2001 2003 Catalog

Kirkwood
COMMUNITY COLLEGE
Learning for Your Life Time®

www.kirkwoodcollege.com

Our Mission

Consistent with the philosophy held by the college and in accordance with the charge given it by the State of Iowa as an institution of higher education and in concert with other agencies:

Kirkwood Community College

- identifies community needs
- provides accessible, quality education and training
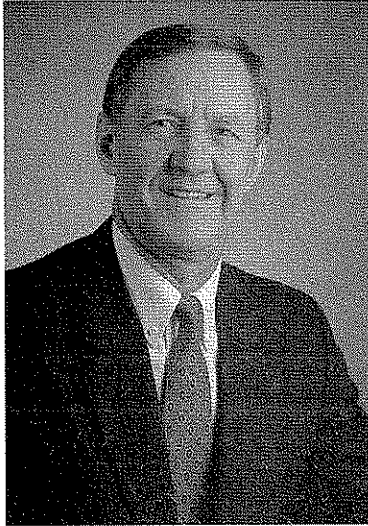- promotes opportunities for lifelong learning

Our Vision

Invent, develop and deliver learning solutions for the 21st century.

Our Beliefs

- trust and honesty
- mutual respect and support
- open communication
- dedication to the people we serve

Welcome to Kirkwood Community College. This catalog is designed to help you plan your academic and career program at Kirkwood. You'll find information about entering the college, choosing a program of study and gaining the most from your experience at Kirkwood.

Kirkwood is one of the leading community colleges in the nation because of the quality of our instruction. Our faculty is dedicated to making your learning experience stimulating, and our support staff is equally committed to providing the services you need for successful college life.

Kirkwood was recently named as a Vanguard College by the League for Innovation. This is a unique program designed to influence and lead the movement toward community colleges across the nation becoming more learning-centered institutions. This appointment is both a celebration of the current success and leadership we have shown in the area of student learning and a challenge to maintain a national leadership position as a premier learner-centered community college.

Kirkwood was also awarded one of its most prestigious honors when the National Alliance of Business named it Community College of the Year. To be awarded this organization's highest honor is a true indication of the spirit and enthusiasm the college has for serving the community around us.

We are proud of Kirkwood and would like to share it with you. One of the best ways to learn about Kirkwood is to see it for yourself. Visit our main campus or any of our centers, or meet us on the web at www.kirkwoodcollege.com. We look forward to helping you discover how learning can be part of your life.

Sincerely,

Dr. Norm Nielsen
President

CONTENTS

(Calendars are subject to change.)

Spring Semester 2001

Dec. 22-Jan. 1 .... College holidays, offices closed
January 8-12 .... Late registration
January 15 .... Student recess day
January 16 .... Classes begin
January 22 .... Last day to add classes without signatures
March 12-17 .... Student recess days
April 13 .... College holiday, no classes, offices closed
April 14 .... Student recess day
April 17 .... Last day for partial withdrawal
May 8 .... Last day for complete withdrawal
May 9-15 .... Final exams
May 15 .... End of term
May 19 .... Commencement

Summer Term 2001

Full Summer Session
    May 23 .... Classes begin
    May 28 .... College holiday, no classes, offices closed
    May 30 .... Last day to add full session classes without signature
    July 4 .... College holiday, no classes, offices closed
    July 26 .... Last day for partial withdrawal from full session schedule
    August 14 .... End of full summer session
1st Summer Session
    May 23 .... Classes begin
    May 25 .... Last day to add 1st session classes without signatures
    May 28 .... College holiday, no classes, offices closed
    June 22 .... Last day for partial withdrawal from 1st session schedule
    July 3 .... End of 1st summer session
Mid-summer Session
    June 4 .... Classes begin
    June 6 .... Last day to add mid-session classes without signatures
    July 2 .... Last day for partial withdrawal from mid-session schedule
    July 4 .... College holiday, no classes, offices closed
    July 13 .... End of mid-summer session
2nd Summer Session
    July 5 .... Classes begin
    July 9 .... Last day to 2nd session classes without signatures
    August 3 .... Last day for partial withdrawal from 2nd session schedule
    August 14 .... End of 2nd summer session

Fall Semester 2001

August 15-21 .... Late registration
August 22 .... Classes begin
August 28 .... Last day to add classes without signatures
September 3 .... College holiday, no classes, offices closed
November 15 .... Last day for partial withdrawal
Nov 21 & 24 .... Student recess days
November 22-23 .... College holiday, no classes, offices closed
December 10 .... Last day for complete withdrawal
December 11-17 ... Final exams
December 17 .... End of term
Dec. 24 - Jan. 1 .... College holidays, offices closed

Spring Semester 2002

Dec. 24-Jan. 1 .... College holidays, offices closed
January 7-11 .... Late registration
January 14 .... Classes begin
January 18 .... Last day to add classes without signatures
January 21 .... Student recess day
March 18-23 .... Student recess days
March 29 .... College holiday, no classes, offices closed
March 30 .... Student recess day
April 17 .... Last day for partial withdrawal
May 8 .... Last day for complete withdrawal
May 9-15 .... Final exams
May 15 .... End of term
May 18 .... Commencement

Summer Term 2002

Full Summer Session
    May 23 .... Classes begin
    May 27 .... College holiday, no classes, offices closed
    May 30 .... Last day to add full session classes without signatures
    July 4 .... College holiday, no classes, offices closed
    July 25 .... Last day for partial withdrawal from full session schedule
    August 15 .... End of full summer session
1st Summer Session
    May 23 .... Classes begin
    May 27 .... College holiday, no classes, offices closed
    May 28 .... Last day to add 1st session classes without signatures
    June 24 .... Last day for partial withdrawal from 1st session schedule
    July 3 .... End of 1st summer session
Mid-summer Session
    June 10 .... Classes begin
    June 12 .... Last day to add mid-session classes without signatures
    July 4 .... College holiday, no classes, offices closed
    July 11 .... Last day for partial withdrawal from mid-session schedule
    July 19 .... End of mid-summer session
2nd Summer Session
    July 8 .... Classes begin
    July 10 .... Last day to add 2nd session classes without signatures
    August 6 .... Last day for partial withdrawal from 2nd session classes
    August 15 .... End of 2nd summer session

Fall Semester 2002

August 19-23 .... Late registration
August 26 .... Classes begin
August 30 .... Last day to add classes without signatures
September 2 .... College holiday, no classes, offices closed
November 18 .... Last day for partial withdrawal
Nov 27 & 30 .... Student recess days
November 28-29 .... College holiday, no classes, offices closed
December 12 .... Last day for complete withdrawal
December 13-19 ... Final exams
December 19 .... End of term
Dec. 24 - Jan. 1 .... College holidays, offices closed

Spring Semester 2003

Dec. 24-Jan. 1 .... College holidays, offices closed
January 6-10 .... Late registration
January 13 .... Classes begin
January 17 .... Last day to add classes without signatures
January 20 .... Student recess day
March 17-22 .... Student recess days
April 16 .... Last day for partial withdrawal
April 18 .... College holiday, no classes, offices closed
April 19 .... Student recess day
May 8 .... Last day for complete withdrawal
May 9-15 .... Final exams
May 15 .... End of term
May 17 .... Commencement

Summer Term 2003

May 26 .... College holiday, no classes, offices closed
Full Summer Session
May 27 .... Classes begin
June 2 .... Last day to add full session classes without signatures
July 4 .... College holiday, no classes, offices closed
July 25 .... Last day for partial withdrawal from full session schedule
August 14 .... End of full summer session
1st Summer Session
May 27 .... Classes begin
May 29 .... Last day to add 1st session classes without signatures
June 24 .... Last day for partial withdrawal from 1st session schedule
July 3 .... End of 1st summer session
Mid-summer Session
June 9 .... Classes begin
June 11 .... Last day to add mid-session classes without signatures
July 4 .... College holiday, no classes, offices closed
July 10 .... Last day for partial withdrawal from mid-session schedule
July 18 .... End of mid-summer session
2nd Summer Session
July 7 .... Classes begin
July 9 .... Last day to add 2nd session classes without signatures
August 5 .... Last day for partial withdrawal from 2nd session schedule
August 14 .... End of 2nd summer session

Fall Semester 2003

August 18-22 .... Late registration
August 25 .... Classes begin
August 29 .... Last day to add classes without signatures
September 1 .... College holiday, no classes, offices closed
November 17 .... Last day for partial withdrawal
Nov 26 & 29 .... Student recess days
Nov 27-28 .... College holiday, no classes, offices closed
December 11 .... Last day for complete withdrawal
December 12-18 ... Final exams
December 18 .... End of term
Dec 24 - Jan. 1 .... College holidays, offices closed

Spring Semester 2004

Dec. 24-Jan. 1 .... College holidays, offices closed
January 5-9 .... Late registration
January 12 .... Classes begin
January 16 .... Last day to add classes without signatures
January 19 .... Student recess day
March 15-20 .... Student recess days
April 9 .... College holiday, no classes, offices closed
April 10 .... Student recess day
April 15 .... Last day for partial withdrawal
May 6 .... Last day for complete withdrawal
May 7-13 .... Final exams
May 13 .... End of term
May 15 .... Commencement

Summer Term 2004

Full Summer Session
May 24 .... Classes begin
May 28 .... Last day to add full-session classes without signatures
May 31 .... College holiday, no classes, offices closed
July 5 .... College holiday, no classes, offices closed
July 26 .... Last day for partial withdrawal from full session schedule
August 13 .... End of full summer session
1st Summer Session
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July 6 .... Classes begin
July 8 .... Last day to add 2nd session classes without signatures
August 4 .... Last day for partial withdrawal from 2nd session schedule
August 13 .... End of 2nd summer session

Please contact Enrollment Services for add/drop dates for sessions not listed above.

History of Kirkwood

Kirkwood is a publicly supported college that serves Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington counties in Eastern Iowa. Kirkwood operates under the regulations of the Iowa State Department of Education and is governed by a publicly elected, nine-member board of trustees.

In January 1965, a steering committee conducted a study to establish a vocational school to serve Area X. Soon after this local study, the Iowa General Assembly approved legislation that created a system of community colleges throughout the state.

On July 1, 1966, Kirkwood was officially established. The college was named after Samuel J. Kirkwood, the governor of Iowa during the Civil War years. The college immediately assumed responsibility for the federally funded vocational/technical programs,

which the Cedar Rapids Community School District had provided since 1964. The college added the Arts and Sciences, Student Services and Community Education divisions a year later.

Kirkwood prepares graduates in the liberal arts by awarding associate of arts and associate of science degrees that transfer to four-year colleges and universities. Graduates in more than 70 Applied Science and Technology programs are prepared to enter specialized technical careers.

Fall semester enrollments average over 11,000 students, making Kirkwood one of the largest educational institutions in the state. Kirkwood is approved by the state Board of Regents and the Iowa Department of Education. Individual college programs are accredited by appropriate professional associations within their respective fields.

Kirkwood Community College is accredited by The Commission on Institutions of Higher Education of The North Central Association of Colleges and Schools (NCA). The NCA is located at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504 and can be reached at (800) 621-7440 or www.ncacihe.org

In 1982, Kirkwood became a member of the League for Innovation in the Community College, a consortium of 20 of the nation's finest two-year colleges.

Location

The main campus of Kirkwood Community College is located in Cedar Rapids, Iowa, a city with approximately 112,000 residents. U.S. Highways 30, 151, 218 and Interstate 380 run through the city. Kirkwood sits just south of the Highway 30 and I-380 interchange.

Legal Basis of the College

The law under which Kirkwood was established and continues to operate, Section 280A in the Code of Iowa, states in part that:

Area community colleges offer, to the greatest extent possible, educational opportunities and services in each of the following areas:

1. The first two years of college work including preprofessional education.

2. Vocational and technical career training.

3. Programs for in-service training and retraining of workers.

4. Programs for high school completion for students of post-high school age.

5. Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private.

6. Student personnel services.

7. Community services.

8. Vocational education for persons who have academic, socioeconomic or other disabilities which prevent them from

succeeding in regular vocational education programs.

9. Training, retraining and all necessary preparation for productive employment of all citizens.

10. Vocational and technical training for persons who are not enrolled in high school and who have not completed high school.

Special Facilities

Agriculture Technology Center
(319) 398-4944
Our new 12,000-square-foot Agriculture Technology Center provides advanced geospatial technology training to students and area farmers. The center includes a 30-station Global Positioning System/Geographic Information System lab; a 20-station computer lab for ag applications software; a science lab for technical chemistry and biochemistry courses; a 75-seat classroom with stadium-style seating and multimedia equipment; and a general classroom with 48 seats.

Ballantyne Auditorium
(319) 398-5468
Adjoining Iowa and Cedar Halls is Ballantyne Auditorium, a 430-seat performing arts center for college theatre productions, instrumental and vocal concerts, and college/community meetings.

Diamond V Mills/ Kirkwood Animal Health Technologies Center
(319) 398-4944
The Diamond V Mills/Kirkwood Animal Health Technologies Center provides classroom and lab areas for the Veterinary Technician, Small Animal Services and Pet Grooming programs.

Equestrian Center
(319) 398-4944
To meet the needs of a growing horse industry, Kirkwood has added a new equestrian center to its campus. The center offers a 100' x 200' indoor heated show arena, a 130' x 300' lighted outdoor arena, a 27-stall stable, an air-conditioned concession area, modern classrooms and parking for 200 vehicles.

Information Technology Center
(319) 398-5606
The ITC has a 72-workstation computer lab for college credit students to use on a walk-in or reserve basis. Staffing is provided to assist students in curriculum-related projects and assignments. The ITC also has a computer area for business/continuing education and two multimedia classrooms. The ITC shares space with the AEGON USA Corporate Data Center.

The primary goals of the ITC are to provide assistance to students to enhance their ability to succeed in technology-based classroom assignments, and to provide access to equipment that supports the needs of instruction and lifelong learning.

The ITC supports the curriculum of the college and the assignments of the instructors. Students are encouraged to use the facility with the help and guidance of instructors.
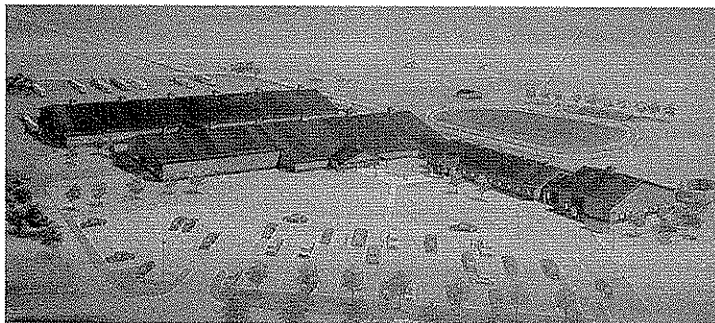
Equestrian Center
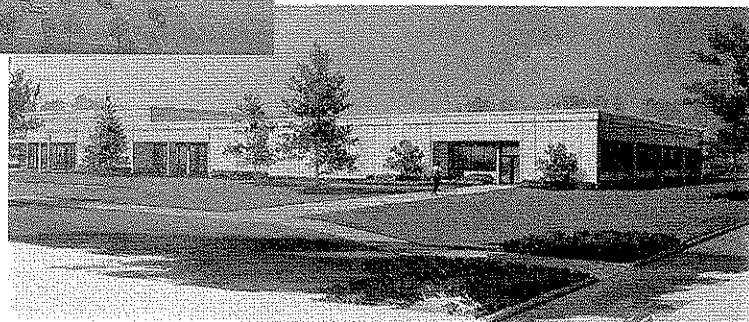
Agriculture Technology Center

Instructional Programs

Library

Cedar Rapids (319) 398-5553
Iowa City (319) 887-3613
*refdesk@kirkwood.cc.ia.us*
Benton Hall connects to the Iowa-Cedar Hall complex and features classrooms and the 33,000-square-foot library. The library houses 58,000 books, 450 magazine/journal titles and various other types of informational resources. During the fall and spring semesters, the library is open 78 hours per week including evenings and weekends. Reduced hours are offered during breaks and summer sessions. A librarian is on duty at all times to assist students with the research process.

Library services are provided to off-campus facilities via computer connection. The Iowa City campus has a smaller library facility with a qualified staff. The library staff at both Cedar Rapids and Iowa City plays a vital role in the instructional process by providing the resources necessary to support the curriculum and the instruction necessary to effectively use those resources. Students, faculty and area residents are encouraged to make full use of the library facilities for study, research, class preparation and browsing. The library cooperates with other libraries in the state to expand access to materials.

Mansfield Swine Education Center

(319) 398-4944
This modern swine production complex includes nursery, farrowing, gestation and finishing operations. The center is equipped with a computer lab and telecommunications classroom.

Tippie Beef Education Center

(319) 398-4944
Completed in 1998, the Tippie Beef Education Center has been host to judging contests, cattle and sheep shows, and educational seminars. The 8,600-square-foot facility includes a 125' x 72' heated concrete arena; lots for 500 head of cattle; ceiling-mounted fans; portable bleachers for seating up to 200; and 2 meeting rooms with 35 seats each.
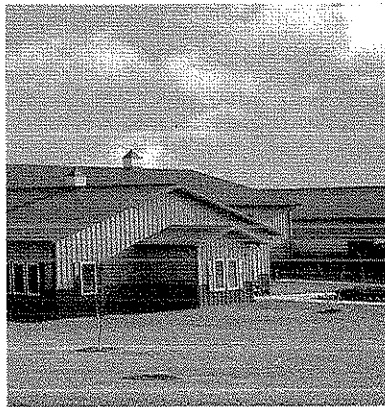
General Education

Each associate degree program includes a general education core that provides a breadth of learning, imparts common knowledge, promotes intellectual inquiry, and stimulates the examination of different perspectives, which enables people to function effectively in a complex and changing world.

The outcomes of general education at Kirkwood include using effective communication skills; thinking logically and critically; understanding and applying fundamental scientific and mathematical principles; understanding human society and cross-cultural variation and perspectives; having knowledge of and appreciation for the human condition as expressed in works of human imagination and thought; recognizing the rights and responsibilities of citizenship; and possessing skills for further learning in the general workplace.

Off-Campus Services and Programs

Off-Campus Centers

kirkwoodcollege.com/locations

Kirkwood centers are located throughout the Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington County service areas. Kirkwood centers offer college credit courses, continuing education programs and high school completion programs to students of all ages. Students can complete all the required courses to earn an associate of arts degree through a local Kirkwood center. Classes at each center are delivered by traditional face-to-face classroom instruction; self-paced Anytime/Anywhere Learning courses; and interactive television instruction.

The centers offer the same services as those available to students at the main campus in Cedar Rapids:

- Advisors who assist students with course schedules.
- COMPASS testing for math and English course placement.
- Free career development workshops for anyone thinking about college or career changes.
- Computer labs with the latest software and access software required for college credit courses.
- Tutoring for students in college credit classes.

Benton County

Vinton Center
111 West 3rd Street
Vinton, IA 52349
(319) 472-2318
vinton@kirkwood.cc.ia.us

Tippie-Mansfield Center
1214 9th Avenue
Belle Plaine, IA 52208
(319) 444-2549
belleplaine@kirkwood.cc.ia.us

Cedar County

Tipton Center
1410 Cedar Street
Tipton, IA 52772
(319) 886-3101
tipton@kirkwood.cc.ia.us

Cedar County Resource Center
401 West 9th Street
Tipton, IA 52772
(319) 886-3451 ext. 5791

Iowa County

Williamsburg Center
200 West Street
Williamsburg, IA 52361
(319) 668-2461
williamsburg@kirkwood.cc.ia.us

Johnson County

Iowa City Campus
1816 Lower Muscatine Road
Iowa City, IA 52240
(319) 887-3658
iowacity@kirkwood.cc.ia.us

Iowa City Learning Center
1810 Lower Muscatine Road
Iowa City, IA 52240
(319) 887-3659
jsnook@kirkwood.cc.ia.us

Jones County

Monticello Center
818 West 1st Street
Monticello, IA 52310
(319) 465-5988
monticello@kirkwood.cc.ia.us

Linn County

Resource Center
1030 5th Avenue SE
Cedar Rapids, IA 52303
(319) 398-1050
resourcectr@kirkwood.cc.ia.us

Marion Center
2900 8th Avenue
Marion, IA 52302
(319) 398-1052
marion@kirkwood.cc.ia.us

Lincoln Center
9th Street & 18th Avenue
Cedar Rapids, IA 52404
(319) 366-0142
lincoln@kirkwood.cc.ia.us

Washington County

Washington Center
111 Westview Drive
Washington, IA 52353
(319) 653-4655
washington@kirkwood.cc.ia.us

Anytime/Anywhere Learning

Learning Initiatives Department
(319) 398-4958
cboardm@kirkwood.cc.ia.us
Anytime/Anywhere Learning offers credit courses in a variety of flexible formats using media such as the World Wide Web, audiocassettes, videotapes, study guides and textbooks. Online courses give you easy access to your instructor and classmates, and technology makes it possible for the instructor to update assignments and incorporate new information as it becomes available. In all formats, faculty keep in touch with students via the phone, e-mail and U.S. mail to provide assistance and evaluate assignments and exams. Students can choose from five start dates for most Anytime/Anywhere courses and complete the assignments following a 16-week timeline. Those seeking an AA degree may complete all requirements except the speech requirement by taking Anytime/Anywhere classes. For more information about Anytime/Anywhere courses, check out the Distance Learning pages on the Kirkwood web site, www.kirkwoodcollege.com

Telecommunications Instruction

(319) 398-5565
kslouha@kirkwood.cc.ia.us
The Kirkwood Telecommunications System (KTS) offers courses and programs over an interactive television system that links the instructor to students at several locations. This technology provides two-way audio and video communication.

Interactive television instruction greatly increases the number of courses Kirkwood can offer at our off-campus centers and other locations throughout the area. The efficiency of the KTS delivery system saves students time and travel while providing an interactive learning environment.

Kirkwood also offers college credit and high school courses over the statewide Iowa Communications Network (ICN) and Kirkwood's own cable channel.
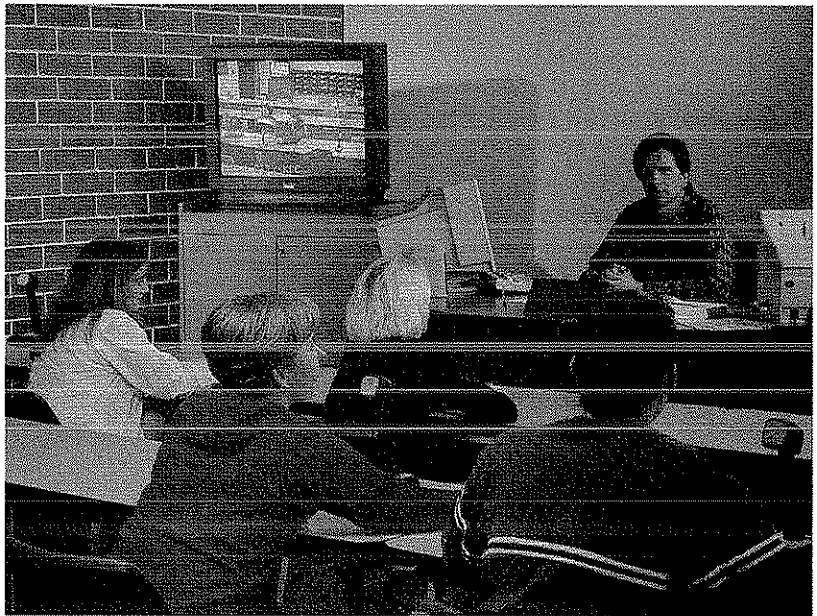
Secondary Programs

(319) 366-1042 • lincoln@kirkwood.cc.ia.us

Adult Basic Education

(319) 366-0142

The Adult Basic Education (ABE) program provides instruction to enable adults to increase self-sufficiency, improve employability, prepare for continued learning and better meet their responsibilities. Instruction is designed for adults whose competence in reading, writing and computation is below the ninth grade level. Basic academics, life skills and employability competencies are presented in the context of situations encountered by adults in everyday life and work. There is no charge for this instruction.

Kirkwood's Adult Literacy program recruits volunteers throughout the service area, trains them in literacy teaching techniques and matches them with adults who want instruction in reading skills development. Computer-assisted instruction and materials that emphasize life skills and employability competencies are also available to the new adult reader. There is no charge for this service.

Through the ABE program, Kirkwood offers free, structured English classes to adults with limited English proficiency as well as to students who want to refine their language skills and learn more about American culture and life skills competencies. Classes are held at various sites in Cedar Rapids, Iowa City and Kalona. Volunteer tutors are also available to English language learners who are unable to attend the organized classes.

Adult High School Completion Programs

(319) 366-0142

Students 16 years of age or older who have not completed their high school education may be eligible to earn a diploma through Kirkwood's Adult High School Completion program. Over 40 self-directed courses and selected structured classes are offered at Kirkwood's off-campus centers.

Computers are available to provide students academic reinforcement, enriched learning opportunities and vocational experience. Students are also encouraged to take interest and career assessment inventories, tour program facilities on the main campus, and explore other career and academic resources as part of their alternative high school experience.

Preparation and testing for the General Educational Development (GED) diploma are also available at Kirkwood centers throughout the area.

High School Correspondence Program

(319) 366-0142

www.kirkwoodcollege.com/highschool

Students can earn high school credits through the High School Correspondence program. Often, students who are enrolled in a traditional high school complete courses through this program and apply the credit toward their local high school diploma. Students can also complete correspondence courses and earn the Kirkwood adult high school diploma. There is a fee for courses taken through this program.

Corrections Education

(319) 366-0142

Kirkwood operates the education programs offered at the Anamosa State Penitentiary and the Iowa Medical and Classification Center through a contract with the Iowa Department of Corrections. Literacy, basic skills, English as a Second Language and GED preparation are the instructional priorities.

School-to-Career Partnerships with High School Districts

Students from area high schools develop job skills, explore careers and earn college credit while still in high school by participating in shared high school programs in Health Careers, Auto Collision Repair and Engineering Technology.

The Health Careers program includes classes that are scheduled in local hospitals and care centers to help students develop job skills and provide advanced placement in Kirkwood's Health Sciences programs. Auto Collision is held on the Kirkwood main campus and develops auto body repair skills. The Engineering Technology Academy develops foundation skills for technical careers, and is held at Cedar Rapids Jefferson High School.

High School Articulation Agreements Kirkwood has articulation agreements with more than 100 area school districts that give high school students the opportunity to earn college credit and advanced placement in Applied Science programs at Kirkwood for competencies developed while in high school. This program strengthens relations between high school and college faculty and provides a smoother transition for students planning to attend Kirkwood.

11

Continuing Education

(319) 398-5623 • continue@kirkwood.cc.ia.us

In keeping with its emphasis on lifelong learning, Kirkwood offers continuing education classes and workshops for personal growth, recreation, certification and skills development.

Kirkwood sponsors community education classes throughout the seven-county service area, holding classes at the off-campus centers in cooperation with local school districts. Five sessions of Continuing Education classes are offered during the year.

Kirkwood draws upon the service and expertise of business, industrial and cultural leaders for its community education teaching staff. A catalog with course descriptions is mailed to area homes and businesses prior to the opening of each term.

Supplementary Vocational Classes

More than 65 percent of Kirkwood's community education students enroll in classes to upgrade their job, advance in their job or obtain job-seeking skills. These supplementary vocational classes are offered at business and industrial sites, on the main campus, at off-campus centers or at local high schools. Some examples of these classes are:

Health
Nurse aide, anatomy and physiology, first responder, CPR, Adult/First Aid Medic, EMT-B, pharmacy technician, rehabilitation aide, paramedic, home care aide.

Industrial Technology
Electronics, electricity, air conditioning, auto body, computer-aided drafting, machine shop, welding, plumbing, hydraulics.

Business and Office
Keyboarding, leadership, supervisory skills, real estate pre-license.

Computers
Beginning computer concepts, word processing skills, spreadsheets, databases, desktop publishing and presentation programs, introduction to programming, programming languages, communication programs, introduction to PC hardware, introduction to local area networks, Internet programs.

Family and Consumer Science
Cooking, child care, clothing, family relations, appearance, communication skills, goal setting.

Agriculture
Houseplants, gardening, animal nutrition, horsemanship.

Quality Control
ASQC certification preparation, SPC, problem solving, network groups, in-house quality training conferences.

Seminars and Workshops

Businesses, industries and local governments have a variety of needs for in-service training, seminars and workshops for their employees. Kirkwood Training Services designs programs and activities to meet these needs.
Current program areas include:
• Computer skills training
• Business management
• Leadership training
• Customer service training
• American Management Association certificate programs
• Small business training
• Pre-retirement planning
• Re-licensing for nursing, allied health, real estate, insurance, cosmetology, food service training, long-term care, foster parent training, human services professionals, Quality control training.

Enjoyment/ Self-Enrichment and Recreation Classes

Surveys indicate that "personal interest, growth and knowledge" motivate two out of every five students enrolled in Kirkwood community education programs. Most of these students enroll in such classes as:
• stained glass, oil painting, calligraphy
• foreign language
• aerobic dance, volleyball, women's self defense
• driver education

Kirkwood Training Services

(319) 398-5623 • continue@kirkwood.cc.ia.us

Semi-Trailer Truck Driving Program

The semi-trailer truck driving program helps prepare men and women for employment in the trucking industry. The entry-level curriculum includes classroom instruction, driving range instruction and supervised practical experience driving on highways, the interstate, and in towns and cities.

Program graduates are awarded a certificate, offered placement assistance and are prepared to take the Commercial Driver's License exam.

Learn at Home

As students continue to demand education in Anytime/Anywhere Learning formats, Continuing Education has developed a variety of courses that are offered through home study, correspondence and Internet-delivery formats. Students enroll in classes such as:

- Introduction to Computer Programming
- Conversational Spanish
- Communication to Understand
- An Overview of Aging
- Introduction to Apprenticeship
- Fun with Math and Science
- Diabetes: Pathophysiology and Treatment
- Grieving and Long-term Illness

Kirkwood provides customized training programs for area businesses and industry through Kirkwood Training Services. Staff works with local agencies to enhance the workforce by identifying and offering training and technical support services. Staff also works with area economic development professionals in identifying training monies and services that will help attract new business or encourage the expansion of existing business.

Kirkwood Training Services provides training in the following subject areas: computer training, industrial training, employee growth programs, management/leadership, continuous process improvement, health and safety programs, and workplace systems change programs.

Through these services, business, government and education forge a partnership to support productivity and profitability through a strong workforce. Kirkwood Training Services includes the Iowa Waste Exchange, a partnership with Bluestem Solid Waste Agency, the Iowa Manufacturing Extension Partnership and the Small Business Development Center.

ACT Center

Kirkwood's ACT Center is designed to offer computerized and Internet-based testing and training services for individuals, businesses and organizations. More than 1,000 courses are available through a growing national network of ACT centers. Services at the ACT Center include:

- computer-delivered certification and licensure tests for the trades and professions;
- continuing education courses in a broad array of disciplines;
- skill-specific training for selected fields;
- distance learning using the latest technology;
- computerized educational and career guidance counseling.
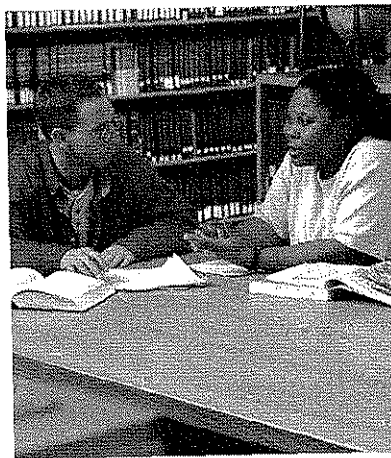
Admission Services

221 Linn Hall
(319) 398-5517 or (800) 363-2220
info@kirkwood.cc.ia.us

Kirkwood Community College is proud to maintain an open admission policy, which means enrollment is open to anyone with or without a high school diploma.

Students who are concurrently enrolled in high school must provide a letter from their high school counselor that gives them permission to enroll. The letter should also state there is a reasonable expectation that the student will succeed in college-level work. Kirkwood reserves the right to guide students toward appropriate courses based on counseling, examination, pre-enrollment interviews and past academic achievement.

Admission to the college does not guarantee acceptance into all programs. Generally, admission to programs is granted on a continuous basis as applicants complete the required admission procedures. Applicants will find it to their advantage to apply as soon as they have decided to seek admission to a program. Students can submit applications one year prior to the program start date. (Check the entry time in the program descriptions in this catalog.)

Applications are accepted up to the day of registration in many college programs. However, students should complete their application well in advance of the semester they plan to enter to gain the maximum pre-enrollment assistance from college staff.
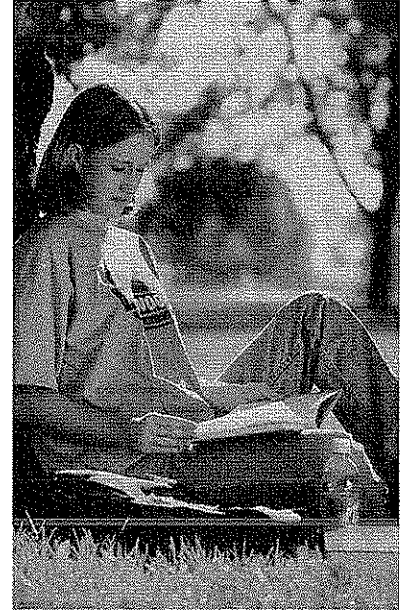
Applying for Admission

Submit your completed application to Enrollment Services, 216 Kirkwood Hall, Kirkwood Community College, PO Box 2068, Cedar Rapids, IA 52406-2068; FAX (319) 398-1244. If you need an application, call Admissions Services.

You can also apply online at www.kirkwoodcollege.com (Select the "Interested in Becoming a Student?" button.) There is no application fee.

Applicants to Applied Science and Technology programs are required to attend a program conference as part of the admission process. Advisors will contact you with more information once your written application has been received.

All applicants must submit ACT or COMPASS placement scores to help advisors determine their appropriate placement in math and English courses. If you have not taken one of these tests, call the Test Center at (319) 398-5456. The COMPASS test is available free of charge on the main campus and at off-campus centers.

Other documents may be needed:
- **Transcript:** Transfer or returning adult students who want credit for previous coursework must provide Enrollment Services with an official transcript from each college or university attended. If you're enrolling in a Health Sciences program, you may also be asked to submit a high school transcript.
- **Health Form:** If the program you're applying for requires a completed health form, you'll be notified after being accepted.

English Language Proficiency

134 Linn Hall

(319) 398-5581

gmay@kirkwood.cc.ia.us

To assure that students whose first language is not English are prepared to complete college-level coursework, proficiency in English must be demonstrated. These students, including graduates of American high schools, VISA students, permanent residents, refugees and U.S. citizens, can demonstrate English language proficiency by earning:

* an ACT composite score of 15 or higher with an English subscore of 15 or higher, or;
* an SAT verbal score of 290 or higher, or;
* a standard TOEFL score of 500 or higher or the computer-based equivalent score of 173 or higher, or;
* a Kirkwood English as a Second Language (ESL) placement score of Level Six.

Note: All test scores must be earned within the two years prior to applying to the college.

Students who do not demonstrate English language proficiency on one of the above examinations must meet with the college's ESL coordinator prior to registration for classes to take the Kirkwood ESL placement examination.

Students may not register for credit classes until completing Level Five of the ESL program. Developmental credit is awarded for ESL classes with a maximum of two credit hours allowed toward an associate degree.

Non-VISA students wanting to learn English in a survival/coping context should contact the Kirkwood Lincoln Learning Center at (319) 398-0142. These noncredit enrichment classes are provided free to people 18 years of age and older. However, these courses will not satisfy the English language proficiency requirement for credit classes.

VISA students

134 Linn Hall

(319) 398-5579 or

(319) 398-5293

In addition to demonstrating English language proficiency, VISA students wanting to enroll in credit classes or programs must be 18 years of age or older and submit the following items:
1. An application form.
2. Official secondary school and college transcripts.
3. Official evidence of adequate financial resources.
4. A health record.

Further information and assistance is available in the International Student Office.

Residence Qualifications

(319) 398-5477

Students enrolling at Kirkwood are classified as residents or nonresidents of Iowa, or as international students, for admission and tuition purposes by the college's Enrollment Services department.

The legal definition requires 90 consecutive days of residency within the state for a U.S. citizen or permanent resident (green card). All others remain at nonresident status. The burden of establishing residency rests with the individual students and the information they provide. Enrollment Services has the authority to require written documents, affidavits, verifications or other evidence as deemed necessary to establish proof of residency. If reclassification is granted, resident tuition is effective with the next term of enrollment and is not retroactive.

15
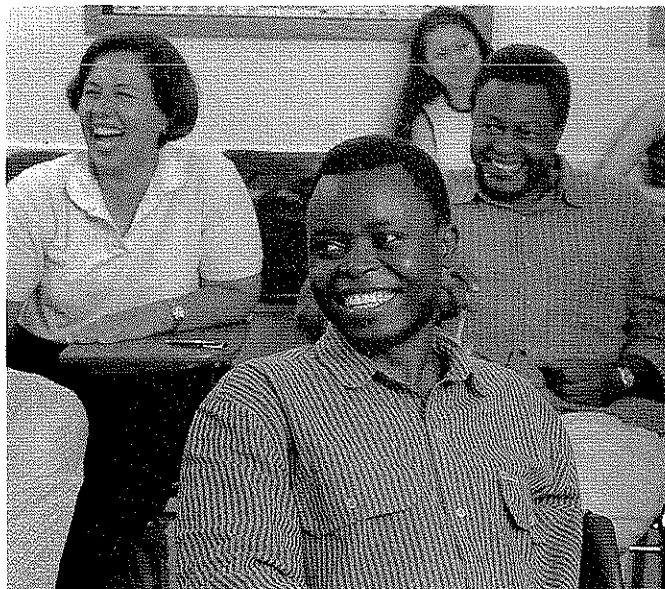
Tuition

The tuition charges established by the Kirkwood board of trustees at the time of this printing, December 2000, are as follows:

Iowa Residents
$65 per credit hour per semester. Tuition for an average, full-time schedule (15 semester hours) is $975 per semester.

Nonresidents
$130 per credit hour per semester. Tuition for an average, full-time schedule (15 semester hours) is $1,950 per semester.

Included in tuition are the costs for laboratory materials, student activities, registration and graduation. There are additional charges for private music lessons. Anytime/Anywhere tuition is charged at resident rate.

Students can exchange courses of equal hours at no additional charge through the second week of the term. After the second week, students will be charged for any class added to a schedule, even if they've dropped another class or are changing sections of a course. Exceptions can be made with the approval of the department dean.

Refund of Tuition

All refunds are tuition only and are computed as of the date the withdrawal was phoned into K-TRAC or Student Development (only complete withdrawals can be phoned in to Student Development), processed through the Internet or received in Enrollment Services.

Through the 1st week of the course start date - 100 percent

Through the 2nd week of the course start date - 50 percent

Refunds are given through the second week of the course start date, regardless of the length of the term. Exceptions to this policy are classes that meet only once or twice, or only one weekend. There is no refund for these classes beginning the day of the first class meeting. Refunds are mailed after the fourth week of the term.

Full refunds of tuition are given when students must withdraw due to:
a) medical reasons as recommended and certified by a licensed physician*; or
b) induction, but not enlistment, into the U.S. armed services.
Refunds are made in these cases only if applied for by the end of the term in which the student withdrew.

If you are compelled to withdraw from classes by extraordinary and personally uncontrollable circumstances, you may petition for a waiver of the tuition refund policy. Petition forms are available in Enrollment Services, 216 Kirkwood Hall. Complete withdrawals must be processed in Student Development.

Financial aid recipients are subject to refund guidelines in the Higher Education Act. Contact the Financial Aid Office, 205 Kirkwood Hall, for the appropriate schedule.

* Medical refunds are made only for complete withdrawal from classes. Enrollment Services will send a form directly to the attending physician indicated by the student. The physician must return the completed form directly to Enrollment Services.

Academic Policies

Unit of Credit

A unit of credit is a semester hour. Normally, a semester hour of credit is given for one hour in class each week for a period of 16 weeks.

Course Load

Individuals pursuing 12 semester hours or more during any semester (9 hours or more in a summer term) will be considered full-time students. To earn an associate degree in four semesters, students should plan to enroll for an average of 16 hours per semester.

The college will define full-time student status as less than 12 hours in rare situations that are based upon medical conditions that qualify for disability accommodations. The college will conduct an assessment and will require assessment and documentation from qualified medical sources in accordance with already established college ADA procedures. The determination will not supercede currently established federal financial aid regulations. These decisions will be coordinated by the Dean, Learning Services.

There is no limit on the number of credit hours a student may carry in any semester. However, students need their dean's approval to carry more than 18 hours.

Students may not take a course for more or less credit than that assigned in the college catalog or credit class schedule.

Part-time coursework may be undertaken in many programs. Students with an interest in attending part-time are advised to contact the appropriate program department for details.

Assignments and Examinations

Students are expected to complete all class assignments and examinations on time. It is the student's responsibility to make up any work missed during absence from class.

A student must be present for final examinations as scheduled. In cases of illness or emergency during final exams, a student may be excused and the exam rescheduled by the instructor. In cases where such illness or emergency may extend more than a few days, the procedure for incomplete coursework should be followed.

Grading System

Kirkwood grades and their values are listed below:

A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33	FW	0.00
C	2.00		

The above grades, plus "Z," are included in the computation of grade point average.

Other grades:

E	Excused without credit
I	Incomplete
L	Credit for prior education or experience
N	Audit
NI	Irresponsible audit
O	Original grade removed
P	Passing credit
Q	No credit
T	Credit by examination
W	Student withdrawal from course
X	Course repeated
Z	Failure to withdraw (only on transcripts prior to March 1, 1971)

Credit toward graduation is granted in most programs for grades higher than "F," plus "P," "T" and "L."

Grade reports are mailed to students approximately one week after the close of a semester. Grade reports will be given over the phone only through K-TRAC, (319) 398-5412 or (800) 332-8833. You may also access your grades at the Kirkwood web site, www.kirkwoodcollege.com, by choosing the "Explore Kirkwood" link and then the "Online Registration" link.

Incomplete Grades

A student who is unable to complete the assigned work of a course because of extenuating circumstances may be assigned the grade of "I" (incomplete). In such cases, the student and instructor must fill out the Incomplete Grade Agreement, documenting course requirements remaining and the date by which they must be completed. The maximum time a student can carry an incomplete grade is one year. After this time, in the absence of any alternative grade being assigned by the instructor, the "I" grade will be changed to "F." The student should contact the instructor about assignment of a final grade before reregistering for the course.

Fraudulent Academic Credentials

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

Adds, Drops and Withdrawal of Registration

Dates for adds, drops and complete withdrawals of registration are listed in the student handbook and at the front of this catalog. Comparable dates for shorter sessions are available from Enrollment Services.

Students may add a course at any time during the first week of a regular semester or during the first three days for shorter sessions, subject to the course load conditions and tuition schedule listed earlier.

Students may drop individual courses prior to the drop date listed on the academic calendar and from the dates available from Enrollment Services. Course drops require the signature of the instructor or dean. After the last day to drop individual courses for a semester or a session, students must remain in the scheduled courses. Students who quit attending a class without officially dropping it will receive an "F" or "FW" grade. Classes that have ended cannot be dropped.

Students may withdraw their entire enrollment at any time up to the day prior to final examinations. Complete withdrawal must be processed in Student Development. A grade of "W" will be assigned for all courses. Classes that have ended cannot be dropped. In cases of personal tragedy (death, severe illness or disability), Enrollment Services can initiate a withdrawal for a student if prior to the last day to drop classes.

A change in registration is not official until it is received in Enrollment Services. The student is responsible for seeing that all necessary forms reach that office and that they carry all signatures as required on the forms.

Change in registration forms are available from Enrollment Services, advisors, counselors and department offices.

One-time Reinstatement Policy

Students who fail to pay their tuition by its due date will be dropped from their classes. A Petition for Reinstatement form must be completed for any classes that have already started. The instructor's and dean's signature must be secured and tuition paid for each cancelled class. After all classes have been re-added and paid for, students may drop any classes they don't wish to maintain, in accordance with the established drop policy. Students may petition for reinstatement of classes only once while at Kirkwood. Forms are available at Enrollment Services and at the Iowa City campus.

One-time Waiver Policy

Students who received a grade of "FW" because of failure to complete an official withdrawal may be eligible for a one-time waiver of the last day to drop individual classes. In order to qualify, students must have no "Ws" on their academic record. Contact Enrollment Services for details.

Credit Assignment in Emergency Situations

After completing at least two-thirds of an academic term, a student may petition to receive a grade and credit for all courses in the program at the time of such emergency situations as:
- induction, but not enlistment, into the United States armed services;
- serious personal or family illness requiring the student to withdraw from all classes;
- death in the immediate family; or
- other similar emergency circumstances that prevent the student from completing the academic term.

Students who believe they are entitled to consideration under this policy must file a petition with Enrollment Services, 216 Kirkwood Hall. Appropriate documentation of the emergency must accompany the petition. A committee will review the petitions to ensure conformity with the policy. Those found to be in conformity will be forwarded for response to instructors involved. Instructor response may include assigning the student the grade then in progress, assigning the student a reduced grade in consideration of unmet course requirements or declining to assign the student a grade. In any case, the student retains the right to withdraw from the course.

18

Academic Progress

Students who achieve and maintain the minimum cumulative grade point average (GPA) and complete course requirements in the prescribed sequence are considered to be making satisfactory academic progress.

Students who fail to achieve the minimum cumulative GPA indicated below will be placed on academic warning or probation:

Academic Warning .... GPA
12-18 graded hours   2.0
Academic Probation .. GPA
19 or more graded hours   2.0

The dean of students reviews students' academic records each semester and will notify students of their warning or probationary status. All students placed on academic warning/probation will remain on academic warning/ probation until their cumulative GPA is raised to the appropriate level. Students on academic warning/ probation for two consecutive semesters will be placed on mandatory hold, which requires counselor approval for continued registration.

Disciplinary Probation and Suspension

The dean of students, 123 Linn Hall, administers disciplinary probation and suspension from the college. In general, such matters are handled with due process, and appeals are made available as appropriate. The Student Handbook (available from the Student Life office, Iowa Hall) contains further information.

Readmission

Students who have withdrawn from the college in good standing and who desire to be readmitted should apply directly to Enrollment Services.

Students who are readmitted after absence from the college and who desire an associate degree will be required to fulfill the current graduation requirements.

Auditing Courses

Audit enrollment in courses provides students the opportunity to attend a class as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for students who want an introduction to a subject outside their major field, a review or refresher in a subject, or other purposes where credit and grade are not needed or would pose an unnecessary academic threat.

With the permission of the instructor, a student can enroll in any course on an audit basis. The student and instructor must agree on what portion(s) of the course the student plans to audit and the requirements the instructor has about the student's class attendance and participation. If the student fulfills the agreement for the audit, he/she will receive the grade "N" for the course and it will be entered on the student's academic transcript. If the student does not fulfill the audit agreement, the registrar, upon request from the instructor, will withdraw the student from the course and assign a grade of "W."

Audit enrollments carry no credit or grade point value. No inference is made regarding the quality of a student's mastery of the course subject matter.

Standard tuition applies to all audit enrollments regardless of the length and scope of the audit. The last day to change from graded credit to audit is the same as the last day to drop an individual class. Once changed to audit, the class cannot be changed back to graded credit.

Repeating Courses for a Better Grade

Students may repeat courses taken at Kirkwood to try to improve their original grade. The original grade will be changed to an "X," which carries no credit and has no effect on the grade point average.

In some cases, it may be beneficial for a student to retain both the original and repeat grades. A student who wishes to retain both grades must inform Enrollment Services.

For those courses that may be taken for credit more than one time, the second grade will not replace the first.

Forgiveness of Failing Grades

Grades of "F" (or any other failing grades) can be changed to "O" (no credit) if the student is currently enrolled, tuition has been paid and:
- the student has not been enrolled in any program of higher education for a period of at least three consecutive years; or
- the student has honorably served in the U.S. armed services for at least two years since receiving the failing grade.

Dean's List

Students with outstanding academic records are named to the Dean's list. To qualify, a student must have completed 12 credit hours and achieved a grade point average of 3.3 or higher in six or more hours of subsequent graded credit.

Phi Theta Kappa

To recognize scholastic achievement, Kirkwood honors students with an invitation into Phi Theta Kappa, the international honor society for two-year colleges. For 75 years Phi Theta Kappa has symbolized excellence in higher education and encouraged scholarship among two-year college students. Kirkwood students who have earned at least 12 semester hours with a grade point average of 3.5 or above are eligible to become members of Alpha Eta Rho, the Kirkwood chapter of Phi Theta Kappa.

Phi Theta Kappa members receive a gold seal on their diploma and may wear a gold honors stole at graduation. They can also apply for more than $30 million in scholarships nationwide when they transfer to senior institutions.

Student Record Retention Policy

Kirkwood retains students' official academic records (transcripts) of enrollment and credit earned in perpetuity. All other student record documents are destroyed two years after the student's last enrollment at the college.

Students who believe there is an inaccuracy in their transcripts must notify Enrollment Services. Upon destruction of the supporting student record documents two years after the student's last enrollment, the transcript is regarded as the final accurate record of academic accomplishment.

Transcripts

Transcripts are available through Enrollment Services. Official transcripts are sent only to other institutions and employers. Any transcripts given or mailed to the student are considered unofficial. The student's signature may be required to release the transcript.

Filing a Graduation Application

Students who plan to earn an associate degree, diploma or certificate of program completion must file a graduation application with Enrollment Services by the first week of the semester in which they plan to complete the required coursework.

College commencement exercises are held in May at the end of spring semester. Students completing programs in the fall or summer terms are encouraged to participate in commencement. Participation in the ceremony is voluntary. Summer graduates who would like their names included in the commencement program must have their graduation applications submitted by February 1. The award will be mailed to the student when semester grades are recorded and evaluated.

If graduation requirements are not met, the student will be required to reapply for graduation by the first week of the semester in which the completion of requirements is anticipated.

Change of Major

Students who change their major will be accountable, in terms of graduation requirements, only for work done in the new major. The coursework and grade point average earned in earlier majors will continue as part of the transcript and records, but only those courses and grades applicable to the new major will be used to determine graduation.

Students contemplating changing their major are encouraged to discuss their plans fully with a member of the advising staff.

Earning Multiple Awards

Kirkwood confers certificates, diplomas and associate degrees. These awards are earned in progression based on the number of credit hours required to complete a program of study.

A student may earn one award per term. A student may earn additional certificates, diplomas or degrees in subsequent terms by earning the following minimum hours in resident coursework, along with the other requirements of the award:

For each additional:

Certificate	6 semester hours
Diploma	8 semester hours
Associate degree	12 semester hours

When the sequencing and frequency of offering required courses results in a student having to simultaneously work on more than one award, the appropriate department may recommend granting an exception to this policy.

Transfer of Credit from Other Institutions

When examining transcripts from other colleges, Kirkwood follows the recommendations contained in the current issue of the *Transfer Credit Practices of Designated Educational Institutions*, published by the American Association of Collegiate Registrars and Admission Officers.

Kirkwood may accept the credit given to a student who has done successful work at another college provided our evaluation determines that the work was:

a) part of the curriculum of an associate degree program equivalent to any of the associate degrees offered by Kirkwood; or

b) for a bachelor's degree or part of a baccalaureate program.

In evaluating students' transcripts from institutions previously attended, Kirkwood applies the following general policies:

1. Grades of "F" (or any other failing grades) for transfer students will be ignored in the computation of a cumulative transfer grade point average if any of the following conditions are met:
   a) The courses involved were taken during or after the 1972 fall quarter and before the 1981-82 fall quarter; or
   b) The student has not been enrolled in any program of higher education leading to an associate degree or bachelor's degree for a period of at least three consecutive years since receiving the "F"; or
   c) The student has served in the U.S. armed services for at least two years or any smaller portion thereof if discharged with a service-connected disability.

2. Grades corresponding to "D-" or better will be accepted for transfer into Arts and Sciences majors and will be accepted toward fulfilling general education requirements for Applied Science majors. Higher grades may be required for some program courses.

3. Decisions about the applicability of transfer courses toward Kirkwood requirements will be made by Enrollment Services and reported to the student. Any questions regarding such decisions should be directed to that office.

When Kirkwood accepts a student's transfer credits toward an associate degree, it cannot guarantee how other colleges will treat these same credits.

Acceptance of Vocational-Technical Credit

Kirkwood accepts the vocational-technical credits earned in courses that are part of Associate of Applied Science degree programs at Kirkwood or other Iowa community colleges. Such credits are herein referred to as technical credits.

A maximum of 16 hours of technical credits are acceptable toward associate of arts or associate of science degrees, but the credits may not be used to satisfy core or general education requirements.

Residency Requirement

Students completing an A.A., A.S., A.S./C.O. or A.A.S. degree must earn a minimum of 16 credit hours from Kirkwood.
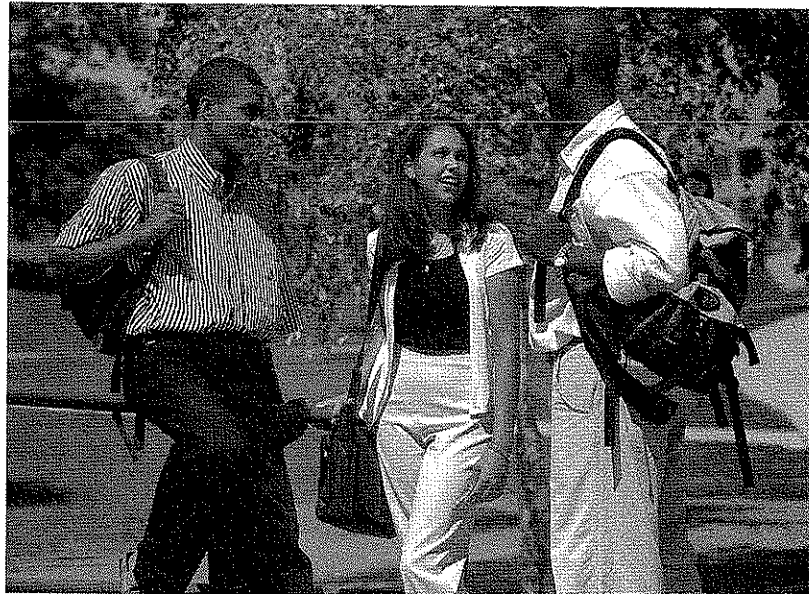
Special Policies and Student Rights

Special Notice to Students
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 noncompliance.

The college reserves the right to change policies or revise curricula as needed due to unanticipated circumstances.

Rules and regulations in this catalog have been adopted by the faculty, administration and the board of trustees of the college. If a student finds that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the registrar, according to established procedures.

This catalog has been designed to provide students with most of the information they will need about Kirkwood Community College. Students should be aware, however, that the catalog is not intended to be a complete statement of all procedures, policies, rules and regulations; and that the college reserves the right to change without notice any academic or other requirements, course offerings, contents, programs, procedures, rules and regulations, fees, etc., in various publications.

Family Educational Rights and Privacy Act (FERPA)
The college complies with the Family Educational Rights and Privacy Act of 1974. The law provides three fundamental rights to students who attend postsecondary institutions:
- Right to inspect and review education records.
- Right to request to amend education records.
- Right to limit disclosure of "personally identifiable information" contained in education records.

At the postsecondary level, rights under FERPA are afforded the student and not the parents, even if the student is under 18 years of age. In accordance with this federal law, the college has adopted policies and procedures governing the confidentiality of student educational records.

The law says certain information such as name, address, telephone number, dates of attendance, degrees and awards, full- or part-time status, etc., is directory information, and each college can formulate its own policy about what directory information it will release. It is Kirkwood's policy not to release names, addresses and phone numbers. Exceptions are made when names and hometowns of graduates are listed in the newspaper, commencement book and when team rosters are published. Students can ask that even directory information be withheld. Requests must be filed each term in Enrollment Services.

Questions about this law and about college policy should be directed to Enrollment Services, 216 Kirkwood Hall. Students have the right to file complaints with the U.S. Department of Education.

Academic Assessment Policy
Kirkwood Community College is committed to offering quality educational programs that help students reach their goals and realize their potential. For this reason, assessment is an ongoing part of all Kirkwood programs. Placement scores, assessments of academic achievement, surveys, pre-/posttests, licensure examinations and other measures of educational progress provide important information about how Kirkwood students perform as a group.

If students take assessment seriously, Kirkwood personnel will have the accurate information they need to evaluate quality, plan effectively and improve the college's programs and services. Students are therefore expected to give their best efforts to Kirkwood assessment activities. Anonymity of participants will be protected when reporting assessment results.

Student Devlopment (Counseling)

123 Linn Hall • (319) 398-5471 • counsel@kirkwood.cc.ia.us

The college provides professional counselors to help students with career and educational planning and in solving personal or social problems.

Students and prospective students can meet with members of the counseling staff to discuss academic and career goals and determine an appropriate course of study.

A student who experiences difficulty or dissatisfaction with a particular curriculum is encouraged to use the counseling service to discuss and/or explore an alternative course of action.

Counselors also help students develop more effective study habits, more satisfying personal and social relationships, job-seeking skills, solve financial problems, and select a transfer college or university.

Counselors are available in several locations on campus including the Student Development office, 123 Linn Hall. Students in all programs have access to counseling services including students enrolled in evening classes and at off-campus sites.

Student Advocacy

All students, faculty, staff, service providers and visitors who are involved with any aspect of the college's mission are members of Kirkwood's learning community. As such, we share certain rights and responsibilities to each other and to the learning process — among them the right to a positive educational climate and the responsibility to uphold values necessary to create and sustain this educational climate.

The dean of students provides information and support for students, staff and faculty members who have encountered problems or concerns with the behavior of a member of Kirkwood's learning community. Call

(319) 398-5584 or stop by the Student Development office, 123 Linn Hall, if you have a concern. For further reference, the Kirkwood Student Handbook contains detailed information about student conduct policies and appeal procedures.

Diversity Services

The purpose of Diversity Services is to advise, support and encourage students of various ethnic backgrounds in several important areas. Diversity Services provides:
- financial aid counseling including special scholarships for students of color;
- ethnic organizations and cultural activities;
- information about other college services and community resources;
- community involvement.

Career Development Center

careers@kirkwood.cc.ia.us
Students who need help with their career or job search can use the services offered by the Career Development Center, 151 Linn Hall. The center offers:
- full- and part-time job listings;
- career and labor market information;
- information and skills to improve job-search techniques;
- individualized career decision making and career planning;
- résumé review and recommendations;
- self-assessment workshops to help students focus on career options;
- special assistance to dislocated workers and displaced homemakers;
- online résumé posting service for students at kirkwood.jobdirect.com
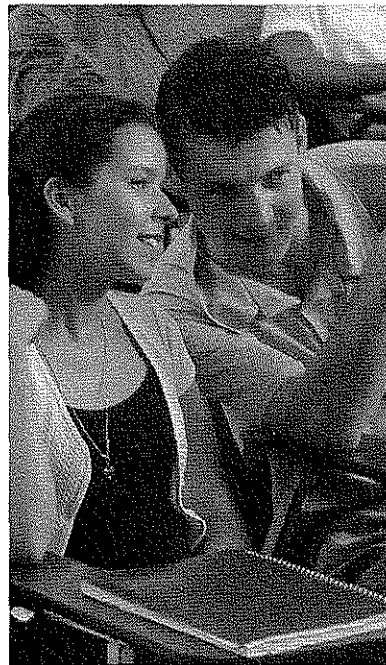
Personal Development

Personal development courses help students deal with issues or develop skills that are needed in daily life:

- **Human Potential Lab** consists of small group, structured experiences that help students discover and develop their strengths.
- **Career Decision Making** teaches students the process involved in career and life planning. A related course, Career Exploration/ Independent Study, is broken into modules through which a student proceeds on an individual basis with a counselor.
- **Assertive Behavior Training** teaches students how to be less passive or aggressive and shows them how to deal more effectively with others.
- **Stress Management** provides students with skills to deal with stresses common to college students.
- **Job-Seeking Skills** deals with résumé preparation, interviewing and job search strategies.

For detailed descriptions of Personal Development courses, see the listings in the back of this catalog. Further information on any Student Development service is available at the department office, 123 Linn Hall, from 8:00 a.m. to 8:30 p.m., Monday through Thursday and 8 a.m. to 5 p.m. Friday.

Rehabilitation Services

123 Linn Hall

(319) 398-4925

A full-time rehabilitation counselor provides specialized assistance to students who have met the eligibility requirements for assistance from the Iowa Division of Vocational Rehabilitation Services (DVRS). Financial assistance may also be arranged. Students who have physical, emotional or mental disabilities that prevent them from getting or keeping certain jobs may apply for these services.

Project START

Project START is a cooperative effort of the Kirkwood Community College Foundation and the Hall-Perrine Foundation. Project START provides a broad-based, supported education system to students.

Participants are students who encounter barriers that might prevent them from enrolling in or completing their academic goals at Kirkwood. To be eligible for Project START, students must meet financial guidelines, demonstrate academic promise and the potential for success. The presence of an academic problem or other barriers in life increases the chances of selection.

Project START services include financial assistance, alternative test taking, advocacy, tutoring, developmental education, self-advocacy instruction and individualized support. Participants are expected to become self-sufficient within one year.
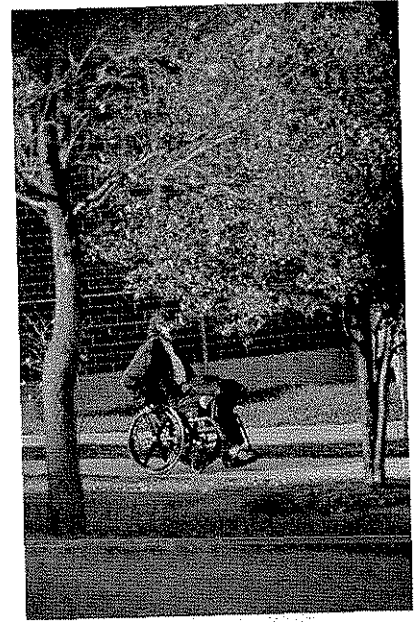
Learning Services

133 Linn Hall • (319) 398-5574 • palbaug@kirkwood.cc.ia.us • www.kirkwoodcollege.com/developmentaled

Learning Services is comprised of services and coursework to help Kirkwood students achieve their academic and career goals. Learning Services offers academic and nonacademic support to help students identify, carry out and achieve success. For more detailed information about the services provided by Learning Services, visit our web site.

Advising, Testing and Transfer Center
139 Linn Hall
(319) 398-5540
Academic advisors are available to help Arts and Sciences students develop academic plans appropriate to their interests, clarify requirements for degree programs, select courses, register and provide transfer information to four-year colleges and universities. As soon as students enroll in an Arts and Sciences major area at Kirkwood, they should call the Advising, Testing and Transfer Center to make an appointment with an academic advisor.

Testing
A wide variety of testing services are provided to prospective students, current students, graduates and the community at large. Prospective students participate in COMPASS (computer adaptive) assessment testing to help determine their placement in, or readiness for, college-level classes. Once prospective students complete COMPASS, an advisor will help them interpret the results. Current students use the center for department make-up exams and exams for distance-delivered courses.

Students can earn college credit by participating in the College Level Examination Program (CLEP) testing. English as a Second Language (ESL) tests are given to incoming students whose native language is not English. The Emergency Medical Services testing, Retake Examinations and a variety of other tests are provided as a service to community members.

Transfer
Any student planning to transfer to another educational institution can receive assistance and resource materials from the center, which acts as a liaison between Kirkwood and four-year colleges and universities. Students can use the center to research other colleges online. Admissions representatives from four-year institutions use the center to meet with prospective transfer students.

Personal Achievement
133 Linn Hall
(319) 398-5574
Personal Achievement (PA) offers developmental classes in writing, mathematics, pre-algebra, basic study skills and a 12-credit college prep block. Upon enrollment, a short interview and diagnostic testing help identify the student's academic strengths and weaknesses. Based upon the results, a plan of instruction is developed with each student. Classes are offered in an individualized or small-group setting.
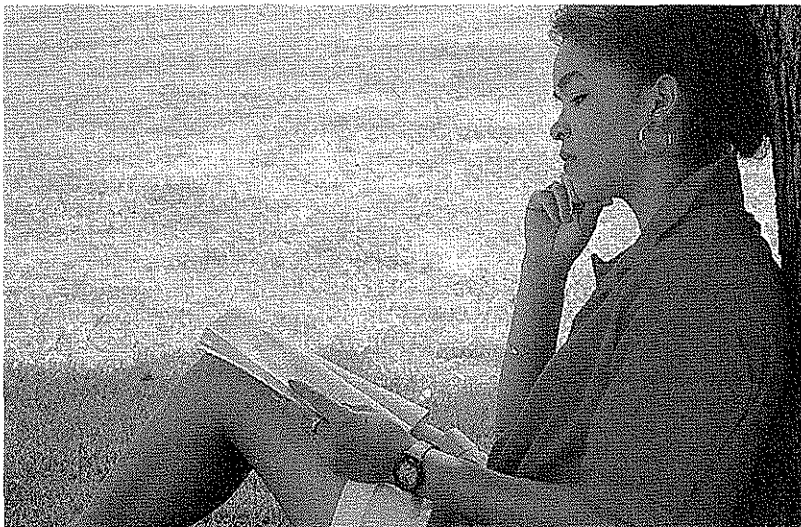
Workplace Communications
This program serves to develop communication competencies of students in the Applied Science and Technology programs. Courses within the Workplace Communications program build on one another to provide students with practical, applied knowledge of how to communicate in the workplace.

Tutor Program

133 Linn Hall

Tutoring services are available on request for any student enrolled in a credit course at Kirkwood. There is no charge to the learner, and tutoring is available every term, day and evening.

Many tutors are Kirkwood students who are paid by the college for their services. Students interested in being tutors or obtaining tutoring can register in 133 Linn Hall.

Student Support Services

133 Linn Hall

Student Support Services is a federally funded TRIO grant project that helps eligible participants to persist and graduate from college. The project offers counseling, tutoring and computer writing/editing services.

Recipients of these services must be citizens or nationals of the United States who are currently enrolled in a credit program. They must also meet at least one of the following require-ments: 1) first-generation student; 2) financial aid eligible; and/or 3) presence of a physical disability.

Counselors are available to help students resolve personal, financial and academic issues including guidance in the successful transition into a college environment. A writing instructor tutors students in the progressive steps in planning, organizing, writing, revising and proofreading written academic assignments. Instruction is also available on the basic use of word processing software and the Internet.

Disability Support Services

133 Linn Hall

(319) 398-5574

A student who has a disability and needs accommodations because of the disability should file an accommodation application with Learning Services, 133 Linn Hall. Once the student completes the application and supplies documentation, a case manager is assigned to assist the student in the development of an academic plan and to implement reasonable accommodations. Application forms can be obtained in Learning Services.

Skill Center

147 Linn Hall

The Skill Center is a CARF-accredited Comprehensive Vocational Evaluation and Employment Skill Training program that helps individuals with disabilities determine their potential for competitive employment or further educational training. The Skill Center staff provides Vocational Evaluation through assessment activities and Employment Skill Training in several career areas.

Assessment activities, both diagnostic and prescriptive, are designed to guide an individual into employment or training and are based on the individual's needs, consist of a broad-based series of testing and activities. Areas of evaluation include, but are not limited to, Interest Identification, Career Exploration, Food Service, Health Care, Child Care, Custodial, Business Occupations and Industrial Technology. Employ-ment Skill Training is offered to provide specific training so the individual can compete successfully for jobs or advance in his/her current position.

Additional services include placement, transition into college classes and supported education. Placement services can be provided to assist Skill Center students obtain employment. These services include resume preparation, interview techniques and application procedures. When a Skill Center student plans to further his/her education, a variety of services are available. The Skill Center staff can help individuals transition into college classes by assisting them to obtain and access Kirkwood Community College support services.

Expected outcomes include recommendations for job placement, additional training or education needs, other community service needs, and support needed for vocational success. The individual receives information to make informed choices to guide him/her into employment.

Students enrolled in credit classes can receive assistance through the Skill Center's Supported Education pro-gram. Students meet regularly with staff members who offer encourage-ment, monitor the student's progress and keep in touch with the student's instructors to help them successfully complete their educational program. Supported Education is a comprehen-sive system to provide individualized educational assistance to students enrolled in vocational training programs at Kirkwood. Time manage-ment, study techniques, advocacy, tutoring, independent study time and counseling are provided to maximize the student's potential for successful completion of his/her vocational training program.

Perkins Vocational Education Services

147 Linn Hall

This supported education service is a comprehensive system providing individualized support services to students enrolled in Applied Science and Technology programs. The Perkins staff functions as advocates and advisors to students and maintains ongoing communication with students' instructors to monitor their progress. An Individualized Education Plan (IEP) is developed for each student to identify specific problems or barriers the student is encountering and details intervention strategies to overcome these barriers.

VITAL

143 Linn Hall

(319) 398-5574

The Vocational Individualized Training and Learning (VITAL) program is jointly administered by Kirkwood, Grant Wood Area Education Agency and local high schools. VITAL provides vocational training and support services to students who were enrolled in special education programs in high school and are now enrolled in Applied Science and Technology programs at Kirkwood. For information about referral procedures for the VITAL program, contact the dean, Learning Services.

Financial Aid

205 Kirkwood Hall • (319) 398-1270 or 319) 398-1271 • finaid@kirkwood.cc.ia.us

Financial aid is the difference between the cost of education and the amount the student (and parents) can be expected to contribute toward the expenses of attending college.

The Kirkwood Financial Aid office, 205 Kirkwood Hall, helps qualified students receive financial assistance, enabling them to pursue their academic goals.

To receive the maximum consideration for financial aid, students should apply as soon after January 1 as possible. Application for financial aid must be made each year.

Eligibility Requirements

All students seeking financial aid must:
1. be enrolled or accepted in a credit program at least six months in length on at least a half-time basis;
2. intend to complete the program and receive a degree related to the educational objective;
3. be a citizen or permanent resident of the United States;
4. not be in default for any previous educational loans or owe a Pell refund;
5. be making satisfactory academic progress according to Kirkwood's published policy;
6. attend the classes they are registered for.

For further information, an application or brochures, contact Financial Aid.

How to Apply for Financial Aid

To apply for grants or loans, follow these steps:
1. Obtain and submit the Federal Application for Federal Student Aid (FAFSA) as soon as possible after January 1. The FAFSA form can be completed on-line at www.kirkwoodcollege.com/ financialaid/howappl.html
2. Within four weeks, expect to receive a Student Aid Report (SAR) in response. You can expect to receive an award letter based on the application received. Additional documents may be required, and, in some cases, the verification process may change the award.
3. Follow all instructions on the award letter.

Types of Aid

- **Pell Grant** – Gift aid. Everyone must apply for this grant to be considered for any need-based aid.
- **Supplemental Educational Opportunity Grant** – Gift aid. For students with the greatest financial need.
- **Perkins Loan** – Low-interest loan with long-term payments beginning nine months after termination of at least half-time enrollment.
- **College Work-Study** – Hourly wages while working at the college. Work hours are arranged with consideration of the student's class schedule.
- **Wm. D. Ford Federal Direct Stafford Loan** – Low variable interest rate loan (not to exceed 8.25 percent) with long-term payments beginning six months after termination of at least half-time enrollment.

- **Parent Loan for Undergraduate Students (PLUS)** – Variable interest rate loan (not to exceed 9 percent) with long-term payments beginning on the day the loan is disbursed.
- **Iowa Vocational** – Technical Grant – Gift aid. For vocational-technical, full-time students.
- **Iowa Grants** – Gift aid. Based on financial need with priority given to the neediest applicants.

Scholarships

(319) 398-5485

The Financial Award Opportunities booklet is published each year and lists more than 100 scholarships. Applications for most scholarships open January 1 and close March 15. Contact Financial Aid, Admissions Services (319-398-5517) or the Kirkwood Foundation (319-398-5442) for a booklet. You can also review the booklet online at www.kirkwoodcollege/foundation/ scholar.html

HOPE Scholarship

The HOPE Scholarship is a tax credit available to eligible students during their first two years of postsecondary education. The tax credit covers 100 percent of the first $1,000 of tuition and 50 percent of the second $1,000 during the qualified period. The credit is nonrefundable.

To be eligible, a student must be enrolled in a degree, certificate or other program leading to a recognized education credential and be enrolled at least half time.

For more information about the HOPE Scholarship, contact the Financial Aid office or the web site of the American Association of Community Colleges, www.aacc.nche.edu

Veterans Services

216 Kirkwood Hall • (319) 398-5633

Kirkwood is committed to serving those members of the community who have served or are serving in the military services. Almost all programs are approved by the Department of Education for payment of the Department of Veterans Affairs educational benefits. A full-time staff person is available to assist veterans in the application process to ensure that the student's program meet the guidelines of federal regulations.

Veterans Benefits

Veterans and members of the selected reserves may be eligible to receive educational benefits while enrolled in and pursing an approved program of education and training. Veterans have 10 years from their date of active duty discharge in which to use their educational benefits. Spouses and children of disabled/deceased veterans have 8 to 10 years from their initial date of eligibility. Members of the selected reserves have 10 years from the date of basic eligibility as noted on their DD form 2384 issued by their unit.

To be eligible for veterans educational benefits, a student must:
1. be eligible under one of the benefit programs of the Department of Veterans Affairs;
2. be pursuing courses at least as a half-time student to receive monthly benefits;
3. maintain a 2.0 grade point average;
4. pursue one major at a time;
5. take only courses applicable to the stated, current major.

Servicemembers Opportunity Colleges

Kirkwood is designated as a member of the Servicemembers Opportunity Colleges (SOC), a group of more than 1,200 colleges and universities throughout the world providing postsecondary education to members of the military.

As an SOC member, Kirkwood recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training.

Veterans Education Outreach Program (VEOP)

Recognizing that students who receive veterans educational benefits periodically need special services, the college has established the VEOP. The veterans affairs specialist offers to:
* coordinate veterans services with other campus services such as admission, financial aid, counseling or placement;
* maintain effective liaison with military reserve and national guard units, as well as local members of the active military, to identify and serve persons eligible for benefits and entitlements;
* serve as the principal contact person and advocate for eligible persons attending or seeking to attend Kirkwood. This may include facilitating admission, evaluating military credits, developing and monitoring degree programs, or serving as an information-referral source.

Further questions should be directed to the veterans affairs specialist.

Student Life
Iowa Hall • (319) 398-5578 • mcanale@kirkwood.cc.ia.us

Student Senate
Student Senate is the official representative body for Kirkwood students. Senate objectives are to:
1. provide a means for organized student expression in the college;
2. encourage and promote interest in college affairs and activities;
3. provide a means whereby the administration of the college may be made aware of student needs, opinions and attitudes;
4. develop and promote activities that will enrich the social, cultural and academic life of Kirkwood students.

Senators are elected by members of approved clubs and organizations and by application (members at large) to Student Life.

Clubs and Organizations
Over one-third of all full-time students belong to a campus club or organization. Clubs are formed through academic programs and special interest groups and are given formal recognition by the Student Senate. Organizations are local extensions of nationally affiliated organizations such as the Business Professionals of America, and student members receive funding from Student Life to attend conferences or other special events. Faculty or staff serve as advisors to both groups. Each club/organization elects officers and a student senator. Information about clubs/organizations may be obtained through Student Life.

Social and Special Events
Student Life coordinates special campus activities based on recommendations from the Student Senate and the Kirkwood Activities Programming and Services (KAPS) team. Some of these events take place during activity hour (11:15 a.m. to 12:10 p.m.) while others, such as dances, take place in the evening. These events are open to all Kirkwood students and their guests. Information on upcoming activities can be obtained through Student Life.

Service Learning
Students can combine community service with classroom learning in a number of Kirkwood courses. A faculty member may assign community service work as a course requirement. The Service Learning project is jointly coordinated by the individual faculty member and the coordinator of Service Learning with an appropriate outside service agency. To gain credit for service learning, students must journal their experiences and observations and develop a concluding paper. Service learning opportunities provide unique ways for students to develop their personal, professional and academic skills as well as a sense of civic responsibility. To explore service learning opportunities, contact the coordinator of Service Learning in the Student Life office.

Additional Services & Activities

Bookstore
(319) 398-5469

The bookstore is located on first floor, Iowa Hall. Besides carrying textbooks for all Kirkwood courses, the bookstore also carries supplies, Kirkwood logo clothing, gift items, paperback books, magazines, greeting cards, videocassette tapes, CDs, and computer software and supplies. The bookstore also offers fax and copying services.

The Iowa City bookstore, located in Kirkwood's Iowa City Credit Center, carries textbooks for all courses held in Iowa City. Other items include clothing, magazines, software and school supplies.

At the end of each semester, students can sell back previously purchased books. A representative from a used book distributor is on campus to handle the book buyback. Hours of operation are posted outside each bookstore and in the credit class schedule.

Bus Service

Bus transportation to Kirkwood and around Cedar Rapids is provided by the city bus company. The bus stops at the east end of Linn Hall, at the East Campus area and in front of Washington Hall. Special rates are available to Kirkwood students. Bus schedules can be obtained at the Student Life office in Iowa Hall and at the Linn Hall information desk.

Child Care Center
(319) 398-1256

The child care center provides a warm, nurturing learning environment for the children of students, staff, and the community. Child care is available to children age 2 1/2 months through 10 years. The center also serves as a learning laboratory for several Kirkwood instructional programs.

The center is operated by qualified early childhood professionals. Fees include breakfast, lunch and an afternoon snack. The center is open 7:30 a.m. to 5:30 p.m. weekdays and is available to full- and part-time students. The center is not limited to use only while attending class.

Call to register as soon as possible. Openings are limited.

English Department Writing Center
112 Linn Hall

The Writing Center is a place you can come to when you need an objective reader for you paragraphs, essays, research papers, journals, book reports, resumes, and other writing-related assignments. We do not "proofread" your work, but rather we work with you to show you how your writing can be improved. As a result, you learn how to become a better writer.

The Writing Center's hours are posted each semester. You may stop by at any time. However, it is wise to plan ahead by calling 398-5411, extension 5055, for an appointment. Students taking classes at off-campus sites may fax papers to the Writing Center and schedule a telephone conference. Please check with the off-campus site for details.

Another option is the COW, Center for Online Writing. The COW provides the same services as the Writing Center, except that no appointment is needed, and all help is transmitted via e-mail and e-mail attachments. The COW may be accessed off the Kirkwood home page or at www.kirkwood.cc.ia.us/english/kcccow/cow.htm

Food Service
(319) 398-5468

The Iowa Hall Cafeteria is located on the second floor of Iowa Hall. The cafeteria is open 7 a.m. to 3 p.m., Monday through Friday. Items available include continental breakfast, salad bar, deli and grilled sandwiches, pizza, hot entrees, desserts, and beverages.

The Class Act, a student-operated, full-service dining room on the second floor of Iowa Hall, is open Monday through Thursday, 11 a.m. to 1 p.m. Reservations for more than five people are recommended. Call 398-5468 to make reservations. The Class Act is closed during the summer and during winter and spring break.

The Greenhouse Café, on the second floor at the west end of Linn Hall, is open 10:30 a.m. to 1:30 p.m., Monday through Friday. Items available are salad bar, deli sandwiches, soups, grilled and hot sandwiches, desserts, and beverages.

All facilities are open to the public. Vending machines are located in Linn Hall lobby, on second floor Iowa Hall, in the East Campus lounge and in several other locations on campus.

Health Service

(319) 398-5588
kwogen@kirkwood.cc.ia.us
Campus Health, first floor Iowa Hall, is staffed Monday through Thursday, 8 a.m. to 5 p.m. and Friday, 8 a.m. to 4 p.m., by a registered nurse under the direction of a consulting physician.

Services include emergency treatment for illness or injury and assistance in obtaining services of local physicians or agencies, if necessary. Over-the-counter drugs, TB testing, flu vaccines and allergy shots (with a doctor's order) are available. The student must cover the cost of hospitalization, doctor's fees, prescription medicine, X-rays and laboratory fees.

Educational health programs on substance abuse, nutrition, infectious disease and sexual awareness are presented by Campus Health. Confidential counseling on a variety of health-related problems is also offered.

Health insurance is recommended for students. While the college does not offer an insurance plan, information on insurance terminology is available from Campus Health, Iowa Hall.

Check out the Health Directory at www.kirkwoodcollege.com/health-resource

Housing

(319) 398-5578
mcanale@kirkwood.cc.ia.us
Kirkwood does not own or manage dormitories or apartments. However, there are privately owned facilities within walking distance of campus that rent primarily to students. The Student Life office maintains a frequently updated list of private homes, rooms and other apartments available throughout the city. Call Student Life for further information.

Parking

All cars parked on the Kirkwood campus are subject to regulations imposed by the college. These regulations are published each year in the Student Handbook, which is available at the Student Life office in Iowa Hall and the Linn Hall information desk.

Security Services

(319) 398-5561
Campus security personnel may be contacted through any college office and the Plant Services office, Monday through Friday, 7 a.m. to 5 p.m., at (319) 398-5561. Between 5 p.m. and 9 p.m., the evening supervisor, (319) 398-5471, will contact security. On weekends or holidays, security can be contacted by calling (319) 389-1774.

Emergency phones are located at various locations around campus.

Campus security is available to assist students and staff by starting stalled vehicles, unlocking vehicles and providing an escort from campus buildings to parking upon request.

Campus security has the authority to ticket illegally parked vehicles, direct traffic and detain people involved in any criminal activities (on campus) until local law enforcement agencies can be notified.

Additional information on annual crime statistics and emergency procedures are published in the Student Handbook, available at the Student Life office, Iowa Hall, and the Linn Hall information booth.

Public Information

In compliance with Public Law 105-244, Kirkwood Community College makes a wide variety of general institutional information available to students. The scope of information available includes: 1: financial assistance policies and procedures; 2) general institutional items such as graduation and transfer rates; 3) security policies and crime statistics; and 4) athletic participation and support statistics. Interested students can contact the Public Information office, (319) 398-4939.

Sports

Intramural Sports
(319) 398-4912
llutz@kirkwood.cc.ia.us
Intramural sports are an excellent opportunity for students to meet others with common interests. Many students participate each year in various intramural activities and services including individual and team sports, tournaments and special events. Facilities include the Johnson Hall gym; fitness equipment; racquetball and tennis courts; outdoor sandpit volleyball; a running and walking trail; and the softball/baseball complex.

Intercollegiate Athletics

(319) 398-4909
pspratte@kirkwood.cc.ia.us
Kirkwood offers six intercollegiate sports: men's and women's basketball; women's volleyball; baseball; softball; and men's golf. Tryouts are held in the fall for each sport. Kirkwood's athletic programs are respected throughout the state and across the nation. Several athletes have been named All-Americans, and many play at four-year colleges.

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Curriculum

The Arts and Sciences curriculum is designed to broaden and challenge students' knowledge in a variety of disciplines and to prepare students for successful transfer to a four-year institution.

Students in the Arts and Sciences earn an associate of arts, associate of science or associate of science/career option degree. These degrees are the equivalent of the first two years of study required by four-year colleges and universities, and the degrees include core coursework students need to complete before concentrating on their major field of study. The associate degree program also offers a variety of elective courses that enrich and complement the required curriculum.

Students can complete their first two years in the Arts and Sciences at Kirkwood, then transfer to a four-year college or university to complete their bachelor's degree in:

Accounting	Interdisciplinary Studies
Agricultural Transfer	Journalism
Anthropology	Legal/Paralegal Studies
Art	Liberal Arts
Biochemistry	Literature
Biology	Mathematics
Biotechnology	Media Arts
Broadcasting	Medical Technology
Business Administration	Music
Chemistry	Nursing (BSN)
Communications	Philosophy
Communication Media/	Photography
Public Relations	Physical Education
Community Corrections	Physics
Computer Science	Political Science
Criminal Justice	Pre-Chiropractic Medicine
Disability Services	Pre-Dentistry
Careers	Pre-Medicine
Early Childhood	Pre-Occupational Therapy
Education	Pre-Pharmacy
Economics	Pre-Physician's Assistant
Education Careers	Pre-Physical Therapy
Engineering	Pre-Veterinary Medicine
English	Psychology
Environmental Science	Religion
Finance	Sign Language Interpreter
Fisheries and Wildlife	Training
Biology	Social Work (Human Services)
Foreign Language	Sociology
Forestry	Special Education
Geology	Speech
Health Services	Statistics
Administration	Technical Communications
History	Theatre

Enrollment Requirements for Arts and Sciences Students

Students planning to enroll in an Arts and Sciences writing course (Elements of Writing, Composition I or College Writing) are required to provide one of the following:
* ACT scores not older than three years;
* COMPASS/ASSET scores (reading and writing components) not older than three years; or
* their college transcript showing successful completion of the appropriate prerequisite.

Students planning to enroll in an Arts and Sciences mathematics course are required to provide one of the following:
* ACT scores not older than one year;
* A COMPASS/ASSET mathematics score not older than one year; or
* their college transcript showing successful completion of the appropriate prerequisite.

Arts and Sciences Degrees

Three degrees are awarded in the Arts and Sciences: associate of arts, associate of science and associate of science/career option. Certificate and diploma options are also available in some of the career option programs.

Associate of Arts (A.A.) Degree Requirements

1. Earn a minimum of 62 semester hours of credit.
2. Complete16 semester hours in residence at Kirkwood.
3. Maintain a minimum cumulative grade point average of 2.0.
4. Complete one approved diversity course (see page 35).
5. Of the 62 semester hours required for the degree, a minimum of 41 semester hours must be in the core area and 21 semester hours in the elective area.
6. The 41 semester hours of core requirements must be completed as follows:

Core requirement areas	Credits
Communication - Writing	5
Communication - Speech	3
Humanities	9
(A minimum of 3 semester hours of literature and 3 semester hours of arts and ideas.)	
History-Cultures	6
(Three semester hours from group A (see page 37) and 3 semester hours from group A or B (see page 37).	
Social Science	9
Mathematics	3
(Must be a college-level mathematics course.)	
Science	6
Core	**41**
Electives	**21**
Total	**62**

Electives can be chosen from "T" (transfer) courses or may include up to 16 "U" (technical courses) semester hours of credits from Kirkwood's Applied Science and Technology programs or other Iowa community colleges. Two semester hours of "D" credits (developmental courses) may be included in the 21 semester hours.

Associate of Science (A.S.) Degree Requirements

1. Earn a minimum of 62 semester hours of credit.
2. Complete 16 semester hours in residence at Kirkwood.
3. Maintain a minimum cumulative grade point average of 2.0.
4. Of the 62 semester hours required for the degree, a minimum of 43 semester hours must be in the core area and 19 semester hours in the elective area.
5. The 43 semester hours of core requirements must be completed as follows:

Core requirement areas	Credits
Communication - Writing	5
Communication - Speech	3
Humanities and/or History-Cultures	9
Social Science	6
Mathematics/Science	20
(At least one mathematics course at the college level must be included in these 20 semester hours.)	
Core	**43**
Electives	**19**
Total	**62**

Electives can be chosen from "T" (transfer) courses or may include up to 16 "U" (technical courses) semester hours of credits from Kirkwood's Applied Science and Technology programs or other Iowa community colleges. Two semester hours of "D" credits (developmental courses) may be included in the 19 semester hours.

Associate of Science/Career Option (A.S./C.O.)
Degree Requirements
1. Earn a minimum of 62 semester hours of credit.
2. Complete 16 semester hours in residence at Kirkwood.
3. Complete Beginning Algebra successfully or achieve a placement test score at the Intermediate Algebra level or above.
4. Maintain a minimum cumulative grade point average of 2.0.
5. Of the 62 semester hours required for the degree, 20 semester hours must be in the selected career option area and 16 semester hours must be in electives.
6. The 26 semester hours of core requirements must be completed as follows:

Core requirement areas	Credits
Communication - Writing	5
Communication - Speech	3
Humanities and/or History-Cultures	6
Social Science	6
Mathematics/Science	6
(Mathematics must be college level.)	
Core	**26**
Career Option courses	**20**
Electives	**16**
Total	*62*

Electives can be chosen from "T" (transfer) courses or may include up to 16 "U" (technical courses) semester hours of credits from Kirkwood's Applied Science and Technology programs or other Iowa community colleges. Two semester hours of "D" credits (developmental courses) may be included in the 16 semester hours.

Arts and Sciences Diversity Courses

Beginning fall 1998, students new to Kirkwood Community College seeking an A.A. degree must complete one of the following approved diversity courses.

Arts and Humanities
American Pluralism
American Sign Language II, III, IV
Chinese (Elementary II, Intermediate I, II)
French (Elementary II, Intermediate I and II)
Spanish (Elementary II, Intermediate I and II)
German (Elementary II)
Introduction to Non-Western Philosophy
Introduction to Religions of the East
Introduction to World Religions
Judaism, Christianity and Islam
Religion in the United States

Social Science
Asian Economic Systems
Understanding Cultures: Latin America
Understanding Cultures: Modern China
Understanding Cultures: Pacific Societies
Introduction to Cultural Anthropology
Race Relations in the Criminal Justice System
Social Aspects of Deaf Culture
Exceptional Persons

English
Literature of the African Peoples
Literature and Culture: Women and Work

Electives

Electives are transferable courses required for completing all three Arts and Sciences degrees. They go beyond core and general education requirements in providing an opportunity to pursue subjects of special interest. All students are encouraged to fulfill their electives by taking courses that are not listed as core or general education requirements. Students pursuing the associate of arts or associate of science degree have numerous options to complete their electives:
• Elective courses are offered each semester in most departments.
• Up to 16 "U" (technical course) credits may be used as electives.
• Two "D" (developmental-level) credits may serve as electives.
• All "T" (transfer-level) courses may serve as electives.
• Independent study or honors courses may serve as electives.

Students in special majors or Career Option programs may be required to take specific courses to satisfy their program requirements.

35

Credit By Examination

Students in the Arts and Sciences may earn up to 21 semester hours of credit through General Examinations of the College Level Examination Program (CLEP). In addition, a wide variety of Subject Matter Examinations are available to enable students to earn college credit for their knowledge in various subject areas, thereby allowing them to test out of individual courses. After a student has earned at least eight semester hours of credit at Kirkwood, he/she can receive Kirkwood credit for credits earned through CLEP.

Students can earn up to 32 credit hours by successfully completing Advanced Placement tests. Each department determines what is an acceptable score to gain credits in a subject area. For further information about these exams, check the Advanced Placement/CLEP brochure, available from Student Development, 123 Linn Hall, or the Advising, Testing and Transfer Center, 139 Linn Hall.

Special Services for Arts and Sciences Students

Advising, Testing and Transfer Center

Academic advisors help Arts and Sciences students develop academic plans appropriate to their interests, make course selections, register and provide transfer information about four-year colleges and universities. As soon as a student decides to enroll in an Arts and Sciences major area, the student should call the Advising, Testing and Transfer Center to make an appointment with an academic advisor.

Any student planning to transfer to another educational institution can receive assistance from the center. The center acts a liaison between Kirkwood and four-year colleges and universities and provides students with a variety of transfer materials and resources. Admissions representatives from four-year colleges and universities use the center to meet with prospective transfer students.

Introduction to Liberal Arts: Academic Orientation

This one-credit course is designed to provide students with a better understanding of the academic expectations and the educational process at the college level. The orientation is available in two formats: a day and a half workshop and a class that meets during the semester before fall classes start. Topics address areas such as academic support services available to students; technology questions and answers; the importance of personal and cultural diversity to lifelong learning; goal setting; college policies; and time management.

Study Abroad Programs

134 Linn Hall
(319) 398-5884
ldrisco@kirkwood.cc.ia.us

Study abroad programs may be offered for credit or noncredit, although most programs are for credit. Students are encouraged to participate in these unique educational and cultural experiences since a study abroad experience may enhance a student's employment opportunities. Some are offered as short-term summer programs, while the semester in England is offered each fall. Short-term program sites for 2000 included Guatemala and Jamaica. Inquire about current opportunities at the International Studies office, 134 Linn Hall.

Arts and Sciences Core Courses

Applicable to A.A., A.S. and A.S./C.O. degree requirements.

Course No.	Course Name	Credits

COMMUNICATION – WRITING*
CC112T College Writing (Comp I-II equivalent) 5
or
CC113T Composition I and 3
CC114T Composition II 3
or
CC115T Composition II: Technical Writing 3

* *Note: Students must have taken the ACT or COMPASS placement test to determine appropriate placement in beginning writing courses. Students will be required to take prerequisites according to their test scores and/or transcripts.*

COMMUNICATION – SPEECH
CC130T Fundamentals of Communication 3
or
CC132T Public Speaking.. 3

HISTORY – CULTURES
Students earning an A.A. degree must complete three credit hours from list A and three credit hours from either list A or list B.

Group A - Introductory Courses
FO200T Elementary French II 4
FO300T Intermediate French I 3
FO210T Elementary Spanish II 4
FO320T Intermediate Spanish I 3
FO220T Elementary German II 4
FO240T Elementary Chinese II 4
FO360T Intermediate Chinese I........................... 4
SI102T American Sign Language II 4
SI201T American Sign Language III 3
HI100T Ancient Mediterranean World 3
HI110T Europe - Age of Monarchy...................... 3
HI120T Europe - Age of Revolution 3
HI130T Europe - Age of Nationalism................... 3
HI140T U.S. History: Agrarian America 3
HI150T U.S. History: Industrial America 3
PN115T Introduction to World Religions 3
PN116T Judaism, Christianity and Islam 3
PN117T Introduction to Religions of the East 3
SY130T Introduction to Cultural Anthropology 3

Course No.	Course Name	Credits

Group B - Other Courses
FO310T Intermediate French II 3
FO330T Intermediate Spanish II 3
FO361T Intermediate Chinese II 4
SI202T American Sign Language IV 3
IN120T Understanding Cultures: Latin America..... 3
or
IN122T Understanding Cultures: Pacific Societies .. 3
or
IN124T Understanding Cultures: Modern China ... 3
PN131T Religion in the United States 3

HUMANITIES
Students seeking an A.A. degree must select one course from A, one course from B and one course from A, B or C.

Group A - Arts and Ideas
AR100T Art Appreciation 3
AR105T Art History: Ancient to 1400 3
AR106T Art History: 1400 to Modern 3
DM110T Introduction to Theatre 3
HM134T Film History 3
HM136T Film Analysis.. 3
HM234T Introduction to Film
(Prereq: CC112T or CC113T) 3
MC100T Music Appreciation 3
PN101T Introduction to Philosophy 3
PN105T Basic Reasoning 3
PN109T Introduction to Ethics.............................. 3
PN121T Introduction to Non-Western Philosophy . 3

Group B - Literature (Prereq: CC112T or CC113T)
LR203T Forms of Literature: The Story Cycle 3
LR204T Forms of Literature: Nonfiction 3
LR205T Forms of Literature: Drama 3
LR206T Forms of Literature: Fiction 3
LR207T Forms of Literature: Poetry 3
LR222T Literature and Culture: American Dreams 3
LR224T Literature and Culture: Women and Work ... 3
LR225T Literary Themes: Beyond Bartleby 3
LR226T Literary Themes: Literature and
The Search for Identity 3

Group C - Interdisciplinary Humanities
HM100T Encounters in Humanities 3
HM101T American Pluralism 3
HM105T Working in America..................................... 3
HM106T Culture and Technology............................. 3

Arts and Sciences

Course No.	Course Name	Credits
MATHEMATICS*		
MT110T	Mathematics for Decision Making	3
MT115T	Statistical Ideas	3
MT118T	College Algebra	3
MT120T	Finite Mathematics	3
MT125T	Fundamentals of Statistics	4
MT130T	Business Calculus	3
MT150T	Pre-Calculus I	5
MT151T	Pre-Calculus II	5
MT152T	Accelerated Pre-Calculus	5
MT160T	Calculus I	4
MT161T	Calculus II	4
MT262T	Calculus III	4
MT270T	Differential Equations	4

* Note: Students must take the ACT or COMPASS placement test to determine appropriate placement in beginning mathematics courses.

SCIENCE

A.A. and A.S./C.O. degree seeking students select from Group A below.

Course No.	Course Name	Credits
Group A		
BI100T	College Biology for Non-Majors	3
BI110T	College Biology I for Majors	4
BI111T	College Biology II for Majors	4
BI120T	General Botany	4
BI125T	Human Biology (no lab)	3
BI135T	Microbes and Society (no lab)	3
CN100T	Introduction to Chemistry	3
CN101T	Introduction to Chemistry Lab	1
CN102T	Bio-Organic Chemistry	4
CN110T	General Chemistry I	4
CN111T	General Chemistry II	4
EP121T	The Environment: Natural Science Perspectives (no lab)	3
ES110T	Introductory Geology*	3
	or	
ES112T	Environmental Geology*	3
ES111T	Introductory Geology Lab	1
ES113T	Environmental Geology Lab	1
ES120T	Evolution of the Earth	3
ES121T	Evolution of the Earth Lab	1
IN170T	Human Evolution (no lab)	3
PA100T	Introductory Physics	3
PA105T	Astronomy	3

Course No.	Course Name	Credits
PA150T	College Physics I	4
PA151T	College Physics II	4
PA210T	Classical Physics I	5
PA211T	Classical Physics II	5

A.S. degree seeking students select from Group A (listed above) *and* from Group B listed below.

Course No.	Course Name	Credits
Group B		
BI130T	Microbiology	4
BI131T	Microbiology Lab for Biotechnology	1
BI150T	Human Anatomy and Physiology I	4
BI151T	Human Anatomy and Physiology II	4
BI200T	Vertebrate Zoology	4
BI210T	Invertebrate Zoology	4
BI215T	Genetics	4
CN200T	Quantitative Analysis	4
CN210T	Organic Chemistry I	4.5
CN211T	Organic Chemistry II	4.5

Course No.	Course Name	Credits
SOCIAL SCIENCE		
CJ100T	Introduction to Criminal Justice	3
CJ240T	Juvenile Delinquency	3
CJ250T	Criminology	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
EO150T	Asian Economic Systems	3
EU300T	Educational Psychology	3
GY100T	Human Geography	3
HA200T	Exceptional Persons	3
IN230T	Research and Reasoning	4
LA100T	Paralegal Studies Orientation	4
MD100T	Mass Media	3
PC100T	General Psychology	3
PC200T	Developmental Psychology	3
PC210T	Social Psychology	3
PC230T	Psychology of Disorders and Treatment	3
PO100T	American Government	3
PO130T	International Relations	3
PO140T	Comparative Governments	3
SL110T	Human Service Policy and Programs	3
SY100T	Introduction to Sociology	3
SY110T	Marriage and the Family	3
SY120T	Social Problems	3

Degree Programs with Special Transfer Agreements

To provide students the opportunity to continue their education, Kirkwood has developed transfer agreements with several four-year institutions, including the Iowa Regents colleges and several colleges that offer the option of completing a BA degree through distance education courses. Schools that offer BA degrees at a distance often allow students to transfer in more than 60 credit hours from Kirkwood. Students are encouraged to check with the Advising Center for more information.

In addition, students in the following programs may benefit from special transfer agreements with specific schools. Students are encouraged to check with advisors in their program if they wish to pursue a BA.

Agricultural Transfer
Washington Hall
(319) 398-5609
kvisser@kirkwood.cc.ia.us
Students in the Agricultural Transfer program can earn their associate degree then transfer as a junior to a four-year college or university. By earning an associate degree at Kirkwood, students have their general education courses taken care of, which means they can dig right into their major-related courses at their transfer school.

Entry Time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of science or associate of arts degree
Curriculum:

Arts and Sciences core courses plus 21 credits of electives, which include the following ag courses:		
AE101T	Feeds and Feeding	3
AE102T	Agricultural Accounting	3
AE103T	Elements of Farm Management	3
AE105T	Fundamentals of Soil Science	3
AE104T	Principles of Crop Production	3
AE107T	Survey of Animal Industry	3
AE108T	Agricultural Finance	3

Biotechnology
240 Linn Hall
319-398-5516
mathsci@kirkwood.cc.ia.us
In cooperation with universities in the state, as well as representatives from local biotechnology companies, a comprehensive curriculum has been developed that will transfer to a variety of four-year colleges and universities where students can complete their bachelor of science degree in Biology with an emphasis in Biotechnology.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of science degree
Curriculum:

BI220T	Internship in Biotechnology	2
BI110T	College Biology I for Majors	4
BI111T	College Biology II for Majors	4
BI130T	Microbiology	4
BI131T	Microbiology/Biotechnology Laboratory	3
BI215T	Genetics	4
CN110T	General Chemistry I	4
CN111T	General Chemistry II	4
CN210T	Organic Chemistry I	4.5
CN211T	Organic Chemistry II	4.5
CC112T	College Writing	5
CC130T	Fundamentals of Communication	3
	College Level Transfer Math	3
	Humanities/History-Cultures	9
	Social Science	6

39

ADVANCE

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us

If you want to continue your career and still earn a degree in a timely manner, there's an alternative - ADVANCE, a degree program for working adults.

The ADVANCE program includes the curriculum for an associate of arts degree in Business from Kirkwood and a bachelor of science degree in Applied Business from Mount Mercy College. Mount Mercy will accept up to 75 semester credit hours from students completing an associate degree in a Kirkwood Business program.

ADVANCE courses are offered in an accelerated format of five- and ten-week sessions, which allows students to earn more credits in a year and take fewer years to complete their degree. All courses are scheduled in the evenings and on weekends.
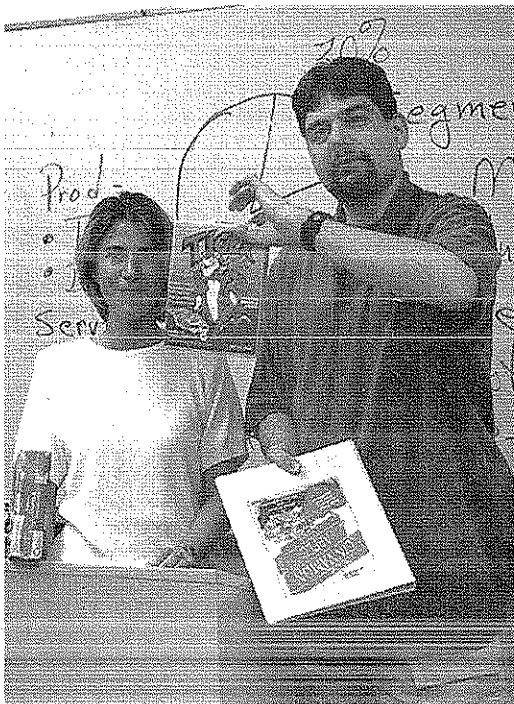
Curriculum:

Associate of Arts in Business
Accelerated courses at Kirkwood

Core Requirements

CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
MT120T	Finite Math	3
CC130T	Fundamentals of Communication	3
HI150T	U.S. History: Industrial America	3
IN120T	Understanding Cultures: Latin America	3
PN109T	Introduction to Ethics: Business	3
LR225T	Literary Themes: Beyond Bartleby	3
MC110T	Music Appreciation	3
PC100T	General Psychology	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
CN100T	Introduction to Chemistry	3
EP121T	The Environment: Natural Science Perspective	3

Business Requirements

AO111T	Financial Accounting for Decision Makers	4
AO112T	Managerial Accounting for Decision Makers	4
AD102T	Introduction to Management	3
LA160T	Business Law I	3
MR101T	Principles of Marketing	3
	Electives	16

Bachelor of Science in Applied Business
Courses to be completed at Mount Mercy

Core Requirements

BA172	Business Statistics	3
BN315	Labor Relations	3
BA379	Financial Management	3
BA436	Applied Strategy Seminar in Business	3
BK311	International Marketing	3
BN304	Human Resource Management	3
BN380	Organizational Behavior	3
	Approved major electives	6
	Approved Religious Studies course	3
	General electives	18

Business Administration

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us

Jobs for business graduates exist in every profit and nonprofit institution in the country. Our Business Administration program gives students exposure to many phases of business and a solid foundation for further study.

Business Administration graduates are awarded an associate of arts degree that's designed for people planning to transfer to a four-year college or university including Coe College, Iowa State University, Mount Mercy College, The University of Iowa and the University of Northern Iowa. With the help of an advisor, students can chart an academic program that will transfer with full junior class status.

Entry time: Fall, spring or summer
Length: Two years (four semesters)
Award: Associate of arts degree
Curriculum:

AO101T	Principles of Accounting I	4
AO102T	Principles of Accounting II	4
MT120T	Finite Math	3
MT125T	Fundamentals of Statistics	4
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
DG102T	Introduction to Micros and DP	3
CC113T	Composition I	3
CC114T	Composition II	3
	Speech	3
	History-Cultures	6
	Humanities	9
	Science	6
	Social Science	3
	Electives	5

Education Careers

(319) 398-5551
jterndr@kirkwood.cc.ia.us

This preprofessional program provides the first two years of a teaching degree and combines a strong arts and sciences background with professional courses. This program provides advising to guide students in choosing courses that will meet the requirements of specific transfer institutions. The program provides specific training, general education and experience working with children or youth in educational settings.

Entry time: Fall, spring or summer
Length: Two years (four semesters)
Award: Associate of arts degree
Curriculum:

Arts and Sciences core requirements plus:		
EU110T	Introduction to Teaching	3
PC100T	General Psychology	3
PC200T	Developmental Psychology	3
EU800T	Field Experience/Education	2,3
or		
EU151T	Literacy Tutor Experience	2
or		
EU150T	Literacy Tutor Experience	3

Plus three additional courses from the following list:		
EU300T	Educational Psychology and Measurement	3
HA200T	Exceptional Persons	3
EU130T	Foundations of Education	3
EU140T	Educational Technology	3
MT112T	Math for Elementary Teachers	3
LR240T	Children's Literature	3
HA130T	Mainstreaming	3
PN109T	Introduction to Ethics: Education	3
RN150T	Introduction to Physical Education	2
EY100T	Introduction to Early Childhood Education	3
EU152T	Literacy Tutor Experience	1
EU151T	Literacy Tutor Experience	2
EU150T	Literacy Tutor Experience	3
SY110T	Marriage and the Family	3

41

Arts and Sciences

Fine and Performing Arts

337 Cedar Hall
(319) 398-4956
kconrad@kirkwood.cc.ia.us
Kirkwood offers associate of arts degree majors in Art, Music and Theatre. Students complete general education courses and courses in the major that prepare them to enter a transfer institution as a junior. Portfolio development (Art majors) and performance skills (Music and Theatre majors) are emphasized.

Entry time: Fall, spring or summer
Length: Two years (four semesters)
Award: Associate of arts degree

Art

The Art major combines studio art curriculum, general education and elective coursework leading to an associate of arts degree, and extracurricular opportunities that include gallery exhibits and art competitions. Students develop a portfolio for transfer to a college, university or art institute. They may select a special area of emphasis (3-D, 2-D or photography) or may choose a broad-based general exploration of art.
Curriculum:

Arts and Sciences core requirements plus:		
First year, regardless of the area of emphasis:		
AR120T	Design I	3
AR130T	Drawing I	3
AR105T	Art History: Ancient to 1400	3
or		
AR106T	Art History: 1400 to Present	3
Second year, or after completing courses above:		
At least one course in each of the following:		
PG100T	Photography	3
AR110T	Ceramics	3
or		
AR160T	Sculpture	3
or		
AR140T	Painting	3
or		
AR150T	Printmaking	3
Plus at least one course at the second level in any studio area including drawing		3

Music

The Music program emphasizes both theory and practice in classical and jazz idioms. Music majors are expected to participate in large ensembles, take private music lessons, develop piano proficiency and participate in juries, recitals and concerts. A music computer lab supplements instruction and provides opportunities for individualized growth and exploration.
Curriculum:

Arts and Sciences core requirements plus:		
First year:		
MC100T	Music Appreciation	3
MC105T	Music Theory I	3
MC107T	Aural Skills I	1
MC106T	Music Theory II	3
MC108T	Aural Skills II	1
Plus private music lessons, chorale and/or band, ensemble/s.		
Second year:		
MC205T	Advanced Music Theory I	3
MC207T	Advanced Aural Skills I	1
MC206T	Advanced Music Theory II	3
MC208T	Advanced Aural Skills II	1
Plus private music lessons, chorale and/or band, ensemble/s.		
Depending on proficiency level, students may be required to take the following:		
MC101T	Introduction to Music Theory	3
Jazz clinic, improvisation and music technology courses are recommended electives.		

Theatre

The Theatre program combines academic courses, practicums and three annual productions to provide majors with the background needed to transfer to a four-year college or university. When planning schedules, students should keep afternoons (after 3:30) open for rehearsals.
Curriculum:

Arts and Sciences core requirements plus:		
DM110T	Introduction to Theatre	3
DM120T	Acting I	3
DM130T	Stagecraft	4
DM220T	Acting II	3
DM180T	Acting Practicum	1
DM190T	Technical Practicum	1
Recommended electives include film, dramatic literature, design, drawing and music courses.		

Liberal Arts

139 Linn Hall

(319) 398-5540

Liberal Arts majors complete general education and elective courses that prepare them for transfer and allow them to sample a variety of courses in before choosing a major. Liberal Arts majors typically take writing, math and speech courses early on to acquire foundational skills they'll use in other general education and elective courses. Second-year Liberal Arts majors may choose to take course sequences or electives that provide knowledge and ways of thinking beyond the introductory level so they are better prepared to choose a major after transferring to a four-year college or university.

Kirkwood has articulation agreements with Iowa's Regents' universities. However, it's still advisable to check with the transfer institution on specific requirements, especially foreign language and diversity requirements.

Entry time: Fall, spring, or summer
Length: Two years
Award: Associate of arts degree

Pre-BSN (Nursing)

240 Linn Hall

(319) 398-5516

mathsci@kirkwood.cc.ia.us

Kirkwood offers two degrees that transfer to four-year institutions granting a Bachelor of Science in Nursing degree. The Mathematics/Science department offers a Pre-BSN curriculum that was developed in cooperation with Coe College, Mount Mercy College and The University of Iowa. Course credits are transferable to these and other colleges of nursing. Contact the Advising Center, 139 Linn Hall, for specific degree requirements.

The Health Sciences department offers an associate of applied science degree program (ADN program) that also transfers to many colleges offering the BSN.

Pre-Computer Science

240 Linn Hall

(319) 398-5516

mathsci@kirkwood.cc.ia.us

Pre-Computer Science offers the first two years of a bachelor's degree in Computer Science. Students take liberal arts general education classes while learning basic programming skills and developing the mathematical maturity required for advanced study in computer science.

Since Computer Science programs at four-year colleges and universities vary, students are advised to contact transfer institutions early to learn about their specific requirements.

Associate of Arts (Pre-Computer Science)

The associate of arts option is recommended for students who plan to transfer to one of the Regents' institutions (Iowa State University, The University of Iowa and the University of Northern Iowa) following graduation from Kirkwood. The A.A. degree will satisfy most general education core requirements at these institutions.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of arts degree

Curriculum:

MT160T*	Calculus I	4
MT161T	Calculus II	4
CR110T	Computer Science I	4
CR111T	Computer Science II	4
CR112T	Program Design and Development	4
or		
CR220T	Computer Organization and Assembly Language Programming	4
CC120T	Discrete Computational Structures	3
CR112T	College Writing	5
or		
CC113T &		
CC114T	Composition I and II (or CC115T, Technical Writing)	6
CC130T	Fundamentals of Communication	3
or		
CC132T	Public Speaking	3

A two-semester sequence of science courses. Choose from:

BI110T &		
BI111T	College Biology I and II (for majors)	8
CN110T &		
CN111T	General Chemistry I and II	8
PA150T &		
PA151T	College Physics I and II	8
PA210T &		
PA211T	Classical Physics I and II	10
	Humanities	9
	History-Cultures	6
	Social Science	9
	Electives	
	Total for degree	63-66•

* *Lower-level math courses may be needed as prerequisites before registering for Calculus I.*

Associate of Science (Pre-Computer Science)

The associate of science option may be attractive to students who must take math courses as prerequisites to the calculus sequence, or for students who desire elective credit not available under the A.A. option. Students may be required to take additional credits in Humanities, History-Cultures or Social Science after transferring to a four-year school.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of science degree
Curriculum:

MT160T*	Calculus I	4
MT161T	Calculus II	4
CR110T	Computer Science I	4
CR111T	Computer Science II	4
CR112T	Program Design and Development	4
or		
CR220T	Computer Organization and Assembly Language Programming	4
CC120T	Discrete Computational Structures	3
CR112T	College Writing	5
or		
CC113T &	Composition I	3
CC114T	Composition II (or CC115T, Technical Writing)	3
CC130T	Fundamentals of Communication	3
or		
CC132T	Public Speaking	3

A two-semester sequence of science courses. Choose from:

BI110T &		
BI111T	College Biology I and II (for majors)	8
CN110T &		
CN111T	General Chemistry I and II	8
PA150T &		
PA151T	College Physics I and II	8
PA210T &		
PA211T	Classical Physics I and II	10
	History-Cultures and/or Humanities	9
	Social Science	6
	Electives	5-8
	Total for degree	62

Lower-level math courses may be needed as prerequisites before registering for Calculus I.

Pre-Engineering

240 Linn Hall
(319) 398-5516
mathsci@kirkwood.cc.ia.us

The Pre-Engineering program offers the first two years of a four-year professional Engineering degree. This program was developed in cooperation with Iowa State University and The University of Iowa. Course credits transfer to either university.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of science degree
Curriculum:

MT160T*	Calculus I	4
MT161T	Calculus II	4
MT262T	Calculus III	4
MT270T	Differential Equations	4

Selected courses in Engineering

EN160T	Engineering Graphics	3
EN165T	Engineering Problems w/FORTRAN77	3
EN170T	Materials Science	3
EN180T	Statics	3
EN280T	Dynamics	3
EN282T	Introduction to Electrical Science	3
EN290T	Thermodynamics	3
CN100T	General Chemistry I	4
CN111T	General Chemistry II	4
PA210T	Classical Physics I	5
PA211T	Classical Physics II	5
CC113T	Composition I	3
CC114T	Composition II	3
CC130T	Fundamentals of Communication	3
	Social Science	6
	Humanities/History-Cultures	9

* Lower-level math courses may be needed as pre-requisites prior to registering for Calculus I.

Technical Communications
124K Linn Hall
(319) 398-4998
Beginning with a solid Arts and Sciences core, the Technical Communications major is suited for students who want to pursue a four-year degree or seek entry-level employment following graduation from Kirkwood.

Technical communicators are trained to write and edit manuals (consumer, product and instructional), employee handbooks, post-marketing and product marketing publications, web pages, and documentation to support virtual environments.
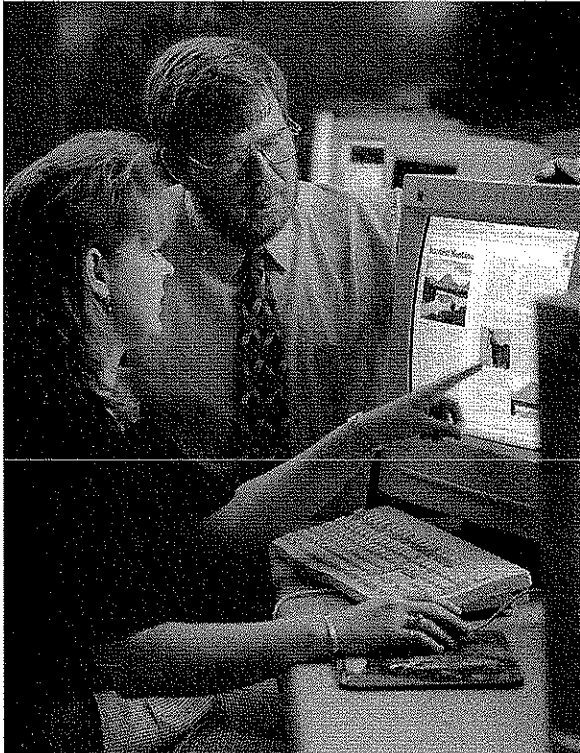
Entry time: Fall or spring
Length: Four to six semesters
Award: Associate of arts degree
Curriculum:

41 hours of Arts and Science core requirements plus:

CC116T   Professional Communication 5
(*Note: 2 of these hours are part of the 41 core hours.*)
Presenting Information on
the World Wide Web 3
CC221T – Module One (1 credit hour)
CC222T – Module Two (1 credit hour)
CCC223T – Module Three (1 credit hour)
CC251T   Reporting and Researching
in the Workplace 3
OF127U   Desktop Publishing 3

Three credits from the following courses:

CC250T   Collaborative Projects
in the Workplace Environment .... 1-3, Lab
CC252T   Internship .... 1-3, Lab

In consultation with Technical Communications faculty, students will select a minimum of 6 credit hours from the courses listed below to specialize in one of the following areas: virtual environments, writing and business environments, or graphics and layout.

OF154U   Introduction to Multimedia 3
MD999T   Computers in Media Production 3
CC216T   Editing a Literary Magazine 3
DG114U   Microcomputer Operating Systems 3
DG159U   Introduction to HTML/Web Page Design . 3
MD120T   Newswriting and Reporting 3
AD115T   Organizational Behavior 3
HM106T   Culture and Technology 3
HM107T   Communication and Culture 3
MD130T   Promotion and Public Relations 3
MR108T   International Marketing 3
MD200T   Photojournalism 2
MR106T   Principles of Advertising 3
MD999T   Special Projects in Media 1

Associate of Science/Career Option

If you want to take college transfer courses and develop skills to start your career after just a year or two of study, take a look at Kirkwood's Career Option programs.

Business

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us

Accounting

This program helps prepare students for a career in the accounting field and for transfer to an Accounting program at a four-year college or university. Credits from this program transfer to Coe College and Mount Mercy College where students can complete a Bachelor of Business Administration degree.

This program differs from the associate of applied science degree program in Accounting by requiring more of the core courses needed for transfer to the four-year college.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of science/career option degree
Curriculum:

AO101T	Principles of Accounting I	4
AO102T	Principles of Accounting II	4
AO103T	Cost Accounting	4
AO104T	Intermediate Accounting I	4
AO105T	Intermediate Accounting II	4
AO107T	Income Tax	4
AO113T	Accounting Spreadsheets	4
DG102T	Introduction to Micros and DP	3
MT120T	Finite Math	3
MT125T	Fundamentals of Statistics	4
LA160T	Business Law I	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
AD144U	Employment Seminar	1
CC112T	College Writing	5
or		
CC113T	Composition I	3
and		
CC114T	Composition II	3
CC130T	Fundamentals of Communication	3
	Humanities and/or	
	History-Cultures electives	6

Banking and Finance

The Banking and Finance program is designed for students who want to work at a financial institution and for people currently employed at financial institutions who want to advance their careers.

Students employed at financial institutions may receive various certificates and diplomas from the American Institute of Banking and the Institute of Financial Education upon completion of identified required courses.

In addition to the required program courses, students take Banking and Finance and general education courses to complete their program electives. At least 6 hours of electives must come from the Humanities/History-Cultures core; 12 hours must be Banking and Finance courses.

After completing the program, graduates will have the necessary training to qualify for employment or transfer to a four-year college or university. Credits from this program transfer to many institutions including Coe College and Mount Mercy College where students can complete a Bachelor of Business Administration degree.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Associate of science/career option degree
Curriculum:

MR103T	Principles of Selling	3
FN101T	Principles of Banking	3
DG102T	Introduction to Micros and DP	3
AO101T	Principles of Accounting I	4
AO102T	Principles of Accounting II	4
AO106T	Analyzing Financial Statements	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
LA160T	Business Law I	3
or		
LA170T	Law and Banking Principles	3
FN118T	Fundamentals of Finance	3
MT120T	Finite Math	3
MT125T	Fundamentals of Statistics	4
PC105U	Human Relations	3
AD144U	Employment Seminar	1
CC112T	College Writing	
or		
CC113T	Composition I	3
and		
CC114T	Composition II	3
CC130T	Fundamentals of Communication	3
	Banking electives	5
	Humanities and/or	
	History-Cultures electives	6

International Business

The International Business program helps prepare students for entry-level jobs that engage in importing, exporting and processing international transactions. Program credits transfer to four-year institutions where students can complete a bachelor's degree in Business Administration.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Certificate
              Associate of arts degree
              Associate of science/career option degree
Curriculum:

MR107T	World View: Intro to International Business*	3
CC130T	Fundamentals of Communication	3
EO120T	Principles of Macroeconomics	3
MR101T	Principles of Marketing*	3
CC112T or	College Writing	5
CC113T and	Composition I	3
CC114T	Composition II	3
MR119T	International Transportation and Documentation I*	3
MR120T	International Transportation and Documentation II*	3
EO130T	Principles of Microeconomics	3
IN120T	Understanding Cultures	3
DG102T	Introduction to Micros and DP*	3
MR108T	International Marketing*	3
AO101T	Principles of Accounting I	4
AD144U	Employment Seminar	1
	Foreign Language/History elective	3
	Humanities/Arts and Ideas elective	3
	Humanities/Literature elective	3
	Humanities elective	3
	Math electives	3
	Science electives	6
	Social Science elective	3

* These courses are required for the certificate.

Marketing

The Marketing program examines the marketing processes of product development, pricing, distribution and promotion activities. Students take courses in selling, advertising, management, economics and computers in addition to the general education core requirements.

After graduation, students can seek entry-level employment or transfer their credits to Coe College and Mount Mercy College, among others, and complete a Bachelor of Business Administration degree.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Associate of science/career option degree
Curriculum:

CC130T	Fundamentals of Communication	3
MR103T	Principles of Selling	3
MR101T	Principles of Marketing	3
DG102T	Introduction to Micros and DP	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
AD144U	Employment Seminar	1
AO101T	Principles of Accounting I	4
AD102T	Introduction to Management	3
CC113T	Composition I	3
CC114T	Composition II	3
	Math/Science electives	6
	Humanities and/or History-Cultures electives	6
	Business electives	9
	Marketing electives*	9

*Select Marketing electives from the following courses

AD101T	Introduction to Business	3
AD104U	Principles of Supervision	3
AD116T	Small Business Entrepreneurship	3
CV800T	Cooperative Education Experience	3
MR106T	Principles of Advertising	3
MR107T	World View: Intro to International Business	3
MR113T	Marketing Management	3
LA160T	Business Law I	3
PC105U	Human Relations	3
MR122T	Intro to E-Commerce	3
MR123T	E-Marketing	3

Industrial Technologies

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Construction Management

The Construction Management program prepares students for management positions in the construction industry by providing a strong technical foundation that focuses on all aspects of the industry. While courses in this program are similar to those offered in Kirkwood's Construction Technology program, many of the Construction Management courses will transfer to a four-year college or university. Graduates can transfer their credits to Mount Mercy College, St. Ambrose University, the University of Northern Iowa, and Upper Iowa University and complete a bachelor's degree in Management with an additional two years of study.

Entry time: Fall or spring
Length: Two years
Award: Associate of science/career option degree
Curriculum:

CT112U	Intro to Careers in Architecture and Construction	0.5
CT109U	Building Construction Systems I	3
IT145U	Microcomputer Applications	2
CT227T	Construction Estimating I	3
CT228T	Construction Estimating II	3
CT230T	Construction Estimating III	3
CT805U	Construction Internship	3
CT245U	Construction Materials Science	2
CT217T	Construction Planning and Scheduling	2
CT220T	Construction Computer Applications	2
CT218T	Construction Management	3
CT229T	Construction Law	3
CT236U	Architectural Plans & Specs	2
CC113T	Composition I	3
MT120T	Finite Math	3
PA100T	Introductory Physics	3
CC114T	Composition II: Technical Writing	3
PN109T	Intro to Ethics	3
AO111T	Intro to Accounting I	4
CC130T	Fundamentals of Communication	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
AO112T	Intro to Accounting II	4
	Humanities/History-Cultures	3

Fire Science

The associate degree curriculum is designed as a continuation of the Fire Science certificate program, providing first-level officers with additional credentials for promotion.

Management and leadership are the primary focus of this curriculum, combined with liberal arts core requirements that facilitate transfer to a four-year college. Credits from this program transfer to Coe College, Mount Mercy College, Loras College, Western Illinois University, Iowa State University, Upper Iowa University and St. Ambrose University, where a student can complete a bachelor's degree with a major in Management. Students may also elect to transfer credits to UNI and work toward a B.A. in Technology Management.

Entry time: Fall or spring
Length: Two years
Award: Associate of science/career option degree
Curriculum:

CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
CC130T	Fundamentals of Communication	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
PC100T	General Psychology	3
CN100T	Intro to Chemistry	3
CN101T	Intro to Chemistry Lab	1
MT120T	Finite Math	3
PN109T	Intro to Ethics	3
AO101T	Principles of Accounting I	4
AO102T	Principles of Accounting II	4
AD102T	Intro to Management	3
DG102T	Intro to Micros and DP Concepts	3
	Humanities/History-Cultures	3

Students must complete six of the following seven courses:

FI101U	Fire Behavior and Building Design	3
FI111U	Chemistry of Hazardous Materials	3
FI121U	Hazardous Materials Management	3
FI131U	Firefighting Tactics and Strategy	3
FI141U	Fundamentals of Fire Prevention	3
FI151U	Fire Detection and Suppression Systems	3
FI161U	Instructional Techniques for Fire Service Training	3

Social Science

212 Cedar Hall
(319) 398-1241
yschult@kirkwood.cc.ia.us

Communication Media/Public Relations

(319) 398-4953
rkodet@kirkwood.cc.ia.us

The Communication Media/Public Relations program provides students with a broad base of preparation for the communications industry. The curriculum combines a strong Arts and Sciences core along with specific professional courses to serve students who want to pursue a four-year degree or those who plan to seek employment following graduation. This program provides advising to guide students in choosing courses that will meet the requirements of specific transfer institutions.

Because most positions in the communication field require a strong general education background combined with special expertise, this program requires students to complete both theoretical and practical coursework. Students select an area of specialization that develops skills suited to their particular career interests.

The Communiqué, Kirkwood's student newspaper, is housed in the Communication Media/Public Relations program. Published twice monthly during the academic year, the Communiqué gives Communication Media students firsthand experience in reporting, newswriting and photography.

The Public Relations option provides a well-rounded curriculum to prepare students for various public relations positions. It is recommended that students, especially those planning to enter corporate or agency departments, give strong consideration to Business as a secondary area of concentrated study.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of arts degree
Associate of science/career option degree
Curriculum:

Arts and Sciences core requirements plus:

MD100T	Mass Media	3
MD120T	Newswriting and Reporting	3
MD130T	Promotion and Public Relations	3
MD999T	Special Projects	1
MD800T	Communication Media/ PR Field Experience	3

Additional required program courses depending upon the career specialization chosen:

AR120T	Fundamentals of Design I	2
AR121T	Fundamentals of Design II	2
AR130T	Fundamentals of Drawing I	2
AR131T	Fundamentals of Drawing II	2
MR103T	Principles of Selling	3
MR101T	Principles of Marketing	3
PN109T	Introduction to Media Ethics	3
PG100T	Beginning Photography	3
PG200T	Intermediate Photography	2
PG210T	Advanced Black and White Photography	2
MD200T	Photojournalism	2
MD205T	Introduction to Electronic Production	2
MD210T	Advanced Audio	2
MD215T	Advanced TV	2
PG220T	Color Photography	2
CC132T	Public Speaking	3
MD220T	Broadcast Writing and Performance	3
MD105T	Practical Reporting/ENG	2
MR106T	Principles of Advertising	3
or		
MR101T	Principles of Marketing	3

Required Courses for the Public Relations Program:

MD100T	Mass Media	3
MD120T	Newswriting and Reporting	3
MD130T	Promotion and Public Relations	3
MR101T	Principles of Marketing	3
CC132T	Public Speaking	3
MD800T	Communication Media/ PR Field Experience	3

49

Criminal Justice

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jkoefoe@kirkwood.cc.ia.us

The Criminal Justice program is designed with a set of core courses and two major areas of emphasis: law enforcement and corrections. Students will select one area of emphasis upon completion of approximately one-third of the coursework.

All components of the program are designed to be flexible and to assist the students in preparing for a variety of careers in the criminal justice system. The student has the option to enter employment after completing the associate degree or transfer to a four-year college or university. This program provides advising to guide students in choosing courses that will meet the requirements of specific transfer institutions.

This program is approved and recognized by the Iowa Association of Criminal Justice Educators and the Iowa Department of Education.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of arts degree
Associate of science/career option degree
Curriculum:

Arts and Sciences core requirements plus
Criminal Justice core courses

CJ100T	Introduction to Criminal Justice	3
CJ110T	Criminal Law	3
CJ240T	Juvenile Delinquency	3
CJ230T	Constitutional Law	3
CJ270T	Race Relations and the Criminal Justice System	3
	Electives from area of emphasis	9

Law Enforcement Emphasis
Choose a minimum of three electives:

CJ120T	Patrol Procedures	3
CJ125T	Community Oriented Policing	3
CJ140T	Traffic Safety and Accident Investigation	3
CJ160T	Applications of Criminal Law	3
CJ150T	History of the Police in America	3
CJ250T	Criminology	3
CJ260T	Criminal Evidence	3
CJ130T	Investigations	3

Corrections Emphasis
Choose a minimum of three electives:

SY120T	Social Problems	3
PC200T	Developmental Psychology	3
CJ220T	Penology	3
PC210T	Social Psychology	3
CJ210T	Community Corrections	3
CJ250T	Criminology	3

Early Childhood Education

(319) 398-1258
mnollsc@kirkwood.cc.ia.us
(for Elementary Education, see Education Careers)
The Early Childhood Education program provides several options for students interested in the care and education of young children. One of the unique characteristics of this program is the use of the college's Child Care Center located on the main campus. The center has specific instructional areas designed to serve as a laboratory for this program.

Students have the option to enter employment as a paraprofessional upon completion of the associate degree or pursue a four-year degree. An additional option prepares students for transfer into a baccalaureate degree program. The program participates in a statewide articulation program, which facilitates the transfer of graduates to four-year institutions within Iowa for advanced study. This program provides advising to guide students in choosing courses that will meet the requirements of specific transfer institutions.

Entry time:	Fall, spring or summer
Length:	Two years
Award:	One-year diploma
	Associate of arts degree
	Associate of science/career option degree
Curriculum:	

One-year Diploma (30 hours)

EY100T	Introduction to Early Childhood Education	3
EY110T	Curriculum and Activities I	3
EY120T	Curriculum and Activities II	3
EY160T	Child Guidance and Behavior Management	3
EY170T	Planning and Administering Early Childhood Programs	3
EY140T	Health and Safety and Nutrition	3
EY130T	Child Psychology	3
EY800T	Field Experience/Early Childhood Education	3
PC100T	General Psychology	3
CC113T	Composition I	3
CC130T	Fundamentals of Communication	3

Associate of Arts Degree

Diploma (30 hours) plus 32 required core hours in Arts and Sciences.

Associate of Science/Career Option Degree

Diploma (30 hours) plus 21 required hours in Arts and Sciences and 11 hours of electives.

Disabilities Services Careers

(319) 398-5410
ssimon@kirkwood.cc.ia.us

The Disabilities Services Careers program prepares students for employment in a variety of school or community agencies that serve people with disabilities. The student has the option to enter employment as a paraprofessional upon completion of the associate degree or pursue a four-year degree in one of the related fields of study. This program provides advising to guide students in choosing courses that will meet the requirements of specific transfer institutions.

The curriculum is designed with a set of core courses and four major areas of emphasis: special education, rehabilitation, residential services and job coaching. Students may complete the requirements for the Iowa Paraeducator Certification by taking courses in the program.

Basic computer literacy is required. Contact the coordinator for specific requirements.

Special Education - Graduates work with students with disabilities in a variety of special education settings and assist with integration in the school and transition into the community. Duties include instruction, behavior management and physical care.

Rehabilitation - Graduates are employed in vocational centers as supervisors and assist adults with disabilities with job tasks.

Residential Services - Graduates work with people with disabilities in group homes as house parents or in supervised apartments as counselors. They help individuals maintain as much independence in the community as possible.

Job Coaching - This option is a specialized course of study to prepare individuals to work as a staff member at a vocational center of business. A job coach facilitates the employment of developmentally disabled individuals at a community-based work site.

A nine-credit-hour Job Coaching or Employment Consultant certificate program may be completed by individuals with one or two years of experience working with people with disabilities. These credits may be applied to the diploma or degree program.

NOTE: This program is undergoing assessment of its curriculum that is likely to result in changes in courses and requirements. Consult the department for updated requirements before registering for classes.

Entry time: Fall, spring or summer
Length: One or two years
Award: Certificate
  Diploma
  Associate of arts degree
  Associate of science/career option degree
Curriculum:

Arts and Sciences core requirements plus:		
HA100T	Introduction to Disabilities Services	3
or		
HA105T	Making a Difference	3
HA120T	Observation and Management of Behavior	3
HA130T	Mainstreaming	3
HA110T	Health Aspects of Disabilities	2
HA200T	Exceptional Persons	3
HA800T	Disabilities Services Field Experience and Seminar	6
PC100T	General Psychology	3
PC200T	Developmental Psychology	3
	C.P.R. Certification	
DG145U	Microcomputer Literacy	1

Required Courses for Job Coach Certificate:		
HA100T	Introduction to Disabilities Services	3
HA300T	Job Coaching	3
HA803T	Job Coaching Field Experience and Seminar	3

Human Services

(319) 398-5410
ssimon@kirkwood.cc.ia.us

The Human Services program is designed with a strong focus on human behavior, record-keeping, social policy, social programs, communication, interviewing, observations, group processes and problem solving.

Prepare for careers in a variety of human services agencies. A generic program trains students to seek entry level employment working with children, youth, adults and elderly and/or continue education to become a social worker or another type of human service professional.

Basic computer literacy is required. Contact coordinator for specific requirements.

NOTE: This program is undergoing assessment of its curriculum that is likely to result in changes in courses and requirements. Consult the department for updated requirements before registering for classes.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of Arts degree
Associate of science/career option degree
Curriculum:

Arts and Sciences core requirements plus:		
SL101T	Human Services Career Orientation	3
SL110T	Human Service Policy and Programs	3
SL120T	Observation Skills	3
SL131T	Basic Problem Solving Skills	3
SL800T	Field Experience and Seminar	6
PC100T	General Psychology	3
PC200T	Developmental Psychology	3
SY120T	Social Problems	3
CC230T	Group Communication	3
DB145U	Microcomputer Literacy	1

Legal Assistant/Paralegal

(319) 398-5576
wgeertz@kirkwood.cc.ia.us
This American Bar Association-approved program prepares students for entry-level positions in the growing job market locally and nation-wide for Paralegals (Legal Assistants). Graduates find interesting and responsible positions in large and small law firms, corporate legal departments, and other businesses and government offices such as prosecutors' offices, banks, title companies, and insurance companies. The program may also provide career enhancement credentials for people already employed in law-related work. Students who have gone on to law school to become attorneys have found the program served as a valuable "pre-law" experience. In addition, any student, wishing to explore law careers may find useful information by taking program courses.

For most students the Associate of Arts transfer degree program will be most appropriate. Students planning to transfer complete the AA arts and sciences core requirements, the program core courses, and four hours from among the list of program electives. Those who pursue the Associate of Science/Career Option degree take the arts and sciences core requirements for that degree, the program core courses, and eight hours of program electives. Students who have already completed AA or BA degrees take the program core courses and four hours of program electives. All students must demonstrate computer competency. See department for information about satisfying this requirement.

Students who wish to enhance their entry-level legal employment skills may, as part of the AS/CO degree or in addition to the AA degree, take 11 semester hours of designated Legal Office Administration courses, which, upon completion of the paralegal degree, entitle the student to be awarded an additional certificate in Legal Secretarial Skills from the Business Education Department.

NOTE: Current program assessment is likely to cause some changes in program course requirements. Consult department for updated requirements.

Entry time: Fall, spring or summer
Length: Two years (two semesters for those entering with AA or BA)
Award: Associate of Arts or Associate of Science/ Career Option (plus option to add legal Secretarial Skills certificate)
Curriculum:

Arts and Sciences core requirements plus program courses:		
LA100T	Paralegal Studies Orientation	4
LA102T	Legal Ethics	1
LA103T	Fundamentals of Legal Research and Writing	2
LA106T	Torts	2
LA108T	Contracts	2
LA110T	Civil Litigation	3
LA107T	Advanced Legal Research and Writing	2
LA800T	Legal Assistant Internship	3

Program Electives:		
LA117T	Criminal Procedure	2
LA120T	Estate Planning/Administration	2
LA125T	Real Estate Law	2
LA130T	Bankruptcy Law	2
LA130T	Family Law	2
LA140T	Administrative Law	2
LA141T	Employment Law Topics	2
LA145T	Business Organization Law	2
LA147T	Environmental Law	2

Certificate Courses:		
OF104T	Records Management	3
OF122U	Legal Machine Transcription	2
OF124U	Legal Document Formatting	3
OF121U	Legal Office Systems	3

Sign Language Interpreter Training

(319) 398-5480
lkrog@kirkwood.cc.ia.us

The Sign Language Interpreter Training program prepares students to communicate with and interpret for persons who are deaf or hard of hearing. The program centers on developing an awareness of the social, physiological and legal aspects of deafness in addition to the sign language interpreter skills. Graduates of the program will be prepared for immediate entry-level employment in schools, vocational centers and human service agencies.

All of the courses offered in the curriculum are transfer-level. This program provides advising to guide students in choosing courses that will meet the requirements of specific transfer institutions. Graduates of the program, therefore, have the option of eventually continuing their education pursuing advanced degrees in such areas as education, special education, speech therapy, audiology or counseling with the deaf or hard of hearing.

NOTE: This program is undergoing assessment of its curriculum that is likely to result in changes in courses and requirements. Consult the department for updated requirements before registering for classes.

Entry time: Fall, spring or summer
Length: Two years
Award: Associate of science/career option degree
Curriculum:

Arts and Sciences core requirements plus:		
SI100T	American Sign Language I	4
SI122T	Social Aspects of Deaf Culture	3
SI131T	Introduction to Interpreting	3
SI102T	American Sign Language II	4
SI141T	Independent Skills Lab I	2
SI201T	American Sign Language III	4
SI241T	Independent Skills Lab II	2
SI202T	American Sign Language IV	4
SI231T	Interpreting I	4
SI232T	Interpreting II	3
SI800T	Practicum and Seminar	6
SI170T	Professional Issues	3
SI155T	Process Analysis	4
SI125T	Signing Exact English II (SEE)	3
SI270T	Special Settings	3

Electives:
(Prereq: ASL I, II, III, IV and enrolled in SI800T)

	ASL for Interpreters	3
	Advanced Interpreting Lab	2

Students earn an associate of applied science degree, diploma or certificate, depending on the length and requirements of their program. Applied Science and Technology programs feature curriculum and internships that help prepare students for specific, technical careers. Students learn to apply their talents and function as members of a work team. Internships and clinical instruction bridge the transition from the classroom to the world of work. As a result, graduates of these programs are highly skilled technicians, specialists and paraprofessionals.

Preparation for Applied Science and Technology programs may begin in high school. Kirkwood shares articulation agreements with many area high schools, which recognize high school experience for advanced placement purposes, giving students a head start in a Kirkwood program.

In addition, certain Applied Science and Technology programs feature transfer agreements with other colleges and universities. Consult the appropriate department for transfer information.

Enrollment Requirements for Applied Science and Technology Programs

Students planning to enroll in an Applied Science and Technology program are required to:
1. complete a Kirkwood Community College application form and send it to Enrollment Services;
2. take the COMPASS placement test;
3. attend a program orientation conference;
4. complete the student health form if applying for most Health Sciences programs.

Associate of Applied Science Degree Requirements

To receive an associate of applied science degree, the following requirements must be completed:
- Earn 62-86 semester hours of credit in the courses required for the specific Applied Science program.
- Earn 16 semester hours in residence at Kirkwood in the program for which the degree is sought.
- Maintain a minimum cumulative grade point average of 2.0.
- Complete a minimum of 15 semester credit hours of coursework in the following basic learning core:
  Communication .... 2 courses
  Humanities .... At least 1 course
  Social Science .... At least 1 course
  Mathematics/Science .... At least 1 course

NOTE: If the semester hours of these courses do not total 15 semester credit hours, the student will need to take additional coursework from any of the above disciplines in order to accumulate at least 15 semester credit hours.

All basic learning core requirements can be satisfied with either "U" or "T" designated credit courses.

Diploma Requirements
- Earn 30-48 semester hours of credit in the courses required for the specific Applied Science program.
- Earn 8 semester hours in residence at Kirkwood in the program for which the diploma is sought.
- Maintain a minimum cumulative grade point average of 2.0.

Certificate Requirements
- Earn 12-18 semester hours of credit in courses required for the specific Applied Science program.
- Earn 6 semester hours in residence at Kirkwood in the program for which the certificate is sought.
- Maintain a minimum cumulative grade point average of 2.0.

Credit by Examination

Applied Science and Technology departments will recognize credits awarded by either the College Level Examination Program (CLEP) or department-approved examinations where available. Credits awarded through the examination process will count toward the number of credit hours needed for the program degree, diploma or certificate. The dean of the respective department will have final approval of credits awarded by examination.

Waiver Credits

Waiver of course requirements is based on the evaluation of a student's previous experience. Upon satisfactory completion of a minimum of 16 credit hours at Kirkwood, the student request will be officially processed. The student's transcript will indicate the courses that were waived under this policy. To issue a waiver of a course requirement, the student must describe and document all knowledge, skills and previous occupational work experience as it pertains to the course(s) in question. The waiver of course requirement must have the final approval of the dean in each respective department. Questions regarding waiver of course requirement and/or credit by examination should be directed to the appropriate Applied Science and Technology department office.

Transfer of Credit from Other Institutions

Applied Science and Technology departments may accept as transfer credits those credits awarded to a student from any recognized, accredited college or vocational institution with the provision that the coursework, including elective credits, is equivalent to the coursework requirements of the program in which the student is enrolled.

All passing grades for these courses will be accepted and will be used in the computation of the student's cumulative grade point average. Before being granted a certificate, diploma or associate of applied science degree, the student must fulfill the remaining requirements for these awards along with the residency requirements of the college.

All approvals of transfer credits will be made by the dean of the appropriate Applied Science and Technology department. A transfer evaluation form will be completed and submitted to Enrollment Services for processing and notification of the student. Any questions regarding this policy should be directed to the appropriate departmental office.

Veterans Educational Benefits

All veterans must take the required number of credit hours per semester to graduate within the approved number of semesters for the program.

Agricultural Business and Technology

Agricultural GPS/GIS Technology

(319) 398-5609
kvisser@kirkwood.cc.ia.us

Agricultural GPS/GIS Technology students prepare to work in the emerging geospatial technology industry. Kirkwood's proram is one of only a handful of precision agriculture programs in the nation and the only program that allows specialization in agriculture, horticulture, natural resources or geospatial technology.

The two-year program includes courses in computers, precision farming, ArcView and geospatial data collection, in addition to soil science and agriculture economics. Students also complete a six-week internship during the summer at a cooperative or farm business. A strong background in math and science is recommended for this program.

Entry Time: Fall or spring
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

CC113T	Composition I	3
AE109U	Computer Applications - Ag	3
AE205U	Intro to Technical Chemistry	4
AE118U	Intro to Precision Farming	3
AE104T	Principles of Crop Production	3
SY100T	Intro to Sociology	3
MT120T	Finite Mathematics	3
BI100T	College Biology for Non-Majors	3
AE119U	Intro to ArcView	3
AE105T	Fundamentals of Soil Science	3
AE801T	Employment Internship	4
CC130T	Fundamentals of Communication	3
AE103U	Agricultural Economics	3
MT125T	Fundamentals of Statistics	4
AE120U	Geospatial Data Collection	3
AE121U	Physical Geography	3
AE122U	Agriculture Spatial Analysis	4
PN109T	Introduction to Ethics	3
	Specialty Requirements	12

Agricultural Production Management

(319) 398-5609
kvisser@kirkwood.cc.ia.us

Agriculture Production Management students, prepare for employment in the food production chain. Students can pursue specialized studies (options) in general ag production, or beef, swine or crop production. Students who want to take courses from more than one of these areas can customize their studies with the assistance of a faculty member.

This program includes a six-week summer internship between the first and second year, and a six- week internship during the final semester.

Entry Time: Fall or spring
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

CC110U and	Workplace Communications	2
CC120U or	Advanced Workplace Communications	2
CC113T	Composition I	3
AE101T	Feeds and Feeding	3
AE702U	Ag Leadership*	1
AE401U	Agricultural Genetics	3
AE402U	Livestock Physiology	4
AE701U	Mathematics I - Agriculture	3
AE728U	Agricultural Construction and Repair	3
AE801U	Employment Internship*	4
AE102T	Agricultural Accounting	3
AE110T	Ag Commodities Marketing	3
PC105U	Human Relations	3
AE802U	Employment Seminar - Ag	1
AE103T	Elements of Farm Management	3
AE206U	Ag Career Orientation	1
	Computer requirement	3
	Humanities/History-Cultures	3
	Animal Science requirement	16

Specialty Requirement Courses		
AE109U	Computer Applications - Ag	3
AE118U	Intro to Precision Farming	3
DG102T	Intro to Microcomputers and DP	3
AE407U	Swine Reproduction and Management	5
AE408U	Beef Industry and Feedlot Management	5
AE409U	Sheep Production	2.5
AE410U	Sheep Breeding and Reproduction	2.5
AE411U	Beef Cow/Calf Production	3
AE412U	Swine Farrowing and Nursery Management	3
AE413U	Sheep Feeding and Nutrition	3
AE414U	Swine Enterprise Management	3
AE415U	Beef Breeding/Reproduction/Nutrition	5
AE418U	Swine Management/ Nursery, Grower, Finisher	5
AE419U	Beef Science Management	3
AE420U	Ewe and Lamb Management	3
AE421U	Beef and Dairy Artificial Insemination	1
AE422U	Livestock Evaluation and Selection	3
AE423U	Advanced Livestock Judging	2
AE425U	Row Crop Production	3
AE704U	Grassland and Conservation Management	3
AE111U	Agricultural Fertilizers and Chemicals	3
AE104T	Principles of Crop Production	3
AE105T	Fundamentals of Soil Science	3
AE710U	Field Crop Harvesting and Drying	3
PM227U	Combine Operation and Adjustments	2
	Approved Agricultural Sciences courses	

*May be repeated as an elective.

Agriculture Business

(319) 398-5609
kvisser@kirkwood.cc.ia.us

Agriculture Business students prepare for careers in the agricultural sales and service industry. Careers include fertilizer applicator, territory salesperson, counter sales, production assistant, department manager, and advertising and communication assistant or manager. Students complete two six-week internships in the spring and early summer.

Entry Time: Fall or spring
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Option: Diploma (2 semesters, 1 summer)
Curriculum:

AE101U	Introduction to Agribusiness	3
AE102U	Principles of Agribusiness	3
AE103U	Agricultural Economics	3
AE105U	Ag Mechanics - Agribusiness	2
AE107U	Agricultural Salesmanship	3
AE108U	Ag Advertising/Merchandising	3
AE110T	Ag Commodities Marketing	3
AE114U	Agribusiness Market Plan	3
AE206U	Ag Career Orientation	1
CC110U	Workplace Communications	2
or		
CC113T	Composition I	3
AE701U	Mathematics I - Agriculture	3
AE103T	Elements of Farm Management	3
AE105T	Fundamentals of Soil Science	3
AE107T	Survey of Animal Industry	3
AE702U	Ag Leadership *	1
AE101T	Feeds and Feeding	3
AE802U	Employment Seminar - Ag	1
AE801U	Employment Internship *	4
AE104T	Principles of Crop Production	3
CC120U	Advanced Workplace Communications or Speech	2
AE102T	Agricultural Accounting	3
PC105U	Human Relations	3
AE108T	Agricultural Finance	3
	Computer requirement	3
	Humanities/History-Cultures	3

Specialty Requirement Courses		
AE109U	Computer Applications - Ag	3
AE111U	Agricultural Fertilizers and Chemicals	3
AE113U	Crop Monitoring/Scouting Techniques	3
AE115U	Applied Agribusiness Market Plan	3
AE118U	Intro to Precision Farming	3
AE401U	Agricultural Genetics	3
AE704U	Grassland and Conservation Management	3
AE402U	Livestock Physiology	4
DG102T	Intro to Microcomputers and DP	3
	Approved Agricultural Sciences courses	

May be repeated as an elective.
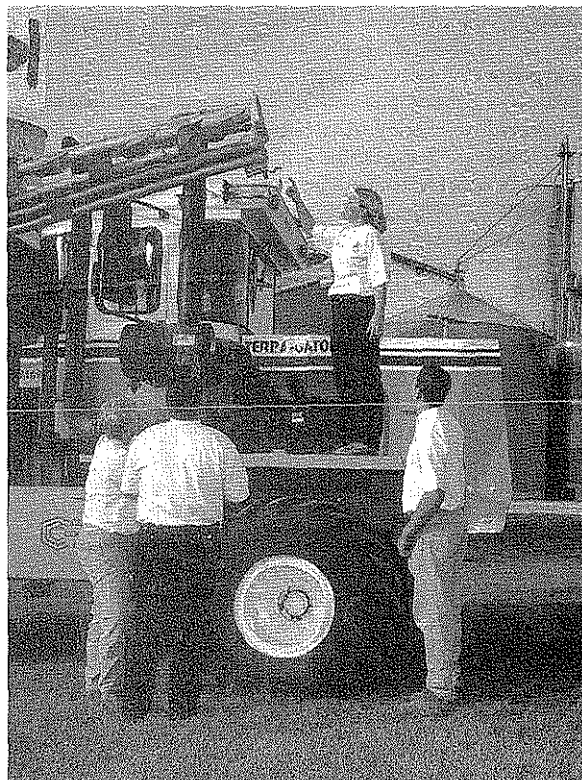
Horse Science Technology

(319) 398-5609
kvisser@kirkwood.cc.ia.us

Horse Science Technology program prepares students for a variety of positions in equine enterprises. More than 50 percent of instruction takes place in a laboratory setting using Kirkwood-owned horses or horses from outside the campus. Advanced students can train their own horses or horses sponsored for training.

The first year focuses on genetics, breeding, horsemanship, production management, and health and performance. The second year emphasizes training, nutrition, management and judging.

Entry Time:	Fall, spring or summer
Length:	Two years (4 semesters)
Award:	Associate of applied science degree
	Diploma for one-year program
Curriculum:	

AE508U	Horse Breeds Selection	2
AE509U	Horse Production Proficiency	3
AE510U	Health and Performance Management	3
CC110U	Workplace Communications	2
AE702U	Ag Leadership	1
AE501U	Genetics and Horse Breeding	3
AE801U	Employment Internship	4
AE102T	Agricultural Accounting	3
AE502U	Horse Nutrition	3
AE503U	Training I	1
AE802U	Employment Seminar	1
AE504U	Legs, Hoof and Farrier Science	2
AE954U	Horse Projects*	1-3
AE505U	Horse Judging	2
AE526U	Horsemanship Balanced Seat	1
AE506U	Training II	3
PC105U	Human Relations	3
CC120U	Advanced Workplace Communications	2
HA100U	First Aid and CPR	0.5
AE507U	Training III	2
AE515U	Agricultural Mechanics - Horse Science	3
AE516U	Facilities Maintenance	2
	Horsemanship requirement	6
	Math requirement	3
	Humanities/History-Cultures	3
	Merchandising requirement	3
	Management requirement	3
	Computer requirement	3

Specialty Requirement Courses

AE514U	Intro to Horsemanship Balanced Seat	3
AE511U	Beginning Western Balanced Seat	2
AE512U	Long Lining and Driving Techniques	3
AE513U	Advanced Western Horsemanship	2
AE527U	Advanced Horsemanship Techniques	2
AE728U	Ag Construction and Repair	3
DG102T	Intro to Microcomputers and DP	3
AE109U	Computer Application - Ag	3
AE518U	Horse Shows	4
AE520U	Management of the Racing Thoroughbred	3
AE521U	Training Horse to Drive	1
AE523U	Trimming the Horse's Hoof	1
AE522U	Introduction to Riding - Balanced Seat	0.5
AE524U	Trail Riding*	1
AE525U	Horse Business Practices	3
AE701U	Mathematics I - Agriculture	3
MT102U	Basic Math	3
AE529U	Colt Starting	2

*To be repeated.
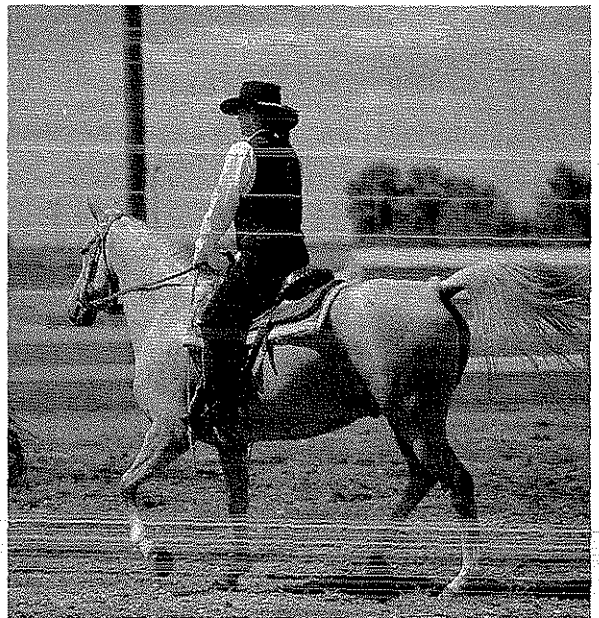
Animal Health Technology

Small Animal Services

(319) 398-5609
kvisser@kirkwood.cc.ia.us
Small Animal Services students prepare for careers working with animals in nonmedical settings such as pet shops, animal control agencies, boarding kennels or grooming salons. Students complete a 150-hour internship at a veterinary clinic, pet store or kennel, which allows them to apply their skills to an actual work setting.

Entry Time: Fall or spring
Length: One year (2 semesters)
Award: Diploma
Curriculum:

AE201U	Animal Behavior/Kennel Management	5
PC105U	Human Relations	3
AE206U	Ag Career Orientation	1
AE305U	Principles of Animal Pharmacology	3
AE302U	Law, Ethics and Client Relations	3
AE301U	Small Animal Health	5
AE702U	Ag Leadership*	1
AE801U	Employment Internship	3
CC110U	Workplace Communications	2
AE304U	Pet Grooming*	3
	Computer requirement	3

Specialty Requirement Courses

AE303U	Agribusiness Procedures	3
AE208U	Fundamentals of Small Animal Nutrition	3
AE701U	Mathematics I - Agriculture	3
AE951U	Special Projects: Animal Health	2

May be repeated as an elective.
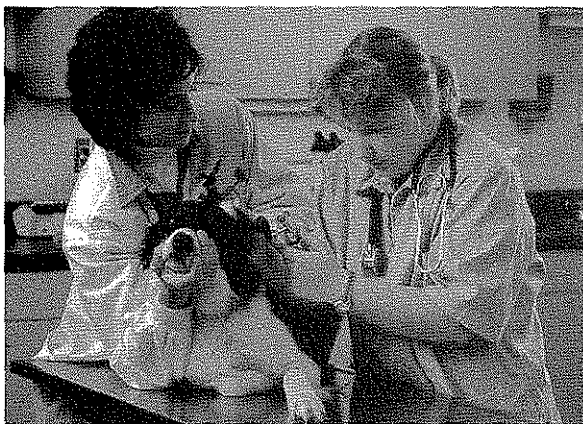
Veterinary Technician

(319) 398-5609
kvisser@kirkwood.cc.ia.us
Veterinary technicians provide professional technical support to veterinarians, biomedical researchers and other scientists. They also care for hospitalized patients; assist the doctor in surgery; perform physical exams, lab work and technical procedures (blood draws, IV placement); take health histories and X-rays; give and monitor anesthesia; provide client education; and perform reception duties. At Kirkwood, students work with a variety of animals including dogs, cats, horses, cows, pigs, sheep, birds, snakes, guinea pigs, hamsters and rats.

Entry Time: Summer
Length: Two years (4 semesters, 2 summers)
Award: Associate of applied science degree
Curriculum:

AE201U	Animal Behavior/Kennel Management	5
PC105U	Human Relations	3
AE202U	Animal Anatomy and Physiology I	3
AE203U	Animal Anatomy and Physiology II	5
AE221U	Animal Husbandry	3
AE204U	Veterinary Pharmacology and Terminology	3
AE205U	Introduction to Technical Chemistry	4
AE206U	Ag Career Orientation	1
AE702U	Ag Leadership*	1
BI130T	Microbiology	4
AE212U	Veterinary Clinic Pathology I	3
AE209U	Animal Nursing I	3
CC113T	Composition I	3
CC114T	Composition II	3
or		
CC130T	Fundamentals of Communication	3
AE801U	Employment Internship**	4
AE216U	Small Animal Cage Bird Medicine	4
AE210U	Animal Nursing II	3
AE213U	Veterinary Clinic Pathology II	3
AE208U	Fundamentals of Small Animal Nutrition	3
AE802U	Employment Seminar - Ag	1
AE215U	Large Animal and Poultry Medicine	4
AE211U	Animal Nursing III	3
AE214U	Veterinary Clinic Pathology III	3
AE218U	Lab Animal Medicine	1
MT102U	Basic Math	3
	Humanities/History-Cultures	3
	Computer requirement	3

May be repeated as elective.

**Must have successfully completed first year of veterinary technician curriculum and have coordinator approval.*

Pet Grooming

(319) 398-5609
kvisser@kirkwood.cc.ia.us

As a Pet Grooming student, you'll learn to groom and maintain the appearance of pets, usually dogs. Grooming includes brushing and cutting the pet's hair, trimming its toenails, bathing the pet and cleaning its ears. Most groomers work in veterinary clinics, pet stores, salons and kennels. With experience, groomers may move into supervisory or managerial positions or open their own shop.

Entry Time: Fall, spring or summer
Length: 20 semester hours
Award: Certificate
Curriculum:

AE304U	Pet Grooming	3
AE303U	Agribusiness Procedures	3
AE201U	Animal Behavior/Kennel Management	5
AE208U	Fundamentals of Small Animal Nutrition	3
AE801U	Employment Internship	6

Career Studies – Ag Science

(319) 398-4944
agsci@kirkwood.cc.ia.us

Career Studies – Agricultural Science is primarily designed for adult learners who have unique career goals in mind, ones that may not be satisfied by an existing Applied Science and Technology program.

This program allows students to develop and pursue an individualized program of study through the selection of courses from more than one department of the college. A unique feature of this program is that up to 10 semester credit hours may be awarded for prior work experience.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

Communications elective	6
Humanities elective	3
Math/Science elective	3-6
Social Science/Human Relations elective	3-6
Program planning course	1
Program specific studies	35
Electives	10

Floriculture and Horticulture

Floral Careers

(319) 398-5441
wjohnso@kirkwood.cc.ia.us
Florists arrange fresh, dried and artificial flowers and foliage into appealing designs. Kirkwood's program, the only Floral Careers program in the state and one of only three community college programs in the nation, is devoted to floral design, and plant identification and care. Students also study retail sales, order processing, inventory control, advertising and display to learn to effectively operate a floral shop. Courses in human relations, math and communication round out the curriculum. Students complete two six-week internships – one in mid-November, the other in mid-April.

Entry Time: Fall
Length: One year (2 semesters, 1 summer)
Award: Diploma
Curriculum:

AE660U	Floral Design I	3
AE667U	Retail Flower Shop Operations I	3
AE665U	Plant Identification and Care I	2
PC105U	Human Relations	3
AE802U	Employment Seminar	1
AE801U	Employment Internship**	4
AE661U	Floral Design II	3
AE668U	Retail Flower Shop Operations II	4
AE666U	Plant Identification and Care II	4
CC110U	Workplace Communications	2
AE662U	Floral Design III A	2
AE663U	Floral Design IIIB	1
AE669U	Retail Flower Shop Operations III	2
MR102U	Retail Advertising and Display	3
AE664U	Design Show Seminar	2
AE702U	Ag Leadership*	1
AE673U	Floral Careers Computer Literacy	2
OF103T	Business Math & Machines	3

*May be repeated
**Must be repeated

Grounds and Turf Management

(319) 398-5441
wjohnso@kirkwood.cc.ia.us
Keeping lawns in top shape takes a lot of skill and know-how. Students in this program learn to maintain the turf and grounds at personal residences, golf courses, athletic fields, parks, recreation areas, and college and university campuses.

Through classroom and hands-on experience students learn to design, install and maintain turf grass systems; control erosion; install and repair irrigation systems; develop solutions for disease, pest and weed control; and operate and maintain equipment. The curriculum also develops students' skills in landscape design; computer literacy; written and oral communication; and team building. The program includes a six-week internship between the first and second year.

Entry Time: Summer or fall
Length: Two years (3 1/2 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

AE606U	Pest Management	4
AE601U	Turfgrass Management	3
AE603U	Horticulture Equipment Operation	3
AE602U	Plant Material I	3
AE607U	Horticulture Construction I	3
AE611U	Soil and Water Conservation	3
CC113T	Composition I	3
or		
CC110U	Workplace Communications	2
CC120U	Advanced Workplace Communications	2
AE646U	Horticulture Botany	2
AE613U	Horticulture Math	2
AE609U	Drawing/Design I	3
AE604U	Plant Material Maintenance	3
PC105U	Human Relations	3
HS100U	CPR/First Aid	0.5
AE649U	Horticulture Computer Literacy	1
AE801U	Employment Internship**	4
AE641U	Irrigation Design	2
AE629U	Grounds Maintenance	3
AE645U	Irrigation Installation and Repair	2
AE633U	Golf Course Maintenance	3
AE634U	Advanced Turfgrass Management	3
	Humanities/History-Cultures	3
	Specialty Requirement courses	13

"Applications of Global Positioning Systems" is available as an elective course.

**Requires successful completion of 24 semester credits or program coordinator approval.

Landscape, Nursery and Garden Center Management

(319) 398-5441
wjohnso@kirkwood.cc.ia.us
A beautiful lawn and healthy trees, shrubs and plants makes a positive statement about a home or business. Landscape, Nursery and Garden Center Management students learn to care for trees, shrubs and plants; design, install and maintain turf grass systems; control erosion; install and repair irrigation systems; develop solutions for disease, pest and weed control; and operate and maintain equipment. During the summer between the first and second year, students complete a six-week internship at a lawn and garden center, nursery, park, landscaping company or greenhouse.

Entry Time: Summer or fall
Length: Two years (3 1/2 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

AE606U	Pest Management	4
AE601U	Turfgrass Management	3
AE603U	Horticulture Equipment Operation	3
AE602U	Plant Materials I	3
AE607U	Horticulture Construction I	3
AE611U	Soil and Water Conservation	3
CC113T	Composition I	3
or		
CC110U	Workplace Communications	2
CC120U	Advanced Workplace Communications	2
AE646U	Horticulture Botany	2
AE613U	Horticulture Math	2
AE609U	Drawing/Design I	3
AE604U	Plant Material Maintenance	3
PC105U	Human Relations	3
HS100U	CPR/First Aid	0.5
AE649U	Horticulture Computer Literacy	1
AE801U	Employment Internship**	4
AE615U	Herbaceous Plant Material	3
AE605U	Plant Materials II	3
AE616U	Landscape Business Operation	3
AE610U	Drawing/Design II	3
	Humanities/History-Cultures	3
	Specialty Requirement courses	13

"Applications of Global Positioning Systems" is available as an elective course.

***Requires successful completion of 24 semester credits or program coordinator approval.*

Parks and Natural Resources

(319) 398-5441
wjohnso@kirkwood.cc.ia.us
Parks and Natural Resources students enjoy the outdoors and have a deep concern for preserving and managing our precious natural resources. Students in this program learn to maintain and build campgrounds and lake areas; identify and manage fish, amphibians, reptiles, mammals, and nesting and game birds; develop solutions for disease, pest and weed control; operate and maintain equipment; maintain turf grass systems, control erosion; and install and repair irrigation systems.

During the summer between the first and second year, students complete a six-week internship at a park, landscaping company, nursery or greenhouse.

Entry Time: Summer or fall
Length: Two years (3 1/2 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

AE606U	Pest Management	4
AE601U	Turfgrass Management	3
AE603U	Horticulture Equipment Operation	3
AE602U	Plant Material I	3
AE607U	Horticulture Construction I	3
AE611U	Soil and Water Conservation	3
CC113T	Composition I	3
or		
CC110U	Workplace Communications	2
CC120U	Advanced Workplace Communications	2
AE646U	Horticulture Botany	2
AE613U	Horticulture Math	2
AE609U	Drawing/Design I	3
AE604U	Plant Material Maintenance	3
PC105U	Human Relations	3
HS100U	CPR/First Aid	0.5
AE649U	Horticulture Computer Literacy	1
AE801U	Employment Internship**	4
AE620U	Park Maintenance	3
AE623U	Park and Recreation Administration	3
AE621U	Avian Wildlife	3
or		
AE622U	Aquatic Wildlife	3
or		
AE618U	Mammalian Wildlife	3
	Specialty Requirement courses	13
	Humanities/History-Cultures	3

"Applications of Global Positioning Systems" is available as an elective course.

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Accounting

Accounting Associate

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us
The Accounting Associate program helps prepare students for careers in general accounting, cost accounting and other specialized areas of financial accounting and reporting.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

AO101T	Principles of Accounting I	4
AO102T	Principles of Accounting II	4
AO104T	Intermediate Accounting I	4
AO103T	Cost (Managerial) Accounting	4
AO107T	Income Tax	4
AO109U	Payroll Accounting	2
AO113T	Accounting Spreadsheets	4
AO114T	Accounting Database	2
AO116T	Integrated Accounting Systems	4
AD144U	Employment Seminar	1
OF113T	Keyboarding I	1.5
OF103T	Business Math and Machines	3
MT120T	Finite Math	3
DG102T	Introduction to Micros and DP	3
EO120T	Principles of Macroeconomics	3
or		
EO130T	Principles of Microeconomics	3
CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
CC130T	Fundamentals of Communication	3
	Humanities/History-Cultures	3
	Computer Elective	3
	Electives	3

Junior Accounting

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us
The Junior Accounting curriculum prepares students for employment in a variety of accounting and accounting-related occupations. The program provides students with a fundamental knowledge of accounting and understanding of basic concepts, definitions and insight into characteristics and methods of operating accounting systems.

Entry time: Fall, spring or summer
Length: One year (2 semesters)
Award: Diploma
Curriculum:

AO101T	Principles of Accounting I	4
AO102T	Principles of Accounting II	4
OF103T	Business Math and Machines	3
DG102T	Introduction to Micros and DP	3
OF113T	Keyboarding I	1.5
AO113T	Accounting Spreadsheets	4
AO109U	Payroll Accounting	2
Composition (two of the following)		
CC110T	Elements of Writing	3
CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
Math (one of the following)		
MT101D	Beginning Algebra	3
MT105U	Intermediate Algebra	4
MT120T	Finite Math	3

Business Management

Management Development

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us

The Management Development program offers four award options: a certificate, diploma, associate of applied science degree or an associate of arts degree. The curriculum provides an extensive selection of introductory, advanced, general and technical management courses.

Students who have completed a certificate or diploma in a program other than Management Development may be able to apply their credits toward the completion of the diploma or one of the associate degrees. Courses completed at other accredited institutions that parallel the offerings of the Management Development program may be considered for credit.

Entry time: Fall, spring or summer
Length: Two to four semesters
Award: Certificate
Diploma
Associate of arts degree
Associate of applied science degree
Curriculum:

Management Certificate		
AD104U	Principles of Supervision	3
AD102T	Introduction to Management	3
	Management electives	19

Entrepreneurship Certificate		
AD116T	Small Business Entrepreneurship	3
AO102U	Accounting Concepts	3
or		
AO101U	Principles of Accounting I	4
or		
AO111T	Financial Accounting for Decision Makers	4
AD101T	Introduction to Business	3
AD102T	Introduction to Management	3
MR101T	Principles of Marketing	3
LA160T	Business Law I	3
MR122T	Introduction to E-Commerce	3
	Management electives	6

Human Resources Certificate		
PC105U	Human Relations	3
AD102T	Introduction to Management	3
AD104U	Principles of Supervision	3
or		
AD114T	Human Resource Management	3
AD116U	Introduction to Labor Relations	3
or		
AD118U	Collective Bargaining	3
AD117U	Wage and Salary Administration	1
	Management electives	9

Diploma		
CC113T	Composition I	3
AD104U	Principles of Supervision	3
PC105U	Human Relations	3
AD102T	Introduction to Management	3
DG102T	Introduction to Micros and DP	3
LA160T	Business Law I	3
AD101T	Introduction to Business	3
	Management electives	8

Associate of Arts Degree		
AD104U	Principles of Supervision	3
DG102T	Introduction to Micros and DP	3
PC105U	Human Relations	3
AD102T	Introduction to Management	3
	Management electives	8
CC113T	Composition I	3
CC114T	Composition II	3
MT120T	Finite Math	3
CC130T	Fundamentals of Communication	3
EO120T	Principles of Macroeconomics	3
EO130T	Principles of Microeconomics	3
	Social Science	3
	Humanities	9
	Science	6
	History-Cultures	6

Associate of Applied Science Degree		
CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
AD104U	Principles of Supervision	3
DG102T	Introduction to Micros and DP	3
SY100T	Introduction to Sociology	3
or		
SY120T	Social Problems	3
EO130T	Principles of Microeconomics	3
or		
EO120T	Principles of Macroeconomics	3
AD102T	Introduction to Management	3

PC105U	Human Relations	3
	Management electives	22
	Humanities elective	3
	Mathematics	3
	Other electives	10

Management Electives

AO101T	Principles of Accounting I	4
AO102T	Principles of Accounting II	4
AO111T	Financial Accounting for Decision Makers	4
AO112T	Managerial Accounting for Decision Makers	4
AD101T	Introduction to Business	3
AD107U	Managerial Leadership	3
AD113U	Buying & Merchandising Strategies	3
AD114T	Human Resource Management	3
AD115T	Organizational Behavior	3
AD116U	Introduction to Labor Relations	3
AD116T	Small Business Entrepreneurship	3
AD117U	Wage and Salary Administration	1
AD121U	Time Management	1
AD129U	Work Habits and Absenteeism	1
AD130U	Performance Appraisal	1
AD148U	Computer Applications for Managers	3
AD149U	Effective Team Building for Managers	1
AD150U	How To Deliver Winning Presentations	1
AD151U	Developing Leadership Skills	1
AD152U	Customer Service Strategies	1
CV800T	Coop Ed Experience	1-6
CV802T	Coop Ed Special Topics	1-3
LA160T	Business Law I	3
MR101T	Principles of Marketing	3
MR104T	Principles of Insurance	3
AD157U	Training the Trainer	1
OF136U	Computer Business Applications	3
MR113T	Marketing Management	3
MR118T	Sales Management	3
AD110U	Principles of Safety	1
AD111T	Inventory Management	1
AD112T	Total Quality Management	1
AD119U	Labor Negotiations	1
AD126U	Employee Benefits Program	1
AD159U	Managing Diversity	1
AD160U	Employment Practices	1
AD161U	Performance Management Planning & Review	1
DG111U	Microcomputer Data Bases	3
DG112U	Microcomputer Spreadsheets	3
DG113U	Microcomputer Word Processing	2
DG154U	Microcomputer Presentations	2
DG159U	Intro to HTML/Web Page Design	3
MR122T	Introduction to E-Commerce	3
MR123T	E-Marketing	3

Other courses as approved by the program coordinator.

Career Studies - Business

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us

Career Studies - Business is primarily designed for adult learners who have unique career goals in mind, ones that may not be satisfied by an existing Applied Science and Technology program.

This program allows students to develop and pursue an individualized program of study through the selection of courses from more than one department of the college. A unique feature of this program is that up to 10 semester credit hours may be awarded for prior work experience.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

Communications elective	6
Humanities elective	3
Math/Science elective	3-6
Social Science/Human Relations elective	3-6
Program planning course	1
Program specific studies	35
Electives	10

Computer Education

Computer Operations
346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us
Students are prepared to be responsible for the scheduling and operation of equipment, checking input data and final results, and filing source data for future use.

Entry time: Fall or spring
Length: One year (2 semesters)
Award: Diploma
Curriculum:

DG101T	Intro to Computer Concepts	4
DG106U	Assigned Operations Projects	3
DG116U	Program Design and Documentation	4
DG137U	RPG III/400	4
DG104U	Operating Systems Concepts	3
DG138U	Introduction to AS/400	3
DG102U	Self Service Aids	1
DG114U	Microcomputer Operating Systems	3
CC110T	Elements of Writing	
or		
CC113T	Composition I	3
DG155U	AS/400 Operations Management	3
PC105U	Human Relations	3
	Microcomputer elective	2-3
	(choose from the following:)	
DG111U	Microcomputer Data Bases	3
DG112U	Microcomputer Spreadsheets	3
DG113U	Microcomputer Word Processing	2
DG154U	Microcomputer Presentations	2
DG158U	Integrated Micro Applications	3
DG159U	Introduction to HTML/ Web Page Design	3
OF127U	Desktop Publishing	3
IT144U	Intro to PC Hardware	3

Mainframe Computer Programming
346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us
The program stresses the applied technical knowledge necessary to write computer programs for large computer systems. The program emphasizes business applications on current IBM hardware. Students receive training on mainframe, midrange and microcomputer equipment.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

DG101T	Intro to Computer Concepts	4
DG116U	Program Design and Documentation	4
DG102U	Self Service Aids	1
DG104U	Operating Systems Concepts	3
DG120U	Cobol I	4
DG121U	Cobol II	4
DG118U	Business Applications	2
DG138U	Intro to AS/400	3
DG133U	Data Communication Concepts	3
DG119U	Structured Systems Analysis	3
DG132U	Data Base Management/DB2 (Mainframe)	4
AO101T	Principles of Accounting I	4
PC105U	Human Relations	3
CC113T	Composition I	3
CC114T	Composition II	3
MT105U	Intermediate Algebra	4
AD144U	Employment Seminar	1
	Programming language elective	4
	Humanities	3
DG141U	Operating Systems Coding	3
DG131U	Data Management	4
DG134U	CICS Coding	4
DG135U	Application Programming Projects	4

AS/400 Computer Programming

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us

This program prepares students for entry-level programming positions in AS/400 RPG or COBOL shops. In addition to solid foundations in these languages, graduates will also acquire skill in AS/400 Control Language programming, system management, and practical knowledge of AS/400 utilities and report generators including Source Entry Utility, Data File Utility, Screen Design Aid, Query/400 and QM Query. Graduates will possess the ability to design, create and manipulate normalized relational databases using Structured Query Language and AS/400 Data Description Specifications.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

DG138U	Intro to AS/400	3
DG116U	Program Design and Documentation	4
DG173U	Intro to COBOL/400	4
DG101T	Intro to Computer Concepts	4
CC113T	Composition I	3
DG142U	AS/400 Data Management	4
DG139U	Advanced Interactive COBOL/400	4
DG118U	Business Applications	2
DG133U	Data Communications Concepts	3
DG137U	Intro to RPG III/400 Programming	4
CC115T	Composition II: Technical Writing	3
DG148U	Interactive RPG IV	4
DG175U	Database Management Using DB2/400	4
DG119U	Structured Systems Analysis	3
AO101T	Principles of Accounting I	4
MT105U	Intermediate Algebra	4
DG149U	AS/400 CL Programming	3
DG140U	Applied Programming Projects/400	4
PC105U	Human Relations	3
AD144U	Employment Seminar	1
AD801T	Business Internship	2
AD143U	Business Internship Seminar	1
	Humanities elective	3

Optional Courses:

DG155U	AS/400 Operations Management	3
DG174U	Object Oriented Programming with Java	4
DG201U	Building Client/Server Applications with Java	4

Internet Developer

(319) 398-5416
business@kirkwood.cc.ia.us

Program is under revision. Call department for more information.

PC Programming

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us
PC Programming prepares students for a variety of
positions ranging from the development of software for the
desktop computing environment to the maintenance and
support of PC-based applications in the business
environment.

This program provides students with broad-based
educational experiences that help support students' ongoing
professional development as the fast-paced computing
industry continues to change. Emphasis is placed upon core
components which includes procedural and visual
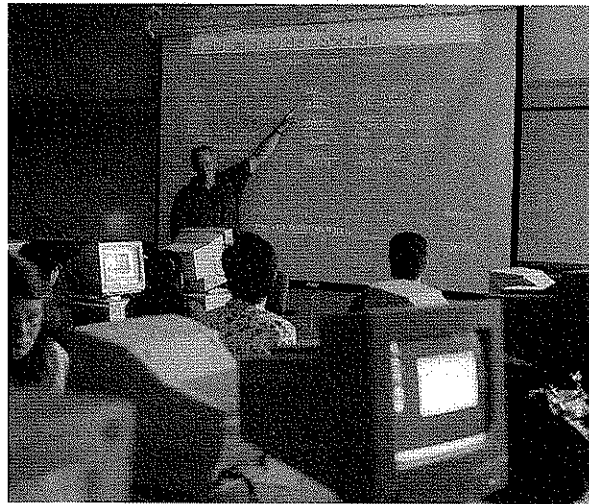programming languages, database methodologies, and
telecommunications.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

DG101T	Intro to Computer Concepts	4
DG114U	Microcomputer Operating Systems	3
DG116U	Program Design and Documentation	4
DG129U	Intro to C	4
DG161U	C++ with Algorithms & Data Structures	4
DG160U	Visual Basic	3
DG157U	Java I	4
DG162U	Visual C++ Programming	4
DG163U	Internet Programming I	4
DG171U	Structured Systems Analysis	3
DG165U	PC Programming Projects	4
DG166U	SQL Server Programming	4
DG200U	Java II	3
CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
MT105U	Intermediate Algebra	4
PC105U	Human Relations	3
AD144U	Employment Seminar	1
	Humanities elective	3
	Programming language elective	3

Choose one of the following:

DG164U	Internet Programming II	4
DG167U	JavaBeans	3
DG172U	Intro to UNIX Systems	3
DG168U	VBA with WORD, EXCEL, ACCESS	2
DG169U	Web Page Design with FrontPage	2

LAN Management

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us
Theory and practical hands-on experience gives students a
basic understanding of how computers are used in the
networking arena. Hands-on experience includes building a
network, troubleshooting microcomputer problems,
installing software and managing a network. Classes are
periodically updated to keep pace with changing
technology.

Entry time: Fall or spring
Length: Two to four semesters
Award: Certificate
Associate of applied science degree
Curriculum:

Certificate		
DG102T	Intro to Micros and DP	3
DG143U	Introduction to Local Area Networks	3
IT144U	Introduction to PC Hardware	3
DG108U	Micro Communication Systems	2
DG152U	LAN Configuration	3
DG153U	LAN Administration	3

Associate of Applied Science Degree		
DG102T	Intro to Micros and DP	3
IT144U	Intro to PC Hardware	3
CC110U	Workplace Communication	2
DG143U	Intro to Local Area Networks	3
MT105U	Intermediate Algebra	4
DG176U	Critical Problem Solving	1
DG153U	LAN Administration	3
DG152U	LAN Configuration	3
DG177U	NetWare NDS Concepts	2
DG178U	Windows NT Concepts	2
DG179U	Windows 95/98 Networking	3
DG108U	Micro Communications Systems	2
CC120U	Advanced Workplace Communciation	2
DG180U	NetWare NDS Administration	3
DG181U	Wide Area Network (WAN) Basics	2
DG182U	Advanced PC Concepts	3
DG183U	Local Area Network Design and Protocol: Cisco 1	3
AD144U	Employment Seminar	1
PC105U	Human Relations	3
DG184U	Windows NT Server 4.0	3
DG185U	NetWare NDS Configuration	3
DG186U	TCP/IP for Networking	3
DG187U	Network Cabling	2
DG190U	Router Basics: Cisco 2	3
	Humanities elective	3

LAN Electives/Substitutions:		
DG189U	Windows NT Workstation 4.0	3
DG188U	Netware Routing: Cisco	3
DG191U	Wide Area Telecommunications and Networking: Cisco 4	3
DG192U	A + Certification Seminar	1
DG193U	Microsoft Exchange Server 5	3
DG194U	Microsoft Systems Management Server 1.2	3
DG195U	Microsoft Internet Information Server	3
DG196U	Upgrading and Repairing Networks	3
DG197U	Intranet Concepts	3
AD801T	Business Internship	3
AD143U	Business Internship Seminar	1

PC Technician
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The PC Technician program is designed to teach students the fundamental skills and knowledge required to support personal computers in a networked and stand-alone environment. Upon graduation, students are qualified to work in organizations as computer repair technicians.

For students wanting to receive an associate degree, the PC Technician courses transfer into the LAN Management associate of applied science degree program.

Entry time: Fall or spring
Length: One to three semesters
Award: Certificate
            Diploma

Certificate		
DG102T	Intro to Micros and DP	3
IT144U	Intro to PC Hardware	3
DG182U	Advanced PC Concepts	3
DG143U	Intro to Local Area Networks	3
DG114U	Microcomputer Operating Systems	3
DG204U	Fundamentals of Desktop Support I	3

Diploma		
DG102T	Intro to Micros and DP	3
DG143U	Intro to Local Area Networks	3
IT144U	Intro to PC Hardware	3
DG176U	Critical Problem Solving	1
DG204U	Fundamentals of Desktop Support I	3
AD152U	Customer Service Strategies	1
CC110U	Workplace Communication	2
DG179U	Windows 95/98 Networking	3
DG114U	Microcomputer Operating Systems	3
DG182U	Advanced PC Concepts	3
DG205U	Fundamentals of Desktop Support II	3
DG206U	Printer Repair	3
PC105U	Human Relations	3
DG163U	Internet Programming I	4
	Computer Elective	2/3

Microcomputer Specialist

346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us

The Microcomputer Specialist diploma program prepares students as PC Support or Help Desk employees. Students learn software application integration, operating systems, network basics and Internet/web page principles.

Entry Time: Fall, spring or summer
Length: One year (2 semesters)
Award: Diploma
Curriculum:

DG102T	Intro to Micros and DP	3
or		
DG101T	Intro to Computer Concepts	4
DG113U	Microcomputer Word Processing	2
DG112U	Microcomputer Spreadsheets	3
DG111U	Microcomputer Databases	3
CC110T	Elements of Writing	3
or		
CC113T	Composition I	3
DG114U	Micro Operating Systems	3
DG158U	Integrated Microcomputer Applications	3
DG154U	Microcomputer Presentations	2
DG143U	Intro to Local Area Networks	3
IT144U	Introduction to PC Hardware	3
DG159U	Introduction to HTML/Web Page Design	3
PC105U	Human Relations	3
	Electives	2/3
	Choose from the following:	
AD152U	Customer Service Strategies	1
OF127U	Desktop Publishing	3
DG153U*	LAN Administration	3
DG108U*	Micro Communication Systems	2
DG154U	Microcomputer Presentations	2
DG168U*	VBA with Word, Excel, Access	2
DG152U*	LAN Configuration	3

*These courses are required for LAN Certificate

Marketing

Apparel Merchandising
346 Linn Hall
(319) 398-5416
business@kirkwood.cc.ia.us
The Apparel Merchandising diploma program provides students with the fashion knowledge, selling and human relations skills necessary for immediate involvement in this retail area. The program incorporates a supervised business internship where students work alongside other employees in a retail establishment. An annual fashion show, field trips and other special experiences provide opportunities to learn outside the classroom.

Marketing Management
Students who want to combine their Apparel Merchandising diploma with managerial and supervisory skills can pursue an associate of applied science degree in Marketing Management. This second-year curriculum provides additional coursework in general education, marketing and management.

Transfer Program
Credits earned in the Apparel Merchandising or Apparel Design associate of applied science degree programs are fully transferable to Iowa State University. After two additional years of study at ISU, students will earn a bachelor of science degree and are prepared for mid- and top-level management or merchandising positions.

Entry time:	Fall, spring or summer
Length:	One year (2 semesters)
	Two years (4 semesters)
Awards:	Diploma
	Associate of applied science degree
Curriculum:	

Apparel Merchandising Diploma		
HO101T	Textiles	3
AD144U	Employment Seminar	1
MR104U	Principles of Fashion Merchandising	3
MR103U	Visual Merchandising	3
MR105U	Fashion Show Procedures	3
AD801T	Business Internship	3
AD143U	Business Internship Seminar	1
HO102U	Fashion History	3
MR103T	Principles of Selling I	3
PC105U	Human Relations	3
or		
PC100T	General Psychology	3
CC110U	Workplace Communication	2
or		
CC113T	Composition I	3

CC130T	Fundamentals of Communication	3
	Business elective	3
	Math requirement	2
	Elective	2

Marketing Management (A.A.S. degree)
Apparel Merchandising diploma plus

DG102T	Introduction to Micros and DP	3
AD104U	Principles of Supervision	3
AD113U	Buying & Merchandising Strategies	3
AO101T	Principles of Accounting I	4
AD102T	Introduction to Management	3
MR113T	Marketing Management	3
CV800T	Cooperative Education Experience	3
CV802T	Cooperative Education Special Topics	1
MR101T	Principles of Marketing	3
EO120T	Principles of Macroeconomics	3
	Marketing elective	3
	Humanities elective	3

Apparel Merchandising - ISU Transfer (A.A.S. degree)
Apparel Merchandising diploma plus

CC114T	Composition II	3
AO101T	Principles of Accounting I	4
HO106T	Apparel Manufacturing	3
MR101T	Principles of Marketing	3
CN120T	Nutrition	3
MR102T	Principles of Retailing	3
	Science core	4
CN120T	Nutrition	3
	Social Science core	4
	Humanities elective	3

Apparel Design - ISU Transfer (A.A.S. degree)

MR103U	Visual Merchandising	3
HO101T	Textiles	3
AR120T	Fundamentals of Design I	3
MR104U	Principles of Fashion Merchandising	3
CC113T	Composition I	3
CC114T	Composition II	3
MR105U	Fashion Show Procedures	3
HO102U	Fashion History	3
CC130T	Fundamentals of Communication	3
PC100T	General Psychology	3
MT120T	Finite Math	3
DG102T	Intro to Micros and DP	3
HO106T	Apparel Manufacturing	3
AR130T	Fundamentals of Drawing I	3
CN120T	Nutrition	3
HO101U	Fashion Design	3
EO130T	Principles of Microeconomics	3
	History/Humanities core	3
	Social Science/Humanities core	3
	Humanities core	3
	Science core	3

E-Commerce

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The E-Commerce curriculum is taken from courses in the Marketing - Career Option program and introduces students to the impact E-Commerce has on our economy. Students learn how companies use the Internet for marketing, e-mail advertising, generating customer lists and delivering good customer service over the World Wide Web. The use of E-Commerce by multinational corporations in global business is also explored.

Entry time: Fall or spring
Length: One year (2 semesters)
Award: Diploma

MR122T	Intro to E-Commerce	3
AD101T	Intro to Business	3
DG102T	Intro to Micros and DP	3
MR101T	Principles of Marketing	3
CC113T	Composition I	3
MR123T	Intro to E- Marketing	3
MT105U	Intermediate Algebra	4
MR124T	Web Page Design	3
	E-Commerce electives	9

Interior Design

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The Interior Design program provides education and training for people interested in a career in residential or contract design-related fields. Program graduates are prepared for positions in designer sales, kitchen and bath dealerships, and commercial interior design dealerships or design firms.

This program features a combination of classroom instruction and on-the-job training in design-related establishments. Students study all facets of the design field including general education, marketing, technical courses in interior design, color theory, space planning and computer-aided design.

Learning opportunities extend beyond the classroom through field trips to major market cities where students have communication with industry representatives and a chance to visit showrooms and production centers.

Entry time: Fall
Length: Two years (four semesters)
Award: Associate of applied science degree
Curriculum:

HO103U	Historical Interiors I	3
HO104U	Historical Interiors II	3
HO101T	Textiles	3
HO109U	Design Fundamentals	3
HO106U	Architectural Graphics	4
HO105U	Color Theory	3
HO110U	Interior Design I	4
HO107U	Kitchen and Lighting Design	4
HO111U	Interior Design II	4
HO112U	Contract Design	4
AD802T	Interior Design Internship	3
AD156U	Interior Design Internship Seminar	1
CC110U	Workplace Communication	2
or		
CC113T	Composition I	3
PC105U	Human Relations	3
MT102U	Basic Math	2
MR103T	Principles of Selling	3
AD144U	Employment Seminar	1
CC130T	Fundamentals of Communication	3
DG102T	Introduction to Micros and DP	3
HO141U	CAD for Interior Designers I	3
HO150U	CAD for Interior Designers II	3
	Humanities elective	3
HO153U	Portfolio Assessment	1

Retail Marketing

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Retail Marketing prepares students for careers in the rapidly expanding retail sector by emphasizing basic marketing and business principles, and communication, human relations and sales skills. To address the growing need in shopping centers, retail complexes and small shops, the retail field needs professionals with a spirit of competition combined with high energy and initiative.

Marketing Management

Retail Marketing graduates can work toward an associate of applied science degree in Marketing Management. The second-year curriculum provides additional coursework in general education, marketing and management.

Entry time:	Fall, spring or summer
Length:	One year (2 semesters)
	Two years (4 semesters)
Award:	Diploma
	Associate of applied science degree
Curriculum:	

Retail Marketing Diploma		
MR103T	Principles of Selling	3
AD801T	Business Internship	3
AD143U	Business Internship Seminar	1
MR102T	Principles of Retailing	3
MR106T	Principles of Advertising	3
AD144U	Employment Seminar	1
DG102T	Introduction to Micros and DP	3
PC105U	Human Relations	3
OF105U	Professionalism	2
MR101T	Principles of Marketing	3
	Math requirement	2-3
	Communication requirement	4-6

Marketing Management (A.A.S. degree) *Retail Marketing diploma plus*		
AD104U	Principles of Supervision	3
AD113U	Buying and Merchandising Strategies	3
AO101T	Principles of Accounting I	4
AD102T	Introduction to Management	3
MR113T	Marketing Management	3
AD801T	Business Internship	3
AD143U	Business Internship Seminar	1
EO120T	Principles of Macroeconomics	3
	Humanities elective	3
	Marketing electives	6

Food Service

346 Linn Hall
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business@kirkwood.cc.ia.us

Students in Kirkwood's Food Service program prepare for careers through practical experience in management, food preparation and service. Instructors supervise students in the daily operation of The Class Act, a student-operated restaurant on campus, which features fine dining for Kirkwood staff, students and the public. Students also prepare selected food items in the kitchen and bakery for the college cafeteria.

The Dietetic Technician program prepares students to work in health care, food service, and community and business settings.

In addition to management techniques and food preparation, instruction covers related technical subjects such as financial record keeping, food fundamentals, nutrition, computers, food purchasing, sanitation, equipment, human relations, and the safety and legal aspects of the food industry.

Field trips to a variety of food service establishments and an optional trip to the industry's national convention are also included in the course of study.

Professional uniforms and culinary tools are required for all laboratory courses.

Accreditation

The Culinary Arts and Restaurant Management programs are fully accredited by the American Culinary Federation Accrediting Commission, which provides graduates with nationally recognized certification.

Transfer

Credits earned in the Restaurant Management program are transferable to Iowa State University.

Food Service Training

The Food Service Training program provides students with the technical knowledge and skills required to enter the quantity food preparation and service industry. Graduates are prepared for entry-level employment in restaurants, cafeterias and other food service facilities.

Entry time: Fall or spring
Length: One year (2 semesters)
Award: Diploma

Curriculum:

HO118U	Food Production I	4
HO135U	Sanitation/Safety/Equipment	2
HO122U	Food Fundamentals I	3
MT102U	Basic Math	2
CC110U	Workplace Communication	2
PC105U	Human Relations	3
AD144U	Employment Seminar	1
HO119U	Food Production II	4
HO134U	Menu Planning and Nutrition	3
	Electives	8

Culinary Arts

The Culinary Arts program prepares students for entry-level positions as chefs, bakers, production personnel and caterers. The program is accredited by the American Culinary Federation Accrediting Commission.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

HO118U	Food Production I	4
HO119U	Food Production II	4
HO124U	Culinary Arts I	4
HO125U	Culinary Arts II	4
HO138U	Purchasing and Cost Control	3
HO137U	Garde Manger	2
HO134U	Menu Planning and Nutrition	3
HO133U	Introduction to Wines and Spirits	2
DG145U	Microcomputer Literacy	1
HO142U	Hospitality Personnel Management	3
HO122U	Food Fundamentals I	3
HO123U	Food Fundamentals II	3
HO144U	Food and Culture	3
CC110U	Workplace Communication	2
CC120U	Advanced Workplace Communication	2
MT102U	Basic Math	2
PC105U	Human Relations	3
HO113U	Dining Room Techniques	4
HO143U	Hospitality Accounting	3
HO146U	Classical Cuisine	2
HO145U	Artistic Display	1
AD144U	Employment Seminar	1
HO135U	Sanitation/Safety/Equipment	2
	Humanities elective	3
	Elective	3

Restaurant Management

The Restaurant Management program focuses on the managerial aspects of food service establishments. This program is accredited by the American culinary Federation Accrediting Commission. Credits earned in this program transfer to Iowa State University's Hotel, Restaurant and Institutional Management degree program.

Entry time: Fall or spring
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

HO118U	Food Production I	4
HO119U	Food Production II	4
HO135U	Sanitation/Safety/Equipment	2
HO122U	Food Fundamentals I	3
HO138U	Purchasing and Cost Control	3
HO103T	Hospitality Management	4
CC110U	Workplace Communication	2
MT102U	Basic Math	2
CC130T	Fundamentals of Communication	3
HO113U	Dining Room Techniques	4
HO134U	Menu Planning and Nutrition	3
HO142U	Hospitality Personnel Management	3
DG145U	Microcomputer Literacy	1
PC105U	Human Relations	3
HO143U	Hospitality Accounting	3
MR101T	Principles of Marketing	3
or		
MR106T	Principles of Advertising	3
HO144U	Food and Culture	3
HO117U	Restaurant Law	3
HO146U	Classical Cuisine	2
AD144U	Employment Seminar	1
	Elective	2
	Humanities/History-Cultures	3

Bakery

The Bakery certificate program prepares students for entry-level bakery employment. The program emphasizes fundamental baking and bakery equipment operation skills.

Entry time: Fall
Length: One year (2 semesters)
Award: Certificate

Curriculum:

HO115U	Bakery I	2
HO116U	International Breads	2
HO140U	Basic Cake Decorating	1
HO147U	International Pastries	2
HO148U	Science of Baking	3
HO135U	Sanitation/Safety/Equipment	2
HO138U	Purchasing and Cost Control	3
MT102U	Basic Math	2
	Electives	3

Dietetic Technician

As a trained food and nutrition professional, graduates of the Dietetic Technician program provide services to meet client's health care goals and ensure healthful diets with safe, quality food. Dietetic technicians work independently or under the supervision of a registered dietitian in a variety of clinical, food service, community, wellness and business settings. Internship assignments give students an opportunitt to gain practical experience.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

HS110U	Professionals in Health	2
HO135U	Sanitation/Safety Equipment	2
HO138U	Purchasing and Cost Control	3
HO144U	Food and Culture	3
HO107T	Nutrition Education	3
HO108T	Diet Therapy	3
HO122U	Food Fundamentals I	3
AD801T	Business Internship	8
AD143U	Business Internship Seminar	2
AD114T	Human Resources Management	3
MT110T	Math for Decision Making	3
CN100T	Intro to Chemistry	3
HS150U	Basic Anatomy and Physiology	3
DG145U	Microcomputer Literacy	1
CC113T	Composition I	3
CN120T	Nutrition	3
PC105U	Human Relations	3
CC114T	Composition II	3
	Humanities or History-Cultures elective	3
	Electives	5

Office Administration

346 Linn Hall
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business@kirkwood.cc.ia.us

The changing demands of office management require professionals who are prepared to use computer technology to its fullest potential, who understand the importance of strong interpersonal skills, and who know how to organize and manage office systems and procedures.

Testing for credit and advanced placement is available to students with previous office training. Some students may be eligible to receive college credit for high school courses through articulation agreements with area high schools. They may also be allowed some credit for previous work experience.

The Office Administration curriculum is based upon a core of basic courses that all students must complete. In these courses, students receive comprehensive experience using computer technology in such areas as word processing, communications, computer applications, records management, graphics and office management systems. Students also learn essential business skills such as team building, project development, and problem solving using a state-of-the-art virtual office.

Administrative Assistant

This course of study prepares students to become members of the executive team in today's fast-paced business environment. The Administrative Assistant program includes in-depth instruction in word processing, database, spreadsheet and desktop publishing, as well as specialized business skills and liberal arts studies.

Practical experience is enhanced through a paid business internship in corporate, government or educational offices. Excellent career advancement potential exists for the graduates of this program.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

OF105U	Professionalism	2
OF107T	Word Processing II	3
OF133U	Business Editing	3
or		
CC113T	Composition I	3
DG102T	Intro to Micros and DP	3
or		
OF136U	Computer Business Applications	3
OF104T	Records Management	3
OF101U	Office Concepts and Procedures	3
OF104U	Business Communications	3
or		
CC114T	Composition II	3
PC100T	General Psychology	3
OF103U	Machine Transcription	3
OF103T	Business Math and Machines	3
AD144U	Employment Seminar	1
OF105T	Administrative Office Applications	3
OF108T	Word Processing III	3
AD104T	Office Supervision and Management	3
OF121T	Notetaking	3
OF137U	Advanced Computer Business Applications	3
OF127U	Desktop Publishing	3
AD801T	Business Internship	4
AD143U	Business Internship Seminar	1
AO101T	Principles of Accounting I	4
LA160T	Business Law I	3
EO120T	Principles of Macroeconomics	3
CC130T	Fundamentals of Communication	3
or		
CC132T	Public Speaking	3
	Humanities elective	3
	Electives	2

Information Systems Management

The Information Systems Management program emphasizes end-user computing and provides a comprehensive, hands-on use of advanced software applications in word processing, spreadsheets, databases, multimedia presentations, desktop publishing, Internet and web page design. Problem solving, decision making, and oral and written communications are emphasized in all the related classes.

Students receive practical experience through a business internship. Office automation has had an impact on the very structure of how work is accomplished, created, processed and distributed.

This is a new and evolving field of study with varying job titles, but many students find jobs in the help desk, technical support, and training areas of business, as well as in traditional office support positions.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree

Curriculum:

OF107T	Word Processing II	3
OF104T	Records Management	3
OF133U	Business Editing	3
or		
CC113T	Composition I	3
DG102T	Intro to Micros and DP	3
or		
OF136U	Computer Business Applications	3
MT110T	Math for Decision Making	3
or		
OF103T	Business Math and Machines	3
OF104U	Business Communications	3
or		
CC115T	Composition II: Technical Writing	3
AO102U	Accounting Concepts	3
or		
AO101T	Principles of Accounting I	4
or		
AO111T	Intro to Accounting I	4
OF137U	Advanced Computer Business Applications	3
OF105U	Professionalism	1
AD104T	Office Supervision and Management	3
OF158U	Post-Advanced Computer Business Applications	3
IT144U	Intro to PC Hardware	3
OF147U	Telecommunications/Internet	3
PC105U	Human Relations	3
or		
PC100T	General Psychology	3
OF148U	Integrated Office Applications	3
0F154U	Intro to Multimedia	3
OF146U	Special Topics in Office Systems	3
AD157U	Training the Trainer	1
AD144U	Employment Seminar	1
AD801T	Business Internship	3
AD143U	Business Internship Seminar	1
	Humanities elective	3
	Computer elective	6

Suggested computer electives:

OF108T	Word Processing III
OF127U	Desktop Publishing
DG159U	Intro to HTML/Web Page Design
	LAN Management Classes

Legal

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The Office Administration - Legal curriculum is designed to provide students with general and specialized legal office skills. Coursework includes using the latest in law office software. Graduates are prepared for employment in law offices, government agencies, real estate offices, banks, insurance companies and corporate legal departments.

Students have the option of earning a certificate, diploma or associate of applied science degree. The certificate is designed for experienced office staff who have general office skills and for Paralegal/Legal Assistant students who want to add legal office skills to their foundation.

Entry time:	Fall or spring
Length:	Two to four semesters
Award:	Certificate
	Diploma
	Associate of applied science degree
Curriculum:	

Certificate

OF123U	Legal Terminology	2
or		
LA100T	Paralegal Studies Orientation	4
LA150T	Introduction to Law	3
or		
LA160T	Business Law	3
OF124U	Legal Document Formatting	3
OF122U	Legal Machine Transcription	2
OF121U	Legal Office Applications	3
OF134U	Legal Office Ethics	1
or		
LA102T	Legal Ethics	1
OF104T	Records Management	3

Diploma

OF105U	Professionalism	2
OF107T	Word Processing II	3
AO102U	Accounting Concepts	3
OF133U	Business Editing	3
or		
CC113T	Composition I	3

OF101U	Office Concepts and Procedures	3
OF136U	Computer Business Applications	3
AD144U	Employment Seminar	1
OF123U	Legal Terminology	2
OF104U	Business Communications	3
OF122U	Legal Machine Transcription	2
OF124U	Legal Document Formatting	3
OF121U	Legal Office Applications	3
OF134U	Legal Office Ethics	1
LA150T	Introduction to Law	3
or		
LA160T	Business Law	3
OF103T	Business Math and Machines	3
OF104T	Records Management	3
PC105U	Human Relations	3
AD143U	Business Internship Seminar	1
AD801T	Business Internship	3

Associate of Applied Science Degree

Diploma, plus:

OF103U	Machine Transcription	3
EO120T	Principles of Macroeconomics	3
or		
EO130T	Principles of Microeconomics	3
CC130T	Fundamentals of Communication	3
or		
CC132T	Public Speaking	3
	Business/Computer elective	3
	Humanities elective	3

Medical

This program provides students with general office skills and emphasizes specialized medical courses; computer applications are integrated into several courses. A physician's office, hospital departments, medical insurance firms and outpatient clinics are possible career areas for graduates.

Entry time: Fall, spring or summer
Length: One year (3 semesters)
Award: Diploma
Curriculum:

OF105U	Professionalism	1
OF101U	Office Concepts and Procedures	3
OF133U	Business Editing	3
or		
CC113T	Composition I	3
OF104T	Records Management	3
OF107T	Word Processing II	3
OF103T	Business Math and Machines	3
OF103U	Machine Transcription	3
OF104U	Business Communications	3
or		
CC114T	Composition II	3
PC105U	Human Relations	3
or		
PC100T	General Psychology	3
OF136U	Computer Business Applications	3
or		
DG102T	Intro to Micros and DP	3
HS120U	Medical Terminology	4
HS150U	Basic Anatomy and Physiology	3
OF126U	Medical Transcription	4
OF125U	Medical Office Applications	3
HS161U	Pharmacology for Transcription	2
AD801T	Business Internship	3
AD143U	Business Internship Seminar	1

Medical Transcriptionist

Increasing government and insurance requirements to document patient care provides numerous opportunities for medical transcriptionists. People who enjoy word processing and have an interest in a health career will find this career option interesting and challenging.

After a year of experience in an acute care facility (hospital, etc.) some graduates work from their homes. The home-based medical transcriptionist can work for a medical organization or can become an independent contractor and work for several medical specialties.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

Office Administration – Medical diploma, plus		
HS157U	Introduction to Pathology	3
OF129U	Advanced Medical Transcription	4
OF128U	Advanced Medical Terminology	2
OF130U	Medicolegal Concepts	1
OF155U	Medical Transcription Lab I	1
OF156U	Medical Transcription Lab II	2
	Humanities elective	3

Medical Transcriptionist Certificate

This certificate program is designed for experienced office personnel or medical personnel (i.e. nurses, etc.) who want to add transcription skills to their knowledge base. Graduates of the Medical Secretarial program will only need to attend one semester of classes in the Fall semester.

Many classes for this certificate are offered in an alternative format, which includes Internet and Anytime/Anywhere format.

OF155U	Medical Transcriptionist Lab I	1
OF156U	Medical Transcriptionist Lab II	2
HS120U	Medical Terminology	4
HS150U	Basic Anatomy and Physiology	2
HS161U	Pharmacology for Transcriptionists	2
OF103U	Machine Transcription	3
OF126U	Medical Transcription	3
OF128U	Advanced Medical Terminology	3
OF129U	Advanced Medical Transcription	3
HS157U	Intro to Pathology	3
OF130U	Medicolegal Concepts	1

Office Assistant

This one-year program includes computer applications with emphasis on word processing skills. Office procedures, oral and written communication skills, and records management are additional components of the program. Graduates earn a diploma after successfully completing all courses; graduates can pursue an associate of applied science degree by completing additional coursework.

Entry time: Fall, spring or summer
Length: One year (3 semesters)
Award: Diploma
Curriculum:

OF105U	Professionalism	2
OF106T	Word Processing I	3
OF107T	Word Processing II	3
OF133U	Business Editing	3
or		
CC113T	Composition I	3
OF136U	Computer Business Applications	3
or		
DG102T	Intro to Micros and DP	3
OF104T	Records Management	3
OF101U	Office Concepts and Procedures	3
OF104U	Business Communications	3
or		
CC114T	Composition II	3
PC100T	General Psychology	3
OF103U	Machine Transcription	3
OF103T	Business Math and Machines	3
AD144U	Employment Seminar	1
AO102U	Accounting Concepts	3
OF137U	Advanced Computer Business Applications	3
OF108T	Word Processing III	3
OF148U	Integrated Office Applications	3
PC105U	Human Relations	3

Advanced Placement - Certified Administrative Professional (CAP)

Students who successfully complete one or more sections of the Certified Professional Secretary (CPS) or the Certified Administrative Professional (CAP) examination can present the Business department with a copy of their certificate which indicates the sections they've passed and request a waiver for up to 22 hours to be applied toward an associate of applied science degree. Fifteen credit hours of Kirkwood coursework must be established before applying for credit by CAP examination.

The following courses have been determined as equivalent to the examination sections:

Part I - Finance and Business Law		
EO120T	Principles of Macroeconomics	3
AO101T	Principles of Accounting I	4
LA160T	Business Law	3

Part II - Office Systems and Management		
DG102T	Intro to Micros and DP	3
OF105T	Administrative Office Systems Apps	3
OF104T	Records Management	3
OF104U	Business Communications	3

Part III - Management		
PC105U	Human Relations	3
AD104T	Office Supervision and Management	3

Dental Careers

Dental Assisting

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us
The Dental Assisting curriculum prepares students to assist the dentist directly in the treatment of patients, manage an efficient business office and perform basic laboratory procedures. Dental assistants help perform diagnostic, operative, surgical, preventive and other specialty procedures that are part of dentistry. Students receive clinical experience in private dental offices, and at the Veterans Administration Medical Center and the College of Dentistry, both located in Iowa City.

Successful completion of the program entitles graduates to take the National Dental Assistant Certification Examination.

Kirkwood's Dental Assisting program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2698 or 211 East Chicago Avenue, Chicago IL 60611.

Full-time and part-time classes are offered.

Entry time: Fall
Length: One year (2 semesters, 1 summer)
Award: Diploma for one-year program
Associate of applied science degree after completing additional required courses
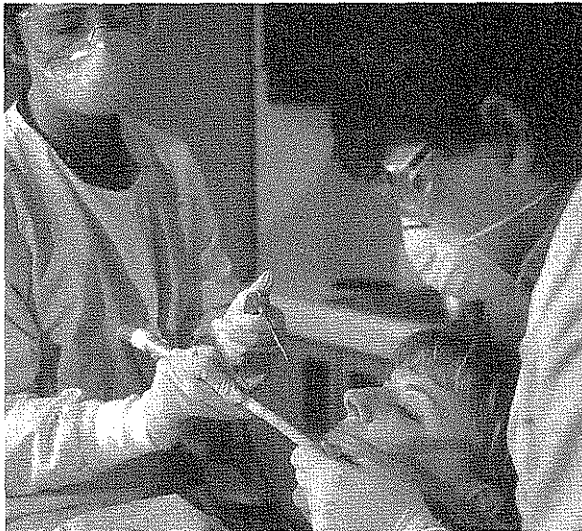
Curriculum:

Selected courses may be taken prior to program entry with advisor approval.		
HS110U	Professionals in Health	2
HS111U	Health Skills I	1
DL120U	Dental Materials I	1.5
DL119U	Dental Materials II	2
DL103U	Dental Assisting I	3.5
DL122U	Fundamentals of Dentistry	3.5
DL126U	Head and Neck Anatomy	1
DL121U	Dental Anatomy	3
DL125U	Preventive Dentistry	1.5
DL215U	Oral Pathology for DA	1
DL123U	Dental Emergencies	.5
DL130U	Dental Nutrition	.5
DG145U	Microcomputer Literacy	1
DL821U	DA Clinic I	4.5
DL205U	Dental Radiography	3
DL208U	Specialty Dentistry	3.5
DL209U	Dental Assisting II	1.5
DL307U	Dental Assisting III	1.5
DL128U	Dental Office Procedures I	1
DL129U	Dental Office Procedures II	2
DL832U	DA Clinic II	4.5
CC130T	Oral Communication in the Workplace	2

Associate of Applied Science Degree
Diploma plus:

PC100T	General Psychology	3
	Math elective	2
	Humanities elective	3
	Electives	7
	Communication elective	3

Dental Hygiene

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

The Dental Hygiene curriculum prepares students to function as a professional member of the dental team. The dental hygienist is responsible for providing a variety of services including scaling, root planing, polishing the teeth, taking radiographs, and applying fluoride and sealants to the teeth. The dental hygienist also functions as an oral health educator in the clinic and community setting. Students receive clinical experience at the College of Dentistry at The University of Iowa in Iowa City.

Dental Hygiene graduates are eligible to take the National Board Examination for Dental Hygiene Licensure and regional board examinations. Kirkwood's Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation eligible.

Entry time: Fall
Length: Two years (5 semesters)
Award: Associate of applied science degree
Curriculum:

Prerequisites:		
DG145U	Microcomputer Literacy	1
CN100T	Introduction to Chemistry	3
CN101T	Introduction to Chemistry Lab	1
HS110U	Professionals in Health	2
PT130U	Intro to Math	2
	Humanities elective	3

Associate of Applied Science Degree		
BI150T	Human Anatomy and Physiology I	4
HS111U	Health Skills I	1
DL126U	Head and Neck Anatomy	1
DL121U	Dental Anatomy	3
DL122U	Fundamentals of Dentistry	3.5
DL881U	Dental Hygiene I	2
DL125U	Preventive Dentistry	1.5
BI151T	Human Anatomy and Physiology II	4
DL205U	Dental Radiography	3
CN102T	Bio-Organic Chemistry	4
DL120U	Dental Materials I	1.5
DL882U	Dental Hygiene II	4
DL123U	Dental Emergencies	0.5
DL130U	Dental Nutrition	1
BI130T	Microbiology	4
DL883U	Dental Hygiene III	3
CC130T	Fundamentals of Communication	3
DL180U	Periodontology	2
DL127U	Oral Pathology	2
DL182U	Community Dental Health	1.5
DL181U	Therapeutics/Pain Control	2
DL884U	Dental Hygiene IV	5
CC113T	Composition I	3
PC110T	General Psychology	3
DL128U	Dental Office Procedures I	1
SY100T	Introduction to Sociology	3
DL885U	Dental Hygiene V	5
DL700U	Local Anesthesia (optional)	1
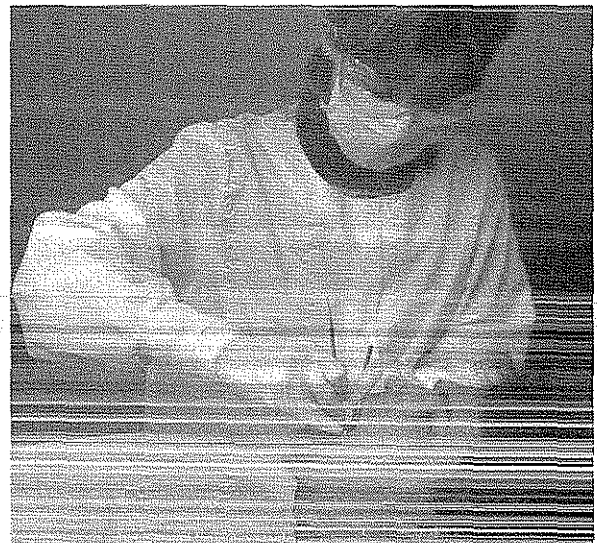
Dental Technology

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

The Dental Technology curriculum prepares students in the highly skilled craft of prosthodontic construction. The program offers preparation in the five major areas of prosthodontic fabrication: complete dentures, removable partial dentures, crown and bridge, ceramics and orthodontics. The curriculum includes classroom, lab and clinical experiences.

Kirkwood's Dental Technology program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2698 or at 211 East Chicago Avenue, Chicago IL 60611.

Graduates are eligible to take the Recognized Graduate examination, which is one of the first steps leading to certification as a certified dental technician (CDT). This examination is administered by the National Board for Certification in Dental Laboratory Technology.

Entry time: Fall
Length: Two years (5 semesters)
Award: Associate of applied science degree

Curriculum:

HS110U	Professionals in Health	2
DG145U	Microcomputer Literacy	1
DL121U	Dental Anatomy	3
DL152U	DLT Oral Anatomy	1
DL250U	Foundations of Dental Technology	3
DL251U	Intro to Dentures	5
DL156U	Dental Anatomy Lab	2
DL565U	Occlusion	1
DL254U	Intro to Crown/Bridge	5
DL253U	Intro to Partial Dentures	5
PT130U	Intro to Math	2
DL456U	Intro to Ceramics	5
CC130T	Fundamentals of Communication	3
Dl455U	Orthodontics	3
PC100T	General Psychology	3
	Humanities elective	3
DL851U	Dental Technology Clinic	1
CC113T	Composition I	3
Dl350U	Fixed Dental Prosthetics	5
DL351U	Removable Dental Prosthetics	5
DL352U	Dental Technology Industry	3
Dl452U	Advanced Removable Dental Prosthetics	0
ADVDT	Advanced Course	12
DL451U	Advanced Fixed Dental Prosthetics	0

Nonpatient Care

Health Information Technology

(Medical Records Technology)
223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

The Health Information Technology (HIT) professional collects, analyzes and manages patient health information, and communicates with patients, physicians, nurses, administrators, lawyers and insurance companies about the information in the health records. Health data is maintained and used for patient care management, quality review, financial reimbursement, legal affairs, education, research and public health. HIT is one of the few health careers in which there is little or no physical contact with patients. Increasing technological and computer advances promise a challenging and exciting career for graduates who enter this profession.

HIT graduates are eligible to take the national accreditation examination offered by the American Health Information Management Association to become a registered Health Information Technician. Kirkwood's program is accredited by the Committee on Accreditation of Allied Health Education Program (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association.

Entry time: Fall semester
Length: Two years (5 semesters)
Award: Associate of applied science degree

Curriculum:

	Selected courses may be taken prior to program entry with advisor approval.	
HS110U	Professionals in Health	2
HS120U	Medical Terminology	4
BI150T	Human Anatomy and Physiology I	4
BI151T	Human Anatomy and Physiology II	4
MI101U	Intro to HIM I	2.5
MI102U	Intro to HIM II	2.5
DG102T	Introduction to Microcomputers	3
MI205U	Medical Transcription	1
MI206U	Legal Aspects of Health Information	1.5
MI207U	Intro to Outpatient Coding	2
MI821U	HI Professional Practice I	2.5
MI405U	Quality Improvement	3
MI406U	Coding Classifications	4
MI407U	Abstracting and Health Statistics	2
MI408U	Health Information Systems	2.5
HS141U	Elements of Pharmacology	1
HS157U	Introduction to Pathology	3
MI842U	HI Professional Practice II	3
MI505U	Advanced Coding	2
PC100T	General Psychology	3
MI500U	Health Management and Supervision	3.5
MI853U	HI Professional Practice III	2
PT130T	Intro to Math	2
	English electives	6
	Humanities electives	3

Health Services Administration

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

Health Services Administration helps prepare students for an administrative career in the health care field. As a cooperative degree program with Mount Mercy College in Cedar Rapids, the first two years are offered at Kirkwood and the last two years are offered at Mount Mercy. Up to 63 credits may be transferred to Mount Mercy for a Bachelor of Applied Science degree.

HSA has two curricula options. Nursing Home Administration focuses on the administrative principles involved in caring for the elderly in nursing homes/long-term care facilities. After successfully completing this option and a bachelor's degree, graduates can take the exam for Iowa licensure as a Nursing Home Administrator.

The second track, Interdisciplinary Health Services Administration, offers a global view of health care administration in a wide range of employment settings such as hospitals, large medical practices, insurance companies and home health companies.
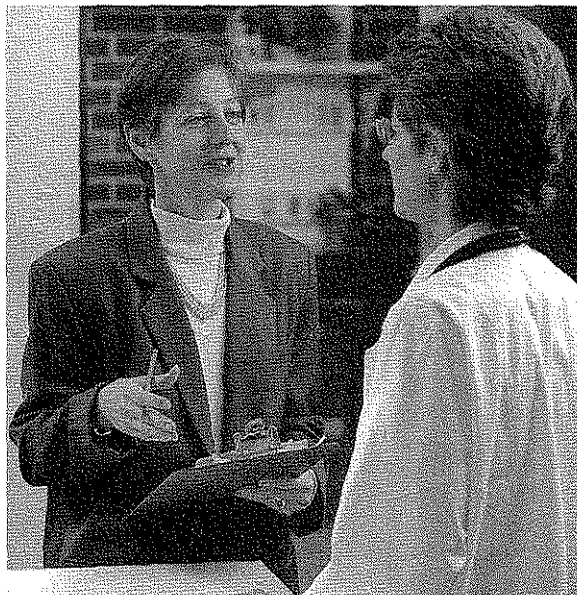
Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of arts degree
Curriculum:

HS200T	Health Services Organizational Management	3
HS201T	Health Services Resident Care	3
HS202T	Practicum I	3-5
AD102T	Introduction to Management	3
AO111T	Introduction to Accounting I	4
LA160T	Business Law	3
CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
CC130T	Fundamentals of Communication	3
MT120T	Finite Math	3
PC100T	General Psychology	3
SY100T	Introduction to Sociology	3
SY130T	Cultural Anthropology	3
PN109T	Introduction to Ethics	3
	Social Science core	3
	Humanities core (Fine Arts)	3
	Literature core	3
	History or Religion	3

Patient Care

Electroneurodiagnostic Technologist (EEG)

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

The Electroneurodiagnostic Technologist (EEG Tech) curriculum prepares students to work in a laboratory performing neurological tests on patients. EEG Techs use an electroencephalograph (EEG) machine to record electrical impulses transmitted by the brain and nervous system. These tests help physicians diagnose brain tumors, strokes, toxic/metabolic disorders, epilepsy and sleep disorders.

EEG Tech is a cooperative program between the Department of Neurology at The University of Iowa Hospitals and Clinics and Kirkwood Community College. Clinical experiences are provided by area hospitals including the university's Department of Neurology. The EEG program is accredited by the Committee on Accreditation of Allied Health Education Program (CAAHEP).

The program helps prepare students for the Registry Exam of American Board of Registration of Electroencephalographic and Evoked Potential Technologists.

Entry time: Fall semester every odd-numbered year
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree

Curriculum:

Selected courses may be taken prior to program entry with advisor approval.		
HS110U	Professionals in Health	2
HS111U	Health Skills I	1
HS112U	Health Skills II	1
HS101U	First Aid Concepts	0.5
HS123U	Basic Medical Terminology	2.5
HS150U	Basic Anatomy and Physiology	3
ND100U	Introduction to EEG	2.5
ND101U	Basic Electricity	1
DG145U	Microcomputer Literacy	1
ND207U	Applied Electronics and Instrumentation	1.5
ND205U	EN Technical Science	7
ND206U	EN Clinical Science	2
HS156U	Homeostatic Physiology	3
PC100T	General Psychology	3
ND305U	Evoked Potentials I	1
ND406U	Evoked Potentials II	2
ND831U	EN Clinic I	6
ND842U	EN Clinic II	7.5
ND853U	EN Clinic III	9
PT130T	Intro to Math	3
CC130T	Fundamentals of Communication	3
	Communication elective	3
	Humanities elective	3

Iowa Paramedic Specialist

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

The Iowa Paramedic Specialist program prepares basic Emergency Medical Technicians (EMTs) for the more advanced scope of practice performed by the EMT-Paramedic Specialist (EMT-P). EMT-Ps provide the most extensive prehospital emergency care under medical authority to acutely ill or injured patients and/or transports them by ambulance or another emergency vehicle. Kirkwood's program is designed to serve both current and potential paramedics.

At Kirkwood, students can earn college credit for Emergency Medical Service (EMS) certification and work toward an associate of applied science degree. Training includes classroom instruction, and clinical and field experiences. This program is offered in cooperation with Mercy Medical Center, St. Luke's Hospital and Area Ambulance Service. College credit may be given to paramedics who have already taken EMS coursework.

Entry time: Fall, or spring
Length: Six semesters
Award: Associate of applied science degree
Curriculum:

Prerequisites		
HS150U	Basic Anatomy and Physiology	3
HS123U	Basic Medical Terminology	2.5
EM030U	EMT-B Clinical	1
EM010U	EMT-Basic	6
PT130U	Intro to Math	2
HS110U	Professionals in Health	2

Associate of Applied Science Degree		
EM101U	EMS Operations	1
CC130T	Fundamentals of Communication	3
PC100T	General Psychology	3
HS156U	Homeo Physiology	3
	Humanities Elective	3
EM100U	Intro to Paramedicine	2
EM105U	Pharmacology for Paramedicine	3
EM205U	Cardiorespiratory Paramedicine	3
CC113T	Composition I	3
EM821U	Paramedicine Clinical I	4
EM206U	Paramedicine Lab 1	2
EM308U	Medical & Psychological Emergencies	3
DG145U	MicroLiteracy	1
EM832U	Paramedicine Clinical II	4
EM306U	Paramedicine Lab II	2
EM305U	Special Patient Populations in EMS	3
EM307U	Trauma & Environmental Emergencies	3
EM844U	Paramedicine Fieldwork	4
EM843U	Paramedicine Clinical III	4
EM405U	Paramedicine Seminar	2
	Paramedic Concentration Electives	6
EM801U	Iowa Paramedic (optional)	13
EM106U	Iowa Paramedic Clinic (optional)	3.5

Medical Assisting
223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

Medical assistants work under the supervision of licensed physicians and physician assistants. Kirkwood's Medical Assisting curriculum prepares students to work in outpatient medical settings and concentrates on three areas: clinical procedures, administrative skills and routine laboratory procedures. Students receive clinical experience in physicians' offices and medical clinics.

Program graduates are eligible to take the examination of the American Association of Medical Assistants to become nationally certified. Kirkwood's program is accredited by the Committee on Accreditation Allied Health Education Programs (CAAHEP) in collaboration with the American Association of Medical Assistants.

Full-time and part-time classes are offered.

Entry time: Fall or spring
Length: One year (3 semesters)
Award: Diploma for one-year program
Associate of applied science degree after completing additional required courses
Curriculum:

HS150U	Basic Anatomy and Physiology	3
HS110U	Professionals in Health	2
HS111U	Health Skills I	1
HS112U	Health Skills II	1
ME201U	MA Clinical Procedures	2
HS120U	Medical Terminology	4
DG145U	Microcomputer Literacy	1
ME205U	Medical Insurance and Legalities	3
ME207U	Medical Typing	2
ME208U	Medical Lab	3
ME200U	MA Pharmacology	3
HS425U	Electrocardiography	1
ME831U	MA Clinic	6.5
HS101U	First Aid Concepts	0.5
ME300U	MA Psychiatry	2
OF123T	Personal Keyboarding	1
CC130T	Fundamentals of Communication	3
ME101U	MA Administrative Procedures	4

Associate of Applied Science Degree *Diploma plus:*		
CC113T	Composition I	3
	Humanities elective	3
	Math elective	2
	Social Science elective	3
	Electives	8

Nursing – Practical and Associate Degree

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

Graduates of the nursing program are prepared for employment in a variety of health care settings. Students learn about the care of obstetric, pediatric, adult, geriatric and mental health patients. Clinical experiences in area health care facilities are included each semester.

The first half of the program covers practical nursing. Graduates earn a diploma that allows them to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) that leads to licensure as Practical Nurses (LPN). Graduates of the second half of the program earn an Associate's Degree in Nursing (A.D.N.) that allows them to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN) that leads to licensure as Registered Nurses (RN).

An A.D.N. completion program is offered for current LPNs who want to become RNs. The A.D.N. program participates in a statewide articulation program that helps graduates transfer to four-year institutions that have BSN programs.

Entry time: Fall, Spring or Summer
Length: 2 1/2 semesters for PN
5 semesters for ADN
Award: Diploma for PN graduates
Associate of applied science degree for ADN graduates
Curriculum:

Selected courses may be taken prior to program entry with advisor approval.
Practical Nursing Courses

HS101U	First Aid Concepts	0.5
DG145U	MicroLiteracy	1
HS111U	Health Skills I	1
HS112U	Health Skills II	1
BL150T	Human Anatomy and Physiology I	4
HS121U	Metrology	0.5
NG108U	Nursing Concepts 1	3.5
NG811U	Nursing Practicum 1	1
CC130T	Fundamentals of Communication	3
PC100T	General Psychology	3
BI151T	Human Anatomy & Physiology II	4
NG208U	Nursing Concepts 2	4
NG822U	Nursing Practicum 2	2
HS110U	Professionals in Health	2
PC200T	Developmental Psychology	3
NG508U	Nursing Concepts 3	4
NG833U	Nursing Practicum 3	2

(continued)

Associate Degree Nursing Courses

|		
NG408U	Nursing Concepts 4	3
NG844U	Nursing Practicum 4	3
CC113T	Composition I	3
SY100T	Intro to Sociology	3
NG508U	Nursing Concepts 5	5
NG855U	Nursing Practicum 5	3
	Humanities elective	3
BI130T	Microbiology	4
NG608U	Nursing Concepts 6	4
NG866U	Nursing Practicum 6	3
HS156U	* Homeostatic Physiology	3
NG409U	* Transition to ADN	2

For ADN completion.

Because of the prerequisite structure of many courses, some must be taken in a given sequence.

Note: A 2.5 GPA is required for students to progress from the PN to the ADN courses.

Pre-BSN (Nursing)

Kirkwood offers two degrees that transfer to four-year institutions granting a Bachelor of Science in Nursing degree. The Mathematics/Science department offers a Pre-BSN curriculum that was developed in cooperation with The University of Iowa, Coe College and Mount Mercy College. Course credits in this program are transferable to these and other colleges of nursing. Contact the Advising Center, 139 Linn Hall, for specific degree requirements.

The Health Sciences department offers an associate of applied science degree program (ADN program) that also transfers to many colleges offering the BSN.
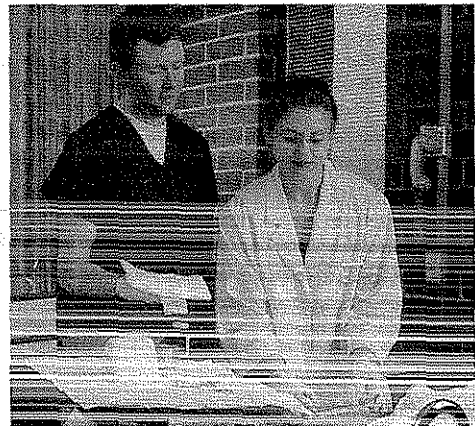
Career Studies – Health

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

This program is designed for Radiologic Technology students in partnership with the Mercy/St. Luke's School of Radiologic Technology. Students earn a certificate in Radiologic Technology from the Mercy/St. Luke's School of Radiologic Technology, which is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), and complete prescribed courses from Kirkwood to earn an associate of applied science degree in Career Studies – Health.

Radiographers, or radiologic technologists, work with high-tech diagnostic equipment to provide quality radiographic images to physicians. These images help the physician make an accurate diagnosis. Radiographers also provide high-touch patient care in emergency and nonemergency situations; provide patient education and preparation; complete paperwork and other administrative tasks; and protect their patients, coworkers and themselves from unnecessary radiation exposure.

Entry time: Kirkwood: Fall, spring or summer
             Mercy/St. Luke's: July
Length: Kirkwood: Variable
             Mercy/St. Luke's: 2 full years
Award: Kirkwood: Associate of applied science degree
             Mercy/St. Luke's: Certificate
Curriculum:

Common Core
(minimum of 16 credit hours) from Kirkwood

Communication electives	2 courses
Humanities/History-Cultures	1 course
Social Science elective	1-2 courses
Math/Science elective	1-2 courses
Demonstrate microcomputer literacy	
Demonstrate competence in math	

Certificate in Radiologic Technology from Mercy/St. Luke's

Note: Some Kirkwood courses may be recommended prior to
entering the Radiologic Technology program at Mercy/St. Luke's.

Surgical Technology

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

Surgical Technologists (STs) work as members of the surgical team in a variety of settings, most frequently in hospital operating rooms. STs function under supervision to ensure that the operating room is safe, that equipment functions properly and that operative procedures are conducted under conditions which maximize safety.

After successfully completing the program, graduates can apply for eligibility to take the national certifying exam offered by the Liaison Council for Certification for the Surgical Technologist.

Kirkwood's program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the American College of Surgeons (ACS) and the Association of Surgical Technologists (AST) based on the recommendations of the Accreditation Review Committee (ARC).

Entry time: Spring
Length: One year (3 semesters)
Award: Diploma for one-year program
             Associate of applied science degree after
             completing additional required courses
Curriculum:

Selected courses may be taken prior to program entry with advisor approval.

HS101U	First Aid Concepts	.5
HS110U	Professionals in Health	2
HS111U	Health Skills I	1
HS112U	Health Skills II	1
HS123U	Basic Medical Terminology	2.5
HS154U	Basic Microbiology	2.5
HS150U	Basic Anatomy and Physiology	3
ST101U	Surgical Technology I	6.5
CC130T	Fundamentals of Communication	3
DG145U	Microcomputer Literacy	1
PT130U	Introduction to Math	2
ST201U	Surgical Technology II	4
ST821U	Surgical Technology Clinic I	2
ST301U	Surgical Technology III	5
ST832U	Surgical Technology Clinic II	11

Associate of Applied Science Degree
Diploma plus:

HS156U	Homeostatic Physiology	3
PC100T	General Psychology	3
AD102U	Introduction to Management	3
	Communications elective	3
	Humanities elective	3
	Electives	5

Therapies

Occupational Therapy Assistant

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

Occupational therapy assistants (OTAs) work under the direction of an occupational therapist to provide rehabilitative services to people with developmental, emotional, mental or physical difficulties. The OTA curriculum includes classroom, laboratory and clinical experiences.

Kirkwood also offers a three-year, dual-curriculum option for OTA students who want to pursue an associate degree in our Physical Therapist Assistant program. Our program coordinator can tell you more about this option.

Kirkwood's OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; (301) 652-AOTA. Program graduates are eligible to take the national OTA certification exam administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, individuals receive the Certified Occupational Therapy Assistant (COTA) designation. Most states, including Iowa, require licensure to practice. State licenses are usually based on NBCOT Certification Examination results.

The prerequisite structure of the program requires that some courses be taken in a given sequence. Level II fieldwork must be completed within 18 months of didactic coursework. Off-campus fieldwork requires additional expense to students.

Entry time:	Fall	
Length:	Two years (4 semesters, 1 summer)	
Award:	Associate of applied science degree	

Curriculum:

Selected courses may be taken prior to program entry with advisor approval.

HS110U	Professionals in Health	2
HS111U	Health Skills I	1
HS112U	Health Skills II	1
OT100U	Foundations of Occupational Therapy	3
TA101U	OTA/PTA Language	1
PC100T	General Psychology	3
HS159U	Kinesiology	3
CC130T	Fundamentals of Communication	3
TA203U	Developmental Processes	3
OT207U	OT Methods I	3
OT851U	OTA Fieldwork I	3
OT305U	Physical Dysfunction	5
OT306U	OT Methods II	2.5
HS101U	First Aid Concepts	0.5
DG145U	Microcomputer Literacy	1
OT405U	Psychosocial Dysfunction	4
OT406U	OT Methods III	3
TA407U	OTA/PTA Management	2
OT408U	OT Pediatrics/Gerontology	3
OT852U	OTA Fieldwork II	12
HS165U	Pathophysiology	3
BI150T	Human Anatomy and Physiology I	4
BI151T	Humanatomy and Physiology II	4
PT130T	Intro to Math	2
	Humanities elective	3
CC113T	Composition I	3

Dual Curriculum: A three-year, dual-curriculum option is offered with OTA and PTA for students interested in pursuing both degrees. Students must be an OTA or PTA freshman to apply.
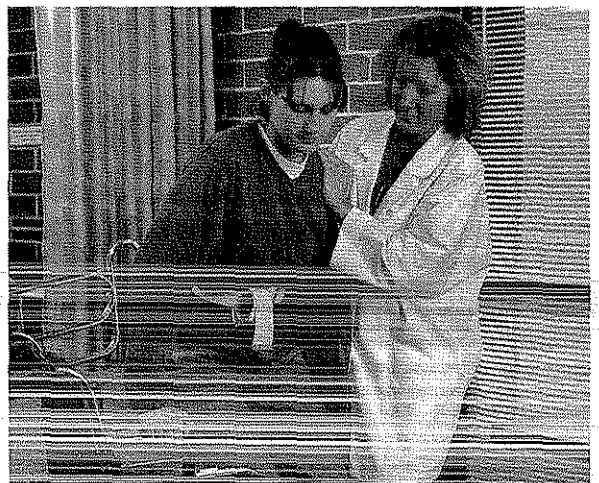
Physical Therapist Assistant

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

The physical therapist assistant (PTA) works under the direction of a physical therapist (PT) to provide services to people with physical disabilities. Procedures may involve exercise, massage, electrical stimulation, hot/cold packs, traction and ultrasound. The technical courses in Kirkwood's program emphasize clinical problem solving, which helps students find solutions to actual patient situations. The curriculum includes classroom, lab and clinical experiences.

Kirkwood's PTA program is accredited by the Commission on Accreditation of Physical Therapy Education. Program graduates are eligible to sit for the Iowa licensure examination. Licensure is required to practice in Iowa and most states.

Admission Criteria

Applicants must satisfy specific requirements to be admitted to this program.
1. Attend a program conference to learn about placement testing options, the program and the profession.
2. Provide documentation of academic readiness. Options include:
   a) ACT test scores at or above minimum scores;
   b) COMPASS test scores at or above minimum scores;
   c) a GPA of 2.0 or higher on selected courses;
   d) a prior college degree, associate or higher.
3. Clinic observation hours.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree

Curriculum:
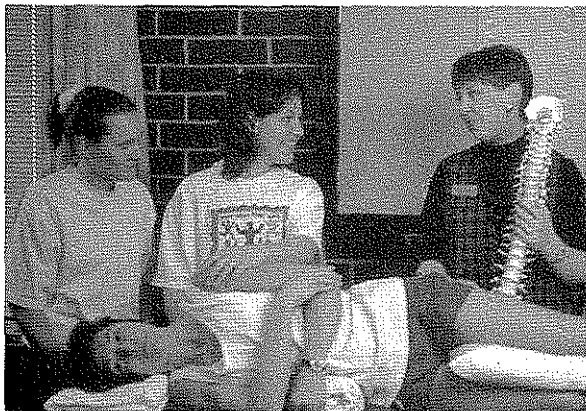
Selected courses may be taken prior to program entry with advisor approval.

Course	Title	Credits
TA307U	PTA Assessment Procedures	3
TA203U	Developmental Processes	3
TA102U	Intro to PTA	1
BI150T	Human Anatomy and Physiology I	4
BI151T	Human Anatomy and Physiology II	4
HS110U	Professionals in Health	2
HS111U	Health Skills I	1
HS112U	Health Skills II	1
PC100T	General Psychology	3
TA101U	OTA/PTA Language	1
HS101U	First Aid Concepts	0.5
HS165U	Pathophysiology	3
TA200U	Fundamentals of PTA	3
TA201U	PTA Modalities I	2
DG145U	Microcomputer Literacy	1
HS159U	Kinesiology	3
TA305U	PTA Modalities II	3
TA405U	Therapeutic Exercise	3
TA406U	Orthopedics	4
TA407U	OTA/PTA Management	2
TA408U	Neurology	4
TA505U	PTA Seminar	1
TA831U	PTA Clinic I*	1.5
TA842U	PTA Clinic II*	1.5
TA853U	PTA Clinic III*	12
CC130T	Fundamentals of Communication	3
PT130U	Intro to Math	2
CC113T	Composition I	3
	Humanities electives	3

Note: Clinical affiliations require additional expense to the student.

Dual Curriculum: A three-year, dual-curriculum option is offered with PTA and OTA for students interested in pursuing both degrees. Students must be a PTA or OTA freshman to apply.

Respiratory Therapist

223 Linn Hall
(319) 398-5566
hscience@kirkwood.cc.ia.us

A respiratory therapist is an allied health specialist who evaluates, treats and cares for people with breathing disorders. This may include patients with chronic lung disease such as asthma, emphysema, or cystic fibrosis; heart attack or accident victims; or premature infants.

Kirkwood's RT curriculum prepares students to perform a variety of diagnostic tests; operate specialized equipment to support breathing; and provide a variety of therapeutic procedures including oxygen therapy, airway care, chest physical therapy, ventilator support, and emergency care. The curriculum consists of classroom and laboratory experiences at Kirkwood, and clinical experiences at local hospitals and in home health.

Kirkwood's program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Committee on Accreditation for Respiratory Care (CoARC). Program graduates are eligible to take the national certification and registry examinations for respiratory therapists.

The curriculum offers completion of an Associate of Applied Science degree in respiratory care.
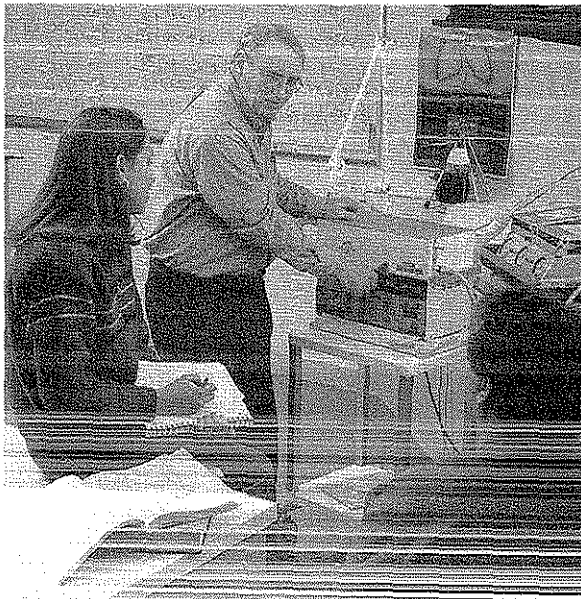
Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

Selected courses may be taken prior to program entry with advisor approval.		
HS118U	Cardiopulmonary Assessment	1
HS110U	Professionals in Health	2
HS111U	Health Skills I	1
HS112U	Health Skills II	1
HS150U	Basic Anatomy and Physiology	3
RC205U	Respiratory Care I	5.5
CN100T	Introduction to Chemistry	3
HS101U	First Aid Concepts	0.5
RC206U	Respiratory Physiology	4
RC305U	Respiratory Care II	6
RC831U	Respiratory Care Clinic I	2
RC306U	Respiratory Pathology I	2
RC406U	Respiratory Pathology II	2
HS426U	Cardiac Monitoring	1.5
RC405U	Respiratory Care III	2.5
RC853U	Respiratory Care Clinic II	6.5
RC307U	Pulmonary Function Testing	1.5
RC864U	Respiratory Care Clinic III	6
BI130T	Microbiology	4
RC407U	Perinatology	2
DG145U	Microcomputer Literacy	1
PC100T	General Psychology	3
HS435U	Advanced Cardiac Care	2.5
RC605U	Respiratory Care Applications	2
PT130U	Intro to Math	3
CC130T	Fundamentals of Communication	3
	Humanities elective	3
	Writing elective	3

Architectural Technology

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

The Architectural Technology curriculum prepares students with the necessary skills to develop residential and commercial construction plans. A knowledge of building construction and construction practices is also stressed. Emphasis is given to the preparation of drawings using manual drafting practices and computer-aided drafting (CAD).

The first semester of this program is cored with Kirkwood's Construction Technology curriculum.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Diploma option available (see advisor)
Curriculum:

CT112U	Intro to Careers in Architecture and Construction	0.5
CT109U	Building Construction Systems I	3
CT124U	Building Construction Systems II	2
IT145U	Microcomputer Applications	2
CT111U	Surveying/Site Layout	2
DD123U	Architectural Drafting I	3
DD119U	Architectural Drafting II	6
CT227T	Construction Estimating I	3
IT101U	Industrial Math II	3
	Communication elective	2
CT104U	Construction Practices I	2
DD108T	Architectural Professions	1
DD110U	Computer Aided Design I	2
DD111U	Computer Aided Design II	3
CT805U	Construction Internship	2
CT113U	Construction Safety	1
CT245U	Construction Materials Science	2
	Communication elective	2
DD128U	Architectural CAD	3
DD118T	American Architecture	1
DD103U	Architectural Drafting III	6
DD104U	Architectural Drafting IV	6
AR130T	Fundamentals of Drawing	3
DD121U	Architectural Presentations	1
CT236U	Architectural Plans and Specs	2
PC105U	Human Relations	3

Automotive Collision Repair

Automotive Collision Repair Center
(319) 398-4983
indtech@kirkwood.cc.ia.us

Auto Collision Repair prepares students with the theory and practices of metal forming and shaping; body fillers; frame straightening and repair; uni-body straightening and repair; refinishing procedures; paints and paint chemistry; glass installation; upholstery removal and replacement; and equipment use and care. Cost estimating and customer relations skills are also emphasized.

A majority of class time is devoted to practical laboratory experience in the college's Auto Collision Repair Center. A tool set is required for this program.

Entry time: Fall
Length: One year (2 semesters, 1 summer)
Award: Diploma
Curriculum:

PM125U	Intro to Refinishing	3
PM124U	Intro to Metalworking	3
PM150U	Metalworking and Refinishing Practices	3
PM160U	Metalworking and Refinishing I	3
MN100U	Fundamentals of Welding	3
IT100U	Industrial Math I	3
PM155U	Metalworking II	4
PM165U	Refinishing II	3
	Communication elective	2
PM156U	Metalworking III	4
PM166U	Refinishing III	3
PC105U	Human Relations	3
PM157U	Body Straightening & Painting	7
IT145U	Microcomputer Applications	2

Industrial Technology

Automotive Technology

Automotive Technology Center
(319) 398-4983
indtech@kirkwood.cc.ia.us
Automotive Technology provides entry-level skills and knowledge for students who want to work in a variety of auto-related occupations. The curriculum emphasizes automotive electronics and features courses in body electrical systems, engine electrical and computerized fuel delivery systems.

Kirkwood has been designated as one of only 72 Toyota Technical Training Centers in the nation and the only such center in Iowa. Our program is certified by the National Automotive Technicians Education Foundation (NATEF), and our instructors are certified Master Technicians by the National Institute of Automotive Service Excellence. A tool set is required in this program.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Diploma option available (see advisor)
Curriculum:

PM107U	Fundamentals of Auto Servicing	4
PM287U	Basic Electrical - Automotive	3
PM282U	Auto Braking Systems	4
IT100U	Industrial Math I	3
PM275U	Suspension and Steering Systems	5
PM122U	Automotive Engines	4
PM288U	Manual Drive Train and Axles	5
PM264U	Advanced Electrical - Automotive	6
PM278U	Automatic Transmissions and Transaxles	6
PM112U	Fundamentals of Vehicular Air Conditioning	3
PM269U	Engine Performance	3
	Communication elective	2
	Communication elective	2
PC100U	Human Relations	3
	Humanities/History-Cultures	
IT145U	Microcomputer Applications	2
MN100U	Fundamentals of Welding	2

CAD/Mechanical Engineering Technology

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us
CAD/Mechanical Engineering Technology prepares students for entry-level positions as mechanical engineering technicians and provides skills for those already in the field to gain advancement to designer status. The curriculum includes drafting concepts, from lettering and linework through geometric dimensioning and tolerancing; engineering drafting using traditional and computer-aided techniques; and design concepts using engineering methods of solution.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Diploma option available (see advisor)
Curriculum:

DD110U	Computer Aided Design I	2
DD111U	Computer Aided Design II	3
DD120U	Engineer Design I	3
DD125U	Engineer Design II	3
DD135U	Hydraulics	3
DD225U	Design Problems	4
DD226U	Machine Design	5
DD236U	Manufacturing Processes	3
DD235U	Survey of Electronics	3
MT100U	Technical Mathematics I	4
MT101U	Technical Mathematics II	4
IT145U	Microcomputer Applications	2
IT127U	Physics I	2
IT128U	Physics II	5
EN100U	Applied Statics	4
EN105U	Applied Dynamics	4
EN110U	Strengths of Materials	4
EN115U	Applied Kinematics	4
DD126U	Introduction to Engineering Technology	3
DD127U	Introduction to Geometric Dimensioning and Tolerancing	3
DD122U	Engineering Drawings	3
CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
PC105U	Human Relations	3
	Humanities/History-Cultures	3

Career Studies – Industrial Technology

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Career Studies – Industrial Technology is primarily designed for adult learners who have unique career goals in mind, ones that may not be satisfied by an existing Applied Science and Technology program.

This program allows students to develop and pursue an individualized program of study through the selection of courses from more than one department of the college. A unique feature of this program is that up to 10 semester credit hours may be awarded for prior work experience.

Entry time: Fall, spring or summer
Length: Two years (4 semesters)
Award: Associate of applied science degree
Curriculum:

Communications elective	6
Humanities elective	3
Math/Science elective	3-6
Social Science/Human Relations elective	3-6
Program planning course	1
Program specific studies	35
Electives	10

Carpentry

(319) 398-4983
indtech@kirkwood.cc.ia.us

The carpentry program prepares students to enter the skilled building trades. Students are given a hands-on intensive introduction to the skills used by carpenters. The classroom experience combines lecture and lab activities that cover all aspects of the carpenters job. Students may continue and pursue an A.A.S. in the Construction Technology program.

Entry time: Fall
Length: One year (two semesters)
Award: Diploma
Curriculum:

CT113U	Construction Safety	1
CT109U	Building Construction Systems I	3
CT124U	Building Construction Systems II	2
CT104U	Construction Practices I	2
CT201U	Construction Practices II	3
CT126U	Carpentry Lab I	3
CT127U	Carpentry lab II	4
CT236U	Architectural Plans and Specs	2
CT227T	Construction Estimating I	3
CT111U	Surveying and Site Layout	2
IT100U	Industrial Math	3
CC110U	Communication Skills I	2

CNC Machining Technology

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Computer Numerical Control (CNC) Machining provides instruction in the manufacturing of precision parts and products. The traditional production machinist role has changed to the type of production machining that requires many set-ups for short runs to meet just-in-time delivery demands of customers. People who enter this field must be flexible in performing operations and must have a basic knowledge of the computer numerical control of machine tools. Program graduates will be able to program, edit, set up and operate CNC lathes and mills.

CNC students will study quality control methods known as statistical process control. Special quality control equipment, such as coordinate measuring machines and data collectors, is taught in this program. An introduction to advanced automated production methods is also included.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall or spring
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Diploma option available (see advisor)
Curriculum:

MN144U	Introduction to Shop Processes Theory	5
MN145U	Introduction to Shop Processes Lab I	5
MN146U	Introduction to Shop Processes Lab II	5
MN151U	Machinist Blueprint Reading I	1
MN152U	Machinist Blueprint Reading II	1
MN147U	Application of Shop Processes Theory	3
MN148U	Application of Shop Processes Lab I	5
MN149U	Application of Shop Processes Lab II	5
MN205U	Introduction to Computer Numerical Control	3
IT103U	Machinist Mathematics I	2
IT104U	Machinist Mathematics II	1
IT145U	Microcomputer Applications	2
	Communication elective	2
PC105U	Human Relations	3
MN206U	Intermediate Computer Numerical Control	6
MN207U	Advanced Computer Numerical Control	6
MN208U	Automated Production Methods	5
MN215U	Geometric Tolerancing	1
AD104U	Principles of Supervision	3
AD108T	Statistical Quality Control	2
AD109T	Statistical Process Control	2
DD110U	Computer Aided Design I	2
DD111U	Computer Aided Design II	3
	Communication elective	2
	Humanities/History-Cultures	3

Communications Electronics Technology

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Communications Electronics provides theory and the practical application of electronics fundamentals. The program includes radio and television broadcast systems; consumer electronics repair (stereo, VCR); microprocessor-controlled equipment; antenna and satellite systems; and fiber optics.

Working in well-equipped classrooms and laboratories give students an opportunity to become competent in operating sophisticated testing equipment. Students also learn to troubleshoot and repair mechanical, electrical, and electronic components and circuits. The Certified Electronics Technician exam and The Federal Communications Commission General Radiotelephone exam are offered in this program.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

IT110U	Industrial Maintenance/Electronic Math	5
EE101U	Introduction to Electrical Circuits	4
EE105U	Advanced Electrical Circuits	5
EE130U	Shop Methods	2
EE125U	Solid State Devices I	2
EE126U	Solid State Devices II	4
EE246U	Digital Circuits	4
IT145U	Microcomputer Applications	2
EE256U	Communication Circuits I	6
EE257U	Communication Circuits II	6
EE247U	Microprocessor Principles I	5
IT144U	Intro to PC Hardware Repair (LAN)	3
PC105U	Human Relations	3
DG143U	Introduction to LAN	3
EE265U	Mechanical Devices	3
DG182U	Advanced PC Concepts (LAN)	3
EE260U	Troubleshooting Concepts	3
	Communication elective	2
	Communication elective	2
	Humanities	3

Construction Technology

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Construction Technology prepares students to apply construction technology to commercial structures and buildings. Students are given a background in techniques used in each of the construction trades. These technologies are incorporated into courses designed to develop planning and management skills for construction projects. Computer literacy and supervision skills are also stressed.

The first semester of this program is cored with Kirkwood's Architectural Technology program.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

CT112U	Intro to Careers in Architecture and Construction	0.5
CT109U	Building Construction Systems I	3
CT124U	Building Construction Systems II	2
IT145U	Microcomputer Applications	2
CT111U	Surveying/Site Layout	2
DD123U	Architectural Drafting I	3
DD119U	Architectural Drafting II	3
IT101U	Industrial Math II	3
	Communication elective	2
	Communication elective	2
CT104U	Construction Practices I	2
CT201U	Construction Practices II	3
CT227T	Construction Estimating I	3
CT228T	Construction Estimating II	3
CT230T	Construction Estimating III	3
CT805U	Construction Internship	6
CT113U	Construction Safety	1
CT245U	Construction Materials Science	2
CT217T	Construction Planning and Scheduling	2
CT236U	Architectural Plans & Specs	2
AD102T	Introduction to Management	3
CT220T	Construction Computer Applications	2
CT218T	Construction Management	3
CT229T	Construction Law	3
CT221T	Construction Management Applications	3
or		
CT202U	Construction Practices III	3
PC105U	Human Relations	3
	Humanities/History-Cultures	3

Diesel Power Technology

Washington Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Diesel Power Technology prepares students for entry-level employment or job advancement in fields related to the repair and maintenance of trucks, farm equipment and other diesel-powered equipment. This comprehensive program stresses skill development, theoretical knowledge, applications and leadership skills providing graduates with many employment options. A tool set is required for this program.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
  Options: truck mechanic,
  farm equipment mechanic
Curriculum:

PM113U	Fundamentals of Hydraulics I	3
PM114U	Fundamentals of Hydraulics II	3
PM105U	Technical Procedures for Power Mechanics	3
PM103U	Fundamentals of Internal Combustion Engines	6
PM230U	Chauffeur's License	1
PM100U	Career Orientation	1
MN100U	Fundamentals of Welding	2
PM116U	Fundamentals of Electricity	6
PM110U	Fundamentals of Power Transfer I	3
PM111U	Fundamentals of Power Transfer II	3
PM805U	Internship	2
PM112U	Fundamentals of Vehicular Air Conditioning	3
IT100U	Industrial Math I	3
	Humanities/History-Cultures	3
PC105U	Human Relations	3
	Communication elective	2
PM228U	Power Shift Transmissions	3
PM229U	Diesel Fuel Systems	6
IT145U	Microcomputer Applications	2
PM235U	Unit Diagnosis/Overhaul	16
	Communication elective	2

Option: Farm Equipment Mechanic

PM225U	Machinery Servicing	3
PM226U	Combine and Harvesting Equipment Repair	2
PM227U	Combine Operations and Adjustment	2

Option: Truck Mechanic

PM280U	Suspension, Steering and Brakes	3
PM286U	Semi Tractor and Truck Servicing	4

Electronics Engineering Technology

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Electronics Engineering Technology provides students with a theoretical base and practical applications to develop proficiency in designing, testing, analyzing, operating and troubleshooting electronic circuitry.

A significant feature of this program is the microprocessor sequence that provides a useful base for designing, prototyping, and repairing computers and computer-controlled equipment. The communication electronics sequence prepares students with a background in using a systems approach toward design, testing, troubleshooting and evaluating communications circuits and systems.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

EE160U	Intro to Electronic Practices	4
EE164U	Electric Circuits I	7
EE165U	Electric Circuits II	5
EE166U	Digital Circuits	3
EE175U	Active Devices I: Transistor Amplifiers	6
EE176U	Active Devices II: Operational Amplifiers	3
EE275U	Microprocessors I	5
EE276U	Microprocessors II	4
EE285U	Communication Electronics I	5
EE286U	Communication Electronics II	5
EE287U	Communication Projects	2
EE288U	Transform Circuit Analysis	3
EE295U	Design Projects	3
MT100U	Technical Mathematics I	4
MT101U	Technical Mathematics II	4
IT135U	Unified Technical Concepts (UTC) Physics I	3
IT136U	UTC Physics II	3
CC113T	Composition I	3
CC115T	Composition II	3
PC105U	Human Relations	3
IT145U	Microcomputer Applications	2
	Humanities/History-Cultures	3

Entry-level Firefighter

(319) 398-5659
indtech@kirkwood.cc.ia.us
The Entry-level Firefighter curriculum provides the skills sought by entry-level firefighters. Recent high school graduates or volunteers may use this program to improve their employment prospects in this profession. This program features some evening classes. Students may transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall or spring
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Diploma or certificate options available
(see advisor)
Curriculum:

FI106U	Career Orientation	2
FI163U	History and Philosophy of the Fire Service	2
HS405U	EMT-Basic	7
FI102U	Firefighting Skills I	2
FI103U	Firefighting Skills II	2
FI104U	Firefighting Certification Written Topics	3
FI105U	Firefighting Certification Preparation	2
CC112T	Elements of Writing	3
CN100T	Chemistry	3
CN101T	Chemistry Lab	1
MT105U	Intermediate Algebra	4
PC100T	General Psychology	3
CC113T	Composition I	3
AD102T	Intro to Management	3
DG102T	Intro to Micros and DP	3
	Humanities/History-Cultures elective	3
FI101U	Fire Behavior and Building Design	3
FI111U	Chemistry of Hazardous Materials	3
FI121U	Hazardous Materials Management	3
FI131U	Firefighting Tactics and Strategy	3
FI141U	Fundamentals of Fire Prevention	3
FI151U	Fire Detection and Suppression Systems	3
FI161U	Instructional Techniques for Fire Service Training	3

Fire Science

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us
The Fire Science certificate curriculum serves the current or potential fire service officer in the public or private sector. It's not designed to provide the skills sought by an entry-level firefighter, although it could improve employment opportunities. Most students are seeking advancement within the service.

This program is offered on a part-time basis and features evening classes, only two classes per semester. (See also the A.S./C.O. degree program in Fire Science listed on page 48 of this catalog.)

Entry time: Fall or spring
Length: 3 semesters
Award: Certificate
Curriculum:

FI101U	Fire Behavior and Building Design	3
FI111U	Chemistry of Hazardous Materials	3
FI121U	Hazardous Materials Management	3
FI131U	Firefighting Tactics and Strategy	3
FI141U	Fundamentals of Fire Prevention	3
FI151U	Fire Detection and Suppression Systems	3
FI161U	Instructional Techniques for Fire Service Training*	3

Prepares students for the Instructor I and II exams at the Iowa State University Fire Service Institute.

Graphic Communication Technology
Linn Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Graphic Communication Technology prepares students to enter the page layout and graphic design areas of the printing field. After an introduction to the printing industry, students gain practical knowledge and hands-on experience with desktop and graphic programs. Students receive extensive experience working in the Macintosh operating system using industry-standard software packages. In addition to designing for print, students also learn to design pages for the World Wide Web.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall or spring
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

DD152U	Survey of Graphic Communications	3
OF113T	Level I Keyboarding	1.5
DD154U	Intro to Macintosh	1
DD153U	Pagemaker I	3
DD161U	Pagemaker II	3
DD169U	Photoshop I	3
DD174U	Photoshop II	3
DD171U	Illustrator	3
DD172U	Paper and Ink	3
DD162U	Freehand I	3
DD164U	Freehand II	3
DD168U	Quark	3
DD178U	Production Techniques	3
DD179U	Internet Web Page Design	3
IT145U	Microcomputer Applications	2
PG100T	Beginning Photography	2
PG101T	Beginning Photography Lab	1
CC113T	Composition I	3
CC115T	Composition II: Technical Writing	3
AR130T	Fundamentals of Drawing I	3
AR120T	Fundamentals of Design I	3
	Social Science elective	3
	Math elective	2

Industrial Maintenance Technology
Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

Industrial Maintenance Technology provides students with a substantial background in electrical and electromechanical theory and practice. Program topics include electrical wiring, motors and generators, basic electronics, air conditioning, and refrigeration.

The second year of the program focuses on special preparation for employment as a service technician with emphasis in pneumatic and electronic environmental controls, industrial hydraulics, industrial electronics (including programmable controllers), and heating, ventilating and air conditioning systems.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

EE101U	Intro to Electrical Circuits	4
EE102U	National Electrical Code and Electrical Wiring	5
EE105U	Advanced Electrical Circuits	5
EE115U	Motors, Transformers and Control Circuits I	5
EE116U	Motors, Transformers and Control Circuits II	4
EE126U	Solid State Devices	2
EE205U	Air Conditioning and Refrigeration I	5
EE206U	Air Conditioning and Refrigeration II	10
EE215U	Heating, Ventilation and Air Conditioning Systems and Controls	7
EE225U	Applied Industrial Electronics	8
EE235U	Fundamentals of Fluid Power	5
IT110U	Industrial Maintenance Math	5
IT125U	Applied Physics I	2
IT126U	Applied Physics II	3
IT145U	Microcomputer Applications	2
PC105U	Human Relations	3
	Communication elective	2
	Communication elective	2
	Humanities/History-Cultures	3

Masonry

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us
The Masonry curriculum prepares students to enter the trade of bricklaying. Students are given a hands-on intensive introduction to the skills used by bricklayers. Classroom experience takes place between an internship on a construction site at the beginning of the program and the masonry field experience at the end of the program.

Entry time: Fall
Length: One year (2 semesters)
Award: Diploma
Curriculum:

CT112U	Intro to Careers in Architecture and Construction	0.5
CT113U	Construction Safety	1
HS100U	CPR/First Aid	0.5
CT805U	Construction Internship	3
CT114U	Workplace Skills	1
CT115U	Masonry Tools and Equipment I	1
CT116U	Basic Plan Reading	1
CT117U	Masonry Lab I	5
CT118U	Masonry Tools and Equipment II	1
CT119U	Advanced Plan Reading	1
CT122U	Masonry Lab II	9
CT123U	Masonry Field Experience	3
IT100U	Industrial Math	3
	Communication elective	2

Telecommunications Technology

(319) 398-4983
indtech@kirkwood.cc.ia.us
Telecommunications Technology gives students the education and skills necessary to succeed in the high-tech world of telecommunications. During the first year, students receive a fundamental introduction to the basics of electrical circuit and system design and maintenance. During the second year, students concentrate on fiber optics, telephony and other subjects critical to the understanding of telecommunication systems.

Students complete a paid internship at a telecommunications firm during their first and second year, which allows them to experience the job market firsthand. One of the highlights of this program is the state-of-the-art telecommunications lab located on campus.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

IT110U	Industrial Maintenance/Electrical Math	5
	Communications elective	2
EE101U	Introduction to Electrical Circuits	4
EE105U	Advanced Electrical Circuits	5
EE252U	Introduction to Telecommunications	3
EE125U	Solid State Devices I	2
EE267U	Telephony Circuits I	3
EE246U	Digital Circuits	4
IT145U	Microcomputer Applications	2
EE266U	Telecommunications Internship	2
EE271U	Telephony Circuits II	3
DG181U	WAN Basics	2
	Communication elective	2
EE269U	Fiber Optics Circuits	3
EE268U	Transmission Circuits I	3
DG143U	Introduction to LAN	3
EE270U	Multiplexing	3
EE262U	Structured Cabling Systems	3
	Humanities elective	3
PC105U	Human Relations	3

Water Environmental Technology

Environmental Training Center
(319) 398-5678
hmtri@kirkwood.cc.ia.us

Water Environmental Technology offers one- and two-year programs in the water and wastewater fields. Technical study in treatment systems prepares graduates to take the State of Iowa Grade I Certification Exam required of entry-level water or wastewater plant operators.

The second year builds on the one-year program and is designed for people who want to advance to the management level in larger water/wastewater operations. It's also an excellent beginning for people who want to study Environmental Science at a four-year college or university.

Both program options concentrate on laboratory instruction. Our on-campus facilities feature a pilot scale 20,000-gallon-per-day treatment plant where students work with typical components to gain on-the-job skills.

Kirkwood is a member of the Hazardous Materials Training and Research Institute, a centralized source of training for hazardous materials workers.

Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall or spring
Length: Two years (4 semesters, 1 summer)
for the associate degree program
One year (2 semesters, 1 summer)
for the diploma program
Award: Associate of applied science degree
Diploma option available (see advisor)
Curriculum:

EP300U	Water Quality Control	3
EP301U	Basic Mechanical Maintenance Pumps	3
EP303U	Wastewater Collection	2
EP304U	Water Treatment and Distribution Lecture	5
EP305U	Water Treatment and Distribution Lab	4
EP306U	Wastewater Quality Control	3
EP307U	Wastewater Treatment Lecture	5
EP308U	Wastewater Treatment Lab	3
EP309U	Treatment Plant Math	3
EP800U	Internship	7
	Communication elective	2
CN100T	Intro to Chemistry	3
AD104U	Principles of Supervision	3
EP210U	Industrial Wastewater Treatment	2
DG102T	Introduction to Micros and	

	Data Processing	3
	Math/Science elective	3
	Communication elective	2
	Social Science elective	3
	Humanities/History-Cultures	3
CC140U	Oral Communication in the Workplace	2

Diploma and associate degree graduates are eligible to take the State of Iowa Grade I water and wastewater certification exams.

Welding

Jones Hall
(319) 398-4983
indtech@kirkwood.cc.ia.us

The Welding curriculum prepares students for a variety of occupations involving welding, and offers currently employed professionals a flexible format in which to upgrade their skills.

Courses are built around specific competencies that students can learn in a short time. The complete program consists of several phases: metallic arc or stick welding, gas metal arc welding, pipe welding and welding quality assurance. Once the first phase is completed, other courses and phases may be mixed and matched to meet individual needs.

Because of the modular curriculum design, students can take only those portions of the program they need at a given time. The open-entry/open-exit format offers students great flexibility in completing their desired goals.

Entry time: Any Monday. Evening classes are also available.
Length: Six to 9 months (average)
Award: Certificate, SMAW (required for all other certificates)
Certificate, Combination Welding
Certificate, Pipe Welding
Certificate, Welding Quality Assurance
Curriculum:

103

Phase I, Metallic Arc Welding		
MN110U	Introduction to Arc Welding and Weaving	1
MN111U	Flame Cutting	1
MN112U	Introduction to Joint Welding	1
MN113U	Powdered Iron Weld Methods	1
MN115U	Butt Joints - Flat	1
MN116U	Horizontal Weld Techniques	1
MN117U	Vertical Weld Techniques	1
MN118U	Overhead Weld Techniques	1
MN119U	AWS Bend Test	4
IT115U	Welding Math I	2
MN104U	Welding Blueprint Reading	2

Phase II, Combination Welding		
MN125U	Gas Metal Arc Welding (Wire) (MIG)	3
MN126U	Oxyacetylene Welding	2
MN127U	Oxyacetylene Braze Welding	2
MN128U	Gas Tungsten Arc Welding (TIG) (alum)	4
MN129U	Special Arc Welding Tech	2
IT116U	Welding Math II	3

Phase III, Pipe Welding Techniques		
MN133U	Introduction to SMAW Pipe	2
MN132U	SMAW Pipe Fixed Horizontal Position	3
MN135U	SMAW Pipe Qualification Test	3
MN105U	Pipe Welding Symbols	1
MN134U	Pipe Fitters Math	3
MN120U	GTAW Thin Wall Pipe	3
MN121U	GTAW Heavy Wall Pipe	5
MN130U	GMAW Pipe	3

Quality Assurance		
MN137U	Quality Assurance Program	2
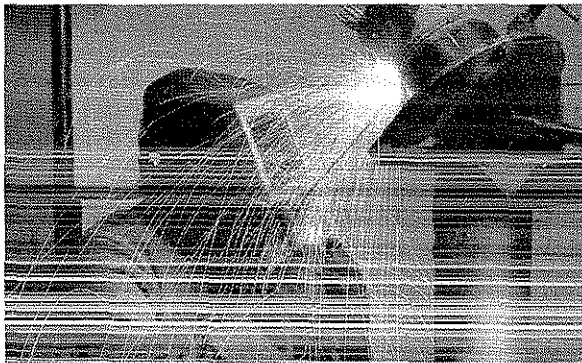
Wholesale Distribution Technology

(319) 398-4983
indtech@kirkwood.cc.ia.us

Wholesale Distribution Technology prepares students to enter the distribution operation business. Wholesale distribution is a multibillion-dollar industry that combines technical skills and knowledge with customer relations and sales skills.

During the first year of the program students acquire technical skills in electrical, mechanical and HVAC areas or in a construction-related area. During the second year, students acquire specific knowledge and skills in the nature of the wholesale channel. Strong customer relation skills are emphasized.

Students complete a paid internship between the first and second years of the program. Students can transfer credits from this program to UNI and work toward a B.A. in Technology Management.

Entry time: Fall
Length: Two years (4 semesters, 1 summer)
Award: Associate of applied science degree
Curriculum:

IT110U	Industrial Maintenance/Electronic Math	5
	Communication elective	2
EE101U	Introduction to Electrical Circuits	4
EE102U	NEC	5
EE105U	Advanced Electrical Circuits	5
IT145U	Microcomputer Applications	2
IT125U	Applied Physics	2
EE115U	Motors, Transformers and Control Circuits I	5
EE116U	Motors, Transformers and Control Circuits II	1
IT152U	Industrial Internship	2
IT166U	Wholesale Channel I	3
IT168U	Wholesale Inventory I	3
IT171U	Wholesale Accounting II	3
IT170U	Wholesale Channel II	3
IT169U	Wholesale Inventory II	3
IT167U	Wholesale Accounting II	3
CC140U	Oral Communications	2
PC105U	Human Relations	3
MR103T	Principles of Selling	3
PN109T	Introductions to Ethics	3