis II - MT224U	1
Immunohematology II - MT226U	2
Immunology & Serology II - MT230U	1
Lab Survey & Review - MT232U	1
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

- High school graduate or equivalent.
- Fulfill general admission requirements at Hawkeye and complete one of three options.

I. Applicants must score at least the following on each area of the COMPASS Assessment Test: 43 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading and English.

II. Successfully complete the following courses with a 2.00 average at Hawkeye Community College or comparable courses at another accredited college:

SC017D - Fund of Writing II
SC023D - Intro to College Reading II
OR
SC024D - College Study Skills
SC038D - Beginning Algebra
OR
MA113T - Intro to College Algebra
SC014D - Pre-tech Biology
OR
BI112T - Biologoical Science Survey

III. Successfully complete four of the six following courses at Hawkeye Community College with a minimum of a 2.75 average on all courses taken from this list.

MT150U - Fund of Lab Techniques
MT124U - Urinalysis
MT150U - Lab Math
MT120U - Medical Terminology
MT154U - Hematology I
MT110U - Intro to Lab Science

AWARD

Students must maintain a minimum cumulative GPA of 2.0. The student must achieve a minimum "C" grade in all MLT courses or repeat the course.

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 Packages

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 and Information Technology Department, 319-296-4013.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
***FIRST SEMESTER**	
Structures of English - CM100U	3
Basic Math - MA110U	3
OR	
Math Transfer Elective	
Beginning Medical Terminology - MS102U	4
ICD-9-CM Coding - MS104U	3
Transcription and Editing - BS202U	3
Advanced Keyboarding Skills - BS130U	1
SECOND SEMESTER	
Introduction to Database/Spreadsheets - BS106U	3
Advanced Terminology - MS132U	4
Medical Insurance - MS136U	3
Medical Office Procedures - MS133U	3
Computer Patient Billing - MS205U	2
Medical Transcription - MS154U	2
Pharmacology for Secretaries - MS152U	1
THIRD SEMESTER	
Career Capstone - BS231U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Advanced Computer Applications - BS200U	3
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.*

** Keyboarding Skill Development and Word Processing are prerequisites for enrollment in this program.*

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 for flexibility of course offerings and career paths. Emphasis is in the development of skills necessary to perform technician tasks in the management of natural areas.

The technical core curriculum allows students to specialize in a specific area of natural resource management. Students complete courses in general education, natural resources management, and vegetation and wildlife management. The first year includes both general education classes and natural resources management classes that provide the skills necessary to perform technician tasks in an employment setting the following summer. The second year includes classes to further develop these skills and specialize in their area of interest. A supervised employment experience is scheduled for the last eight weeks of the second year.

MAJOR AREAS OF TRAINING

- Roadside Management
- Vegetation Management
- Wildlife Management
- Environmental Education

For additional information contact:

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
*Chemical Certification - HT135T	3
OR **Principles of Biology - BI110T	
Wildlife Identification - NR105U	3
Environmental Conservation - NR121T	3
Native Vegetation - NR204U	3
*Ag Computers - AG103T	3
**Elective	
Outdoor Recreation Techniques - NR107U	1
Certificate: Requires successful completion of 13 semester hours from Term 1 or Term 2 with a minimum of 3 Natural Resources	
SECOND SEMESTER	
Composition I - CM113T	3
*Equipment Operation - HT101U	2
Basic Math - MA110U	3
OR Math Transfer Elective	
Wildlife Ecology - NR106U	4
*Fire Management - NR135T	2
**Biology of Organisms - BI111T	4
Human Relations - HR101U	3
OR General Psychology - PY100T	
OR Introduction to Sociology - SO100T	
Successful completion of terms 1 & 2 students may apply for Diploma.	
THIRD SEMESTER (SUMMER)	
Fundamentals of Oral Communication - CM132T	3
Foundations of GIS and GPS - AF140U	3
Advanced Outdoor Recreation - NR205U	1
*Principles of Chemistry - CH105T	4
Natural Areas Management - NR228U	3
*Woodland Management - NR138U	3
*Aquatic Management - NR136U	3
Elective	2-3
FOURTH SEMESTER	
*Soils and Fertilizer - AP102T	3
*Employment Experience - AG138T	5
**Basic Mathematics - MA110U	3
OR Math Transfer Elective	
Integrated Roadside Vegetation Management - NR231U	2
Conservation Biology - NR201T	4
**Composition II - CM118T	3
TOTAL NEEDED TO GRADUATE	**68**

* Technical Option
** Technical Transfer Option

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: Business and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Personal Computer Hardware - IF100U	4
Operation Systems - IF107U	2
CISCO I (Networking Basics) - IF111U	2
CISCO II (Routers and Routing Basics) - IF113U	2
Computer Concepts & Applications - CL110T	3
Math for Decision Making - MA111T	3
SECOND SEMESTER	
Introduction to Computer Science - CS116T	4
CISCO III (Switching Basics & Intermediate Routing) - IF137U	2
CISCO IV (WAN Technology) - IF139U	2
UNIX Administration - IF141U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Intro to Sociology - SO100T	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
THIRD SEMESTER	
Beginning Admin of Novell Netware - IF221U	2
Advanced Admin of Novell Netware - IF223U	2
Network and Resource Management Software - IF200U	2
Database Server Administration - IF202U	2
Information Technology Elective	3
Fundamentals of Oral Communication - CM132T	3
FOURTH SEMESTER	
Administration of Network Servers - IF238U	4
Network Performance and Monitoring - IF240U	4
Systems Implementation - IF105U	3
Experiential Learning in Info Technology - IF230U	3
Information Technology 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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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 programs are designed to serve those students who desire entry-level skills for a variety of office positions.

COURSEWORK

Students study computer applications such as word processing, spreadsheets, database, communications, machine transcription, keyboarding, electronic calculators, accounting, communication skills, office procedures, and human relations. Students learn the applications of technology and improve interpersonal skills for the workplace.

MAJOR AREAS OF TRAINING

- Accounting
- Office Procedures
- Computer Software Packages
- Transcription

TRANSFER 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 and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE — CREDITS

DIPLOMA OPTION - OFFICE SPECIALIST

FIRST SEMESTER

*Keyboarding Skill Development - BS104U	1
*Word Processing - BS133U	3
*Introduction to Database/Spreadsheets - BS106U	3
Structures of English - CM100U	3
*Accounting Fundamentals - BS103U	3
*Human Relations - HR101U	3
OR	
*General Psychology - OR PY100T	
OR	
*Introduction to Sociology - SO100T	
*Basic Math - MA110U	3
OR	
*Math Transfer Elective	

SECOND SEMESTER

Transcription and Editing - BS202U	3
Office Support Systems and Procedures - BS135U	3
Advanced Keyboarding Skills - BS130U	1
*Electronic Calculators - BS139U	1
Electronic Communications - BS143U	3
*Career Capstone - BS231U	3
Electives (Office Specialist) (Electives from AC, BS, CM, FN, MG, MM, SE)	3
*Electives (Office Assistant) (Electives from AC, BS, CM, FN, MG, MM, SE)	6

*Certificate in Office Assistant awarded after successful completion of all * courses.*

TOTAL NEEDED TO GRADUATE 37

** 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: Health Sciences Department, 319-296-4013.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Optometric Ophthalmic Assisting I - OA101U	3
Optometric Ophthalmic Assisting I Lab OA102U	3
Communications - CM101U	3
Keyboarding Skill Development - BS104U	1
Beginning Medical Terminology - MT120U	2
Word Processing - BS133U	3
SECOND SEMESTER	
Human Relations - HR101U	3
Optometric/Ophthalmic	
Optometric Ophthalmic Assisting II - OA103U	3
Optometric Ophthalmic Assisting II Lab - OA104U	3
Optometric Option	
Office Support Systems and Procedures - BS135U	3
ICD-9-CM Coding - MS104U	3
Ophthalmic Option	
Advanced Pre-testing - OA107U	3
Advanced Pre-testing Lab - OA108U	3
THIRD SEMESTER (SUMMER)	
Optometric/Ophthalmic Option	
6-week Clinical Internship - OA109U	5
TOTAL NEEDED TO GRADUATE	**35**

** 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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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
- Defensive Tactics
- Firearms
- Physical Activity & Wellness
- Practicum

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Introduction to Criminal Justice - CJ102T	3
Basic Police Operations - PL102U	3
Criminal Justice Computer Applications - PL111U	1
Composition I - CM113T	3
Introduction to Sociology - SO100T	3
SECOND SEMESTER	
Traffic Investigation - PL134U	3
Basic Mathematics- MA110U	3
OR	
Math Transfer Elective	
Defensive Tactics- PL214U	2
Composition II - CM118T	3
General Psychology - PY100T	3
Introduction to Criminology - SO104T	3
THIRD SEMESTER	
Criminal Law and Procedures - PL230U	3
Practicum - PL208U	4
Firearms I - PL210U	1
Employment Strategies for Law Enforcement - PL216U	2
Introduction to Wellness - PE100T	2
Fundamentals of Oral Communication - CM132T	3
Criminalistics - PL203U	3
FOURTH SEMESTER	
Community Policing - PL202U	3
Constitutional Law- PL201U	3
Principles of Investigation - PL232U	3
Firearms II - PL240U	1
Juvenile Delinquency - SO106T	3
*Physical Activity - Wellness Aerobics Course - PE_ _ _ T	1
**Physical Activity - Wellness Skilled Course - PE_ _ _ T	1
*1 credit of one of the following wellness aerobic courses:	
PE101T - Physical Activity - Aerobics	
PE111T - Physical Activity - Aerobics Activities	
PE102T - Physical Activity - Jogging	
PE107T - Physical Activity - Bicycling	
PE112T - Physical Activity - Circuit Training	
PE113T - Physical Activity - Power Walking	
**1 credit of one of the following wellness skilled courses:	
PE103T - Physical Activity - Weight Training	
PE106T - Physical Activity - Roller Blading	
PE108T - Physical Activity - Volleyball	
PE109T - Physical Activity - Tennis	
PE114T - Physical Activity - Racquetball	
PE104T - Physical Activity - Golf	
PE105T - Physical Activity - Bowling	
TOTAL NEEDED TO GRADUATE	**63**

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

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Anatomy & Physics for Health Careers - BI105U	3
Introduction to Nutrition - PN104U	2
Introduction to Client Care - CARE PN105U	1
Nursing Fundamentals I - PN107U	3
Nursing Fundamentals II - PN108U	3
Nursing Calculations - PN109U	2
General Psychology - PY100T	3
SECOND SEMESTER	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
Foundations for Clinical Practice - PN133U	3
Medical-Surgical Nursing A - PN134U	5
Medical-Surgical Nursing B - PN135U	5
THIRD SEMESTER (SUMMER)	
Growth & Development - PN131U	3
Maternal Child Nursing - PN155U	3
Issues & Trends in Practical Nursing - PN201U	1
Introduction to Mental Health Nursing - PN200U	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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- One year high school biology with a "C" or higher each semester or the equivalent, with a "C" or higher.
- A personal interview or program orientation session may also be required.

NOTE: Students must be CPR certified and have a physical exam on Hawkeye Format, prior to the first day of clinical course work.

- The program must be completed within three years beginning with the Fundamentals course PN107U and PN108U.

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 the industry. 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, 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 computer labs.
- A strong photographic education including electronic technologies used by professional photographic studios and laboratories.
- In small classes providing close faculty student contact.

MAJOR AREAS OF TRAINING

- Portrait
- Commercial
- Photojournalism

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Fundamentals of Analog Photography - PO101U	6
Photo Design I - PO102U	3
Print Presentation Techniques - PO103U	3
Introduction to Electronic Imaging - PO106U	3
Basic Mathematics - MA110U	3
OR	
Mathematics Transfer Elective	
SECOND SEMESTER	
Basic Color Negative and Prints - PO131U	3
Photo Design II - PO132U	3
Digital Fundamentals - PO135U	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 - PO204U	3
Intermediate Electronic Imaging - PO212U	3
Basic Photojournalism - PO208U	3
Visual Communication - PO210U	3
Fundamentals of Oral Communication - CM132T	3
FOURTH SEMESTER	
Students must complete minimum of 3 credits within following business courses.	
Introduction to Business - MG101T	3
Small Business Management - MM230U	3
Marketing Principles - MM110T	3
Principles of Selling - MM133U	3
Students must complete minimum of 6 credits within following emphasis courses.	
Advanced Portraiture - PO232U	6
Advanced Commercial - PO234U	6
Advanced Journalism - PO238U	6
Students must complete an additional 9 credits of approved electives. These credits may come from the above listed business courses, photography emphasis courses, or the following photography courses.	
Advanced Electronic Imaging - PO246U	3
Photo Reproduction - PO240U	3
Advanced Visual Communication - PO242U	3
Wedding Photography - PO244U	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 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 lowa has been approved by the lowa Nurses' Association, the lowa Medical Society, lowa Chapters of the Association of Operating Room Nurses, Inc., and reviewed by the lowa 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 lowa.

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

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 is scheduled at various times during the year. Call 319-296-4013 or visit the web at www.hawkeyecollege.edu.

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.

Please provide the following:

- 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 Care

RESPIRATORY CARE

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

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 program are provided with:

- classroom instruction
- laboratory experience
- supervised clinical experience at local and regional hospitals, medical centers, and other health care settings

MAJOR AREAS OF TRAINING

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

This program is accredited by the Committee on Accreditation for Respiratory Care
1248 Harwood RD, Bedford, TX 76021
Phone: (817) 283-2835

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Introduction to Respiratory Care - RT104U	3
Introduction to Clinical Respiratory Care - RT105U	3
Introduction to Anatomy and Physiology - BI103T	4
General Psychology - PY100T	3
Composition I - CM113T	3
SECOND SEMESTER	
Cardiopulmonary Anatomy & Physiology - RT134U	3
Airway Maintenance Procedures - RT137U	4
Clinical Care of Acute Patients I - RT139U	4
Physical Science Survey - PS112T	4
Fundamentals of Oral Communication - CM132T	3
THIRD SEMESTER (SUMMER)	
Respiratory Failure - RT201U	1
Clinical Care of Acute Patients II - RT204U	2
Introduction to Ventilatory Support - RT206U	2
Principles of Microbiology - BI106T	3
FOURTH SEMESTER	
Clinical Medicine - RT230U	3
Intensive Respiratory Care - RT241U	4
Clinical Intensive Care - RT242U	6
Computer Concepts and Applications - CL110T	3
FIFTH SEMESTER	
Pediatric and Neonatal Respiratory Care - RT243U	2
Special Procedures in Respiratory Care - RT244U	3
Clinical Specialities in Respiratory Care - RT245U	8
Respiratory Care Applications - RT246U	1
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.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- One year high school chemistry with a "C" or higher each semester or the equivalent, with a "C" or higher.
- A personal interview or program orientation session may also 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

This program provides graduates with entry level skills to find employment in the diemaking, moldmaking, patternmaking, CNC operation and other related skilled trades areas in manufacturing.

Toolmakers build and maintain various dies and fixtures used in mass production in a vast number of industries. Moldmakers build and maintain production molds used to mass produce various plastic parts.

COURSEWORK

Students learn manual machining skills, blueprint reading and precision measuring skills as well as CNC machine setup and operation. Training includes classroom theory as well as hands on machine shop experience making machined parts. Students make dies and molds which produce parts to blueprint specifications.

MAJOR AREAS OF TRAINING

- Manual Machining
- Blueprint Reading
- Welding and Heat Treatment
- Precision Measurement
- CNC Programming and Machining
- Diemaking and Moldmaking

TRANSFER INFORMATION FOR CONTINUED STUDIES

Hawkeye's Industrial and Engineering Technologies 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 and Engineering Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Basic Machine Concepts - MC103	2
Basic Machine Operations - MC105U	4
Introduction to Print Reading - IT102U	3
CNC Operations I - MC107U	2
CNC Programming I - MC109U	4
Basic Math - MA110U	3
OR	
Mathematics Transfer Elective	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
SECOND SEMESTER	
Advanced Print Reading IT112U	3
Geometry/Trigonometry MA116U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Advanced Machine Concepts - MC131U	2
Advanced Machine Operations - MC133U	4
CNC Operations II - MC135U	2
CNC Programming II - MC137U	4
THIRD SEMESTER (SUMMER)	
Hydraulic Jigs & Fixtures - MC150U	3
EDM Procedures - IT212U	2
CAM Programming - CM203U	4
FOURTH SEMESTER	
Fundamentals of Oral Communication - CM132T	3
Basic Die Making - TD201U	8
Job Planning & Estimating - TD202U	2
Tool Steel Welding & Heat Treat - TD155U	2
FIFTH SEMESTER	
Advanced Die Making and Repair - TD235U	8
Plastics Tooling & Manufacturing - TD234U	2
TOTAL NEEDED TO GRADUATE	**76**

* Applied Writing can be taken either in the 1st or 4th semester

** Human Relations can either be taken in the 2nd or 5th semester

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.

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 and First Aid
- Prepare for Class A Commercial Driver License with All Endorsements

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

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
Interpersonal Relations - TR100U	2
Transportation Industry and Driver Regulations - TR101U	4
Driving Range I - TR102U	4
Driving Range II - TR103U	2
Driving Range III - TR104U	2
TOTAL NEEDED TO GRADUATE	**14**
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: Business and Information Technology Department, 319-296-4021.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Personal Computer Hardware - IF100U	4
Operation Systems - IF107U	2
Introduction to Web Design - IF135U	3
Introduction to Computer Science - CS116T	4
Math for Decision Making - MA111T	3
SECOND SEMESTER	
CISCO I (Networking Basics) - IF111U	2
CISCO II (Routers and Routing Basics) - IF113U	2
Advanced Web Design - IF205U	3
JAVA Programming - IF130U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Applied Writing - CM102U	3
OR	
Composition I - CM113T	
THIRD SEMESTER	
Web Server Administration - IF231U	2
Multimedia Concepts - IF233U	2
Visual Basic Programming - IF203U	3
Database Applications - IF204U	3
Advanced Graphics - IF206U	3
Fundamentals of Oral Communication - CM132T	3
FOURTH SEMESTER	
Sound and Streaming - IF234U	3
XML/XSL Programming - IF232U	3
E-Commerce Strategies - IF235U	2
Systems Implementation - IF105U	3
Experiential Learning in Information Tech - IF230U	3
TOTAL NEEDED TO GRADUATE	**62**

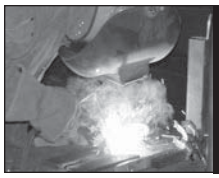
The sequence of study is a suggested course of study for full time students beginning their studies in the Fall semester. Students should work with their program advisor in planning their class schedules.

ADMISSION REQUIREMENTS

- High school graduate or equivalent.
- Applicants must score at least the following on each area of the COMPASS Assessment: 42 on Algebra, 82 on Reading, and 65 on Writing or obtain a 19 on the ACT sub scores of Math, Reading & English. Scoring below these standard scores will require taking appropriate success courses and earning a "C" or higher at Hawkeye Community College or comparable courses at another accredited college with a "C" or higher. Success courses must be completed prior to starting program courses.
- A personal interview or program orientation session may also 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 and Engineering Technologies Department, 319-296-4009.

SUGGESTED SEQUENCE OF STUDY

COURSE TITLE/COURSE CODE	CREDITS
FIRST SEMESTER	
Arc Welding I - WL103U	4
*Cutting Process - WL105U	2
*Blueprint Reading - WL109U	3
*GMAW-FCAW I - WL111U	4
Basic Math - MA110U	3
OR	
*Math for Welding - WL113U (For certificate only)	
SECOND SEMESTER	
Communications - CM101U	3
Human Relations - HR101U	3
OR	
General Psychology - PY100T	
OR	
Introduction to Sociology - SO100T	
Arc Welding II - WL133U	4
*GMAC-FCAW II - WL135U	4
Advanced Print Reading - WL137U	2
THIRD SEMESTER	
Pipe Welding - WL106U	3
TIG Welding Procedure - WL108U	3
Fusion and Braze Welding - WL110U	2
TOTAL NEEDED TO GRADUATE	**40**

** Denotes courses needed for "Certificate" in Production Welding*

** 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
- Internet Basics
- Microsoft Windows XP
- PhotoShop -Intro & Advanced
- Project 2002
- Microsoft Office 2003
  - Word
  - Excel
  - Access
  - PowerPoint
  - Outlook
- Dreamweaver
- Quickbooks
- Digital Video Editing
- File Management
- eBay Basics
- A+ Certification
- Net+ Certification
- MSCE/MSCA (Microsoft)
- Certified Cisco Network Administrator
- LINUX+ Certification
- HelpDesk Institute
- Microsoft Office Specialist

MANAGEMENT/EMPLOYEE DEVELOPMENT

- Business Writing
- Communication Skills
- Conflict Resolution
- Customer Service Workshops
- Diversity in the Workplace
- Behavior 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
- GR & R
- Internal Auditing
- ISO 9000: 2000
- Lean Manufacturing
- QS-9000
- Statistician Process Control

TECHNICAL TRAINING

- AutoCAD
- Blueprint Reading
- Boiler Systems
- Computerized Numerical Control
- Computerized Technical Control
- Digital Electronics
- Electrical Systems and Repair
- Electronics
- Fork Truck Certification
- Geometric Dimensioning Tolerancing
- Hydraulics & Pneumatics
- Industrial Electricity
- Industrial Electronics
- Industrial Instrumentation
- Industrial Safety
- Machine Shop
- Maintenance Technology
- Mathematics
- Mechanical Systems
- Microcomputer - Microprocessing
- Motors and Controls
- National Electrical Code
- OSHA Safety Courses
- Physics, Introductory
- Precision Measurement
- Pre-Technical Math
- Programmable Controllers
- Refrigeration
- Robotics
- Servomotor
- Statistician Process Control
- Stepper Motor Drive
- Technical Writing
- Train the Trainer
- Variable Frequency Motor Drives
- Welding

Hawkeye Community College

WORKPLACE BASIC SKILLS

Basic Skills Assessment
Pre-training Skills Assessments
Writing on the Job
Basic Math
Command Spanish

CERTIFICATE PROGRAMS

MANAGEMENT DEVELOPMENT

Hawkeye Community College, in cooperation with American Management Association's (AMA) Extension Institute, presents these courses as part of a certificate program in the management of small business. The certificate is awarded upon successful completion of six courses from the AMA series.

NET+ CERTIFICATION

In this hands-on course, you will become prepared for the Net + Certification Exam. This program is targeted for individuals with 18-24 months of networking experience. The fundamentals of networking will be demonstrated through lecture and hands-on lab. Net + is a vendor neutral CompTIA certification that measures the knowledge and proficiency of network professionals. Training in: network skills, installation of networks, and configuration

A+CERTIFICATION

A+ Certification is the industry standard for technicians and offers the opportunity for career advancement and higher salaries. A + is the perfect launch pad into other careers in information technology. In this hands-on course, you will become prepared for the A+ core and Operating System Technologies Certification Exams. This training is designed to teach the fundamentals associated with common operating systems and the PC hardware these operating systems control. Study includes the identification, installation, configuration, upgrading pc components and peripherals, and fundamentals of the operating system.

IT PROFESSIONAL PROGRAM

Hawkeye Community College's IT Professional Program offers advanced training for Information Technology (IT) professionals. The IT Professional Program was initially developed through a partnership with TEAM Technologies to train future workers in their new high-tech world-class data center. Individuals completing the program will earn certifications in MCSA, CCNA, UNIX, Net+, and the Help Desk Institute.

The IT Professional Program is one year in length and includes a paid hands-on internship. The internship provides an essential opportunity for students to gain authentic work experience relating to their coursework.

CISCO (CCNA) CERTIFICATION

Cisco Certification is a widely respected multi-level program that recognizes the basic networking skills to design, plan, install, and commission small to medium sized computer networks. Certification from Cisco brings valuable, measurable rewards to network professionals, their managers, and the organizations that employ them. This course is open to IT Professionals interested in computer networks and the Internet with above average PC skills and dedication to learn new skills.

The class offers a combination of CBT/Lectures/Lab work split into four sections at 70 hours each with additional time added for test preparation.

Section 1:	Introduction to Networking
Section 2:	Configuring Networks
Section 3:	Network Access and ISDN
Section 4:	Wide Area Networks

MCSE/MSCA CERTIFICATION

MCSA - MCSE Certification is an ideal way to show employers that you have the knowledge and skills they need.

Microsoft Certified Systems Administrator (MCSA) - credential identifies IT professionals who implement, manage, and maintain networks and system environments based on the Microsoft Windows Server operating system.

Microsoft Certified Systems Engineer (MCSE) - credential validates IT professionals who have the ability to design a network and infrastructure based on the Active Directory service, and also have the ability to implement and administer a network and desktop operation system.

MICROSOFT OFFICE SPECIALIST CERTIFICATION

Microsoft Office Specialist (Office Specialist) Certification, the premier Microsoft desktop official recognition, is a globally recognized standard for demonstrating desktop skills. The Office Specialist program is helping meet the demand for qualified and knowledgeable people in the modern workplace. Microsoft Office Certification measures Microsoft Office skills and the ability to apply the skills on the job.

CUSTOMIZED TRAINING DESIGNED FOR YOUR BUSINESS

A training coordinator will work directly with your manager, supervisors and production workers to design a training curriculum and delivery system to meet your organization's schedule.

- Assessment to help determine your training needs
- Re-designing of training programs
- Training schedules and locations to meet your needs
- Reasonable cost
- Training for new and expanding industry
- Marketing information services

THE IOWA NEW JOBS TRAINING PROGRAM

The Iowa New Jobs Training Program is designed to encourage growth of industries already established and to create a positive atmosphere for business and industry considering relocation to this area.

The money that you paid in taxes is used to fund training for newly created jobs.

The fund is created by selling certificates with a repayment plan based on the anticipated increase in your payroll tax and incremental property tax.

IOWA'S RETRAINING PROGRAM

The Iowa Retraining Program helps business and industry keep pace with advancements and grow more responsive to new market demands and opportunities.

CONTINUING EDUCATION

In order to fulfill the increasing educational needs of Merged Area VII residents, Hawkeye Community College offers well-planned, diversified programs in continuing education. Quality instruction is available in the areas of health and continuing education to meet state recertification/relicensure requirements.

CONTINUING EDUCATION FOR HEALTH PROFESSIONALS

Nurses
Social Workers
Respiratory Care Professionals
General & Limited Practice Radiographers
Funeral Directors
Dental Hygienists
Independent Study Options for Health Professionals
Programs regularly offered
    Expanded IV Therapy for the LPN
    100 Hour Limited Practice Radiographer Course
    Management of the Critically Ill Patient
    Local Anesthesia for the Dental Hygienist
    Licensed Nursing Home Administrators

LONG TERM CARE

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

Basic Life Support – All Modules CPR
Basic Life Support – Instructor
Continuing Education all levels pre-hospital
Emergency Medical Technician – Intermediate
Emergency Medical Technician – Paramedic
Emergency Medical Technician – Basic
Emergency Rescue Technician
First Aid
First Responder
Paramedic - Paramedic Specialist Bridge
Specialized Seminars

TRAINING FOR VOLUNTEER FIREFIGHTERS

60-Hour Fire Fighter I
32-Hour Fire Fighter II

LAW ENFORCEMENT

Active Countermeasures
Aerosol Subject Restraint
Anti-Terrorist School
A.S.P. Baton
Court Testimony
C.P.R. for Police
Crime Scene Investigation
Crisis Intervention
Defense Against Edged Weapons
Domestic Abuse
Fingerprinting
Gun Safety
Gun Permit, Firearms
High Risk Arrest
High Risk Vehicle Stops
Hostage Negotiations
NCIC Law Enforcement
Police Photography
Pressure Point Control
Report Writing
Security Officer Training
Street Drugs
Stress Management
Supervision for Police
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.

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 3.

Bosnian Language Skills
Communications
Concealed Weapons Permit
Driver Improvement Program
55 Alive
Financial Management
Gardening
Genealogy
German
Investments, Stocks and Bonds
Landscaping
Lawn Care
Moped Operator
Motorcycle Rider
Sign Language
Spanish
Wills, Estates and Trust Planning

FAMILY LIVING AND CONSUMER SCIENCE

Quilting Series
Sewing with Sergers

HOUSING AND HOME FURNISHINGS

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

PARENTING

Child Care Issues
Children In The Middle
Family Communication Skills
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

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

MISCELLANEOUS

Anger Management
Holiday Classes
Home Organization
Parent-Child Classes
Personal Growth
Stress Management

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

Visit the Hawkeye web site at: www.hawkeyecollege.edu

MARTIN LUTHER KING, JR. CENTER OF HAWKEYE COMMUNITY COLLEGE

The Martin Luther King, Jr. Center of Hawkeye Community College, 515 Beech St., Waterloo, is a full service community college center.

- Degree Related Courses
  - On-site Courses
  - Distance Learning Courses – ICN and Online
  - Iowa Public Television Courses
- Non-Credit Programs
  - 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

COMMUNITY SERVICES

ADULT BASIC EDUCATION (ABE)

Free Adult Basic Education classes, sponsored by Hawkeye, provide a way for adults to improve their basic reading, writing, or math skills. The Metro Center, located at 844 W. 4th Street in Waterloo, offers classes daily - mornings, afternoons, and evenings. Classes are also offered in other community centers, public libraries, or schools in the area. In addition, English as a Second Language classes are offered to adults who would like to learn basic English language skills. Call 319-234-5745 for more information.

HAWKEYE ADULT LITERACY PROJECT

Hawkeye sponsors a program to train volunteer tutors and place them with adult beginning readers. Students and tutors are matched one-on-one and meet twice a week to work on basic reading skills. Students may attend an ABE class when they have attained basic reading proficiency. Call the Literacy Coordinator at 319-234-5745.

HIGH SCHOOL EQUIVALENCY (GED) DIPLOMA

GED (General Education Development) classes, for adults who want to earn their high school diploma, are offered in conjunction with Hawkeye's ABE classes (see above). Successful completion of the five GED tests will earn the student an Iowa High School Equivalency (GED) diploma. The Metro Center, 844 W. 4th in Waterloo, offers the widest selection of GED classes with morning, afternoon, and evenings classes. Classes are also available in many communities in the area at convenient times and locations. GED testing is available by appointment at the Metro Center. Call 319-234-5745, for more information about class locations or to schedule a GED test.

ENGLISH AS A SECOND LANGUAGE (ESL)

Free ESL classes for adults are offered through the Adult Basic Education program. Classes are offered morning, 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. Reading and writing of English and cultural awareness activities are included in the curriculum. An interactive language lab provides additional language skill practice mid-day Monday through Thursday.

CITIZENSHIP CLASSES

Free morning and evening Citizenship classes are offered weekly at the Metro Center in Waterloo. The classes may be taken by anyone who has applied for U.S. citizenship or who plans to apply in the next year. Classes will help prospective citizens review their knowledge of U.S. history and government in preparation for the citizenship test. Because the test is administered in English, those taking the citizenship classes need to be able to speak, read, and write in English. For more information, call 319-234-5745.

ADULT HIGH SCHOOL CREDITS

Students needing individual high school courses in order to complete high school may take individualized courses through the Independent Learning Center (ILC) located at the Metro Center, 844 W. 4th St., in Waterloo. Adults completing the State of Iowa and Hawkeye Community College's requirements for a high school diploma will be awarded an adult high school diploma from Hawkeye Community College.

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

Algebra I, Sem. 1 & 2
American Government
American Literature
Basic Composition
Biology 1 & 2
Chemistry 1 & 2
Consumer Math 1 & 2
Earth Science
Economics
English 9, Sem. 1 & 2
English 10, Sem. 1 & 2
General Math 1 & 2
General Psychology
General Science 1 & 2
Geography 1 & 2
Geometry 1 & 2
Individualized Reading
Literature Lab
Personal Health
Physical Science
Pre-Algebra 1& 2
Reading Improvement
Sociology
Study Skills
U.S. History 1 & 2
World Studies 1 & 2

COURSE DESCRIPTIONS

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

AB AG BUSINESS MANAGEMENT

AB153T AG SALES **Credits 3 (2-2)**
This course presents aspects of the sales process including: selling success, types of sales questions, creating the selling climate, motivation, attitude, referral prospecting, no referral prospecting, phone sales, sales presentations and demonstrations, qualifying the prospect, overcoming objectiveness, closing, twelve power closes, and sales paper work.

AB156U AG PRODUCT MERCHANDISING **Credits 3 (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.

AC ACCOUNTING/ ACCOUNTING TECHNICIAN

AC101T PRINCIPLES OF ACCOUNTING I **Credits 4 (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; financial statements; and accounting for cash, receivables, payables, inventories, plant assets; partnerships and corporations.

AC102T PRINCIPLES OF ACCOUNTING II **Credits 4 (4-0)**
The first part of the course continues to address topics in financial accounting that began in Principles of Accounting I. Primary emphasis is on managerial accounting and the corporate form of ownership. Topics include accounting for bonds, the statement of cash flows and financial statement analysis. Managerial accounting topics include job order and process cost systems, cost-volume-profit analysis, budgeting and standard cost systems. Capital investment analysis and activity-based costing are also addressed. Prerequisite: AC101T.

AC103U APPLIED ACCOUNTING I **Credits 4 (4-0)**
This course presents the fundamental concepts, procedures, and applications of the accounting cycle for service and merchandising businesses. The proprietorship form of ownership is studied. Topics include the special journals, payroll accounting, and accounting for cash.

AC131U INCOME TAX **Credits 4 (4-0)**
Emphasis is placed on the understanding of the federal tax system. The student will gain hands on experience preparing the most current tax forms for sole proprietorship businesses and individuals. Tax planning is addressed as it relates to the current and forthcoming year. Students will be provided with an opportunity to use computer software to prepare returns.

AC133U INTRODUCTION TO COMPUTER ACCOUNTING **Credits 3 (2-2)**
This course presents an introduction to a computerized accounting system. Two popular software packages will be used to accumulate, classify, and summarize data about a business. Prerequisites: AC103U or AC101T Co-Requisites: AC135U OR AC102T, BS133U.

AC135U APPLIED ACCOUNTING II **Credits 4 (4-0)**
This course is a continuation of Applied Accounting I emphasizing the principles of accrual accounting. Emphasis is placed on accounting for corporations and a manufacturing business. Topics include accounting for receivables, inventory, and long-term assets. Prerequisite: AC103U.

AC201U COST ACCOUNTING **Credits 4 (4-0)**
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 AC135U.

AC202U ACCOUNTING SIMULATIONS **Credits 1 (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 will be the basis for the simulation. Prerequisites: AC101T or AC103U

AC204U PAYROLL ACCOUNTING **Credits 1 (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. Prerequisites: AC101T or AC103U

AC206U INTERMEDIATE ACCOUNTING I **Credits 4 (4-0)**
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. Prerequisites: AC102T or AC135U.

AC231U ACCOUNTING SYSTEMS **Credits 2 (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. Prerequisites: AC201U, AC234U.

AC234U INTEGRATED SPREADSHEETS **Credits 2 (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. Pre-req or Co-req: BS106U.

AC236U INTERMEDIATE ACCOUNTING II **Credits 4 (4-0)**
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 **Credits 2 (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. Prerequisites: AC102T or AC135U.

AE AG POWER TECHNOLOGY

AE231U AG EQUIPMENT REPAIR **Credits 7 (5-6)**
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.

AF AGRICULTURE TECHNOLOGY

AF140U FOUNDATIONS OF GIS & GPS **Credits 3 (2-2)**
This course will introduce fundamental processes of Global Positioning System (GPS) including technical aspects of the GPS satellites, differential correction, and hardware. The specific application of this technology for mapping, navigation, variable rate technology (VRT), and data collection will be discussed and demonstrated. Fundamental processes of Geographic Information Systems (GIS) will also be introduced, including file formats, data base management, spatial analysis and manipulation of data.

AF201T INTRO TO GIS SOFTWARE Credits 1 (1-0)
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. Prerequisite: AG103T.

AF215U APPLIED ANIMAL TECHNOLOGY Credits 3 (2-2)
This course will provide students with hands-on experience in new technologies within the animal industry. 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. Prerequisite: AS110T.

AF220U AG RESEARCH Credits 3 (2-2)
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 Credits 4 (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 Credits 4 (2-4)
Fundamental processes of Geographic Information Systems (GIS) with emphasis in its application to agriculture will be covered. File formats, data base management, spatial analysis ,and manipulation of data will be covered thoroughly. Comparisons of GIS, mapping software, and conversions between formats will also be discussed. The lab portion will concentrate on using georeferenced data from mapping and yield monitoring to develop maps from which a VRT prescription will be synthesized.

AG AGRICULTURE CORE

AG103T AG COMPUTERS Credits 3 (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 Credits 1 (0-3)
Agriculture Enterprise Lab offers students the opportunity to gain hands-on educational experiences by working at the Hawkeye farm laboratory under the supervision of an instructor. Students will be assigned projects with specific enterprises. They will be responsible for completing them in a timely manner for a limited time. This course may be repeated up to three times.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

AG130T AG MARKETING Credits 3 (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. We emphasize the elevators relationship and responsibility to its customers. The basic fundamentals of marketing are discussed along with the more advanced aspects of managing 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 Credits 5 (0-20)
This course provides students with opportunities to gain on-the-job experience in the agriculture industry. Students will gain an understanding of qualities and skills needed for success in the agricultural field. Coordination and guidance will be provided by department instructors.

AG140U SPECIAL TOPICS IN AGRICULTURE EDUCATION Credits 1 (1-0)
This course is designed for secondary agriculture education professionals to develop and enhance knowledge and skills in specific emerging practices, issues, and technical content areas in the broad industry of agriculture. Must be a Secondary Educator.

AG154T INTEGRATED PEST MANAGEMENT Credits 3 (2-2)
This course is designed to make application and use of some materials learned in other courses. Decision making as it deals with the total cropping plan is stressed. An individual will determine from observation weed problems, plant populations, disease problems, insect problems, do yield checks, and make recommendations for handling any problems.

AG156T AG LEADERSHIP Credits 3 (2-2)
This course is designed to enhance student's abilities in the area of leadership. The course includes activities that enable students to develop skills in communication, problem solving, committee work, and parliamentary procedure. Students may be involved in many local, state, and nationally organized activities.

AG206T AG ECONOMICS Credits 3 (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.

AG232T AG BUSINESS MANAGEMENT Credits 3 (2-2)
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 Credits 3 (2-2)
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.

AN ASSOCIATE DEGREE NURSING

AN202U PHYSICAL ASSESSMENT Credits 2 (1-2)
This course contains the theory and skills necessary to collect a health history and to perform and document a physical examination on a client. Must be in program major. Prerequisite: BI103T. Co-Requisites: AN203U, AN207U, AN209U.

AN203U TRANSITION TO PROFESSIONAL NURSING **Credits 2 (2-0)**

This course focuses on the associate degree nurse as transition occurs from the licensed practical nurse role to the registered nurse role. Major units in this course include an overview of ethical, legal and professional role/responsibilities of the registered nurse, history of nursing, nursing process, and critical thinking, as well as an introduction to APA writing style and research. Must be in program major. Co-Requisites: AN202U, AN207U, AN209U.

AN207U ADVANCED NURSING SKILLS **Credits 2 (1-2)**

This course provides supervised practice of advanced nursing skills in a laboratory setting. The student is assisted in gaining skill and accuracy through demonstration, supervised practice, and evaluation. Must be in program major. Co-Requisites: AN202U, AN203U, AN209U.

AN209U ADVANCED ADULT HEALTH NURSING I **Credits 6 (4-6)**

This course is a study of the concepts of health and illness and of the nursing process in providing comprehensive nursing care for adults requiring advanced medical and surgical care. The content includes a review of shock, stress, immunity, fluid, electrolyte, acide base, eye, ear, respiratory, endocrine, reproductive, and musculoskeletal disorders. Clinical experience are provided in selected acute care settings. Pre-req or Co-req: AN202U, AN203U, AN207U.

AN231U ISSUES IN NURSING MANAGEMENT **Credits 2 (2-0)**

This course focuses on the study and application of the managerial and leadership aspects of professional nursing, including leadership styles, delegation, budgeting, group process, supervision, and evaluation. Preparation for the licensing exam is also included. Prerequisites: AN202U, AN203U, AN207U, AN209U, BI103T.

AN233U ADVANCED ADULT HEALTH NURSING II **Credits 6 (4-6)**

This course is a continuation of Advanced Adult Health Nursing I. Emphasis is placed on the nursing process in providing comprehensive care of the complex medical-surgical adult patient. The content includes cardiac, peripheral vascular, digestive, hematologic, oncologic, urinary, and enurologic disorders. Clinical experiences are provided in acute care and community settings. Selected experience in the nurse manager role is included. Prerequisites: AN202U, AN203U, AN207U, AN209U, BI103T Co-Requisite: AN231U.

AN236U ADVANCED NURSING IN OBSTETRICS & PEDIATRICS **Credits 5 (3-6)**

This course provides comprehensive care for childbearing and pediatric clients in wellness and illness with special emphasis on health interruptions and variations and the nursing process needed to meet these variations. Clinical experiences are provided in selective acute care and community settings. Prerequisites: AN202U, AN203U, AN207U, AN209U, BI103T.

AN251U DIET MANAGEMENT **Credits 1 (1-0)**

This course continues the study of food nutrients and body utilization for good health. There is emphasis on special diets, food exchanges, socioeconomic, and cultural implications of nutrition. Prerequisite: PN104U.

AN255U PSYCHIATRIC NURSING **Credits 5 (3-6)**

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 patients with maladaptive behaviors through utilization of the nursing process by applying the principles of mental health and psychiatric nursing. Prerequisite: PN202U.

AP AG PRODUCTION MANAGEMENT

AP102T SOILS AND FERTILIZER **Credits 3 (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, micro-nutrients, fertilizer materials, fertilizing, and using soil test information. The use of Global Positioning and Geographic Information Systems in recording soil data is covered.

AP110T PRINCIPLES OF CROP SCIENCE **Credits 3 (2-2)**

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

AP131T CASH GRAINS **Credits 3 (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.

AR COLLISION REPAIR & REFINISHING

AR110U INTRO TO REFINISHING **Credits 6 (3-9)**

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 **Credits 6 (3-9)**

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 computer systems. Prerequisite: AR110U.

AR140U INTRO TO COLLISION REPAIR **Credits 6 (3-9)**

In this course students receive training on the proper handling of hazardous waste and environmental 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 **Credits 6 (3-9)**

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.

AR204U COLLISION & REFINISH PRODUCTION **Credits 6 (3-9)**

This course provides learning 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, AR142U.

AR206U REFINISH APPLICATIONS & ELECTRICAL **Credits 7 (4-9)**

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. Prerequisites: AR204U.

AR208U COLLISION PRODUCTION TECHNOLOGY **Credits 7 (4-9)**

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 **Credits 7 (4-9)**

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 **Credits 7 (4-9)**

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.

AS ANIMAL SCIENCE

AS110T PRINCIPLES OF ANIMAL SCIENCE **Credits 3 (2-2)**

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

AS124T EVALUATION AND SELECTION **Credits 3 (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 **Credits 3 (2-2)**

This course advances student's evaluation skills and prepares them to become competent livestock judges. Students have the opportunity to represent the college at various contests held on local, state, and national levels.

AS131U ANIMAL BREEDING **Credits 3 (2-2)**

This course presents the latest scientific information about the principles of genetics and animal breeding together with practical application for the improvement of farm animals. Areas of study include: basic genetics, heritability, and breeding programs for breeding high quality animals with the use of available tools such as, selection, in-breeding, cross-breeding, line-breeding, out-crossing, and artificial insemination.

AS132U EQUINE CARE **Credits 3 (2-2)**

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 owner's horses as a herdsman or in a stable.

For additional Animal Science course descriptions, see page 146.

AS160U APPLIED SHEEP ENTERPRISE ANALYSIS **Credits 1 (0-2)**

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 **Credits 1 (0-2)**

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 **Credits 1 (0-2)**

This course will acquaint the students with several different types of swine operations.

AS201T ANIMAL AGRICULTURAL ISSUES **Credits 2 (2-0)**

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

AS202T ANIMAL NUTRITION **Credits 3 (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 **Credits 5 (4-2)**

An introduction to contemporary practices and decisions necessary when managing beef, dairy, poultry, sheep, and swine through the stages of their production cycles. Prerequisite: AS110T.

AS205T COMPANION ANIMALS **Credits 3 (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 will be training, housebreaking, and obedience. Guest speakers and field trips will be included.

AS207T ANIMAL ANATOMY, PHYSIOLOGY, AND HEALTH **Credits 5 (4-2)**

Introduction to the functional anatomy and physiological activities governing the animal body through discussion and observation via video of the various body systems; including cells, senses, nerves, skeletal, circulatory, respiratory, digestive urinary, muscular reproductive, and endocrinology. Fundamentals of identification, prevention, and treatment of various common disease problems. This course presents a sound preventative approach to animal health and husbandry as it relates to body health, form, and function. Prerequisite: AS110T.

AS220U BEEF MANAGEMENT **Credits 3 (2-2)**

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

AS221U SWINE MANAGEMENT **Credits 3 (2-2)**

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

AS222U SHEEP MANAGEMENT Credits 3 (2-2)
This course prepares the student to integrate production principles. Economic management is stressed as it relates to the profitable sheep enterprise. Topics included: budgeting, record analysis, lamb feeding, handling, wool, and marketing. Students receive hands-on experience working with the school flock during lambing plus the opportunity to participate in scheduled field trips.

AT AUTOMOTIVE TECHNOLOGY/ AUTOMOTIVE ELECTRONICS

AT103U INTRO TO AUTOMOTIVE TECHNOLOGY Credits 6 (5-3)
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, STARTING & ELECTRICAL SYSTEMS Credits 5 (4-3)
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 Credits 5 (4-3)
This course covers multi-cylinder gasoline internal combustion engines. Areas of study include construction, overhaul procedures, cylinder head, and valve grinding.

AT131U SUSPENSION AND ALIGNMENT TECHNOLOGY Credits 5 (4-3)
Steering and suspension system operation and service procedures are covered. Emphasis is on diagnosis and repair procedures.

AT141U BRAKE SYSTEMS TECHNOLOGY Credits 5 (4-3)
Brake systems operation and service procedures are covered. Emphasis is on diagnosis and repair procedures.

AT143U ENGINE DRIVABILITY DIAGNOSIS I Credits 6 (5-3)
This course covers multi-cylinder gasoline internal combustion engines. Areas of study include ignition and fuel systems operation. Prerequisite: AT103U.

AT201U COMPREHENSIVE APPLICATION Credits 5 (3-6)
Students are presented with diagnostic problems and repair projects. Competencies attained in prior classes are emphasized. Prerequisites: AT103U, AT105U, AT107U, AT131U, AT141U, AT143U.

AT203U AUTOMOTIVE ELECTRONICS I Credits 3 (2-3)
This course presents concepts of electricity and electronics. Circuits, components, devices, and applications are explored.

AT205U AUTOMOTIVE ELECTRONICS II Credits 3 (2-3)
Students continue in the study of electronics theory, construction, and application to automotive systems. Prerequisite: AT203U.

AT231U AUTOMATIC TRANSMISSION OPERATIONS Credits 5 (4-3)
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.

AT233U HEATING AND AIR SYSTEMS Credits 5 (4-3)
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 DRIVABILITY DIAGNOSIS II Credits 6 (5-3)
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, AT143U.

AT240U MANUAL TRANSMISSIONS & DRIVELINE Credits 5 (4-3)
A comprehensive study of the drive train components and their relationship to the application of power to the drive wheels of vehicles.

BI BIOLOGICAL SCIENCES

BI103T INTRODUCTION TO ANATOMY AND PHYSIOLOGY Credits 4 (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. 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 Credits 4 (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 eligible for any health career program, successful completion of BI104T & BI105T with a grade of "C" or better is required.

BI105T HUMAN ANATOMY AND PHYSIOLOGY II Credits 4 (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. To be eligible for any health career program, successful completion of BI104T & BI105T with a grade of "C" or better is required. Prerequisite: BI104T.

BI105U ANATOMY & PHYSIOLOGY FOR HEALTH CAREERS Credits 3 (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. To be eligible for any health career program, successful completion with a grade of "C" or better is required. Prerequisite: High School Biology or SC041D.

BI106T PRINCIPLES OF MICROBIOLOGY Credits 3 (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 student desiring a background in microbiology. The course covers aspects of microbial function, nutrition and growth, metabolism, energy procurement, medical genetics, genetic engineering, control using physical and chemical agents, host-parasitic relationships and beneficial roles of microorganisms. Coordinated laboratory exercises enhance and support the lecture topics.

BI107T BASIC NUTRITION Credits 2 (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 Credits 3 (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, and 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 Credits 4 (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 Credits 4 (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, 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.

BI112T BIOLOGICAL SCIENCE SURVEY Credits 4 (3-2)
This course provides an introduction to living organisms, their diversity, structure and function, and how they maintain themselves both during their life cycle and as a species. It is designed to highlight concepts of the biological sciences for the non-biology major and satisfies the requirement for a life science course for the Associate in Arts or Science degrees. There are three hours of lecture and two hours of laboratory each week.

BI113T HUMAN BIOLOGY Credits 3 (3-0)
Human Biology explores human structure and function and the relationship of humans to other living organisms. The course examines the application of basic biological principles to practical human concerns. This course is a one-semester biology course intended for students who do not wish to major in the biological or health sciences.

BI120U HUMAN BODY STRUCTURE & FUNCTION Credits 2 (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-Requisites: BI121U.

BI121U HUMAN BODY STRUCTURE & FUNCTION - LAB Credits 1 (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.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

BI201T APPLICATIONS OF BIOTECHNOLOGY Credits 3 (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. Prerequisites: BI110T or BI112T.

IPTV TELECOURSES:

BI191T LIVING WITH HEALTH Credits 3 (3-0)
This introductory health course emphasizes a proactive stance toward maintaining good health by encompassing all areas of health–the physical, emotional, social, intellectual, and spiritual.

BS BUSINESS CORE

BS103U ACCOUNTING FUNDAMENTALS Credits 3 (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.

BS104U KEYBOARDING SKILL DEVELOPMENT Credits 1 (0-2)
This course presents the technique and development of touch keyboarding. Basic functions of a computer are introduced with emphasis on learning alphabetic, numeric, and symbolic keys and the numeric keypad. The minimum competency of 25 net words per minute, with no more than five errors per timing, on three five-minute timed writings is required.

BS106U INTRO TO DATABASE/SPREADSHEETS Credits 3 (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; and 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. Co-Rerequisite: BS104U.

BS128U DATA ENTRY Credits 1 (0-2)
This course provides hands-on experience on a personal computer using educational software that simulates actual workplace data entry projects. Emphasis is placed on developing keyboarding skills in speed and accuracy while entering alphabetic and numeric data. Prerequisites: BS104U, BS133U.

BS130U ADVANCED KEYBOARDING SKILLS Credits 1 (0-2)
The skillbuilding process is continued. This course assists students to improve speed and accuracy. The minimum competency of 45 net words per minute, with no more than five errors per timing, on 3 five-minute timed writings is required. Prerequisite: BS104U.

BS133U WORD PROCESSING Credits 3 (2-2)
This course will provide word processing concepts, terminology, and experience producing entry-level and advanced documents found in typical business offices. The major focus of the course is on mastery of word processing functions and concepts. Prerequisite: BS104U.

BS135U OFFICE SUPPORT SYSTEMS AND PROCEDURES Credits 3 (2-2)
This course provides preparation for employment in today's rapidly changing office environment by exposing students to a variety of topics including the working environment, oral and written communication, and administrative support services. Prerequisites: BS133U, CM102U.

BS139U ELECTRONIC CALCULATORS Credits 1 (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 arithmetic procedures.

BS143U ELECTRONIC COMMUNICATIONS Credits 3 (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: BS104U.

BS200U ADVANCED COMPUTER APPLICATIONS Credits 3 (2-2)
This course covers advanced computer applications including word processing, spreadsheet, database, presentation, and integration of the applications. Topics include form letters, merging, desktop publishing, financial functions, data tables, creating and querying a worksheet database, templates, creating customized reports and forms in database, embedding visuals, and importing clips into presentations. Prerequisites: BS106U, BS133U.

BS202U TRANSCRIPTION AND EDITING Credits 3 (2-2)
This course builds and strengthens skills in machine transcription. Students are provided instruction for using transcription equipment with emphasis on language skills, including spelling, capitalization, punctuation, and word usage. Emphasis will be on editing, proofreading, and mailability of documents. Prerequisites: BS104U, BS133U. Co-Requisite: CM100U.

BS204U BUSINESS FIELD EXPERIENCE Credits 3 (0-0-12)
This course provides students with the opportunity to gain practical work experience, while applying skills and techniques learned in their program of study, under the supervision of an employer, manager, or supervisor. 2.00 Cumulative GPA is required.

BS231U CAREER CAPSTONE Credits 3 (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. An individual capstone portfolio will be created. It is required that this course be taken the semester in which the student will be graduating. Can only be taken in the term in which the student will be completing their program of study. Prerequisite: Instructor Consent.

CD CHILD DEVELOPMENT

CD101U ORIENTATION TO CHILD CARE Credits 3 (2-2)
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. Must be in program major.

CD102U CHILD GROWTH AND DEVELOPMENT Credits 4 (4-0)
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. Must be in program major.

CD104U SAFETY, HEALTH AND NUTRITION Credits 3 (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. Must be in program major.

CD105U CURRICULUM: THREE THROUGH FIVE YEARS Credits 5 (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. Must be in program major.

CD130U PARENTING RELATIONSHIPS Credits 2 (2-0)
An introduction to the general subject matter of family relationships. Students will study family systems and parenting in a changing society. Must be in program major.

CD131U CURRICULUM: BIRTH THROUGH TWO YEARS Credits 3 (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. Must be in program major. Co-Requisite: CD141U.

CD135U CURRICULUM: SCHOOL-AGE Credits 2 (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 Credits 3 (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 Credits 2 (1-4)
Practicum in a licensed childcare center for children six-weeks through five-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 AND MANAGING CHILD BEHAVIOR Credits 2 (2-0)
This course introduces students to studying factors that will be meaningful in explaining behavior. The students learn to gather data objectively and become proficient in observing, interpreting, and managing young children's behavior. Prerequisite: CD105U.

CD203U ADVANCED CURRICULUM PLANNING Credits 3 (3-0)
This course acquaints students with center environment planning and evaluation. It addresses the role of the teacher as well as program evaluation for early childhood centers. Students also look at community resources for expanding the center environment through field trips. Prerequisites: CD105U, CD137U.

CD204U EXCEPTIONAL CHILD Credits 2 (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. Must be in program major.

CD214U FIELD EXPERIENCE II Credits 3 (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 three through five. Prerequisite: CD105U.

CD232U ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS Credits 3 (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 are included in this course. Prerequisites: CD105U, CD137U.

CD233U CURRENT TOPICS AND ISSUES IN CHILD CARE **Credits 2 (2-0)**
National, state, and local topics and issues impacting childcare are examined. Must be in program major.

CD234U PARENT/FAMILY/COMMUNITY RELATIONSHIPS **Credits 2 (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, CD137U.

CD236U CHILD DEVELOPMENT CAREER STRATEGIES **Credits 2 (2-0)**
This course prepares students for becoming an employee and employer in child care settings. It includes the strategies involved in seeking and security a position in child care, along with the recruiting and employing a child care worker. Included for the job seeker will be an introduction to the job search process, including resume writing, developing cover letters, and the interview process. Included for the employer will be recruitment procedures, laws governing the hiring of child care employees, screening of applicants, and conducting and evaluating interviews. Must be in program major.

CE CIVIL & CONSTRUCTION ENGINEERING TECHNOLOGY

CE103U PLAN READING **Credits 2 (1-2)**
Students examine and study typical plans for building, construction, and other related plans. Must be in program major.

CE131U AC/PC CONCRETES **Credits 3 (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. Hands-on lab work in teams is strongly emphasized. Must be in program major.

CE133U SURVEYING **Credits 3 (1-6)**
This course includes the use of surveying instruments and notekeeping for level circuits, topographic surveys, traversing, and construction surveys. Computations to determine errors, distances, azimuths, bearings, angles, areas, volumes, and an introduction to photogrammetry are included. Must be in program major. Prerequisite: MA112U.

CE136U STRUCTURAL DETAILING **Credits 2 (0-6)**
Structural Detailing uses computer techniques to prepare drawings for highway structures which include structural timber, structural steel, and reinforced concrete. Course includes the preparation of bar bend details, reinforcing bar lists, and quantity calculations. Topics from the Department of Transportation Specifications are covered. Must be in program major. Prerequisite: IT110U.

CE202U ROUTE SURVEYING/ ROADWAY DESIGN **Credits 5 (2-9)**
Route Surveying covers horizontal and vertical curves (circular, parabolic, and spiral), earthwork, and elements of safety and some photogrammetric applications. Fieldwork includes surveying for a grading project and drafting the plan and profile, cross-sections, and calculating and balancing earth volumes. Roadway design incorporates the use of a computer-aided roadway design software package and includes topographic mapping, highway design, and plotting project drawings. Must be in program major. Prerequisite: CE133U.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

CE204U SOILS AND FOUNDATIONS **Credits 3 (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. Hands-on lab work in teams is strongly emphasized. Must be in program major. Prerequisites: MA153T, PH110T.

CE205U CONSTRUCTION MATERIALS/ TESTING **Credits 2 (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. Must be in program major. Prerequisite: MA112U.

CE232U CONSTRUCTION METHODS AND SAFETY **Credits 4 (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 also covered with emphasis on recognition, avoidance and prevention of hazards affecting the construction industry. Estimating in building construction is also covered. Must be in program major. Prerequisite: MA112U.

CE233U ENVIRONMENTAL TECHNOLOGY **Credits 4 (3-3)**
Topics covered include hydraulics, hydrology, water quality, water and sewer systems, storm water control, solid and hazardous waste, and air and noise pollution. Must be in program major. Prerequisites: MA153T, PH110T.

CE236U LAND SURVEYING **Credits 3 (1-4)**
This course covers topics of the U.S. Public Land Survey System, Iowa laws regarding surveying and the preparation and recording of plats. Fieldwork is required to collect boundary measurements, and field astronomy for a North azimuth. Calculations include astronomical bearings, traverse adjustment, area, and partition of land. Computer drafting is used in the preparation of the plat. Prerequisite: CE133U.

CE237U REINFORCED CONCRETE/ STRUCTURAL STEEL DESIGN **Credits 4 (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.

CH CHEMISTRY

CH105T PRINCIPLES OF CHEMISTRY **Credits 4 (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 and any student desiring an application-oriented, less theoretical approach to chemistry. The course introduces students to the practical aspects and general concepts of basic chemistry. Coordinated laboratory exercises are intended to emphasize topics covered in the lecture as well as stress basic laboratory techniques.

CH107T FUNDAMENTALS OF ORGANIC AND BIOCHEMISTRY **Credits 4 (3-2)**
This lecture/laboratory course is intended primarily to serve undergraduate health-related majors such as nursing and dental hygiene as well as general studies students seeking an integrated background in organic and biological chemistry. Students will study topics and applications from a clinical, human or environmental perspective. Laboratory exercises are coordinated with the lecture topics. Prerequisite: CH105T.

CH110T GENERAL CHEMISTRY I **Credits 4 (3-2)**

This lecture/laboratory course is the first of a two-semester sequence designed specifically for students majoring in chemistry, physics, biology, or pre-engineering. A strong background in algebra and finite mathematics is needed for this mathematically rigerous course. The course centers around topics covered under the broader heading of elements, compounds, reactions, energy changes, structure, and properties. Laboratory exercises are coordinated with lecture topics where possible and are intended to augment and support those topics. Prerequisite: High school chemistry or consent of instructor.

CH111T GENERAL CHEMISTRY II **Credits 4 (3-2)**

This lecture and laboratory course is the second of a two semester sequence designed specifically for students majoring in chemistry, physics, biology, or pre-engineering. Students will have successfully completed General Chemistry I or its' equivalent. The course focuses on chemical equilibria and their applications, thermodynamics, kinetics, and nuclear chemistry. Specific topics are outlined under the course content. Laboratory exercises are coordinated with lecture topics where possible, and are intended to augment and support those topics. Prerequisite: CH110T.

CJ CRIMINAL JUSTICE

CJ102T INTRODUCTION TO CRIMINAL JUSTICE **Credits 3 (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 **Credits 3 (3-0)**

This course will provide an introductory examination of corrections in the United States. The central theme of the course will be to critically analyze corrections as an integral part of the overall criminal justice system in America.

CJ219T FIELD OBSERVATION **Credits 3 (1-6)**

Student field experience in an appropriate correctional agency. Enrollment is restricted to second year students who have a minimum 2.00 Cumulative GPA and have successfully completed advisor approved courses. Placement based on approval of faculty advisory, associate dean, and host agency. Prerequisites: CJ102T, CJ108T.

CJ220T Probation, Parole, Community-Based Corrections **Credits 3 (3-0)**

This course examines probation and parole practices and related community-based corrections programs throughout the United States. Emphasis is placed on community-based programs for offenders, administration and legal issues of the programs, trends in probation, parole, and related community based programs. Prerequisite: CJ108T

CL COMPUTER LITERACY

CL103U COMPUTER KEYBOARDING/ BASIC OPERATIONS **Credits 2 (1-2)**

This course presents the application of the personal computer as a productivity tool. Basic functions of computer hardware and software and their interaction, are introduced. Various components of a computer system are included with hands-on emphasis of the manipulation of word processing, spreadsheet, and database software.

CL110T COMPUTER CONCEPTS & APPLICATIONS **Credits 3 (3-0)**

An introductory course in electronic information processing and information system management designed to provide the students with a general understanding of computer hardware and software and the ability to use this knowledge in the creation and management of useful information. Students will be given hands-on experience with operating system, word processing, database management, and spreadsheet software. Exposure to and use of the Internet for solving information needs is an integral part of the course. Recommended computer keyboard rate of no less than 15 words per minute on a three-minute timing.

CM COMMUNICATIONS

CM100U STRUCTURES OF ENGLISH **Credits 3 (3-0)**

This course presents the basic elements of grammar and usage with an emphasis on spelling, sentence structure, and expository writing for effective communication. Prerequisite: SC017D or equivalent, or appropriate writing placement score.

CM101U COMMUNICATIONS **Credits 3 (3-0)**

This course presents elements of oral and written communications with applications to routine correspondence and oral communication situations in the work place. Students will be involved in activities that provide opportunity for the development and improvement of writing skills and oral communication skills. Prerequisite: SC017D or equivalent, or appropriate writing placement score.

CM102U APPLIED WRITING **Credits 3 (3-0)**

Applied Writing focuses on composition and editing of curriculum-specific technical and business-related writing projects. Instruction includes formatting, information gathering, document drafting, editing, and written employment strategies. Prerequisite: SC017D or equivalent, or appropriate writing placement score.

CM113T COMPOSITION I **Credits 3 (3-0)**

Composition I develops student's 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: SC017D or equivalent, or appropriate writing placement score.

CM118T COMPOSITION II **Credits 3 (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: CM113T

CM120T CREATIVE WRITING **Credits 3 (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 **Credits 3 (3-0)**

News Reporting presents elements of the news reporting process with emphasis on determining newsworthiness, gathering news, writing and editing stories in journalistic style, and observing legal and ethical responsibilities in the print, broadcast, and electronic media. This course helps students explore how journalists determine what the public needs and wants to know. This course may be repeated once.

CM132T FUNDAMENTALS OF ORAL COMMUNICATION **Credits 3 (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 **Credits 3 (3-0)**
This course will explore literature through performance using creative individual and group explorations. Students will learn to select, analyze, rehearse, and perform literature of various types using vocal and physical techniques.

CM136T INTERPERSONAL COMMUNICATION **Credits 3 (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 **Credits 3 (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: CM132T.

CM140T INTRODUCTION TO MASS COMMUNICATION **Credits 3 (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 **Credits 3 (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.

CM143T MEDIA MESSAGES: PRINTED PAGE **Credit 1 (1-0)**
Media Messages: Printed Page focuses on the development of skills needed to access, analyze, evaluate, and produce printed media messages by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions.

CM145T MEDIA MESSAGES: TV & MOVIES **Credit 1 (1-0)**
Media Messages:TV and Movies focuses on the development of skills needed to access, analyze, evaluate, and produce messages from television and film by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions.

CM147T MEDIA MESSAGES: WORLD WIDE WEB **Credit 1 (1-0)**
Media Messages:World Wide Web focuses on the development of skills needed to access, analyze, evaluate, and produce messages accessed through the web by examining the roles of viewer, producer, text, context, techniques, technologies, and institutions.

IPTV TELECOURSES:

CM195T AMERICAN CINEMA **Credits 3 (3-0)**
This telecourse examines central concepts and themes in American filmmaking during the past 60 years of the sound era. the course presents and analyzes important works of film art and film's impact. Requires viewing of IPTV segments, correspondence activities and some arranged meetings.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

CS COMPUTER SCIENCE

CS116T INTRODUCTION TO COMPUTER SCIENCE **Credits 4 (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.

CS118T DATA STRUCTURES **Credits 4 (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.

CT ARCHITECTURAL & CONSTRUCTION TECHNOLOGY

CT101U CONSTRUCTION DRAWINGS **Credits 2 (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 and concrete and structural steel construction drawings and details. Must be in program major.

CT102U AEC GRAPHICS I **Credits 3 (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, and layout techniques. Must be in program major.

CT132U CONSTRUCTION ESTIMATING I **Credits 3 (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 drawings. Prerequisites: CT101U, IT104U.

CT133U BUILDING SYSTEMS **Credits 3 (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, CT102U.

CT137U AEC GRAPHICS II **Credits 3 (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 wall and stair sections. Prerequisites: CT101U, CT102U.

CT138U CONSTRUCTION SCHEDULING **Credits 3 (2-2)**
This course introduces the student to procedures for managing and scheduling of materials, labor, and equipment for a construction project. The students will examine and develop several of the methods used in organizing, tracking, and illustrating a schedule for a construction project. Critical Path Method (CPM) scheduling will be the major focus of this course. Prerequisite: CT133U.

CT201U MECHANICAL SYSTEMS **Credits 2 (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. Prerequisite: CT133U.

CT203U LOAD CALCULATIONS Credits 3 (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: MA112U, CT133U.

CT205U BUILDING CODES AND CONSTRUCTION DOCUMENTS Credits 2 (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. Prerequisite: CT133U.

CT207U AEC CAD I Credits 3 (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: CT137U, IT141U.

CT209U CONSTRUCTION ESTIMATING II Credits 3 (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, the quantity take-off method, and the summary sheet, all using the CSI format. Prerequisites: CT132U, CT133U.

CT231U CONSTRUCTION SAFETY Credits 2 (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). Must be in program major.

CT233U AEC DESIGN PROJECTS Credits 3 (1-4)
This is a capstone course that requires completion of a comprehensive and culminating project. The project demonstrates integration of previous course work into a project including the development of a team and project administration, building design activities, and supervisory components. Prerequisites: CT201U, CT203U, CT205U, CT207U.

CT235U AEC CAD II Credits 3 (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.

DA DENTAL ASSISTING

DA101U CHAIRSIDE ASSISTING I Credits 4 (2-4)
This course is a study of basic operative and chairside assisting procedures. These include the function and maintenance of dental equipment, dental armamentarium, instrumentation, procedural tray setups, charting, development of clinical records, and patient screening procedures. Must be in program major.

DA102U DENTAL SCIENCES I Credits 4 (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. Must be in program major.

DA103U DENTAL MATERIALS & LAB PROCEDURES I Credits 3 (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. Must be in program major.

DA104U DENTAL RADIOGRAPHY Credits 3 (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. Must be in program major.

DA106U ORIENTATION TO DENTAL ASSISTING Credits 2 (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. Must be in program major.

DA130U DENTAL SCIENCES II Credits 2 (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. Prerequisites: DA106U, BI120U, BI121U.

DA131U CHAIRSIDE ASSISTING II Credits 2 (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 Credits 2 (1-2)
This course is a study of restorative materials; such as 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 Credits 2 (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. Must be in program major.

DA135U CLINICAL DENTAL ASSISTING I Credits 4 (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. Current CPR and Health Sciences Department Exposure Control Program. Prerequisites: DA101U, DA102U, DA103U, DA104U, DA106U, BI120U, BI121U.

DA136U DENTAL SPECIALTIES Credits 2 (1-2)
This course provides students with knowledge and understanding of dental procedures in the specialties of Endodontics, Oral & Maxillofacial 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. Must be in program major.

DA150U CAREER STRATEGIES AND SEMINAR Credits 2 (2-0)
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. This course provides discussion of legal aspects and employment strategies for dental assisting. Prerequisites: DA101U, DA102U, DA103U, DA104U, DA106U, DA130U, DA131U, DA133U, DA134U, DA135U, DA136U, BI120U, BI121U, CM101U. Co-Requisite: DA158U.

DA158U CLINICAL DENTAL ASSISTING II (INTERNSHIP) Credits 3 (0-0-12)
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. Current CPR and Health Sciences Department Exposure Control Program. Prerequisites: DA101U, DA102U, DA103U, DA104U, DA106U, DA130U, DA131U, DA133U, DA134U, DA135U, DA136U, BI120U, BI121U, CM101U. Co-Requisite: DA150U.

DH DENTAL HYGIENE

DH115U HEAD AND NECK ANATOMY & TOOTH MORPHOLOGY Credits 3 (2-2)
This course familiarizes the student with the anatomy of the head, neck, and oral structures, and morphology, structure and function of teeth. Knowledge of the anatomy of the head, 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. Must be in program major.

DH116U FUNDAMENTALS OF CLINICAL DENTAL HYGIENE I Credits 6 (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. Must be in program major.

DH117U ORAL RADIOLOGY Credits 2 (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 client and the operator. Must be in program major.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

DH118U ORAL HISTOLOGY AND EMBRYOLOGY Credits 2 (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, 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. Must be in program major.

DH120U BIO MATERIALS IN DENTAL HYGIENE Credits 3 (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. Must be in program major. Prerequisite: CH105T Co-Requisite: CH107T.

DH125U CLINICAL DENTAL HYGIENE II Credits 4 (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 student's awareness in client management and preventive procedures. Prerequisite: DH116U. Co-Requisite: DH130U.

DH128U GENERAL AND ORAL PATHOLOGY Credits 3 (3-0)
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, oral structures and relates this information to the Dental Hygiene Model. Prerequisite: DH118U. Co-Requisites: BI105T.

DH130U DENTAL HYGIENIST: THE ORAL HEALTH EDUCATOR Credits 2 (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.

DH211U PHARMACOLOGY Credits 2 (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. Must be in program major. Prerequisite: CH107T. Co-Requisites: BI105T, DH215U.

DH213U COMMUNITY ORAL HEALTH I Credits 2 (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, DH130U, SO100T

DH215U PAIN CONTROL TECHNIQUES Credits 2 (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 needed to perform local anesthesia and nitrous oxide/oxygen administration and monitoring. Prerequisites: DH115U, DH125U. Co-Requisites: DH211U, DH225U.

DH217U PERIODONTOLOGY Credits 2 (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, BI105T.

DH223U COMMUNITY ORAL HEALTH II Credits 2 (1-2)
This is a continuation of DH213U-Community Oral Health I. Prerequisite: DH213U.

DH224U ETHICS & JURISPRUDENCE Credits 1 (1-0)
This course presents background on the theory, philosophy, and ethics for dental hygiene and the profession. Legal aspects of practice are presented. Prerequisites: DH225U

DH225U CLINICAL DENTAL HYGIENE III Credits 5 (0-2-12)
This course enables the students to provide comprehensive dental hygiene care to meet the total dental health needs of each client, including referrals for treatment. Students will progressively increase their clinical abilities toward levels of proficiency required for entry level as measure by fulfillment of the clinic competencies for the semester. Further, the course includes the administration of local anesthesia. Prerequisite: DH125U. Co-Requisites: BI109T, DH215U.

DH230U INTERDISCIPLINARY HEALTH CARE Credits 2 (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: DH213U, DH225U.

DH232U NATIONAL BOARD REVIEW FOR DENTAL HYGIENE Credits 1 (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. Prerequisites: DH115U, DH116U, DH117U, DH118U, DH120U, DH125U, DH128U, DH130U, DH211U, DH213U, DH215U, DH217U, DH225U, BI104T, BI105T, BI106T, BI109T, CH105T, CH107T, PY100T, SO100T.

DH235U CLINICAL DENTAL HYGIENE IV Credits 5 (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: DH225U, BI109T.

DI DIESEL TRUCK TECHNOLOGY

DI231U DIESEL TRUCK EQUIPMENT REPAIR Credits 7 (5-6)
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, PT202U.

EC ECONOMICS

EC100T INTRODUCTION TO ECONOMICS Credits 3 (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 Credits 3 (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 Credits 3 (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.

ED EDUCATION

ED101T INTRODUCTION TO TEACHING Credits 3 (3-0)
This course is designed to help students become aware of the realities of teaching and gain insight into the process of teaching. It is provided for students who may be undecided about teaching. The course will investigate the tools and information necessary to make a rational and thoughtful choice about pursuing the teaching profession.

ED103T CHILDREN'S LITERATURE Credits 3 (3-0)
The course is designed to present the dynamics of children's literature. It promotes the selection and evaluation of literature for children as well as how to engage young readers in a variety of literary genres. The course will emphasize literature as a key element of the reading curriculum, grades Preschool-8 and beyond. The course will be relevant to those interested in education and literacy.

ED205T EDUCATIONAL PSYCHOLOGY Credits 3 (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. Prerequisites: PY100T, PY105T Co-Requisite: ED206T.

ED206T EDUCATIONAL FIELD EXPERIENCE I Credits 1 (0-2)
This course provides an observation and participation experience to explore duties, roles, and responsibilities of teachers to the school community. This takes place in area schools under the direction and guidance of classroom teachers. Co-Requisite: ED205T.

ED230T ACADEMIC SERVICE LEARNING EXPERIENCE 1 credit (0-2)
Students in this course develop and/or implement service learning projects to help the college's community including the surrounding local community under the supervision of college faculty and in cooperation with the staff of community organizations and agencies.

EE ELECTRONICS ENGINEERING TECHNOLOGY

EE101U ELECTRICITY Credits 8 (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. Must be in program major. Co-Requisite: EE104U.

EE104U ELECTRONICS MATH I Credits 4 (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 of equations, determinants and matrixes, special products and factoring, graphing, trigonometric functions, solutions of triangles, exponents and radicals, complex number systems, and elements of plane vectors. Must be in program major. Co-Requisite: EE101U.

EE105U ELECTRONIC FABRICATION Credits 2 (1-2)
This course provides students with an understanding of the hand tools and materials used by the technicians in the electronics field and instruction in their usage.

EE106U INTRO TO COMPUTER PROGRAMMING & APPLICATIONS Credits 3 (2-2)
This course will introduce the student to the basic use of the personal computer. The course will include a study of DOS, Word Processing, Spreadsheet, and BASIC programming language.

EE131U ELECTRONIC DEVICES Credits 8 (6-6)
This course is an introduction to electronic devices and their uses. This course provides the foundation for advanced courses in electronics circuit and systems by teaching the operating characteristics of electronic devices and circuit design using those devices. Prerequisites: EE101U, EE134U.

EE134U ELECTRONICS MATH II Credits 4 (3-2)
This course presents logarithms as applied to electronics, number systems for computers, Boolean algebra, mapping and statistics as used in the electronic industry. Prerequisite: EE104U.

EE135U ELECTRONIC DRAFTING Credits 3 (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 CAD. Prerequisite: EE106U.

EE153U DIGITAL CIRCUITS AND SYSTEMS Credits 4 (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. Prerequisites: EE131U, EE134U.

EE201U COMMUNICATION CIRCUITS I Credits 5 (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 Credits 5 (3-6)
This course provides students with an understanding of the computer as a complete system, covering hardware and software. Prerequisites: EE106U, EE153U.

EE203U MICROPROCESSORS & MICROCOMPUTERS I Credits 5 (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, EE153U.

EE231U COMMUNICATION CIRCUITS II Credits 5 (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 Credits 1 (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.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

EE233U MICROPROCESSORS & MICROCOMPUTERS II **Credits 4 (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 80/88/86, 286, 386, 486 microprocessors and Motorola 68000 series microprocessors. Prerequisite: EE203U.

EE236U INDUSTRIAL ELECTRONICS **Credits 5 (3-6)**
This course covers the theory and application of devices and circuits used in industrial and commercial electronics. Prerequisites: EE131U, EE153U.

EE237U APPLIED COMPUTER SCIENCE **Credits 3 (2-2)**
This course introduces students to FORTRAN, 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.

FA FINE ARTS

FA100T PAINTING I **Credits 3 (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. Drawing experience recommended.

FA101T ART APPRECIATION **Credits 3 (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.

FA102T PAINTING II **Credits 3 (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.

FA105T ART HISTORY I **Credits 3 (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 **Credits 3 (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 **Credits 3 (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 **Credits 3 (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.

FA116T THREE-DIMENSIONAL DESIGN **Credits 3 (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 **Credits 3 (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 **Credits 3 (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 **Credits 3 (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.

FL FOREIGN LANGUAGE

FL130T SPANISH I **Credits 5 (5-0)**
This course is student-centered introductory instruction in the basic components of the Spanish language. The course will help students develop the skills necessary for the acquisition and perfection of the primary concepts of reading, writing, listening, and speaking in the Spanish language. This course is not recommended for students who have completed one year or more of high school Spanish or the equivalent.

FL131T AMERICAN SIGN LANGUAGE I **Credits 3 (3-0)**
This course will introduce the student to American Sign Language (ASL) and the primary users of this visual-gesture language, the American Deaf Community. Students will acquire vocabulary and grammar by using ASL receptive and expressive skills both in class and through homework assignments. By the end of the semester, students will be able to carry on basic conversations in ASL, and have acquired a basic understanding of the American Deaf community as a cultural minority. This course will be taught by the immersion method, which means that it will be taught exclusively in ASL after the first classroom lecture.

FL132T SPANISH II **Credits 5 (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.

FL133T AMERICAN SIGN LANGUAGE II **Credits 3 (3-0)**
This course will introduce students to a higher level of American Sign Language, which encourages students to use sign language to discuss ideas about people in a more abstract format and to use signing as applied to the environment removed from the classroom. The course emphasizes interaction as part of the learning experience. Prerequisite: FL131T.

FL134T CHINESE I **Credits 5 (5-0)**
This is an entry level course designed to provide instruction in basic oral and written Chinese language skills. It also aims at laying a foundation for further study of the language. The primary focus of the course is on developing abilities to converse in daily communicational settings.

FL138T CONVERSATIONAL SPANISH Credits 3 (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.

FL140T FRENCH I Credits 5 (5-0)
This course is an introduction to the basic vocabulary and key structures of the French language. The course will help students to develop the four basic skills of listening, speaking, reading, and writing and will provide the beginning steps to acquisition of the French language. The course also focuses on making the student more culturally aware. This course is not recommended for students who have completed one or more years of high school French or the equivalent.

FL142T FRENCH II Credits 5 (5-0)
A continuation of FL140T and the fundamentals of the French language and understanding of the French people and culture. Prerequisite: FL140T.

FN FINANCE AND BANKING

FN101T PRINCIPLES OF BANKING Credits 3 (3-0)
This course 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 Credits 3 (3-0)
A broad decision-making course on the dynamics of finance emphasizing its global nature involving transactions between suppliers and users of capital. The course 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 Credits 3 (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 and 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 Credits 3 (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, 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 Credits 3 (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.

FS FIRE SCIENCE

FS101U FIRE BEHAVIOR AND BUILDING DESIGN Credits 3 (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. (Same as Kirkwood:FI101U).

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

FS111U CHEMISTRY OF HAZARDOUS MATERIALS **Credits 3 (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. (Same as Kirkwood:FI111U).

FS121U HAZARDOUS MATERIALS MANAGEMENT **Credits 3 (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. (Same as Kirkwood:FI121U).

FS131U FIREFIGHTING TACTICS AND STRATEGY **Credits 3 (3-0)**

This course studies methods of coordinating personnel, equipment deploying apparatus on the fire ground. Practical methods of controlling and extinguishing structural and other types of fires are discussed. Includes simulation exercises. (Same as Kirkwood:FI131U).

FS141U FUNDAMENTALS OF FIRE PREVENTION **Credits 3 (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. (Same as Kirkwood:FI141U).

FS151U FIRE DETECTION AND SUPPRESSION SYSTEMS **Credits 3 (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. (Same as Kirkwood:FI151U).

FS161U INSTRUCTIONAL TECHNIQUES FOR FIRE SERVICE TRAINING **Credits 3 (3-0)**

This course covers concepts and techniques for conducting periodic company level or small unit training. The emphasis of this course is teaching principles applicable to in-service fire and rescue service skills training. It will meet N.F.P.A. Standard 1040, 1992 version. (Course objectives for Fire Instructor I and II as specified in this standard.) Successful completion of this course allows the student to meet Iowa Fire Instructor I and Iowa Fire Instructor II course requirements as specified by the certifying agency, Fire Service Institute, Iowa State University (Same as Kirkwood:FI161U)..

GC GRAPHIC COMMUNICATIONS

GC100U DRAWING & COMPOSITION **Credits 4 (2-4)**

This course introduces the student to a variety of art-making materials and media, provides a broad range of drawing experiences designed to expand the student's artistic perception, and enhances the student's ability to develop appropriate art-based solutions to common graphic design problems. Must be in program major. Co-Requisites: GC112U, GC130U.

GC112U TYPOGRAPHY **Credits 5 (4-2)**

This course emphasizes the fundamentals of typography in visual communications. The course provides experience in the type selection process for design applications. Must be in program major. Co-Requisites: GC100U, GC130U

GC130U DESKTOP PUBLISHING **Credits 4 (2-4)**

This course introduces the student to computer generated layout and design production skills using electronic software. Emphasis is a "hands-on" introduction to the leading page-layout application program utilized in the graphic communications industry. Must be in program major. Co-Requisites: GC100U, GC112U.

GC133U PRINCIPLES OF ILLUSTRATION **Credits 4 (2-4)**

This course concentrates on the student's 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. Prerequisite: GC100U Co-Requisite: GC202U.

GC200U APPLICATIONS OF COLOR **Credits 3 (2-2)**

This course will cover the principles of color perception, design, measurement, and reproduction as applied to printing, desktop publishing, and electronic imaging. Prerequisite: GC202U. Co-Requisites: GC203U, GC204U.

GC201U DESIGN AND LAYOUT **Credits 4 (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: GC100U, GC112U, GC130U.

GC202U ELECTRONIC ILLUSTRATION **Credits 3 (2-2)**

This course is designed to provide students with experiences using computer generated illustrative techniques. Emphasis is a "hands-on" introduction to the leading drawing software. Prerequisites: GC112U, GC130U. Co-Requisite: GC133U.

GC203U GRAPHIC IMAGING **Credits 4 (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 software. Prerequisite: GC202U. Co-Requisites: GC200U, GC204U, GC205U

GC204U DESIGN & LAYOUT II **Credits 4 (2-4)**

This course continues to explore the process of graphic design. Specific design formats are identified and experience is gained through advanced hands-on applications. Prerequisites: GC201U, GC202U. Co-Requisites: GC200U, GC203U.

GC205U INTERACTIVE MULTIMEDIA **Credits 3 (2-2)**

This course emphasizes designing interactive presentations using multimedia. Students will conceptualize, design, and deliver interactive content. Prerequisites: GC201U, GC202U Co-Requisites: GC203U.

GC212U ADVANCED DESIGN **Credits 4 (2-4)**

This course expands the dimension of the process of design to include specific information and experiences pertaining to advertising design and other advanced design formats. Prerequisites: GC200U, GC203U, GC204U.

GC235U WEB PAGE CONSTRUCTION **Credits 3 (2-2)**

This course introduces students to Web page construction. Emphasis is a "hands-on" introduction to the leading Web-page construction programming language and Web page software. Prerequisites: GC200U, GC203U, GC204U.

GC236U PORTFOLIO PREPARATION **Credits 3 (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. Prerequisites: GC100U, GC112U, GC130U, GC133U, GC200U, GC201U, GC202U, GC203U, GC204U, GC205U.

GC237U PRODUCTION PROCESSES **Credits 4 (2-4)**

This course will utilize desktop pre-press production techniques used for preparing artwork for printing. One color to multi-color techniques will be covered. Prerequisites: GC200U, GC203U.

GT GENERAL TECHNOLOGY

GT101U PORTFOLIO DESIGN **Credits 2 (2-0)**
This course provides students with the writing and research skill necessary to compile a personal portfolio documenting their prior education, occupational training, and work experiences. Students will examine personal, educational, and occupational goals and develop a plan of study which supports their goals and fulfills the requirements of the General Technology program. Must be in program major.

GT103U INTRODUCTION TO HEALTH CAREERS **Credits 3 (2-2)**
This introductory course is designed to provide the student with an exploration of a variety of health careers/professions, some basic health care principles and skills, and certification in CPR, First Aid, Mandatory Reporter Training for Child and Dependent Adult Abuse, and Blood Borne Pathogen Training.

GT118U PRESENTATION SUCCESS **Credits 1 (1-0)**
Designed to develop presentation skills. Course offers an updated, step-by-step approach to planning, preparing, and delivering presentations. Students learn strategies for effective delivery, including tips on body language, communicating, listening, and obtaining feedback.

GT120U FINANCE AND ACCOUNTING FOR NONFINANCIAL MANAGERS **Credits 1 (1-0)**
This course takes students through basics of financial statements, cost of goods, budgets, and cash flow. Students will acquire basics of accounting and finances, understand basic financial information and organizations, and speak the financial language.

GT121U MANAGING AND RESOLVING CONFLICT **Credits 1 (1-0)**
Students get the skills they need to take command of on-the-job conflicts and learn to spot potential interpersonal conflicts and defuse them. How, when, where, and why to apply the five flavored conflict-resolution approaches are also covered.

GT123U TAKING CONTROL WITH TIME MANAGEMENT **Credits 1 (1-0)**
Students learn to evaluate personal time challenges, establish realistic work and life goals, and develop and implement a time management plan. Students will develop strategies like information overload, electronic communication, changing technologies, and meeting schedules.

GT125U COMMUNICATION SKILLS FOR MANAGERS **Credits 1 (1-0)**
This course allows students to develop their writing ability, make more effective presentations, sharpen your reading and listening skills.

GT126U FIRST LINE SUPERVISION **Credits 1 (1-0)**
Students learn how to develop a personal leadership style and build strong teams. Students learn practical strategies to deal with daily realities of planning and conducting meetings; solving problems; crafting documents; training employees; and managing performance, conflict, and change.

GT127U HUMAN BEHAVIOR **Credits 1 (1-0)**
Students learn to communicate successfully with bosses, peers, subordinates, and clients. Students will also learn to use techniques to inspire high performance, establish rapport, and communicate better by understanding people's personal styles.

GT128U PERSONAL STRATEGIES FOR MANAGING STRESS **Credits 1 (1-0)**
This course teaches students how to turn stress to their advantage. Dozens of fill-in charts, forms, and action plans help students to measure, identify, and relieve their stress. This course helps students respond to problems and challenges without getting stressed out.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

GT135U WHAT MANAGERS DO **Credits 1 (1-0)**
This course is a practical skills-building program that concentrates on the functions that most often determine your success in management.

GT136U LEADERSHIP SKILLS FOR MANAGERS **Credits 1 (1-0)**
This course is designed specifically for the manager whose time is at a premium. It provides private, self-paced, individualized study, and learning and self-evaluation through in-text exercises.

GT138U HOW TO MAKE TEAMS WORK **Credits 1 (1-0)**
This course presents team-building techniques in a changing business environment. As a team leader, students will understand what's expected of them and why teamwork is so essential to quality improvement and reengineering efforts.

GT139U SHARPEN YOUR BUSINESS WRITING SKILLS **Credits 1 (1-0)**
This course provides practical examples of good writing techniques and focuses on the types of writing expected from managers. Students learn how to communicate information, present and defend their ideas, and persuade others to adopt their point of view.

GT152U SUCCESSFUL PROJECT MANAGER **Credits 1 (1-0)**
Students learn how to investigate, document, and control each project phase using PERT networks, GANTT, and manpower loading charts to produce detailed cost/benefit analyses, cost spreadsheets, and human resources matrices.

GT153U FUNDAMENTALS OF MARKETING **Credits 1 (1-0)**
This course covers the emergence of new groups of buyers, the impact of the global economy, and the roles of the Internet, technology, and e-commerce. This course offers an applications approach to marketing and highlights current cases.

GT203U MACHINERY'S HANDBOOK **Credits 1 (1-0)**
Students will gain knowledge and practical experience in the application and interpretation of information, charts, and formulas located within the Machinery's Handbook. Prerequisite: MA110U. Co-Requisite: ST236U.

GT205U FUNDAMENTALS OF DIESEL ENGINES **Credits 9 (8-3)**
Students are introduced to diesel engine application, design, construction, theory, and operating principles. This course also covers diagnosis, disassembly, and assembly of diesel engines.

GT232U FAIR, SQUARE, AND LEGAL **Credits 1 (1-0)**
This course teaches students about laws governing hiring, managing, and firing decisions and what those laws mean. Students will gain knowledge and the perspective necessary to make sage, effective business decisions that can raise legal liability.

GT240U POWERPOINT **Credits 1 (0-2)**
This course teaches students how to create and edit presentations; format text; work with slide outlines, charts, and tables; create organization charts; and add multimedia elements, proofing tools, and objects, WordArt and clip art.

GT242U MICROSOFT ACCESS **Credits 1 (0-2)**
This course teaches basic and intermediate database concepts and skills, for designing databases, using Access objects; working with charts, filters, and relationships; and working with tables and table information. Prerequisite: GT248U.

GT244U MICROSOFT WORD **Credits 1 (0-2)**
Students learn basic and intermediate Microsoft Word concepts and skills. Studies include creating, saving, printing, and editing documents; moving and copying text and using templates and automatic text features. Prerequisite: GT248U.

GT246U MICROSOFT EXCEL **Credits 1 (0-2)**
This course shows students how to create, modify, print, format, and enhance worksheets and use multiple worksheets, styles, and Autoformats. Students will work with charts, advanced formatting features, special format and print options. Prerequisite: GT248U.

GT248U WINDOWS **Credits 1 (1-0)**
This course provides the basic concepts of Windows. Students will learn how to get started in Windows, then work with the desktop, use online help, use My Computer and Windows Explorer and work with folders, files, and shortcuts.

GY GEOGRAPHY

GY110T PHYSICAL GEOGRAPHY **Credits 3 (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. Introductory laboratory exercises complement the lecture.

GY111T PHYSICAL GEOGRAPHY LAB **Credits 1 (0-2)**
An introductory laboratory course to complement GY110T-Physical Geography. The course explores the concepts, resources, and specialized methods necessary to understand the major elements of Physical Geography. Co-Requisite: GY110T

HA HEATING & AIR CONDITIONING

HA101U HVACR SYSTEMS I **Credits 4 (4-0)**
This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air cooling, and refrigeration systems. Must be in program major. Co-Requisites: MA110U, HA102U, HA103U.

HA102U APPLIED PRACTICES I **Credits 5 (0-15)**
This course provides students with practice in servicing and repair of the equipment in the H.V.A.C.R. lab to develop basic proficiency. Must be in program major. Co-Requisites: HA101U, HA103U, MA110U

HA103U APPLIED ELECTRICITY FOR HVACR **Credits 3 (3-0)**
This course presents the basic electrical characteristics, reading and developing circuit graphics, test equipment, controls, and circuit application. Must be in program major. Co-Requisites: HA101U, HA102U, MA110U.

HA130U CONTROLS FOR HVACR **Credits 4 (4-0)**
This course presents a more advanced study of electrical controls and their applications and an introduction to electronics and the controls used in H.V.A.C.R. systems. Prerequisites: HA101U, HA102U, HA103U Co-Requisites: HA131U, HA132U

HA131U HVACR SYSTEMS II **Credits 6 (6-0)**
This course presents a continuing and advanced study of systems used in heating, ventilation, air cooling, and refrigeration. Must be in program major. Co-Requisites: HA130U and HA132U

HA132U APPLIED PRACTICES II **Credits 5 (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. lab area. Prerequisites: HA101U, HA102U, HA103U, HA104U. Co-Requisites: HA130U, HA131U.

HA150U APPLIED CONTROLS FOR HVACR **Credits 2 (2-0)**
This course is a study of electronic controls and systems for H.V.A.C.R. Prerequisites: HA101U, HA102U, HA103U, HA130U, HA131U, HA132U, MA110U. Co-Requisites: HA151U, HA154U, HA155U.

HA151U HVACR SYSTEMS III **Credits 2 (2-0)**
This course presents alternative application of energy sources and equipment as they apply to heating, ventilation, air cooling, and refrigeration systems Prerequisites: HA101U, HA102U, HA103U, HA130U, HA131U, HA132U, MA110U. Co-Requisites: HA150U, HA151U, HA155U.

HA154U OPERATION STRATEGIES **Credits 2 (4-0)**
This course presents customer relations and principles of successful business techniques. The job search and interview process will also be covered. Prerequisites: HA101U, HA102U, HA103U, HA130U, HA131U, HA132U. Co-Requisites: HA150U, HA151U, HA155U.

HA155U HVACR FIELD EXPERIENCE **Credits 2 (0-0-8)**
This course places students in professional settings for experiences in the Heating, Cooling, and Air-conditioning trades. Emphasis is given to observation of and participation in: troubleshooting, installation document preparation and business practices. Program Cumulative GPA of 2.00. Prerequisites: HA101U, HA102U, HA103U, HA130U, HA131U, HA132U. Co-Requisites: HA150U, HA151U, HA154U.

HM HUMANITIES

HM101T WESTERN CIVILIZATION I **Credits 4 (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 **Credits 4 (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. This includes such major developments as the industrial revolution, the Age of Enlightenment, the French revolution, Romanticism, colonialism, World War I, World War II, the Cold War, and the new European order.

HM112T AFRICAN CULTURES **Credits 3 (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 **Credits 3 (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.

HM116T LATIN AMERICAN CULTURES **Credits 3 (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 **Credits 3 (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 **Credits 3 (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. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings

HM191T FACES OF CULTURE **Credits 3 (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. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings

HM192T THE PACIFIC CENTURY **Credits 3 (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 U.S.'s changing role in the Pacific. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

HR HUMAN RELATIONS

HR101U HUMAN RELATIONS **Credits 3 (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 SKILL DEVELOPMENT **Credits 3 (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. Sophomore status, Honor Student or Phi Theta Kappa membership is encouraged.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

HT HORTICULTURE SCIENCE

HT101U EQUIPMENT OPERATION **Credits 2 (1-2)**

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 **Credits 2 (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 **Credits 2 (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 **Credits 1 (0-3)**

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 on a timely basis for a limited time. This course may be repeated up to five times.

HT108T TURFGRASS SCIENCE **Credits 3 (3-0)**

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 **Credits 3 (2-2)**

This course presents the basic structure of plant life, plant nomenclature, botanical terminology and 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 **Credits 3 (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 of existing plants and structures are covered. Students will have the opportunity to experience the construction of walkways, retaining walls, berms, and other landscape features. Concepts and applications of landscape design principles are utilized in completing a landscape plan. Emphasis is place on the design principles for preparing and evaluating landscape plants.

HT134T INTRO TO HORTICULTURE **Credits 3 (3-0)**

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 **Credits 3 (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 student for taking the Iowa Commercial Pesticide Applicators Certification Exam.

HT137U FRUITS AND VEGETABLES **Credits 2 (2-0)**

This course investigates the identification, culture, and management of fruit and vegetables grown in the state of Iowa.

HT139T PLANT PROPAGATION II **Credits 2 (2-0)**
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 **Credits 2 (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 **Credits 3 (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 green house crops are also covered.

HT149U NURSERY PRODUCTION **Credits 2 (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 **Credits 2 (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 **Credits 3 (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 experience. 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 **Credits 3 (2-2)**
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.

HT235U ATHLETIC FIELD MAINTENANCE **Credits 2 (2-0)**
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.

HT237T GOLF COURSE MANAGEMENT **Credits 3 (3-0)**
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, and basic golf course design are presented. Budgets, irrigation, maintenance, and an integrated pest management program are presented.

HT238T IRRIGATION CONSTRUCTION & DESIGN **Credits 3 (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 **Credits 3 (3-0)**
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.

HY HISTORY

HY140T U.S. HISTORY TO 1877 **Credits 3 (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 the periods, as well as the development of American thought. Same as HY190T.

HY150T U.S. HISTORY SINCE 1877 **Credits 3 (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 a international economy. The course includes political, economic, and social history of this period, as well as the development of American thought. Same as HY191T.

HY240T HISTORY OF WOMEN IN THE UNITED STATES **Credits 3 (3-0)**
United States history from the perspective of women starting in the colonial period through the present day. The course examines the historical development of women's role in the family, concepts of sexuality, economic and political roles, and intellectual tradition. A comparative analysis of women's roles in other areas of the world is provided. Prerequisite: SS100T.

IPTV TELECOURSES:

HY190T SHAPING AMERICA: U.S. HISTORY TO 1877 **Credits 3 (3-0)**
This 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, and the development of American thought. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as HY140T. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

HY191T AMERICA IN PERSPECTIVE **Credits 3 (3-0)**
This 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 a international economy. The course includes political, economic, and social history of this period, and the development of American thought. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as HY150T. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

ID INTERIOR DESIGN

ID101U BASIC DRAFTING & RENDERING TECHNIQUES **Credits 3 (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. Must be in program major.

ID102U RESIDENTIAL DESIGN I **Credits 5 (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 the student an opportunity to solve design problems. Prerequisite: ID101U.

ID103U DESIGN & COLOR FUNDAMENTALS FOR INTERIORS **Credits 3 (2-2)**
The student explores the principles and elements of design in depth. 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. Must be in program major.

ID106U INTERIOR BACKGROUNDS & WINDOW TREATMENTS **Credits 2 (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.

ID109U HISTORY OF INTERIORS I **Credits 2 (2-0)**
This course begins a two-semester study of the homes and furniture of the past: ancient to Renaissance, French, English, and American. Must be in program major.

ID133U LIGHTING **Credits 2 (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. Co-Requisite: ID135U.

ID135U RESIDENTIAL DESIGN II **Credits 4 (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. Co-Requisite: ID133U.

ID137U HISTORY OF INTERIORS II **Credits 3 (3-0)**
In this second course concerning historical interiors, students continue the study begun in History of Interiors I. Must be in program major.

ID139U KITCHEN DESIGN **Credits 3 (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. Co-Requisite: ID209U.

ID202U CONTRACT DESIGN I **Credits 5 (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. Co-Requisite: ID209U.

ID204U QUALITY BUYING **Credits 2 (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. Must be in program major.

ID209U CAD FOR INTERIOR DESIGNERS **Credits 3 (2-2)**
This course is an introduction to computer-aided design as used within the Interior Design profession. Must be in program major. Prerequisite: ID102U. Co-Requisites: ID139U, ID202U, ID233U.

ID210U TEXTILES FOR INTERIOR DESIGN **Credits 3 (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. Must be in program major.

ID232U CONTRACT DESIGN II **Credits 5 (0-10)**
This is a continuation of Contract Design I. Prerequisite: ID202U.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

ID233U RESIDENTIAL ARCHITECTURE & CONSTRUCTION Credits 3 (2-2)
The components of this course include an introduction to building principles and materials, American architectural styles, design, and remodeling. Prerequisite: ID102U. Co-Requisite: ID209U.

ID236U PROFESSIONAL PRACTICE Credits 3 (3-0)
This course examines the unique aspects of the profession of interior design and explores business principles, ethics, and techniques that contribute to a successful design practice. Students explore portfolio development and the job search skills for entry into the field. Must be in program major. Prerequisites: ID101U, ID102U, ID103U, ID106U, ID109U, ID133U, ID135U, ID137U, ID139U, ID202U, ID204U, ID209U, ID210U, ID239U, MM133U.

ID237U INTERNSHIP Credits 3 (1-8)
This course provides the student with an opportunity to work in a professional interior design setting. Exposures to various areas of the field are shared, discussed and critiqued in a classroom/seminar setting. Program Cumulative GPA of 2.00 is required. Prerequisites: ID101U, ID102U, ID103U, ID106U, ID109U, ID133U, ID135U, ID137U, ID139U, ID202U, ID204U, ID209U, ID210U, ID239U, MM133U.

ID239U MODERN DESIGN Credits 2 (2-0)
A survey of 20th century furniture design from its beginnings in the last century through the innovations of recent years. Must be in program major.

ID240U INTERIOR DESIGN STUDY TOUR Credits 1 (0-2)
The study tour incorporates a trip to a major market city where students have the opportunity to tour market showrooms, architecturally significant homes, commercial spaces, art museums and other related activities. Program major Cumulative GPA of 2.00 is required. Prerequisites: ID101U, ID102U, ID103U, ID106U, ID109U, ID133U, ID135U, ID137U, ID139U, ID202U, ID204U, ID209U, ID210U, ID239U, MM133U.

IF INFORMATION TECHNOLOGY

IF100U PERSONAL COMPUTER HARDWARE Credits 4 (2-4)
This course is designed to give the student background on personal computer hardware. This course includes computer diagnostics and repair along with peripheral troubleshooting. Must be in: Computer Networking Technician, Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF105U SYSTEMS IMPLEMENTATION Credits 3 (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. Must be in: Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF107U OPERATING SYSTEMS Credits 2 (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. Must be in: Computer Networking Technician, Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF111U CISCO I (NETWORKING BASICS) Credits 2 (1-2)
Students will discuss TCP/IP, Ethernet, Routing the OSI model, and other topics related to the basic design and concepts of networking. Must be in: Computer Networking Technician, Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF113U CISCO II (ROUTERS AND ROUTING BASICS) Credits 2 (1-2)
Through this course students will be able to recommend and install network protocols, topologies, and hardware based on a given case. Students will discuss TCP/IP, Ethernet, Routing and the OSI model, and other topics related to the basic design and concepts of networking. Prerequisite: IF111U.

IF130U JAVA PROGRAMMING Credits 3 (2-2)
This course is designed to give the student the tools and the knowledge to program using the Java language. Must be in: Information Systems Mgmt., Web Design & Development, Network Administration & Engineering. Prerequisite: CS116T.

IF135U INTRODUCTION TO WEB DESIGN Credits 3 (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. Must be in: Computer Networking Technician, Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF137U CISCO III (SWITCHING BASICS AND INTERMEDIATE ROUTING) Credits 2 (1-2)
Through this course students will be able to install and configure Local LANs and VLANs. Students will use Access Control Lists to restrict traffic through a router. Networks will design and segment networks using routers and switches. Prerequisite: IF113U.

IF139U CISCO IV (WAN TECHNOLOGIES) Credits 2 (1-2)
Through this course students will be able to install and configure Local, Virtual Local, and Wide Area Networks. Networks will design and segment networks using routers and switches. Prerequisite: IF137U.

IF141U UNIX Credits 3 (2-2)
This course will introduce students to the UNIX operating system. Students will configure UNIX as a workstation. Students will gain experience with multiple features of the operating system. Must be in: Computer Networking Technician, Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF200U NETWORK AND RESOURCE MANAGEMENT SOFTWARE Credits 2 (1-2)
This course will introduce students to 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. Prerequisites: IF107U, IF111U, IF113U, IF137U, IF139U, IF223U.

IF202U DATABASE SERVER ADMINISTRATION Credits 2 (1-2)
This course is designed to give the student the basics of computer database administration. It teachs the student what a database server is and how it is used in a modern computer network. The course will inform the student about the components of the database and the tools used to tune the database software for optimum performance. Must be in: Information Systems Mgmt., Web Design & Development, Network Administration & Engineering. Prerequisite: CS116T.

IF203U VISUAL BASIC PROGRAMMING Credits 3 (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. Must be in: Information Systems Mgmt., Web Design & Development, Network Administration & Engineering Prerequisite: CS116T.

IF204U DATABASE APPLICATIONS Credits 3 (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. Must be in: Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF205U ADVANCED WEB DESIGN Credits 3 (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. Prerequisite: IF135U.

IF206U ADVANCED GRAPHICS Credits 3 (2-2)
This course will give students a more in-depth look into web-based graphics. This course will give students experience with different file formats on the web and a broader experience of high-end graphics programs. Prerequisite: IF135U.

IF210U WAN CONFIGURATION Credits 2 (1-2)
This course will allow students to 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. Prerequisite: IF111U, IF113U.

IF211U REMOTE ACCESS NETWORKS Credits 2 (1-2)
This course shows students how to build, configure, and troubleshoot remote office networks. Students are trained to interconnect control sites to branch and home offices. Additionally, students learn to control access to central site networks, and maximize bandwidth utilization over remote network links. Prerequisites: IF111U, IF113U, IF130U, IF210U.

IF221U BEGINNING ADMINISTRATION OF NOVELL NETWARE Credits 2 (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. Prerequisites: IF100U, IF107U, CS116T, MA111T.

IF223U ADVANCED ADMINISTRATION OF NOVELL NETWARE Credits 2 (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. Prerequisite: IF221U.

IF230U EXPERIENTIAL LEARNING IN INFORMATION TECHNOLOGY Credits 3 (1-4)
This course will require students to utilize all their learned skills in the simulated development and operation of an ISP and web-hosting company. Students will work in a team-oriented environment similar to a work environment. Must be in: Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF231U WEB SERVER ADMINISTRATION Credits 2 (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. Prerequisites: IF107U, IF111U, IF113U.

IF232U XML/XSL PROGRAMMING Credits 3 (2-2)
This course is designed to give the student the tools and the knowledge to program using Extensible Markup Language (XML), Extensible Style sheet Language (XSL), and Document Type Definitions (DTD). The course will include a brief explanation of XML and DTD. It will then study in detail the templates used in XSL to transform XML into final presentation formats. Prerequisites: IF130U, IF203U, CS116T.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

IF233U MULTIMEDIA CONCEPTS Credits 2 (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 a website that incorporate multimedia elements. Must be in: Information Systems Mgmt., Web Design & Development, Network Administration & Engineering.

IF234U SOUND AND STREAMING Credits 3 (2-2)
This course will help students understand the concepts of streaming data over a public network (Internet). Students will learn about creating and editing both sound files and video. Students will learn to set up and broadcast sound, video, and data files on the Internet. Prerequisite: IF205U.

IF235U E-COMMERCE STRATEGIES Credits 2 (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. Prerequisite: IF205U.

IF238U ADMINISTRATION OF NETWORK SERVERS Credits 4 (2-4)
This course provides the core foundation for supporting network based servers. Students will learn the skills necessary to install, configure, customize, network, integrate, and troubleshoot a server based operating system. Students will study the design, implementation, and support a Network including specialized servers that are common to most networks. Prerequisites: IF103U, IF107U, CS116T, MA111T.

IF240U NETWORK PERFORMANCE AND MONITORING Credits 4 (2-4)
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. Prerequisite: IF210U.

IS ELECTROMECHANICAL MAINTENANCE TECHNOLOGY

IS100U BASIC MECHANICAL SYSTEMS Credits 2 (1-2)
This course provides the student with introductory knowledge, skills in use of tools and components by mechanics. Must be in Electromechanical Maintenance Technology & Electronic Engineering Technology.

IS101U BASIC BLUEPRINT READING Credits 3 (3-0)
This course covers principles essential to the interpretation of mechanical prints, sketching of views, and geometric tolerancing.

IS104U FLUID POWER SYSTEMS I Credits 2 (1-2)
This is a course of study in the basic fluid power principles and components of fluid power systems.

IS105U ELECTRICAL SYSTEMS I Credits 3 (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. Must be in program major of Electromechanical Maintenance Technology Co-Requisite: MA110U.

IS106U MECHANICAL POWER TRANSFER Credits 2 (1-2)
This course provides the student with the knowledge and skills necessary to troubleshoot, maintain, and repair mechanical power systems; such as bearings, gears, clutches, belts and seals. Prerequisite: IS100U.

IS107U FLUID POWER SYSTEMS II Credits 3 (1-4)
This is a continued study of fluid power components, their operations and functions in circuit application, and graphic circuit print reading. Prerequisite: IS104U.

IS108U ELECTRICAL SYSTEMS II Credits 2 (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. Co-Requisite: MA116U.

IS152U FACILITIES BLUEPRINT READING Credits 3 (3-0)
This course is designed to develop skill in reading facilities prints used in heavy or commercial constructions Prerequisite: IS101U.

IS155U WELDING PROCESSES Credits 3 (1-4)
This class is an introduction to fundamental welding operations. Some of the major units are: welding safety, welding equipment, selection of electrodes and wire, manipulation of electrodes and gun, welding positions, oxyacetylene welding, flame cutting, joint preparation, and TIG welding.

IS156U FLUID POWER APPLICATION Credits 2 (1-2)
This course is a continuation study of fluid power systems and applications with particular emphasis on troubleshooting and performance evaluations. Prerequisites: IS104U, IS107U.

IS158U MACHINE SHOP PROCESSES Credits 3 (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.

IS159U PROGRAMMABLE CONTROLLERS Credits 2 (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: IS160U.

IS160U MOTORS AND CONTROLS Credits 2 (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 sate control technologies. Extensive laboratory exercises using industrial-grade components will enhance classroom studies. Prerequisite: IS108U.

IT INDUSTRIAL TECHNOLOGY CORE

IIT101U INTRODUCTION TO TECHNICAL DRAFTING Credits 2 (0-6)
This course introduces the student to basic manual drafting techniques and standards. All basic drafting skills and concepts are application based.

IT102U INTRODUCTION TO PRINT READING Credits 3 (3-0)
This basic course begins with terminology, abbreviations, and the alphabet of liens. Interpretation of drawings progresses from single-view drawings to multi-view projections. Orthographic projection and pictorial interpretation is facilitated through visualization exercises, and dimensioning methods and their effect on tolerance accumulation are also studied. Surface texture symbols, casting drawings, sectional views, steel specifications, thread specifications, drawing revisions, metric drawings, and computer-aided drawings are introduced.

IT103U TECHNICAL DRAWING I Credits 3 (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, and layout techniques.

IT104U SURVEYING I Credits 3 (3-0)
Students study procedures for developing site plans for a construction project. 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. Must be in program major Architectural & Construction Technology.

IT105U QUALITY CONCEPTS I Credits 2 (2-0)
This course introduces a variety of quality concepts. Students will study the history surrounding the development of quality concepts and explore the application of these concepts in contemporary business and industry.

IT106U INTRODUCTION TO COMPUTERS Credits 2 (1-2)
This course introduces the basic use of the personal computer. The course includes a study of DOS (disk operating system), Windows, and word processing.

IT107U DESIGN CONCEPTS I Credits 1 (1-0)
This course will introduce the student to design elements, principles, and idea generation. It examines the challenge of transforming seemingly difficult problems into their simpler elements through the development of knowledge and thinking skills relevant to the design process.

IT110U INTRODUCTION TO CAD Credits 1 (0-3)
This course provides students with an opportunity to get hands-on experience with computer-aided drafting hardware and software needed to prepare two-dimensional drawings. Prerequisite: IT106U.

IT112U ADVANCED PRINT READING Credits 3 (3-0)
This course builds on skills developed in Introduction to Print Reading. Two- and three-dimensional visualization skills are enhanced through the introduction of progressively more complex drawings. Prerequisite: IT102U.

IT126U COMPUTER APPLICATIONS Credits 2 (1-2)
This course in microcomputer programming provides students with an opportunity to get hands-on experience in application and operations. Course emphasis is on engineering technology applications-based problems. Prerequisite: IT106U.

IT141U CAD I Credits 2 (1-2)
This introductory course provides hands-on experience in computer-aided drafting (CAD) to prepare two-dimensional drawings. Students focus on Basic CAD drafting and commands. Prerequisite: IT126U.

IT143U TECHNICAL DRAWING II Credits 3 (1-4)
This course provides the student with the opportunity to further develop skills in pictorial and multi-view drawings, sectioning, auxiliary views, descriptive geometry, dimensioning and tolerancing practices. Prerequisite: IT103U. Co-Requisite: IT205U.

IT205U CAD II Credits 3 (1-4)
This intermediate course provides hands-on experience with a CAD environment to enhance two-dimensional and three-dimensional computer-aided drafting skills. It integrates specifications, manufacturing processes, and applications. Prerequisite: IT141U. Co-Requisite: IT143U.

IT207U GEOMETRIC DIMENSIONING AND TOLERANCING Credits 3 (3-0)
This course introduces the student to geometric dimensioning and tolerancing. It consists primarily of geometric and positional tolerancing including the use of datums, and tolerance zones. Prerequisite: IT143U.

IT210U MANUFACTURING PROCESSES Credits 2 (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 Credits 2 (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. Lab work consists of fabrication of electrodes and setup and operation of EDM machine tools Prerequisites: MC111U, MC112U.

IT217U DESIGN CONCEPTS II Credits 3 (2-2)
This course is an intermediate continuation of an introductory design course and further examines the design process through the use of a formal design model. It also further develops the knowledge and thinking skills needed to apply the design process to practical design problems or ideas. Prerequisite: IT107U.

IT233U INTRODUCTION TO STATICS AND STRENGTHS Credits 3 (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 Prerequisite: MA112U.

IT237U TECHNICAL PORTFOLIO DESIGN Credits 2 (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. Must be in program major of Architectural & Construction Technology or Drafting & Design Technology.

IT239U TECHNICAL PRESENTATIONS Credits 3 (3-0)
This course highlights essential skills and provides the opportunity for the student to develop expertise in both writing for and making a technical presentation. Must be in program major of Architectural & Construction Technology or Drafting & Design Technology.

IY INTERDISCIPLINARY

IY100T INTRODUCTION TO COLLEGE Credits 2 (2-0)
This course introduces incoming students to the college culture and imparts strategies and attitudes of successful college students. It incorporates educational and career planning, 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. Same as IY112T.

IY102T CAREER EXPLORATION Credits 2 (2-0)
This course is designed to increase students' knowledge of themselves, of theories about careers, and of various resources available to them which will assist in the career-decision making process. Upon completion, students will be better able to choose academic majors and careers. This course is specifically designed to follow the National Career Development Guidelines .

IY112T FRESHMAN SEMINAR Credits 2 (2-0)
This course introduces students to college life. It emphasizes individual attitudes and skills that promote success in college and introducing social attitudes and skills that support learning success within a community of learners. Same as IY100T. Must be WINGS participant.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

LR LITERATURE

LR100T INTRODUCTION TO LITERATURE Credits 3 (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 analyses.

LR105T THEATRICAL ARTS AND SOCIETY Credits 3 (3-0)
This course introduces students to a literary appreciation of drama throughout history. Emphasis will be on reading, discussing, and evaluating various plays representative of their era and genre along with discussion of live theatre, film and television performances and how these kinds of dramatic narratives interrelate with societies of the past and present.

LR110T SURVEY OF MAJOR BRITISH AUTHORS Credits 3 (3-0)
This course is designed to give the students a survey of the major authors and 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 Credits 3 (3-0)
This course will explore the issues and themes developed in the literature written by minority authors. We will focus on works by various dispossessed groups, including African-Americans, Hispanics, Native Americans, Asians, women, and gays/lesbians. 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.

LR202T IMAGES OF WOMEN IN LITERATURE Credits 3 (3-0)
This course examines the predominant ways in which women have been portrayed by male and female writers. It will also focus on the effects these recurring images may have on expectations for women.

MA MATHEMATICS

MA110U BASIC MATHEMATICS Credits 3 (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. Prerequisite: SC034D or equivalent, or appropriate math placement score.

MA111T MATHEMATICS FOR DECISION MAKING Credits 3 (3-0)
This course introduces selected areas of mathematics in familiar settings and develops students' conceptual problem solving skills. The course includes a study of mathematical concepts such statistics, probability, set theory, algebra, and consumer math. Prerequisite: SC038D or equivalent, or appropriate math placement score.

MA112U TECHNICAL MATH I Credits 4 (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.

Prerequisite: SC038D or equivalent, or appropriate math placement score.

MA113T INTRODUCTION TO COLLEGE ALGEBRA **Credits 4 (4-0)**
The course focuses 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). Prerequisites: SC038D or equivalent, or appropriate math placement score.

MA115T MATHEMATICS FOR ELEMENTARY TEACHERS **Credits 3 (3-0)**
This course explores mathematics as problem solving, communication, connections, and reasoning with regard to tasks involving numeration, relationships, estimation, and number sense of whole and rational numbers, measurement, and geometry and spatial sense. Activities and models appropriate to elementary school mathematics are used to represent these topics. Prerequisites: SC038D.

MA116U GEOMETRY/TRIGONOMETRY **Credits 3 (3-0)**
In this course students are exposed to point, line, angles, 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 math placement score.

MA140T INTRODUCTION TO STATISTICAL METHODS **Credits 3 (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 including hypothesis testing. Same as MA191T. Prerequisite: SC038D or equivalent, or appropriate math placement score.

MA150T COLLEGE ALGEBRA **Credits 5 (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: MA113T or equivalent, or appropriate math placement score.

MA151T TRIGONOMETRY AND ANALYTIC GEOMETRY **Credits 5 (5-0)**
This course is a continuation 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: MA150T or equivalent, or appropriate math placement score.

MA153T PRE-CALCULUS **Credits 4 (4-0)**
This 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: MA113T or equivalent, or appropriate math placement score.

MA155T CALCULUS I **Credits 4 (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. Prerequisites: MA151T or MA153T.

MA156T CALCULUS II **Credits 4 (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: MA155T.

MA157T CALCULUS III **Credits 4 (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: MA156T.

IPTV TELECOURSES:

MA191T AGAINST ALL ODDS: INSIDE STATISTICS **Credits 3 (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. Same as MA140T. Prerequisite: SC038D or equivalent, or appropriate math placement score.

MC MACHINIST/CNC MACHNING

MC103U BASIC MACHINE CONCEPTS **Credits 2 (2-0)**
This course presents basic machining processes and concepts necessary to set-up and operate machine shop equipment. Must be in program major of CNC Machine Technology. Co-Requisite: MC105U.

MC104U CNC LATHES **Credits 3 (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. Must be in program major of CNC Machine Technology and Tool & Die.

MC105U BASIC MACHINE OPERATION **Credits 4 (2-6)**
An introductory machining course presenting basic machining operations. Students will perform basic operations on lathes, horizontal + vertical-milling machines, drilling machines, saws, various types of grinders, and precision measuring equipment. Must be in program major of CNC Machine Technology. Co-Requisite: MC103U.

MC107U CNC OPERATIONS I **Credits 2 (0-6)**
This course presents CNC operation, safety, part inspection, CNC cutting tool types and use, and part holding techniques. Students will run industrial sized CNC lathes and CNC machining centers. Other common CNC machine controllers are experienced through computer simulation. Must be in program major of CNC Machine Technology. Co-Requisite: MC109U.

MC109U CNC PROGRAMMING I **Credits 4 (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. Use Windows 95 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. Must be in program major of CNC Machine Technology. Co-Requisite: MC107U.

MC110U MACHINE PROCESSES I **Credits 7 (3-12)**
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. Must be in program major of Tool & Die Making. Co-Requisite: MC116U.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

MC114U CNC MACHINING CENTERS **Credits 3 (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. Must be in program major of Tool & Die Making.

MC116U MACHINE PROCESSES II **Credits 7 (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. Must be in program major of Tool & Die Making. Co-Requisite: MC110U.

MC131U ADVANCED MACHINE CONCEPTS **Credits 2 (2-0)**
This course advanced machining processes and concepts used while operating machine shop equipment. Prerequisites: MC103U, MC105U. Co-Requisite: MC133U.

MC133U ADVANCED MACHINING OPERATIONS **Credits 4 (2-6)**
This is an advanced hands-on machining course. Prerequisites: MC103U, MC105U. Co-Requisite: MC131U.

MC135U CNC OPERATIONS II **Credits 2 (0-6)**
Students will operate all our CNC equipment to create products and work-holding devices. As much as possible, set-up, run-times, and maintenance 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. Students will work together to run our shop like a business. Ways of eliminating down time will be the highest priority experienced through computer simulation. Prerequisites: MC107U, MC109U. Co-Requisite: MC137U.

MC137U CNC PROGRAMMING II **Credits 4 (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. Prerequisite: MC109U. Co-Requisite: MC135U.

MC150U HYDRAULIC JIGS AND FIXTURES **3 Credits (1-6)**
A course in building jigs and fixtures using blueprints, knowledge and skills developed in Basic Machine Concepts and Operations. Students are required to build and run hydraulic jigs and fixtures working within the tolerance of the print.

MC203U CAM PROGRAMMING **Credits 4 (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. Must be in program major of CNC Machine Technology.

MC205U CNC OPERATIONS III **Credits 2 (0-6)**
Students will operate all our CNC equipment to create products and work-holding devices. Through teamwork students will determine ways our CNC shop can run more efficiently. Manual equipment will be utilized to assist in creating work-holding devices and other operations that are impractical on our CNC equipment. Experience is through computer simulation and the operation of other CNC controllers and machines. Prerequisites: MC135U, MC137U.

MC234U STATISTICAL PROCESS CONTROL Credits 3 (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. Must be in program major of CNC Machine Technology.

MG BUSINESS/MANAGEMENT

MG101T INTRODUCTION TO BUSINESS Credits 3 (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. Same as MG194T.

MG105T BUSINESS STATISTICS Credits 3 (3-0)
Application and interpretation of probability and statistics as they relate to business problems. The course will cover design of experiment, descriptive statistics, sampling, estimation, correlation, linear regression, hypothesis testing, and analysis of variances. Prerequisite: MA140T

MG106T BUSINESS LAW Credits 3 (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 Credits 3 (3-0)
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

MG110T PRINCIPLES OF MANAGEMENT Credits 3 (3-0)
A study of current theory and practice of leading a complex business organization toward the accomplishment of organizational objectives. Same as MG191T.

MG112T INTRODUCTION TO INFORMATION SYSTEMS Credits 3 (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. Basic computer, software, and keyboarding skills are recommended.

IPTV TELECOURSES:

MG191T TAKING THE LEAD: THE MANAGEMENT REVOLUTION Credits 3 (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. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

MG192T MARKETING Credits 3 (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. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

MG193T SOMETHING VENTURED: SMALL BUSINESS MANAGEMENT Credits 3 (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. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

MG194T IT'S STRICTLY BUSINESS Credits 3 (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. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings.

ML MILITARY SCIENCE

ML100T THE AMERICAN DEFENSE ESTABLISHMENT Credits 1 (1-1)
This course will give the student a basic understanding of the U.S. Army. Topics include 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, and 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 Credits 2 (1-2)
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, principles of war, and 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 Credits 1 (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 are included. Lab includes cross country skiing, snow-shoeing, land navigation course, army communications equipment, weapons familiarization. One optional weekend field training exercise (FTX.)

ML103T MILITARY SURVIVAL SKILLS Credits 2 (1-2)
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-shoeing, land navigation course, and hands-on training of survival skills. One required survival weekend exercise and one optional weekend field training exercise (FTX.)

MM MARKETING MANAGEMENT

MM103U PROFESSIONALISM AND LEADERSHIP Credits 1 (1-0)
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 Credits 3 (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. Same as MG192T.

MM130U RETAIL PRINCIPLES Credits 3 (3-0)
Organized learning activities emphasize the status of retail environments, operations, locations, merchandising, pricing, and promotions.

MM133U PRINCIPLES OF SELLING Credits 3 (3-0)
Planned learning activities and experiences emphasize the psychology of selling, the sale process, sales techniques, and selling as a professional career.

MM136U CUSTOMER SERVICE Credits 3 (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 Credits 3 (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.

MM204U CONSUMER BEHAVIOR Credits 3 (3-0)
This 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.

MM230U SMALL BUSINESS MANAGEMENT Credits 3 (3-0)
A study of current theory and practices in creating and running a small business. The course includes the study of management functions, and a discussion of business startup, and the creation of a business plan.

MM231U HUMAN RESOURCE MANAGEMENT Credits 3 (3-0)
A study of the theory, principles, concepts, and practices of developing and utilizing personnel within business organizations.

MM236U ADVERTISING & VISUAL MERCHANDISING Credits 3 (3-0)
This course presents the fundamentals of advertising and visual merchandising as promotional tools. It incorporates the Integrated Marketing Communication (IMC) concept.

MM240U MARKETING DECISION MAKING Credits 3 (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 students final semester.

MS MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY/ TRANSCRIPTIONIST

MS102U BEGINNING MEDICAL TERMINOLOGY Credits 4 (3-3)
This course introduces the concepts necessary for building a basic medical vocabulary.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

MS104U ICD-9-CM CODING Credits 3 (2-2)
This course introduces the concepts necessary for entry-level coding of diseases, injuries, and hospital procedures.

MS132U ADVANCED MEDICAL TERMINOLOGY Credits 4 (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. Prerequisites: MS102U.

MS133U MEDICAL OFFICE PROCEDURES Credits 3 (2-2)
A variety of office procedures and practices such as proper telephone techniques, medical legal responsibilities, medical records management, and fees and credit arrangements will be covered. Prerequisites: MS102U, BS104U, BS202U, BS133U.

MS136U MEDICAL INSURANCE Credits 3 (2-2)
This course is an introduction to various details and forms relative to medical insurance programs and CPT coding. Prerequisite: MS104U.

MS152U PHARMARACOLOGY FOR THE MEDICAL SECRETARY Credits 1 (1-0)
This course introduces the basic knowledge, understanding, and skills necessary to use common pharmaceutical references and to spell commonly used drugs. Prerequisite: MS102U.

MS154U MEDICAL TRANSCRIPTION Credits 2 (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: MS102U, BS202U, CM100U.

MS205U COMPUTERIZED PATIENT BILLING Credits 2 (1-2)
An introduction to an automated patient billing software will be covered in this course. Prerequisite: MS136U.

MT MEDICAL LABORATORY TECHNOLOGY

MT110U INTRODUCTION TO LABORATORY SCIENCE Credits 2 (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, as well as medical ethics and conduct, employment opportunities, and professional organizations.

MT114U LABORATORY MATHEMATICS Credits 3 (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 Credits 2 (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 Credits 3 (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. Prerequisite: MT150U.

MT150U FUNDAMENTAL LABORATORY TECHNIQUES Credits 3 (2-2)
This course is directed toward developing the knowledge and technical skill necessary to perform basic laboratory tests. Emphasis is placed on use and maintenance of laboratory equipment, quality control, and safety techniques. Co-Requisite: MT156U.

MT154U HEMATOLOGY I Credits 3 (2-2)
Hematology is the study of the formed elements of the blood in red blood cells, white blood cells, and platelets. Development and characteristics of these, methods of measurement, and abnormalities of the blood are covered. Prerequisite: MT150U.

MT156U CLINICAL MICROBIOLOGY I Credits 4 (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. Co-Requisites: Pre/Co-requisites: MT150U, BI106T.

MT214U ADVANCED HEMATOLOGY Credits 3 (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. Prerequisites: MT154U.

MT216U IMMUNOHEMATOLOGY I Credits 4 (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 and blood component therapy. Prerequisite: MT150U.

MT218U HEMOSTASIS AND THROMBOSIS Credits 2 (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 Credits 7 (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: MT114U, MT150U, CH105T.

MT220U PARASITOLOGY Credits 1 (1-0)
This course includes a study of medically important human parasites with respect to life cycle, pathogenicity, and laboratory identification. Must be in program major.

MT222U IMMUNOLOGY AND SEROTOLOGY I Credits 2 (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. Prerequisites: MT150U.

MT224U URINALYSIS II Credits 1 (0-0-4)
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 Credits 2 (0-0-8)
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. Prerequisites: MT216U

MT229U CLINICAL CHEMISTRY II Credits 4 (1-0-12)
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 AND SEROTOLOGY II Credits 1 (0-0-4)
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 Credits 1 (0-0-4)
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. Prerequisites: MT224U, MT226U, MT229U, MT230U, MT232U, MT234U, MT236U.

MT234U HEMATOLOGY II Credits 4 (1-0-12)
This course is a continuation of Hematology I and Coagulation. 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 Coagulation is stressed and experience with automation is provided. Prerequisites: MT154U, MT214U.

MT236U CLINICAL MICROBIOLOGY II Credits 4 (1-0-12)
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. Prerequisites: MT156U, BI106T.

MU MUSIC

MU110T APPLIED MUSIC-VOICE CLASS Credits 1 (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 Credits 3 (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.

NR NATURAL RESOURCES

NR101T INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY Credits 4 (4-0)
This course focuses on two general approaches to environmental management, regulations, and technology. During the past few decades, increasing numbers of laws have been enacted to prevent future (and reverse past) environmental impacts. The student will be introduced to applicable science concepts to understand and appreciate the technology aspects that are discussed. The student will develop an awareness of the many facets of science, technology, and public policy that are involved in environmental management and protection.

NR106U WILDLIFE ECOLOGY Credits 4 (3-2)
In this course estudents 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.

NR107U OUTDOOR RECREATION TECHNIQUES Credits 1 (0-2)
This course provides an introduction into basic outdoor recreation techniques commonly utilized by naturalists and conservation professionals to help citizens gain an appreciation of their environment. Recreational techniques will include activities such as canoeing, kayaking, hiking, spelunking, cross-country skiing, and snowshoeing.

NR108U WILDLIFE IDENTIFICATION Credits 3 (2-2)
This course will provide information to assist in the identification of common wildlife of Iowa. Wildlife will be identified by physical and 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 Credits 3 (2-2)
This course enables students to learn about their environment by providing activities in and out of the classroom. Students study about natural ecosystems, interactions within ecosystems, ecological principles and their application, the impact 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 and within the classroom.

NR135T FIRE MANAGEMENT Credits 2 (1-2)
This courses 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. Co-Requisites: NR130U.

NR136U AQUATIC MANAGEMENT Credits 3 (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 and water-use activities will be covered.

NR138U WOODLAND MANAGEMENT Credits 3 (2-2)
This course will provide an introduction to woodland management from an ecological management perspective. Management of small properties will be emphasized.

NR201T CONSERVATION BIOLOGY Credits 4 (3-2)
Students 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. Students will examine biodiversity in detail, evaluate the threats to biodiversity, and examine the processes of extinction that are leading to a biodiversity crisis. Students will be 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 Credits 3 (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.

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NR205U ADVANCED OUTDOOR RECREATION TECHNIQUES Credits 1 (0-2)
This course provides a wilderness experience to utilize advanced outdoor recreation techniques during an intense time period (over Labor Day weekend or the equivalent). Techniques utilized include hiking, backpacking, canoeing or kayaking, low impact camping, and others. This wilderness encounter is at a remote location such as the Boundary Waters, Isle Royale, etc. The focus of this experience is to gain leadership skills to guide groups of citizens on basic outdoor recreation adventures to increase their appreciation of their environment as done by naturalists and conservation groups by following the 18 points set by the Wilderness Education Association.

NR206U WILDLIFE MANAGEMENT Credits 4 (3-2)
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: NR106U.

NR228U NATURAL AREAS MANAGEMENT Credits 3 (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.

NR231U INTEGRATED ROADSIDE VEGETATION MANAGEMENT Credits 2 (2-0)
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.

NS NATURAL SCIENCES

NS123T ENVIRONMENTAL ISSUES Credits 3 (3-0)
This natural science course addresses the manner in which we approach our environment today and how it will affect the world we live in tomorrow. This course examines the challenges of developing sustainable energy sources, maintaining the quality of our air, water, and soil, and preserving the remaining biodiversity and habitat. As these challenges are examined, possible solutions will be evaluated. The following are recommended: AG121T, BI112T.

NS124T ENVIRONMENTAL ISSUES LABORATORY Credits 1 (0-2)
This laboratory course provides a hands-on approach to understanding challenges to our environmental health. The course examines population growth, a framework for understanding the extent of habitat loss and degradation and its impact on biodiversity; water quality and treatment; soil quality and management practices; examination of energy consumption and alternatives; and an evaluation of ecosystem interactions. Co-Requisite: NS123T.

OA OPTOMETRIC/OPHTHALMIC ASSISTANT

OA101U OPTOMETRIC/OPHTHALMIC ASSISTING I **Credits 3 (3-0)**
Students will be knowledgeable of the history of optometry and ophthalmology, the professions in optometry and ophthalmology, the role of the optometric and ophthalmic assistant, the ethical responsibilities, the proper telephone techniques and booking appointments, preparation of medical records, work with ophthalmic instruments, basic optics and refractive errors, work with ophthalmic prescription, work with ophthalmic lenses and frames, and basic anatomy and physiology of the body and human eye. Must be in program major. Co-Requisite: OA102U.

OA102U OPTOMETRIC/OPHTHALMIC ASSISTING I LAB **Credits 3 (0-6)**
The knowledge and concepts of OA101 are applied in hands-on demonstration. Practice and competency test outs. Must be in program major. Co-Requisite: OA101U.

OA103U OPTOMETRIC/OPHTHALMIC ASSISTING II **Credits 3 (3-0)**
Students will be able to understand pharmacology, eye pathology, 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. Prerequisites: OA101U, OA102U. Co-Requisite: OA104U.

OA104U OPTOMETRIC/OPHTHALMIC ASSISTANT II LAB **Credits 3 (0-6)**
The knowledge and concepts of OA 103 are applied in hands-on demonstration. Practice and competency test outs. Prerequisites: OA101U, OA102U. Co-Requisite: OA103U.

OA107U OPTOMETRIC/OPHTHALMIC ASSISTING ADVANCED PRE-TESTING **Credits 3 (3-0)**
This course prepares students for assisting the professional ophthalmologist. The medical eye exam, instruments, procedures, charting documentation, refracting, and assisting with in-office surgery is studied. Prerequisites: OA101U, OA102U. Co-Requisites: OA103U, OA104U, OA108U.

OA108U OPTOMETRIC/OPHTHALMIC ASSISTING ADVANCED PRE-TESTING LAB **Credits 3 (0-6)**
This course prepares students for assisting the professional ophthalmologist. The medical eye exam, instruments, procedures, charting documentation, refracting, and assisting with in office surgery is studied (This course consists of 64 Lab hours & 32 Coop hours). Prerequisites: OA101U, OA102U. Co-Requisites: OA103U, OA104U, OA107U.

OA109U OPTOMETRIC/OPHTHALMIC ASSISTING INTERNSHIP **Credits 5 (0-20)**
This course prepares students 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. Prerequisites: OA101U, OA102U, OA103U, OA104U.

PE PHYSICAL EDUCATION

PE100T INTRO TO WELLNESS **Credits 2 (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.

PE102T PHYSICAL ACTIVITY-JOGGING **Credits 1 (0-2)**
This aerobic course is designed to expose students to the physical fitness activity of jogging. 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 **Credits 1 (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 bodybuilding course.

PE104T PHYSICAL ACTIVITY-GOLF **Credits 1 (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 **Credits 1 (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-ROLLERBLADING **Credits 1 (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 also cover safety and prevention.

PE107T PHYSICAL ACTIVITY-BICYCLING **Credits 1 (0-2)**
This aerobic course introduces students to the lifetime leisure activity of bicycling. Bicycling can be considered a leisure activity and 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 **Credits 1 (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 **Credits 1 (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 **Credits 1 (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 **Credits 1 (0-2)**
This 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 **Credits 1 (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 **Credits 1 (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.

PH PHYSICS

PH108U APPLIED PHYSICS **Credits 3 (2-3)**
This course is an introduction to topics of classical physics such as motion, friction, gravitation, vibrational motion, thermodynamics, sound, light, and optics. Prerequisite: EE134U.

PH110T GENERAL PHYSICS I **Credits 4 (3-2)**
This course covers the fundamental concepts, principles, and laws of physics and their applications. It covers kinematics, dynamics, force, linear and rotational motion, fluids, sounds, temperature, and heat. Prerequisite: MA150T.

PH111T GENERAL PHYSICS II **Credits 4 (3-2)**
This is the second semester continuation of general Physics I. The course studies the fundamental concepts, principles, and laws of physics and their application. It covers electricity and magnetism, light, and geometric optics, quantum, and nuclear physics. Prerequisite: PH110T.

PH112T ENGINEERING PHYSICS I **Credits 5 (4-2)**
This course covers the fundamental concepts, principles, and laws of physics and their applications. It covers kinematis, dynamics, force, linear and rotational motion, fluids, sounds, temperature, and heat. This course employs calculus-based techniques for studying physics. Prerequisite: MA155T.

PH113T ENGINEERING PHYSICS II **Credits 5 (4-2)**
This course is the second semester continuation of Engineering Physics I. It 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. Prerequisites: PH112T.

PH206U STATICS/STRENGTH OF MATERIALS **Credits 5 (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: PH111T.

PL POLICE SCIENCE

PL102U BASIC POLICE OPERATIONS **Credits 3 (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. Must be in program major.

PL111U CRIMINAL JUSTICE COMPUTER APPLICATIONS **Credits 1 (0-2)**
This course will introduce the basic functions of the Criminal Justice computer software and its use in the field of law enforcement. Must be in program major.

PL134U TRAFFIC INVESTIGATION **Credits 3 (3-0)**
This course covers the fundamentals of traffic investigation. How an officer responds to a collision, collects information, photographs the scene, and collects evidence. Emphasis will be placed on the Iowa Motor Vehicle Code and O.W.I. investigation. Prerequisites: CJ102T, PL102U

PL201U CONSTITUTIONAL LAW **Credits 3 (3-0)**
This course examines the principles of Constitutional Law utilizing a case study 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. Prerequisite: PL230U.

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PL202U COMMUNITY POLICING **Credits 3 (3-0)**
This course presents the belief that by working together, the police and the community can make safer neighborhoods. Emphasis is on the needs of those who are culturally, racially, or socio-economically different from the mainstream, the physically or mentally challenged, the elderly, young, and victims. Prerequisite: PL102U.

PL203U CRIMINALISTICS **Credits 3 (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. Must be in program major.

PL208U PRACTICUM **Credits 4 (1-12)**
Student field experience in an appropriate criminal justice agency. Placement based on approval of faculty advisor, department chair, and host agency. Program Cumulative GPA of 2.00 is required. Prerequisites: CJ102T, PL102U, PL134U, PL214U.

PL210U FIREARMS I **Credits 1 (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. Must be in program major.

PL214U DEFENSIVE TACTICS **Credits 2 (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. Must be in program major. Prerequisites: PE100T.

PL216U EMPLOYMENT STRATEGIES FOR LAW ENFORCEMENT **Credits 2 (2-0)**
This course prepares 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. It also covers information unique to the law enforcement selection process. Must be in program major.

PL230U CRIMINAL LAW AND PROCEDURES **Credits 3 (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. Must be in program major. Prerequisite: CJ102T.

PL232U PRINCIPLES OF INVESTIGATION **Credits 3 (3-0)**
This course involves the study of techniques and procedures in investigating various crimes. This will involve various types of criminal activities and the methods used to investigate them. Prerequisite: PL203U.

PL240U FIREARMS II **Credits 1 (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. Prerequisites: PL210U

PN PRACTICAL NURSING

PN103U NURSE AIDE I **Credits 3 (2-3)**
This course is designed to meet the training requirements of The Omnibus Reconciliation Act of 1987 (OBRA) for aides working in nursing facilities (NF) and skilled nursing facilities (SNF). Emphasis in the course is on students achieving a basic level of knowledge and demonstrating skills to provide save, effective resident/client care.

PN104U INTRO TO NUTRITION **Credits 2 (2-0)**
This course evaluates attitudes and helps develop understanding and the skills necessary to good basic nutrition, at the personal level and with clinical application throughout the lifespan. It includes a study of the components and functions of food, preservation of nutrients, and principles of digestion. Co-Requisites: BI105U.

PN105U INTRODUCTION TO CLIENT CARE Credits 1 (0-3)
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: Pre/Co-requisites: PN107U, PN108U.

PN107U NURSING FUNDAMENTALS I Credits 3 (2-2)
This course presents and offers supervised practice of basic skills, principles and procedures, therapeutic care and measures, and observing and meeting client's 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. Must be in program major. Co-Requisites: BI105U, PN109U.

PN108U NURSING FUNDAMENTALS II Credits 3 (2-2)
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 client's 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. Must be in program major. Prerequisites: PN103U OR PN107U. Co-Requisites: BI105U, PN109U.

PN109U NURSING CALCULATIONS Credits 2 (2-0)
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. Must be in program major. Co-Requisites: PN108U.

PN131U NURSING PERSPECTIVES THROUGH THE LIFESPAN Credits 3 (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 Credits 3 (2-2)
This course is an introduction to the general concepts that are applicable to nursing in a variety of settings. Areas of focus include nursing assessment, pharmacology, health care agencies, community resources, regulatory responses, the client with cancer, and additional clinical skills. Prerequisites: PN104U, PN105U, PN107U, PN108U, PN109U, BI105U, PY100T.

PN134U MEDICAL-SURGICAL NURSING "A" Credits 5 (3-6)
This course is a study of nursing care of adult clients with medical-surgical alterations of the following systems: cardiovascular, hematology, gastrointestinal, urinary, reproductive, and integumentary. Clinical experiences are provided in acute care facilities. Pharmacology and gerontological considerations are integrated throughout the course. Prerequisites: PN104U, PN105U, PN107U, PN108U, PN109U, BI105U, PY100T

PN135U MEDICAL-SURGICAL NURSING "B" Credits 5 (3-6)
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. Prerequisites: PN104U, PN105U, PN107U, PN108U, PN109U, BI105U, PY100T.

PN155U MATERNAL CHILD NURSING Credits 3 (2-3)
This course continues the study of the human reproductive process during the maternity cycle, care of the mother, infant, and growing child in health and illness. The course includes basic principles of family centered nursing, pharmacology applicable to maternal-child care, and clinical experience in local hospitals and clinics Prerequisites: PN104U, PN105U, PN107U, PN108U, PN109U, BI105U, PY100T. Co-Requisites: Prereq/Co-requisite of PN131U.

PN200U INTRODUCTION TO MENTAL HEALTH NURSING CREDITS 1 (1-0)
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. Prerequisites: PN104U, PN105U, PN107U, PN108U, PN109U, BI105U, PY100T.

PN201U ISSUES AND TRENDS IN PRACTICAL NURSING Credits 1 (1-0)
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. Prerequisites: PN104U, PN105U, PN107U, PN108U, PN109U, BI105U, PY100T.

PN202U NURSING PRACTICUM Credits 1 (0-3)
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. Prerequisites: PN104U, PN105U, PN107U, PN108U, PN109U, BI105U, PY100T.

PO PROFESSIONAL PHOTOGRAPHY

PO101U FUNDAMENTALS OF PHOTOGRAPHY Credits 6 (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 darkroom techniques necessary to produce a professional print. The history of photography, people, countries, and processes which developed into the present state of the art will be studied. Must be in program major.

PO102U PHOTO DESIGN I Credits 3 (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. Must be in program major.

PO103U PRINT PRESENTATION TECHNIQUES Credits 3 (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. Must be in program major.

PO106U INTRO TO ELECTRONIC IMAGING Credits 3 (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. Must be in program major.

PO131U BASIC COLOR NEGATIVES AND PRINTS Credits 3 (2-2)
This course explores the process of exposing and printing color negatives and color "C" materials. Color negative films, development processes, and color printing techniques are applied to make quality analog color print images. Scanning color negative films, making image adjustments, and digital output onto color "C" materials will also be applied. Prerequisite: PO101U.

PO132U PHOTO DESIGN II Credits 3 (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. Prerequisite: PO102U.

PO134U THEORY OF PHOTOGRAPHY Credits 3 (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, 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: PO101U.

PO135U DIGITAL FUNDAMENTALS Credits 3 (2-2)
This course will provide an introduction to the basics of digital photography, camera handling, digital exposure, and workflow. Emphasis is on how to handle image workflow to produce a professional photographic print from digital files. Prerequisite: PO101U.

PO202U BASIC PORTRAITURE Credits 3 (2-3)
An overview of the professional portrait field. Studio equipment and lighting is 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: PO101U, PO134U.

PO204U BASIC COMMERCIAL PHOTOGRAPHY Credits 3 (2-3)
This course presents an overview of a profession in commercial still photography. Techniques, assignment types, expectations, working conditions, types of photography products used, studio procedures, and equipment requirements will be discussed. Simple commercial techniques will be applied in practical assignments Prerequisite: PO134U.

PO208U BASIC PHOTOJOURNALISM Credits 3 (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. Prerequisite: PO101U.

PO210U VISUAL COMMUNICATIONS Credits 3 (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. Must be in program major.

PO212U INTERMEDIATE ELECTRONIC IMAGING Credits 3 (2-2)
This course will present concepts of computer imaging directly related to applications within the fields of the photographic industry. Professional retouching and digital manipulation of a photographic image are the primary educational emphasis. Prerequisite: PO106U.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

PO232U ADVANCED PORTRAITURE Credits 6 (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 Credits 6 (3-9)
Advanced Commercial Photography builds on the skills learned in Basic Commercial. The course studies studio and location commercial photography techniques with an emphasis on advertising photography. Studio operation procedures related to pricing, work flow, and scheduling are presented. A portfolio presentation is required upon completion. Prerequisite: PO204U.

PO238U ADVANCED PHOTOJOURNALISM Credits 6 (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 newspapers and/or magazines. Portfolio presentation is required upon completion. Prerequisite: PO208U.

PO240U PHOTOGRAPHIC REPRODUCTION Credits 3 (2-3)
This course covers the processes involved in 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. Must be in program major.

PO242U ADVANCED VISUAL COMMUNICATION Credits 3 (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. Prerequisites: PO210U.

PO244U WEDDING PHOTOGRAPHY Credits 3 (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 Credits 3 (2-2)
This course will present 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 Credits 3 (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. Same as PR190T.

PR105T RELIGIONS OF THE WORLD Credits 3 (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 Credits 3 (3-0)
This course 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. Same as HM190T.

IPTV TELECOURSE:

PR190T THE EXAMINED LIFE Credits 3 (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.

PS PHYSICAL SCIENCES

PS112T PHYSICAL SCIENCE SURVEY Credits 4 (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 Credits 3 (3-0)
This physical science course explores the mysteries of the universe. Through scientific reason, the course will examine the following: the history of astronomy, planets, stars, nebulae, galaxies, the creation and fate of the universe, and our place in it. This course emphasizes amateur observation techniques. Same as PS190T.

IPTV TELECOURSES:

PS190T UNIVERSE: THE INFINITE FRONTIER Credits 3 (3-0)
This introductory astronomy telecourse brings students the latest astronomical discoveries and astrophysical theories. The course incorporates state-of-art animation, computer graphics, and breathtaking original film footage. Same as PS115T.

PT POWER TECHNOLOGY CORE

PT103U GAS ENGINE REBUILD Credits 7 (5-6)
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. Must be in program major of Ag Power Technology and Diesel Truck Technology.

PT104U HYDRAULICS I Credits 3 (2-3)
This course covers theory and symbols of hydraulic components. Testing and repair of components is performed according to manufacturer's specifications. Must be in program major of Ag Power Technology or Diesel Truck Technology.

PT105U ELECTRICITY Credits 4 (3-3)
This course is an in-depth study of theory, diagnosis, and repair of electrical components and circuitry. Must be in program major of Ag Power Technology or Diesel Truck Technology.

PT133U DIESEL FUEL SYSTEMS Credits 7 (5-6)
This course focuses on diagnosis, theory, and repair of mechanical and electronic fuel systems used in transportation, agriculture, and construction equipment. Must be in program major of Ag Power Technology or Diesel Truck Technology.

PT134U DIESEL ENGINE REBUILD Credits 7 (5-6)
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. Must be in program major of Ag Power Technology or Diesel Truck Technology.

PT200U EQUIPMENT MAINTENANCE Credits 7 (5-6)
This course presents background on theory of operation, diagnosis, and repair of brakes and suspension systems. Students will gain knowledge and skills 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, PT134U.

PT201U ELECTRONICS Credits 3 (2-3)
This course is an in-depth study of theory, diagnosis, and repair of electronic components and circuitry. Prerequisites: PT103U, PT104U, PT105U, PT133U, PT134U.

PT202U HYDRAULICS II Credits 4 (3-3)
This course covers theory and schematics of hydraulic systems. Testing and repair of hydraulic systems is performed with the use of meters and gauges for proper diagnosis. Prerequisites: PT103U, PT104U, PT105U, PT133U, PT134U.

PT230U POWER TRANSFER SYSTEMS Credits 7 (5-6)
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, PT105U, PT133U, PT134U

PY PSYCHOLOGY

PY100T GENERAL PSYCHOLOGY Credits 3 (3-0)
This course provides an introduction to the study of behavior with emphasis in the areas of learning, cognition, motivation, personality, behavioral disorder, therapy, and social influence. An understanding of the impact of 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. Same as PY190T.

PY105T HUMAN GROWTH AND DEVELOPMENT Credits 3 (3-0)
This course presents a life span, developmental approach to the study of the developing person that identifies the behavioral dynamics of the physical, cognitive, social, and affective domains of development with a view to the impact of family, school, and community.

PY116T PSYCHOLOGY OF GENDER Credits 3 (3-0)
This course explores the meaning of gender. Research and theory in the areas of gender development, gender similarities and differences, and the nature and effects of gender roles and stereotypes is emphasized. Prerequisite: PY100T.

PY118T INTRODUCTION TO SOCIAL PSYCHOLOGY Credits 3 (3-0)
This course provides an introduction to the study of the interrelationship between the individual and social behavior with emphasis in the areas of social cognition, attribution, attitudes, group behavior, prejudice and discrimination, and interpersonal relationships. Basic psychological and sociological perspectives and research findings will be reviewed to better understand individual and social behavior. Prerequisites: PY100T or SO100T.

PY201T ABNORMAL PSYCHOLOGY Credits 3 (3-0)
Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches. Same as PY191T. Prerequisites: PY100T.

IPTV TELECOURSES:

PY190T DISCOVERING PSYCHOLOGY Credits 3 (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. Requires viewing of IPTV segments, correspondence activities and some arranged meetings. Same as PY100T.

PY191T THE WORLD OF ABNORMAL PSYCHOLOGY Credits 3 (3-0)
Survey of the major classifications of psychological disorders. Emphasis will be on theoretical perspectives, descriptions of disorders, and therapeutic approaches. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as PY201T. Prerequisite: PY100T.

RN RN FIRST ASSISTANT

RN210U RN FIRST ASSISTANT Credits 3 (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. Must be in program major.

RN215U RN FIRST ASSISTANT CLINICAL INTERNSHIP Credits 3 (0-144)
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. Co-Requisites: RN210U, RT230U.

RT RESPIRATORY CARE

RT104U INTRODUCTION TO RESPIRATORY CARE Credits 3 (2-2)
This course is an introduction to the Respiratory Therapist 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. Must be in program major. Co-Requisite: RT105U.

RT105U INTRODUCTION TO CLINICAL RESPIRATORY CARE Credits 3 (2-3)
This course covers the rationale and administration techniques involved in providing medical gas, humidity therapy, and aerosol therapy to patients in a clinical setting and the operation of associated equipment and the monitoring of patients receiving therapy. Must be in program major. Co-Requisites: BI103T, RT104U.

RT134U CARDIOPULMONARY ANATOMY & PHYSIOLOGY Credits 3 (2-2)
This course is 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. Must be in program major. Prerequisites: BI103T or BI106T. Co-Requisites: RT139U, PS112T.

Numbers in Parenthesis Following the Credit Hours Refer to Lecture and Lab Hours

RT137U AIRWAY MAINTENANCE PROCEDURES Credits 4 (3-2)
This course is a continuation of Introduction to Respiratory Care and Introduction to Clinic. It includes advanced patient assessment procedures, chest physical therapy, endotracheal intubation, airway care, and maintenance of artificial airways. Prerequisites: RT104U, RT105U. Co-Requisites: RT134U, RT139U.

RT139U CLINICAL CARE OF ACUTE PATIENT I Credits 2 (0-6)
This course is a continuation of the clinical sequence. It offers clinical experience for the students in continuing to develop the skills introduced in previous Respiratory Care courses and in developing assessment techniques. Prerequisites: RT104U, RT105U Co-Requisites: RT134U, RT137U.

RT201U RESPIRATORY FAILURE Credits 1 (1-0)
This course involves the identification of actual or impending respiratory failure of the cardiopulmonary system. It includes the drawing, analysis, and interpretation of blood for blood gases. Prerequisite: RT134U. Co-Requisite: RT206U.

RT204U CLINICAL CARE OF ACUTE PATIENT II Credits 2 (0-6)
This course is a continuation of the clinical sequence. It offers clinical experience for the students in continuing to develop the skills introduced in previous Respiratory Care courses, in developing patient assessment skills, and an introduction to intensive care. Prerequisites: RT104U, RT105U, RT134U, RT137U, RT139U.

RT206U INTRODUCTION TO VENTILATORY SUPPORT Credits 2 (1-2)
This course is designed to prepare students to work with mechanical ventilators. The principles involved in the generation of gas flow and pressure as well as cycling mechanisms are studied. Prerequisites: RT104U, RT105U, RT134U, RT137U. Co-Requisites: RT201U.

RT230U CLINICAL MEDICINE Credits 3 (3-0)
This course includes principles of pathology and how the cardiopulmonary system is affected by various processes from prenatal life through old age. This includes the effects of inflammatory processes, immunological processes, neoplastic processes, and effects of lifestyle on the body. Prerequisites: RT134U, BI106T. Co-Requisites: RT241U, RT242U.

RT241U INTENSIVE RESPIRATORY CARE Credits 4 (2-4)
This course covers the principles of management of patients in intensive care settings. It included the care of patients receiving ventilatory support, the operation of mechanical ventilators, cardiac and other invasive and non-invasive monitoring, and ACLS. Prerequisites: RT104U, RT105U, RT134U, RT137U, RT139U, RT201U, RT204U, RT206U Co-Requisites: RT242U, RT230U.

RT242U CLINICAL INTENSIVE CARE Credits 6 (0-18)
This course is a continuation of a previous course with the concentration on care of patients in intensive care settings. This course also includes rotations through special clinical areas such as cardiology and home care. Prerequisites: RT104U, RT105U, RT134U, RT137U, RT139U, RT201U, RT204U, RT206U Co-Requisites: RT241U, RT230U.

RT243U PEDIATRIC & NEONATAL RESPIRATORY CARE Credits 2 (2-0)
This course provides the student with an in-depth understanding and appreciation for the rapidly evolving specialized field of neonatal and pediatric respiratory care. Prerequisites: RT230U, RT241U, RT242U.

RT244U SPECIAL PROCEDURES IN RESPIRATORY CARE Credits 3 (2-2)

This course deals with the performance and interpretation of various diagnostic and therapeutic techniques used in cardiopulmonary care. It includes pulmonary function testing, cardiac and pulmonary stress testing, the use of intravascular catheters and the monitoring systems associated with them, polysomnography, and bronchoscopy. Prerequisites: RT104U, RT105U, RT134U, RT137U, RT139U, RT201U, RT204U, RT206U, RT230U, RT241U, RT242U.

RT245U CLINICAL SPECIALTIES IN RESPIRATORY CARE Credits 8 (0-24)

This course is a summary clinical course of the Respiratory Care program. In addition to time spent in acute and intensive areas this course also includes rotations through sub-acute and diagnostic areas. Students are expected to be able to function with minimal supervision in all areas of respiratory care and to practice those skills expected of a respiratory care practitioner. Prerequisites: RT104U, RT105U, RT134U, RT137U, RT139U, RT201U, RT204U, RT206U, RT230U, RT241U, RT242U.

RT246U RESPIRATORY CARE APPLICATIONS Credits 1 (1-0)

This course is a summary course designed to assist the student to consolidate the clinical and didactic experiences of previous courses. Prerequisites: RT104U, RT105U, RT134U, RT137U, RT139U, RT201U, RT204U, RT206U, RT230U, RT241U, RT242U, BI103T, BI106T, CL110T, CM113T, CM132T, PS112T, PY100T.

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 Credits 4 (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.

SC009D ENGLISH AS A SECOND LANGUAGE LABORATORY Credits 2 (0-4)

The purpose of the course is to provide the non-native speaker of English with a variety of realistic laboratory tasks that will improve and expand their English fluency. The primary focus of the course is to expand vocabulary, improve pronunciation, and to provide the students with experiences that will enhance their confidence in their English ability. This course can be used to prepare the ESL student for either the ESL I or ESL II. It is designed to accommodate students at both the intermediate and advanced levels.

SC015D FUNDAMENTALS OF WRITING I Credits 3 (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. Appropriate COMPASS English placement score or equivalent.

SC017D FUNDAMENTALS OF WRITING II Credits 3 (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 and 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. Appropriate COMPASS English placement score or equivalent. Prerequisite: SC015D.

SC018D ENGLISH AS A SECOND LANGUAGE II Credits 4 (2-4)

The course will be divided into two sections-lecture and language laboratory. The lecture section will be used to present new materials and videos, introduce new grammar forms and vocabulary, and to do group work as well as other learning activities. The language laboratory time will be used to complete computer assisted learning lessons, research for writing assignments, and work on the Internet. Prerequisite: SC008D.

SC022D INTRODUCTION TO COLLEGE READING Credits 3 (3-0)

This course is designed to help students improve their reading proficiency in order to manage college textbooks successfully. Appropriate COMPASS Reading placement score or equivalent.

SC023D INTRODUCTION TO COLLEGE READING II Credits 3 (3-0)

This course is designed to help students improve their reading vocabulary and comprehension skills in order to achieve a reading level of at least ninth-tenth grade on the Tests of Adult Education (TABE). Appropriate COMPASS Reading placement score or equivalent. Prerequisite: SC022D.

SC024D COLLEGE STUDY SKILLS Credits 3 (3-0)

This course provides students with the opportunity to improve their chances for success in college by introducing them to reading and study strategies appropriate for college-level textbooks and classroom experiences. More important, it provides them with the opportunity to put these strategies into practice. Appropriate COMPASS Reading placement score or equivalent. Prerequisite: SC022D.

SC034D FUNDAMENTALS OF MATH Credits 4 (4-0)

This course is designed to help students meet minimum competencies for their basic skills in mathematics in the areas of whole numbers, fractions, decimals, percents, and measurement. Critical thinking, problem solving, and conceptual development are emphasized. Students will be prepared for learning higher order mathematical concepts. Appropriate COMPASS Math placement score or equivalent.

SC035D PRE-ALGEBRA Credits 3 (3-0)

This course is designed to combine both classroom instruction and individualized instruction to prepare students for Beginning Algebra. Teacher-student interaction as well as student interaction with one another will be provided for and encouraged. Appropriate COMPASS Math placement score or equivalent. Prerequisite: SC034D.

SC036D PRE-TECHNICAL MATHEMATICS Credits 3 (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. Appropriate COMPASS Math placement score or equivalent.

SC038D BEGINNING ALGEBRA Credits 4 (4-0)
This course is designed to combine both classroom instruction and individualized instruction to prepare students for a variety of math courses, including Introduction to College Algebra, Mathematics for Decision Making, Introduction to Statistical Methods, and some technical programs. Teacher-student interaction, as well as student interaction with one another, will be provided for and encouraged. Appropriate COMPASS Math placement score or equivalent. Prerequisites: SC035D.

SC041D PRE-TECHNICAL BIOLOGY Credits 3 (3-0)
Pre-technical Biology is one semester study of living organisms. Topics include classifications, the chemical basis of life, cell structure and function, cellular respiration and energy production, genetics and reproduction, and medically significant organisms. This course gives students a foundation in biology on which to build a specific health science curriculum.

SE EXECUTIVE ASSISTANT/ ADMINISTRATIVE ASSISTANT/ LEGAL OFFICE ASSISTANT

SE102U NOTETAKING Credits 3 (2-2)
This course 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: BS104U, CM100U.

SE132U LEGAL OFFICE CONCEPTS AND PROCEDURES Credits 3 (3-0)
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: BS133U.

SE210U LEGAL TERMINOLOGY Credits 3 (3-0)
This course is designed to familiarize students with the most commonly used legal terms in today's workplace. It emphasizes correct spelling, pronunciation, and defining of legal terms.

SE230U LEGAL TRANSCRIPTION AND DOCUMENT PROCESSING Credits 3 (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. Co-Requisite: BS202U.

SE237U ADMINISTRATIVE MANAGEMENT Credits 3 (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.

SO SOCIOLOGY

SO100T INTRODUCTION TO SOCIOLOGY Credits 3 (3-0)
Surveys the basic principles, concepts, and research findings of social life from small groups to societies. The course examines the range of sociological explanations of various forms of social behavior and establishes a basis for further study in the field. Same as SO190T.

SO104T INTRODUCTION TO CRIMINOLOGY Credits 3 (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 Credits 3 (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 Credits 3 (3-0)
Marriage and family is studied from a sociological viewpoint. Content areas focus on the history of family, gender roles, power in relationships, and functions and dysfunctions of the family. Statuses such as being single to marriage to parenthood are emphasized, as are alternative lifestyles with respect to sexuality and family. Same as SO191T.

SO114T DEATH AND DYING Credits 3 (3-0)
This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also be placed on the special situation of the terminally ill and bereaved.

SO118T SOCIAL ISSUES Credits 3 (3-0)
Contemporary issues are critically examined from a sociological perspective. The origins and development of major issues are considered, and interventions attempting to resolve these issues.

SO120T INTRODUCTION TO SOCIAL WELFARE & SOCIAL WORK Credits 3 (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 Credits 3 (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, physically and mentally disabled, homosexuals, religious groups, elderly, young, and those singled out for their lower socio-economic status will be considered.

IPTV TELECOURSES:

SO190T EXPLORING SOCIETY Credits 3 (3-0)
Surveys the basic principles, concepts, and research findings of social life from small groups to societies. The course examines the range of sociological explanations of various forms of social behavior and establishes a basis for further study in the field. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as SO100T.

SO191T PORTRAIT OF A FAMILY Credits 3 (3-0)
Marriage and family is studied from a sociological viewpoint. Content areas focus on the history of family, gender roles, power in relationships, and functions and dysfunctions of the family. Statuses such as single, married, and parenthood are emphasized, as are alternative lifestyles with respect to sexuality and family. Requires viewing of IPTV segments, correspondence activities, and some arranged meetings. Same as SO112T

SS SOCIAL SCIENCES

SS100T AMERICAN CIVILIZATION Credits 3 (3-0)
American Civilization is a thematic and interdisciplinary examination of the American experience from prehistory to the present. The course emphasizes the contributions and experiences of the many social groups who created and built the United States. Themes highlighted include labor, economics, religion, diversity, inequality, reform, and dissent.

SS110T CULTURAL ANTHROPOLOGY Credits 3 (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. Same as HM191T.

SS130T HUMAN GEOGRAPHY Credits 3 (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 space. Emphasis is placed on the process of spatial impact on human behavior influencing the development of cultural diversity, urban centers, political boundaries, and migration. A parallel process is the human impact on space including land/water modification, erosion, and pollution.

SS151T INTERNATIONAL RELATIONS Credits 3 (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 and the prospect of state cooperation and conflict in the future. Analysis of international relations will be done through the examination of historical events, current events, policy evaluation, and scholarly theory.

SS152T AMERICAN GOVERNMENT Credits 3 (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. Same as SS193T.

SS154T COMPARATIVE POLITICS Credits 3 (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 Credits 3 (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 Credits 3 (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 Prerequisites: HY150T or SO100T or SO118T or SS100T or SS130T or SS152T.

IPTV TELECOURSES:

SS190T THE POWER OF PLACE: WORLD REGIONAL GEOGRAPHY Credits 3 (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.

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Workforce Development Specialist

Patti Mohling
Workforce Development Specialist
BA, Wartburg College

Susan Petersen
Workforce Development Specialist
BA, Wartburg College

Lonnie Polok
Administrative Secretary

Kelly Poole
Workforce Development Specialist
BA, Wartburg College

Lisa Purdy
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BA, University of Northern Iowa

Geneva Reed
Workforce Development Specialist
AC, Waldorf Junior College

Gina Robinson
Workforce Development Specialist
BA, University of Northern Iowa

Ellen Wedeking
Workforce Development Specialist
BA, University of Northern Iowa

Diane Wilson
Director of Workforce Development Center
MA, University of Northern Iowa
BA, University of Northern Iowa

Kay Woods
Secretary
Diploma, Gates Business College

Warren Wortham
Workforce Development Specialist
BS, Upper Iowa University

COMMUNITY SERVICES

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BS, Upper Iowa University

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Assistant Program Manager - Advanced (EMS/Fire)

Phyllis Charlson
Program Manager - ILC/Chief GED Examiner
BA, Iowa State University

Winifred Dewey
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MAE, University of Northern Iowa
BS, Kansas State University

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Program Manager - Sr. Companion Program
MA, University of Northern Iowa
BA, University of Northern Iowa

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Carolyn Glenn
Administrative Secretary
Diploma, Hawkeye Institute of Technology

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ADN, Western Iowa Tech Community College

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Diploma, American Institute of Commerce

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BSN, University of Iowa

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Patricia Rowe
Secretary - Senior Companion Program

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Program Manager, On-Campus

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Gloria Stigler
Employment Assistance Specialist
Certificate, Arizona Career College

Mary Theroith
Manager, MLK Center
BS, Upper Iowa University
Certificate, Hawkeye Institute of Technology

Lynda Thompson
Administrative Secretary

RESEARCH, PLANNING, & INSTRUCTIONAL SERVICES

Robert Chittenden
Executive Director
MA, University of Iowa
BA, University of Iowa

Quentin Hart
Coordinator - Retention
MAE, University of Northern Iowa
BA, Minnesota/Mankato State University
AA, Iowa Central College

Melva Johnson
Administrative Secretary – Title III

Sarah Uhlenhopp
Educational Technology Specialist
BA, University of Northern Iowa

DISTANCE EDUCATION

Steven Anderson
Instructional Media Technologist
BA, University of Northern Iowa

David Burman
Communications Media Specialist
BA, University of Northern Iowa

Dawn Fratzke
Coordinator - Distance Learning
Diploma, Patricia Stevens Secretary College

John Humpal
Broadcast Engineering Specialist
BT, University of Colorado
MS, University of Northern Iowa
AAS Hawkeye Institute of Technology

LIBRARY SERVICES

Vicki Cutsforth
Library Technician
AAS, Hawkeye Institute of Technology

Janet Dellinger
Director of Library Services
MA, University of Iowa
BA, University of Iowa

Peggy Lane
Administrative Secretary

Judy Mitchell
Reference Librarian
MA, University of Northern Iowa
BA, University of Northern Iowa
BA, University of Northern Iowa

Christine Shreve
Library Reference Assistant
BA, University of Northern Iowa
Diploma, Hawkeye Community College
Diploma, Hawkeye Community College

STUDENT RECORDS & REGISTRATION

Patricia East
Director of Enrollment & Registration
BS, Upper Iowa University
AB, American Institute of Business

Amy Frost
Coordinator - Enrollment Management
AA, Upper Iowa University
ABD, American Institute of Business

Peggy Liebsch
Clerk II
Diploma, Hawkeye Institute of Technology

Amy Peters
Records Evaluator
AAS, Hawkeye Community College
Diploma, Hawkeye Community College

Sharon Taucher
Certificate, Secretary Queens College

TRIO

Ruben Carrion
Director - TRIO Grant
BA, McPherson College

Carla Coates
Advisor - TRIO Grant
BA, University of Northern Iowa

John Von Tersch
Transfer Advisor - TRIO
MA, University of Northern Iowa
BA, University of Northern Iowa
AA, North Iowa Area Community College

PUBLIC SAFETY

Nermin Ferkic
Coordinator - Public Safety
BA, University of Northern Iowa
AAS, Hawkeye Community College

Paul Finch
Public Safety Officer
BA, University of Northern Iowa
AAA, Hawkeye Institute of Technology

William Jefferson
Public Safety Officer

Shirley Robinson
Public Safety Officer
AAA, Hawkeye Institute of Technology

Mark Schmidt
Public Safety Officer

Susie Washington
Public Safety Officer
AAA, Hawkeye Institute of Technology

STUDENT DEVELOPMENT & LIFE

Janice Akin
Secretary - Student Development

Nancy Dallenbach
Assistant Coordinator Evaluation/Special Needs
AAS, Hawkeye Community College

Anne Doyle
Coordinator - International Student Services
MAE, University of Northern Iowa
BA, University of Northern Iowa

Tim Doyle
Academic/Career Advisor - Health Science Programs Specialist
BA, University of Northern Iowa

Carol Hedberg
Counselor
MAE, University of Northern Iowa
BA, Buena Vista College

Nancy Henderson
Academic/Career Advisor - Group Registration Specialist
MA, CalPoly San Luis Obispo
MA, University of Denver
BA, University of Denver

Barbara Hill
Regular Part-Time Counselor, Disability Services
MA, University of Northern Iowa
BA, University of Northern Iowa

Thomas Hogan
Coordinator - Student Life
BA, Wartburg College

Rhonda McRina
Counselor
MEd, University of Montevallo
BA, University of Montevallo

Wendy Mohlis
Administrative Secretary - Student Development & Life
Diploma, American Institute of Business

Thomas Mueller
Academic/Career Advisor - Transfer Specialist
BS, University of Iowa

Kristine Owens
Coordinator - Evaluation
EdS, Drake University
MA, University of Northern Iowa
BA, University of Northern Iowa

Judith Thill
Secretary
BA, Marycrest College

David Westley
Director of Student Development & Life
MS, Iowa State University
BA, Iowa Wesleyan College

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Maurine Moore
Executive Secretary
Certificate, Gates Business College

Greg Schmitz
Vice President
BA, Wartburg College
CPA

BUSINESS OFFICE

Karla Blackford
Projects Accountant
BA, University of Northern Iowa

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Accounting Supervisor
MBA, Nova Southeastern University
BA, University of Northern Iowa

Jean Cutsforth
Workforce Development Accountant
BA, University of Northern Iowa

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Account Clerk II
BS, Upper Iowa University

Annette Elliott
Account Clerk II
Diploma, Hawkeye Institute of Technology

Tina Freesemann
Child Care Assistant
AS, Hawkeye Community College

Donna Hansen
Account Clerk III
Diploma, Hawkeye Institute of Technology

Sharon Harvey
Account Clerk III
AAS, Western Wisconsin Tech Institute

Dotta Keefer
Account Clerk II
Diploma, American Institute of Business

Marian Kueker
Printer I

Dolores Kuhse
Accounting Assistant

Linda Nielsen
Director of Business Services
BS, Northeast Missouri State University
CPA

Dorthea Pates
Account Clerk III

Nancy Rooff
Account Clerk I

Marlys Schipper
Payroll Specialist
AAS, Hawkeye Community College
Certificate, Hawkeye Community College

Penny Teisinger
Coordinator - Child Care
BA, University of Northern Iowa

Laura Thompson
Account Clerk II
AAS, Hawkeye Institute of Technology

Paula Wermerskirchen
Receptionist
Diploma, American Institute of Commerce

FINANCIAL AID/VETERAN AFFAIRS

Gisella Baker
Coordinator
BS, Black Hills State University
AA, Black Hills State University

Tiffani Brandt
Financial Aid Specialist I

Alma Huck
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BS, Upper Iowa University
Diploma, Hawkeye Institute of Technology

Robin Stock
Financial Aid Specialist II

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Director of Financial Aid/Veteran Affairs
MAE, University of Northern Iowa
BA, University of Northern Iowa

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Financial Aid Advisor
MA, University of Northern Iowa
BA, Simferopol State University

HUMAN RESOURCE SERVICES

John Clopton
Director of Human Resource Services
MA, University of Northern Iowa
BA, University of Northern Iowa
AA, Ellsworth Community College

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Diploma, Hawkeye Institute of Technology
Diploma, Hawkeye Institute of Technology

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BS, Upper Iowa University
Diploma, Hawkeye Community College

Jenice Ulrichs
Assistant - Employment & Training
Diploma, Hawkeye Community College

INFORMATION SYSTEMS

Katherine Bolsinger
Microcomputer Specialist
AS, North Iowa Community College
Diploma, North Iowa Community College

Jerry Boyd
Information Systems Assistant
BA, University of Northern Iowa

Matthew Clark
Micro Computer Specialist
AAS, Hawkeye Community College

Charles Engelkes
Computer Operator

Russell Heidemann
Manager - Local Area Network

Chris Meier
Computer Network Technician

Royce Moore
Microcomputer Specialist
AAS, Hawkeye Community College

Thomas Neith
Director of Information Systems
AAS, Hawkeye Community College
Diploma, Hawkeye Community College

Bonnie Niewoehner
Administrative Information Systems Manager, Project Manager

Toby Orcutt
Computer Network Technician

Robert Runte
Colleague Software Support
BA, Buena Vista College

Don Scott
Coordinator - Software Systems
Diploma, Hawkeye Community College

MAINTENANCE

William Anderson
Custodial Maintenance Worker
Diploma, Hawkeye Institute of Technology

Anthony Bass
Grounds Maintenance Worker

Richard Beasley
Custodial Maintenance Worker

Alwyn Beatty
Maintenance Worker II
AAS, Hawkeye Institute of Technology

Paul Colton
Custodial Maintenance Worker

Jerry Crosby
Custodial Maintenance Worker

Fred Droste
Custodial Maintenance Worker

Brenda Even
Custodial Maintenance Worker

Michael Franklin
Custodial Maintenance Worker
Diploma, Ellsworth Junior College
Diploma, Business Institute of Technology

Paul Hansen
Custodial Maintenance Worker
AAS, Hamilton College

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Maintenance Worker III
BA, Faith Baptist Bible College

John Ingles
Custodial Maintenance Worker

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Maintenance Worker III
Diploma, Hawkeye Institute of Technology

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Adminstrative Assistant
AAS, Hawkeye Institute of Technology

Daniel Laudenbach
Custodial Maintenance Worker

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AAS, Hawkeye Community College

Jimmie Prymer
Maintenance Worker II

John Rochholz
Maintenance Worker III
Diploma, Hawkeye Institute of Technology

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Custodial Maintenance Worker

Howard Sanders
Custodial Maintenance Worker

Jeanne Sanford
Custodial Maintenance Worker

Layne Sanford
Custodial Maintenance Worker

Douglas Sarauer
Custodial Maintenance Worker

Floyd Smith
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Cheryl Sturgeon
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AA, Hawkeye Community College

Vicki Thome
Custodial Maintenance Worker

Allan Wyatt
Custodial Maintenance Worker

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ADDITIONAL COURSE DESCRIPTIONS

For a complete listing of Course Descriptions, see pages 94 - 135.

AS ANIMAL SCIENCE

AS-105U VETERINARY MEDICAL TERMINOLOGY **Credits 2 (2-0)**

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

AS-115U VETERINARY RECEPTION AND ADMINISTRATIVE SKILLS **Credits 4 (4-0)**

This course introduces the student to means necessary to establish a working relationship with clients in the veterinary field.This course also familiarizes students with software used in veterinary practice.

AS-125U VETERINARY ASSISTING **Credits 3 (2-2)**

This course provides students development of competencies needed to successfully perform the duties of a veterinary assistant. Topics covered will include; basic laboratory procedures, animal positioning, and surgical assistance. Staff and animal safety will also be covered.

AS-135U PhARMACY SKILLS **Credits 3 (2-2)**

This course introduces the student to small animal pharmaceuticals. Learning is centered on the use, dosage, administration, handling, and storage of commonly used drugs used in small animal veterinary practices.

HAWKEYE COMMUNITY COLLEGE

APPLICATION FOR ADMISSION

Please return to: Hawkeye Community College, Admissions Office, P.O. Box 8015, Waterloo, IA 50704-8015

PERSONAL INFORMATION

Last Name: **First Name:** **Full Middle Name:**

Suffix: (check one) **Former Last Name:** **First Name:**

q Jr. q Sr. q I q II q III q IV q V

Address (Include Apt.#): _____ P.O. Box: _____

City: _____ County: _____ State: _____ Zip: _____

Preferred Phone: (_____)_____ Emergency Phone: (_____)_____
Area Code Area Code

Social Security Number: ____ ____ ____ - ____ ____ - ____ ____ ____ ____ Birth Date:_____ / _____ / _____

Ethnicity (This data will be used only to comply with regulations established by the U.S. Department of Education):

q Asian or Pacific Islander q Black Non-Hispanic q American Indian or Alaskan Native
q Hispanic q White (Non-Hispanic) q Non-Resident Alien
q Choose Not to Answer

Gender: q Male q Female E-mail: _____

ENROLLMENT INFORMATION

Start Term: q Fall q Spring q Summer **Year/Term:** _____

Academic Program/Major Applying For (choose one from reverse side): _____

Prior Application to Hawkeye? q Yes q No If yes, what year? _____

Admit Status: q Attend Another College q Currently in HS, GED q High School Graduate
q Mature Adult, Not HS Graduate q Choose not to Respond q Unknown

Educational Goals:
q Transfer to another college/university.
q Improve skills for present job.
q Prepare to change careers.
q Self-improvement/Improve basic skills.
q Undecided/Unknown.
q Prepare to enter the job market.
q Explore courses to decide on career.
q Personal interest.
q Meet certification/licensure requirements.

RESIDENCY INFORMATION

Are you a citizen of the U.S.? q Yes q No

If no, state type of visa. _____

Is English your native language? q Yes q No

Are you a resident of the state of Iowa?	q Yes	q No
Have you lived in Iowa the last 90 consecutive days?	q Yes	q No
Do you have a valid Iowa driver's license?	q Yes	q No
Is your car registered in the state of Iowa?	q Yes	q No
Are you registered to vote in the state of Iowa?	q Yes	q No

GRADUATION INFORMATION

Enter name of high school or GED testing center where graduated (or will be graduating). Non-graduates, list last high school attended.

Name of high school/GED Center	City/State	Dates Attended	Graduate
			q Yes q No

List all colleges in order of attendance. Transfer students must submit official transcripts, if credit is desired. Continuing education courses will **not** be awarded credit. Student expecting to receive VA benefits **must submit** official transcripts from all prior colleges.

Prior Colleges Attended	City/State	Dates Attended	Graduate
q I have never attended college			
			q Yes q No

MAJORS AT HAWKEYE COMMUNITY COLLEGE

ARTS & SCIENCES PROGRAMS

PROGRAM	AWARD	PAGE
ARTS & SCIENCES (TRANSFER) PROGRAM		
Associate in Arts Degree		
General Studies	AA	33-36
Business Administration	AA	36
Corrections	AA	36
Fire Science	AA	64
Associate in Science Degree		
Agriculture Science	AS	37-39
Fire Science	AS	64
Associate in General Studies Degree		
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APPLIED SCIENCE & TECHNOLOGY PROGRAMS

PROGRAM	AWARD	PAGE
AG & NATURAL RESOURCES		
Ag Business Management	AAS	44
Animal Science - Vet Assisting	Diploma, AAS	46
Horticulture Science	AAS	68
Natural Resources Management	AAS	76
ARTS & HUMAN STUDIES		
Child Development	Diploma, AAS	53
Graphic Communications	AAA	66
Interior Design	AAA	70
Police Science	AAS	80
Professional Photography	AAA	82
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Administrative Assistant	Diploma	43
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Fire Science	AA, AS	64
Information Systems Management	AAS	69
Legal Office Assistant	AAS	71
Marketing Management	AAS	72
Medical Administrative Assistant	AAS	73
Medical Secretary	Diploma	75
Medical Transcriptionist	Certificate	75
Network Administration & Engineering	AAS	77
Office Assistant	Certificate	78
Office Specialist	Diploma	78
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APPLIED SCIENCE & TECHNOLOGY PROGRAMS (Continued)

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Civil & Construction Engineering Technology	AAS	54
Electromechanical Maintenance Technology	Diploma	61
Electronics Engineering Technology	AAS	62
Heating & Air Conditioning	Diploma	67
Tool & Die Making	AAS	85
Welding	Diploma	88
HEALTH SCIENCE		
Associate Degree Nursing **	AAS	48
Dental Assisting	Diploma	58
Dental Hygiene	AAS	59
Medical Laboratory Technology	AAS	74
Optometric/Ophthalmic Assistant	Diploma	79
Practical Nursing	Diploma	81
Registered Nurse First Assistant ***	Certificate	83
Respiratory Care	AAS	84
POWER TECHNOLOGY		
Ag Power Technology	AAS	45
Automotive Electronic Technology	AAS	50
Automotive Technology	AAS	51
Collision Repair & Refinishing	Diploma, AAS	55
Diesel Truck Technology	AAS	60
Truck Driving & Transportation Training	Certificate	86
GENERAL TECHNOLOGY	AAS	65

KEY

AA - Associate in Arts
AGS - Associate in General Studies
AS - Associate in Science
AAA - Associate in Applied Arts
AAS - Associate in Applied Science
Diploma - May be completed in one year
Certificate - May be completed in less than one year

** Prerequisite: Practical Nursing program completion
*** Prerequisite: Registered Nurse Licensure
**** Prerequisite: Electromechanical Maintenance Technology

NOTE: Page refers to the page number in the catalog.

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.

WELCOME TO
HAWKEYE COMMUNITY COLLEGE

College Directory Assistance ..... 319-296-2320 or 800-670-4769
Course Registration ..... 319-296-2460 or 800-670-4743
Admissions 319-296-4000
Academic Affairs Administration 319-296-4015

- Departments
  - Ag and Natural Resources 319-296-4011
  - Power Technology 319-296-4011
  - Applied Arts and Human Studies 319-296-4007
  - Health Sciences 319-296-4013
  - Business and Information Technology 319-296-4021
  - Developmental Studies 319-296-4029
  - Communications, Mathematics, and Natural Sciences 319-296-4012
  - Industrial and Engineering Technology 319-296-4009
- Dean of Arts and Science 319-296-4012
- Dean of Applied Science and Technology 319-296-4438

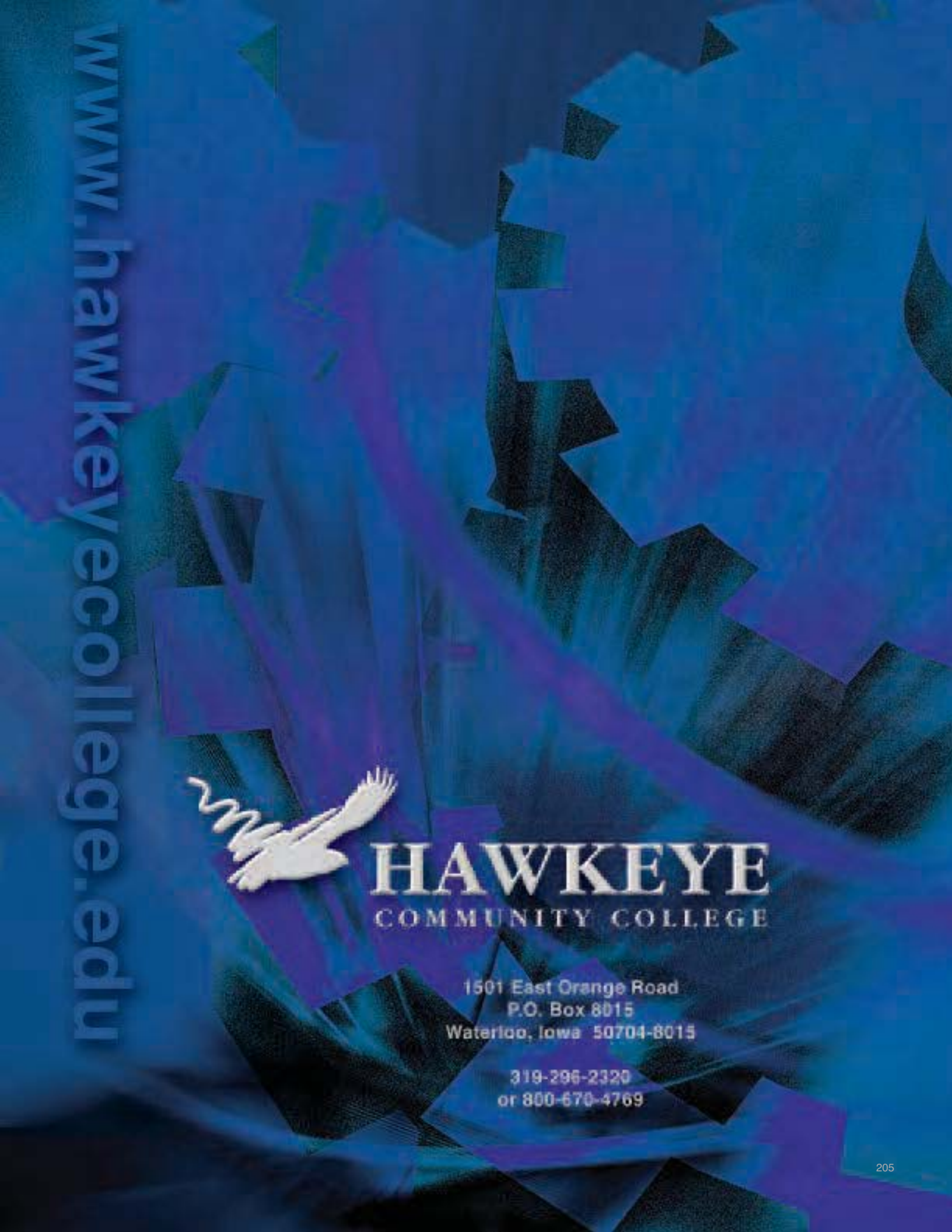
Offices

- Academic Support Lab 319-296-4029
- Assessment and Testing (COMPASS) 319-296-4238
- Bookstore 319-296-3455
- Dental Clinic 319-296-1030
- Distance Learning 319-296-4022
- Farm Lab 319-296-4251
- Financial Aid/Veterans Affairs 319-296-4020
- Child Development Center 319-296-4245
- Hawkeye Foundation 319-296-4002
- Human Resource Services 319-296-4004
- Job Placement 319-296-4027
- Library 319-296-4006
- President's Office 319-296-4201
- Public Relations & Marketing 319-296-4028
- Records and Transcripts 319-296-2460
- Student Activities 319-296-4027
- Student Development 319-296-4014
- Student Health Services 319-296-4224
- Workforce Development 319-291-2546

Centers of Hawkeye Community College

- Cedar Falls Center for Business & Industry 319-277-2490
- Martin Luther King, Jr. Center 319-234-7543
- Metro Center 319-234-5745
- Independence Center 319-334-3131
- Hawkeye Technology Access Center (H-TAC) 319-296-4244
- Continuing Education 319-296-4005
- Community Services 319-296-4017
- Senior Companion Program 319-233-6726

Hawkeye Information and Campus Closing Line 319-296-4444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