



Kirkwood Community College
2014-2015 Catalog

Start Here.
Go Anywhere!

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General Information

Start Here. Go Anywhere!

With global vision and innovative curriculum, Kirkwood is redefining the role of the community college. At Kirkwood, you really can start here and go anywhere!

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

Equal Employment Opportunity

Kirkwood Community College declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, marital status, veteran status, genetic information, or socioeconomic status in its educational programs, activities, admission procedures or employment practices. The college affirms its commitment to comply with all applicable federal, state, and local laws, regulations and orders. Kirkwood's EEO Officer is Executive Director of Human Resources Michael Roberts. Contact information: Michael.Roberts@kirkwood.edu or (319)398-7797.

REVISED NOVEMBER 2014

(Minor revision to page 40)

Kirkwood Locations

Cedar Rapids Main Campus

6301 Kirkwood Boulevard SW
Cedar Rapids, IA 52404
319-398-5411 or 800-332-2055

ask@kirkwood.edu

The main campus of Kirkwood Community College is located in Cedar Rapids, Iowa, a metropolitan area of approximately 150,000 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.

Iowa City Campus

1816 Lower Muscatine Road
Iowa City, IA 52240
319-887-3658

Kirkwood Community College's Iowa City Campus brings academic excellence, first class facilities and a convenient location together to serve its growing student population.

The Iowa City Campus is one of the fastest-growing campuses in Iowa. And even though more than 3,500 students attend there, the center hasn't lost the friendliness and student focus for which Kirkwood is known.

Services include those listed for center locations, as well as academic and transfer advising, personal counseling, financial aid advising, a cashier for tuition payment and a full-service bookstore.

Center Locations

Kirkwood centers are located in Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington counties. Kirkwood centers offer college credit courses, continuing education classes and high school completion programs to students of all ages. Students can complete all the required courses to earn Associate of Arts degrees through local Kirkwood centers. Classes at each

center are delivered by traditional face-to-face classroom instruction, Distance Learning and interactive video classrooms.

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 placement.
- Counseling workshops for anyone thinking about college or career changes.
- Wireless computer access with software required for college credit courses.
- Tutoring for students in college credit classes.

Benton County

Benton County Center
111 West Third Street
Vinton, IA 52349
319-472-2318

Tippie-Mansfield Center
1214 Ninth Avenue
Belle Plaine, IA 52208
319-444-2549

Cedar County

Cedar County Center
1410 Cedar Street
Tipton, IA 52772
563-886-3101

Cedar County Resource Center
401 West Ninth Street
Tipton, IA 52772
563-886-3451 ext. 5791

Iowa County

Iowa County Center
200 West Street
Williamsburg, IA 52361
319-668-2461

Johnson County

Iowa City Campus
1816 Lower Muscatine Road
Iowa City, IA 52240
319-887-3658

Iowa City Learning Center
1810 Lower Muscatine Road
Iowa City, IA 52240
319-887-3656

Jones County

Jones County Regional Center
220 Welter Drive
Monticello, IA 52310
319-465-2302

Linn County

Linn County Regional Center
1770 Boyson Road
Hiawatha, Iowa 52233
319-398-1052

Washington County

Washington County Regional Center
2192 Lexington Blvd
Washington, IA 52353
319-653-4655

Programs of Study

For the most up-to-date list of programs offered at Kirkwood, go to: www.kirkwood.edu/programs

Career Programs

Get a great start here with certificate, diploma or degree programs designed to provide the training and expertise you need to begin your new career in as little as one year. Listed below are Applied Science career programs.

Administrative Assistant
Advanced Manufacturing Engineering Technologies
Agricultural Geospatial Technology
Agriculture Business
Agriculture Production Management
Apparel Merchandising and Design
Architectural Technology
Automation and Instrumentation Technologies
Automotive Collision Repair
Automotive Technology
Baking and Pastry Arts
Biotechnology
Business Administration: Accounting
Business Administration: Financial Services
Business Administration: Management
Business Administration: Marketing
CAD/Mechanical Engineering Technology
Carpentry
CNC Machining Technology
Computer Software Development
Computer Support Specialist
Construction Management
Criminal Justice
Culinary Arts
Dental Assisting
Dental Hygiene
Dental Technology
Diagnostic Assistant (Radiologic Technology)
Diesel Ag Technology

Diesel Truck Technology
Early Childhood Education
Electroneurodiagnostic Technology
Electronics Engineering Technology
Energy Production and Distribution Technologies
Entry-level Firefighter
Floral Careers
Geographic Information Systems (GIS)
Golf Course and Athletic Turfgrass
Graphic Communication Technology
Health Information Technology
Horse Science Technology
Hotel Management
Human Services
Humane Officer Training
HVAC Installer
Industrial Maintenance Technology
Interior Design
Landscape Construction and Design
Masonry Construction
Medical Assisting
Medical Laboratory Technology
Medical Transcription
Network and System Administration
Nursing Practical, Associate Degree (RN)
Occupational Therapy Assistant
Paralegal
Paramedic
Parks and Natural Resources
Pet Grooming
Pharmacy Technician
Physical Therapist Assistant
Plumbing Technology
Respiratory Therapist
Restaurant Management
Skilled Trades
Surgical Technology
Telecommunication Technology
Veterinary Assistant
Veterinary Technician
Water Environmental Technology
Web Technologies

Welding

Liberal Arts Degrees

If you plan to continue your education after Kirkwood, you can take the necessary electives and core courses you need through our Liberal Arts program before your transfer.

The following career interest areas are Liberal Arts transfer options. Depending upon your transfer institution and your career interest area, you may earn an Associate of Arts or an Associate of Science degree in Liberal Arts, or you may take only the credits you need to transfer.

Liberal Arts - Associate of Arts (A.A.) degree

We can help you transfer your A.A. degree and major in many areas, including:

Art
Business
Criminal Justice
Communication Media/Public Relations
Early Childhood Education
Education Careers
English
Human Services
Music
Theatre

Liberal Arts - Associate of Science (A.S.) degree

We can help you transfer your A.S. degree and major in many areas, including:

Agriculture
Biology
Chemistry
Computer Science
Engineering
Environmental Science
Horticulture
Mathematics
Natural Resources

Physics
Pre-Chiropractic
Pre-Dentistry
Pre-Medicine
Pre-Nursing BSN
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Medicine

Reverse Transfer Option

Reverse Transfer is an option for students who do not finish their associate degree before they transfer to an Iowa public university. When a student applies to the university, he/she may indicate their interest in applying future credits earned at the university toward the completion of his/her associate degree. By doing so, the student agrees to have his/her university contact information and transcript sent back to Kirkwood the first three terms of enrollment at the university. Kirkwood then evaluates this coursework to determine if degree requirements are met. More information is available at www.transferiniowa.org/reverse_credit_transfer.php.

Certificates

Certificate programs are designed for entry-level employment and may provide specialization in specific areas. Courses are usually taken from diploma and degree programs, and may be completed within 12 to 18 semester hours.

ACE Industry
Basic Equine Studies
Biotechnology
Construction Estimator
Construction Supervision
Early Childhood Education
Emergency Medical Technician (EMT)
Entrepreneurship
Entry-level Firefighter
Equine Health
Fire Science
Geographic Information Systems (GIS)
Global Perspectives in Business
Human Resources

Java Programming
Network and System Administration
Network Security
.NET Programming
Paraeducator Certification**
Project Management
Retail Marketing
Sales
Shielded Metal Arc Welding
Social Media Marketing
Technical Accounting
Web Development
Web Design

**For Paraeducator certification, apply to Liberal Arts - Associate of Arts (A.A.)

Online Degrees

Earn any of these degrees online. The Associate of Arts or Associate of Applied Science degree you earn is equivalent to a traditional classroom degree. Enter the workforce or transfer to a four-year school, the choice is yours.

Business Administration: Management
Liberal Arts
Water Environmental Technology

Degrees and Core Requirements

Associate of Arts (A.A.)

Associate of Science (A.S.)

A.A. and A.S. degrees are generally considered "transfer level" degrees. Most students earning these degrees transfer to a four-year college or university and continue their studies. Requirements will differ between colleges, so students should work closely with their transfer institutions and Kirkwood advisors to choose classes that meet their needs.

Associate of Applied Science (A.A.S.)

Students who earn A.A.S. degrees typically enter the workforce, however; some Applied Science and Technology programs also have transfer agreements with four-year institutions. Students work with an advisor to determine which degree program best suits their goals.

Diploma Certificate

Diploma and certificate programs normally take nine to 12 months to complete and provide entry-level skills to begin a chosen career. Those in the workforce who already have two- or four-year degrees may also seek certificates to advance their careers. Diploma and certificate programs generally do not transfer, but it is best to check with an advisor.

A.A. and A.S. Degree Requirements

The adjacent table provides degree requirements for students pursuing a two-year transfer program at Kirkwood. Additional requirements of the three programs include:

- Earn a minimum of 62 semester hours of credit.
- Complete 16 semester hours in residence at Kirkwood.
- Maintain a minimum cumulative grade point average of 2.0.
- Students seeking an A.A. degree must complete one approved diversity course.

Electives

Electives are transferable courses required for completing all three degrees. They go beyond core and general education requirements in providing an opportunity to pursue subjects of special interest.

Electives can be chosen from:

- All courses with "Arts & Sciences Elective Code A" in the course description (transfer courses).
- Up to 16 credit hours of courses with "Arts & Sciences Elective Code

B" in the course description (technical courses).

A.A.S. 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 course work in the following basic learning core:

Communication	2 courses
Humanities	1 course
Social Science	1 course
Mathematics/Science	1 course

All basic core learning requirements can be satisfied from courses with Arts & Sciences Elective Code B in the course description (technical courses) or Arts & Sciences Elective Code A in the course description (transfer courses).

Degree Requirements

	Associate of Arts (A.A.)	Associate of Science (A.S.)	Associate of Applied Science (A.A.S.)
	credit hours		
Communication – Writing	5	5	
Communication – Speech	3	3	
Communication			6
Humanities	9		
Humanities and/or History-Cultures		9	3
History-Cultures	6		
Social Science	9	6	3
Mathematics	3		
Science	6		

Mathematics/Science		20	3
Program specific courses			47-71
Electives	21	19	
Degree Total	62	62	62-86

Diploma Requirements

- Earn 30-48 semester hours of credit in the courses required for the specific Applied Science program (for Arts & Sciences diploma programs, check the appropriate department for specific requirements).
- Earn eight 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 12-29 semester hours of credit in courses required for the specific Applied Science program (for Arts & Sciences certificate programs, check the appropriate department for specific requirements).
- Earn six 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.

Admissions, Tuition and Financial Aid

Admissions Services

Iowa Hall
319-398-5517 or 800-363-2220
info@kirkwood.edu

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

Applying for Admission

1. Ways to Apply

The fastest way to apply is at www.kirkwood.edu/apply.

Applications may also be faxed to 319-398-4928 or mailed to:

*One Stop Office
202 Kirkwood Hall
Kirkwood Community College
P.O. Box 2068
Cedar Rapids, IA 52406-2068*

There is no application fee. Select one program area to receive more information about completing the admission process.

Some programs require a program conference. At the program conference, students meet with the program instructors to learn more about the expectations of the program. This is an important step because some programs fill quickly. Program advisors contact students with more information once applications are received.

2. Placement Exams

All new students registering for more than six credit hours are required to take the COMPASS test prior to registration, unless they meet one of the following exemptions: (Allow at least two weeks for these exemptions to be evaluated.)

- Earned a Bachelor's degree from an accredited college.
- Successfully completed (C or better) college-level math and writing classes at a regionally accredited college.

- Completed the COMPASS test or ACT and sent the official record of scores to Kirkwood. Math scores are considered valid for two years while reading and writing scores are valid for three years.

Call the Test Center at 319-398-5456 for more information and to find a location closest to you.

3. Financial Aid

Submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. Start early – the financial aid process can take three to five months. Go to www.fafsa.gov.

4. Scholarships

Most Kirkwood scholarship applications are accepted from October 1 through March 31. Close to \$3 million in scholarship awards is available to all Kirkwood students. Apply at www.kirkwood.edu/scholarships.

5. Housing

Contact the Housing office at 319-398-7647 or www.kirkwood.edu/housing. You can tour available housing during our TGIF (To Get Information Fast) campus visits.

6. Transcripts

Transfer or returning adult students who want credit for previous course work must provide the One Stop office with an official transcript from each college or university attended.

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 should apply as soon as they have decided to seek admission. Students can submit applications one year prior to program start dates. (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 com-

plete their applications well in advance of the semester they plan to enter to gain the maximum pre-enrollment assistance from college staff. Those with college degrees can send their transcripts to the One Stop office to be used for advising purposes.

College Credit While in High School

College-ready high school students have the opportunity to earn both high school and college credit through an agreement between the local high school district and Kirkwood Community College. With recommendation and approval from the high school district, students who have satisfied the prerequisite course work may enroll in individual classes or a sequence of career emphasis classes. Courses are available within the high school setting, Kirkwood distance learning and online classes or classes held at one of Kirkwood's campus locations throughout the seven-county service area. Students wishing to earn credit, independent of high school, should contact Kirkwood's Dean of Students office.

International Programs

Cedar Rapids Main Campus
1154 Linn Hall
319-398-5579

Kirkwood's International Programs department is the home of global services. Students come to Kirkwood from more than 100 different countries around the world. This global village on our campus enriches the total learning environment. Students learn how to encounter differences with tolerance, as well as appreciate the rich complexity of our global economy. Students develop a mutual respect and understanding of everyone's interconnectedness throughout the year by participating in special activities as well as Study Abroad programs. The following resources are available:

- International student advising
- International recruiting and prospective student services

- International student scholarships
- SEVIS advising and compliance
- Faculty exchanges and global professional development
- International grants/special projects
- International Education Week each November
- Cultural activities and celebration
- Study Abroad programs
- Study Abroad scholarships

English Language Proficiency

3051 Cedar Hall
319-398-4998

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

- ACT composite scores of 18 or higher with English sub scores of 18 or higher.
- SAT writing scores of 430 or higher.
- Standard TOEFL paper-based scores of 500 or higher or Internet-based equivalent scores of 63 or higher.
- IELTS scores of 5.0 or higher.
- Kirkwood English Language Acquisition (ELA) placement scores of Level Six.

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

Students may not register for non-ELA credit classes until they complete Level Five of the ELA course of study, unless they have written permission from the ELA coordinator. ELA coursework is intended to provide developmental preparation for other college credit classes.

Nine elective credits are awarded for Elements of Writing, Effective Reading Strategies, and Fundamentals of English Grammar.

Students who do not plan to take credit classes who want to obtain the basic English language skills and knowledge necessary for employment and self-sufficiency should contact the Kirkwood Resource Center at 319-784-1510.

International Students

1154 Linn Hall
319-398-5579

An international student is a person who has entered the United States with an F-1 or J-1 visa. In addition to demonstrating English language proficiency, international students wanting to enroll in credit classes or programs must be 18 years of age or older and submit:

1. International application found at www.kirkwood.edu/intlapply.
2. Official secondary school and college transcripts.
3. Official evidence of adequate financial resources.
4. Health records.

The international student advisor is available in the International Programs office and is the primary designated school official for all international students.

Residence Qualifications

319-398-7600

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 One Stop office.

The college definition requires 90 consecutive days of residency within the state for a U.S. citizen or permanent resident (green card) prior to the start of enrollment. Students who come to the state of Iowa for the purpose of attending college will remain at non-resident status. Residency status is established at the start of the student's program and does not change until completion of the program.

Tuition Rates

The Kirkwood Board of Trustees established current tuition charges in May 2014.

There are additional charges for some materials and private music lessons. Online course tuition is charged at resident rate. Tuition is due two weeks before the term starts.

Iowa Residents

- \$145 per credit hour, per semester.
- Tuition for an average, full-time schedule (15 credit hours) is \$2,175 per semester.

Nonresidents

- \$175 per credit hour, per semester.
- Tuition for an average, full-time schedule (15 credit hours) is \$2,625 per semester.

International Students

- \$290 per credit hour, per semester.
- Tuition for an average, full-time schedule (12 credit hours) is \$3,480 per semester.
- Mandatory international student health insurance for one year is as follows:
 - Student only \$105.61 per month and \$1,267.32 per year
 - Student and child \$116.77 per month and \$1,401.24 per year
 - Student and spouse \$370.28 per month and \$4,443.36 per year

Installment Payments

319-398-5679

The Kirkwood Payment Plan is designed to help students meet educational expenses without debt. It is not a loan program, therefore students have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to enter the interest-free monthly payment plan is a \$25 per semester nonrefundable enrollment fee. Students may budget tuition and fees with an automatic bank payment (ACH) or credit card.

Refund of Tuition

See policy in Academic and Student Policies section.

Financial Aid

Cedar Rapids Main Campus
202 Kirkwood Hall
319-398-7600
finaid@kirkwood.edu

Iowa City Campus
112 Credit Center
319-887-3658

Financial aid consists of grants, loans, scholarships and work-study.

The Kirkwood One Stop office 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 and accepted in a diploma or degree credit program.
2. Be seeking a degree related to the educational objective.
3. Be a citizen of the United States or an eligible non-citizen.
4. Have completed a high school diploma or GED.
5. Not be in default for any previous education loans or owe a grant overpayment.
6. Be making satisfactory academic progress according to Kirkwood's published policy.
7. Attend the classes for which they are registered.

How to Apply for Financial Aid

To apply for financial aid, follow these steps:

1. Submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov as soon as possible after January 1.

2. Approximately three to five days after you submit your FAFSA online, the U.S. Department of Education (ED) will email your Student Aid Report (SAR). At this time, you can track your financial aid status at Kirkwood by logging into EagleNet and choosing "Financial Aid Checklist" from the Students menu.
3. The One Stop office may request additional documents, such as tax forms. The second item on the checklist, "Complete Additional Requirements," refers to missing information Kirkwood needs to complete your financial aid file. If the item is red, click on "My Kirkwood Documents" to determine what is missing. Use the "FA Documentation Help" link to understand what documentation is needed. Once the documentation has been received and processed, that checklist item will turn green.
4. If the third item on the list, "Financial Aid Awards Complete," is green, you know your award has been created. If this item is still red, allow 24 hours for processing, as we award students every weekday.
5. If your award contains loans and you want to accept them, you must click on "Activate My Loan." This will change the checklist item "Stafford Loan Activated," to green after processing.
6. The next two checklist steps, "Complete Entrance Counseling" and "Sign Your Promissory Note," are the final two parts of the loan activation process. You can complete these two steps at www.studentloans.gov. These steps take two to three days to process, so be sure to allow time for this item to change to green after you've completed these steps.
7. Once funds are released to your account to pay tuition, "Funds Made Available" will turn green. Choose the "My Bill by Term" link to view the disbursement.

Types of Grants and Loans

- Pell Grant – Everyone who completes a FAFSA is considered for the need based grant.

- Supplemental Educational Opportunity Grant – For students with the greatest financial need.
- College Work-study – Hourly wages earned while working at the college. Work hours are arranged with consideration of the student's class schedule.
- Iowa Vocational-Technical Grant – For vocational-technical students who are Iowa residents.
- Kibbie Grant-For Iowa students who are in certain job shortage programs.
- Iowa Grant – Based on financial need with priority given to those most in need, who are Iowa residents.
- Federal Direct Stafford Loan – All students are eligible for low, fixed interest rate loans. Payment is deferred while student is enrolled at least half time.
- Parent Loan for Undergraduate Students (PLUS) – Loan available for parents of dependent students. Payment may be deferred while student is enrolled at least half time.

Scholarships

Kirkwood awards close to \$3 million in scholarships to students each year. Applications for most scholarships open October 1 and close March 31. Apply at www.kirkwood.edu/scholarships.

American Opportunity Tax Credit

The American Opportunity Tax Credit is available to eligible students during their first four years of college or post-secondary education. The tax credit provides tax relief for qualified higher education expenses, such as tuition, fees, books and course materials. The credit covers 100 percent of the first \$2,000 and 25 percent of the second \$2,000 during the qualified period. 40 percent of it is refundable.

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 halftime. Students listed as a depend-

ent on another person's tax return are not eligible for this credit.

Visit the Internal Revenue Service <http://www.irs.gov/> website for complete information on current tax law.

College Work-Study

Cedar Rapids Main Campus
1st floor Iowa Hall
319-398-4934

Iowa City Campus
Room 148
319-887-3947

Through College Work-Study, students can work at a part-time job and earn money for educational or personal expenses. For additional information visit www.kirkwood.edu/workstudy.

Academic Resources

Dean of Students (Office)

Cedar Rapids Main Campus
108 Iowa Hall
319-398-5540

Iowa City Campus
112 Credit Center
319-887-3658
www.kirkwood.edu/counseling

Counselors are available for students who need help with academic concerns, career plans or personal matters. A counselor or intake coordinator is available on an appointment or drop-in basis to provide general Kirkwood information or refer students to the appropriate staff member, agency or counselor. The following assistance and services are available:

- Personal counseling
- Student advocacy
- Career and educational planning
- College/university transfer information
- Resource library
- Course and curriculum information
- Personal development classes (Career Decision-making, Job-seeking Skills, other credit classes)

The office also provides a resource library of brochures and articles for students to browse. Topics range from depression to midlife career changes and how to prepare for exams.

Career Services

Cedar Rapids Main Campus
108 Iowa Hall
319-398-5540

Career Services assists students, alumni and community members seeking and/or preparing for employment

- Post resumés and search current opportunities on our jobs website, www.kirkwood.edu/jobs

- Use our resource library, with extensive Internet sites bookmarked for research
- Come to job fairs and on-campus recruitment events
- Receive personalized career search assistance
- Use career-related programs and workshops that are available during day and evening hours
- Career Directions workshops
- Free job searching workshops in resumé writing, applications, correspondence writing, interviewing, mock interviewing and job searching via the Web
- Job Club open lab
- Individual and group support
- Myers-Briggs Type Indicator Assessment
- Choices Planner Online Assessment
- Resumé critiquing
- Assistance from local employers

Job Club

Cedar Rapids Main Campus
108 Iowa Hall
319-398-5540

Kirkwood's Job Club is a place where job seekers share ideas, network with others and view job listings. Students can use our computers, telephones and career-related workshops, including:

- Career Directions workshops.
- Free job searching workshops in resumé writing, applications, correspondence writing, interviewing, mock interviewing and job searching via the Web.
- Job Club open lab.
- Individual and group support.
- Myers-Briggs Type Indicator Assessment.

- Choices Planner Online Assessment.
- Resumé critiquing.
- Assistance from local employers.

Advising and Transfer Center

Cedar Rapids Main Campus
108 Iowa Hall
319-398-5540

Iowa City Campus
112 Credit Center
319-887-3658
att@kirkwood.edu
www.kirkwood.edu/advising

Academic advisors are available to:

- Assist with developing academic plans.
- Clarify course requirements.
- Refer students to support services, if needed.

Students who are planning to transfer to four-year institutions can receive assistance in the Advising and Transfer Center. The center serves as a liaison between Kirkwood and four-year colleges and universities. Whether it is a viewbook, application or schedule of upcoming four-year college visits, the Advising and Transfer Center can provide many pieces of information to interested students.

EagleNet

EagleNet is your online access to Kirkwood resources and registration information. EagleNet allows you to:

- Check your grades
- Register for classes
- Drop classes
- Get your class schedule
- Check your tuition bill
- Check your financial aid status; and more

For a complete list of EagleNet features and functions, go to

www.kirkwood.edu/eaglenet and click on EagleNet for Students.

Your EagleNet user ID is sometimes called your "k" number. Your k number is the letter k and a sequence of seven numbers (example: k0003750). Your k number and password are kept confidential. If you forget your k number, go to the One Stop office, 2nd floor, Kirkwood Hall and provide photo identification.

Project START

Cedar Rapids Main Campus
108 Iowa Hall
319-398-4934

Project START (Supported Training and Retraining) helps students overcome barriers they may encounter while reaching their academic and career goals. We can help students by providing financial assistance, helping with study skills and test taking, monitoring class progress, arranging special assistance, and serving as an advocate with instructors and other college personnel.

START assistance is available for a maximum of two or three consecutive semesters. Referrals are accepted on an ongoing basis from community agencies and Kirkwood counselors, instructors and staff. Students must apply and be accepted into the program.

Project START began as a cooperative effort between Kirkwood and the Hall-Perrine Foundation and receives continued funding from the Kirkwood Foundation.

Student Advocacy

Cedar Rapids Main Campus
108 Iowa Hall
319-398-5540

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

the values that create and sustain this climate including:

- Valuing diversity.
- Respecting and managing resources.
- Promoting opportunities for educational growth and development.
- Encouraging a spirit of ethical judgment.
- Learning to engage in a sustained and independent search for truth.
- Maintaining an orderly, civil and safe campus environment.

If you have concerns about these areas, contact the dean of students, 108 Iowa Hall, 319-398-5540.

Learning Services

Cedar Rapids Main Campus
2063 Cedar Hall
319-398-5574
www.kirkwood.edu/learningservices

Learning Services offers a variety of services to assist students achieve success. Testing and Tutoring Services are housed in Learning Services as well as Disability Accommodation Services. We also provide TRiO Student Support Services and VITAL, two programs specifically designed to assist students in the transition to the academic rigors and social changes of a college environment.

Test Centers

Cedar Rapids Main Campus
2055 Cedar Hall
319-398-5456

Iowa City Campus
243 Credit Center
319-887-3642

Linn Regional Center
Room 320
319-398-1052
www.kirkwood.edu/testcenter

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 readiness for col-

lege-level classes. Once prospective students complete COMPASS, advisors help them interpret the results. Current students use the center for department make-up exams and Distance Learning exams.

English Language Acquisition (ELA) 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.

Disability Accommodation Services

Cedar Rapids Main Campus
2063 Cedar Hall
319-398-5574

The Learning Services department offers support for students with disabilities. These services are available to qualified students at no cost. Using a case management team approach to assist students, Disability Accommodation Services arranges reasonable accommodations for students. For more information stop in 2063 Cedar Hall or call 319-398-5574 (TTY 398-5451)

TRiO Student Support Services

Cedar Rapids Main Campus
2063 Cedar Hall
319-398-5574
www.kirkwood.edu/sss

TRiO Student Support Services (SSS) is a program specifically designed to assist students in the transition to higher education and the college environment. SSS Staff and programming support Kirkwood Students achieve their academic goals, such as obtaining an Associates Degree and/or transferring to a four year post-secondary institution. Students work with an individual counselor on the primary SSS program supports including but not limited to: goal and solution based counseling, financial aid process assistance, math and writing support, and transfer decision making and connecting.

TRiO refers to six programs (originally only three) funded under the Higher Education Act of 1965. SSS is one of

the six TRiO Programs, created under President Johnson's War on Poverty, similar to federal financial aid. While federal financial aid helps students overcome financial barriers, TRiO Programs help students overcome class, social and cultural barriers in higher education.

To be eligible for Student Support Services a student must meet one of the following eligibility criteria and be citizen or national of the United States:

1. First generation student (neither parent has graduated with a bachelor's degree)
2. Low income
3. Physical or mental disability.

Tutoring Services

Cedar Rapids Main Campus
2071 Cedar Hall
319-398-5425
www.kirkwood.edu/tutoring

Iowa City Campus
112 Credit Center
319-887-3658

Tutoring services are available by 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 may apply through the Tutoring Services office.

VITAL

Cedar Rapids Main Campus
2042/2044 Cedar Hall
319-398-5574
www.kirkwood.edu/VITAL

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. The Vocational Individualized Training and Learning (VITAL) program is jointly administered by Kirkwood, Grant Wood Area Education Agency and local high schools.

Other Educational Opportunities

College 101

Cedar Rapids Main Campus
108 Iowa Hall
319-398-5540

College 101 is a three-credit-hour course offered to first-time Kirkwood students, aimed at developing the skills needed to be successful. Some of the course topics include:

- Adjusting/transitioning to college.
- Learning college-level study skills.
- Planning career pathways.
- Connecting to the college culture.
- Developing a plan of study.
- Advancing personal growth.
- Continuing education after Kirkwood.

Linked Courses

Linked courses are pairs, or clusters, of courses a student takes with the same group of other students. Usually, these courses are scheduled back-to-back, and the faculty members teaching them weave syllabi, reading and writing assignments so concepts, ideas, practices and approaches are enriched in each course.

Service Learning

1008 Cedar Hall
319-398-4911

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 individual faculty member and the coordinator of Student Learning jointly coordinate the Service Learning project with an appropriate outside service agency. Students engage in service to address genuine community needs. The service is directly related to their academic course work. Students will also engage in structured reflections, which may take many different forms: journals, portfolios, interviews, oral, and/or written reports.

Honors Program

Kirkwood's Honors program challenges students to be the best in their chosen fields by working closely with Kirkwood faculty members within the discipline and completing special honors projects.

Phi Theta Kappa

Phi Theta Kappa is the only internationally-recognized honor society for students attending two-year colleges. Kirkwood's local chapters are Alpha Eta Rho, for main campus students, and Beta Lambda Tau, for students at the Iowa City Campus.

Both organizations give achievement-minded Kirkwood students the opportunity to network with and energize one another, participate in service projects within the community and be part of a highly-esteemed group on campus.

Members of Alpha Eta Rho or Beta Lambda Tau must complete 12 credit hours at Kirkwood and have a 3.5 or greater cumulative GPA.

Honors Program Credits

The Kirkwood Foundation pays for honors program credits. Eligible students may receive up to four free honors credits.

Students eligible to participate in the Honors program should contact the Honors program faculty chair. In order to register for one-credit honors projects, students must submit a copy of their learning contract and have it signed by the director. Students then need to submit the completed add slip to the One Stop office and send copies of the honors project learning contracts to the designated recipients.

Study Abroad

Students earn college credits while embarking on once-in-a-lifetime adventures through Kirkwood's Study Abroad programs. They greatly expand their horizons by stepping outside the conventional college environment, meeting and traveling with other college students, and fully experiencing world cultures.

Financial aid can be applied to Study Abroad programs and scholarships are also available. For more information

about Kirkwood's Study Abroad programs visit
www.kirkwood.edu/studyabroad.

Veterans Services

Cedar Rapids Main Campus
2nd floor Kirkwood Hall
319-398-5633
www.kirkwood.edu/va

Kirkwood is committed to serving those in the community who have served or are serving in the military. Almost all programs are approved by the Department of Education for payment of Department of Veterans Affairs educational benefits. The Veterans Services Coordinator/School Certifying Official is a full-time staff person who is available to assist veterans in the application process to ensure the students' programs meet federal guidelines.

As another service to our student-veterans, Kirkwood offers a Veterans Lounge, available to all veterans and open during regular college hours. Located on the third floor of Iowa Hall next to the Amana Room, the Veterans Lounge provides a spot to check emails, quietly study or just to enjoy camaraderie with fellow veterans.

Veterans Benefits

Veterans and members of the Selected Reserve may be eligible to receive educational benefits while enrolled in and pursuing an approved program of education and training. Veterans have 10-14 years from their date of active duty discharge in which to use their educational benefits.

Spouses, of veterans who are rated by the VA and found to be totally and permanently disabled from a service-related disability or have died due to a service-related disability, have 10-20 years from their initial date of eligibility. Children of these veterans have until age 26.

Members of the Selected Reserve, who have not served active duty for other than training are required to remain actively drilling in order to maintain eligibility. Reservists who were ordered to active duty after September 11, 2001, in response to war or national

emergency, have no delimiting date as long as they remain in their reserve component.

To be eligible for veterans educational benefits, students must:

1. Be eligible under one of the benefit programs of the Department of Veterans Affairs;
2. Be pursuing courses at least as half-time students to receive monthly benefits;
3. Maintain a 2.0 grade point average for graduation or show satisfactory progress each term while on academic probation;
4. Pursue one program at a time;
5. Take only courses applicable to stated, current program.

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 post-secondary education to members of the military.

As a 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 students who receive veterans educational benefits periodically need special services, the college has established the VEOP. The Veterans Services Coordinator/School Certifying Official :

- Coordinates veterans' services with other campus services such as admissions, financial aid, counseling or placement.
- Maintains communication with military Reserve and National Guard units, as well as local members of the active military, to identify and serve people eligible for benefits and entitlements.

- Serves as the principal contact person and advocate for eligible students 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 Services Coordinator/School Certifying Official.

Vocational Rehabilitation

Cedar Rapids Main Campus
123 Iowa Hall
319-398-4925
www.ivrs.iowa.gov

The Vocational Rehabilitation office works with lowans with disabilities to:

- Find employment or expand skills to increase employment possibilities.
- Gain accessibility to school or work and increase independence.
- Find financial support through counseling and guidance.
- Assist students to determine a viable vocational direction.

Library Services

Cedar Rapids Main Campus
Benton Hall
319-398-5697
Toll free: 1-866-452-8504

Iowa City Campus
111 Credit Center
319-887-3613
Toll free 1-866-452-8504
www.kirkwood.edu/library
library@kirkwood.edu

Kirkwood's Cedar Rapids and Iowa City libraries are open to all students, staff, faculty and area residents. The librarians are experts in helping you conduct college-level research by defining what information you need, finding material, evaluating sources, organizing your research, and communicating your findings clearly and ethically. If the information you need is not available in our physical libraries, electronic databases, or ebook collections, we will order it for you from another library through the Inter Library Loan program.

If you are working from home, are a distance education student or attend class at one of the Kirkwood centers, the same library services are available to you. The library website provides a full array of resources and services that you would find inside the libraries, along with instant messaging reference and handouts on creating citations and finding reliable websites. Librarians are available by phone to help you with your research and can send library materials to Kirkwood centers for your use.

Information Resources & Technology

In addition to quality books, journals and DVDs to use in your research, we have many online databases of magazine, journal, news and reference articles that you can access from any campus computer or your home computer. If you prefer working from a library table or relaxing in a stuffed chair as you write, you may check out a laptop for use within the library or bring your laptop to connect with the campus wireless network. Wireless Internet access is available in both libraries, and all library laptops have Microsoft Office.

Facilities

The Cedar Rapids main campus library is located in Benton Hall. You will find many places to study on the first and second floors, comfortable seating, study carrels and natural lighting. The second floor is designated as a quiet study area and has several group study rooms.

The Iowa City Campus library provides the same services but on a smaller scale. Study space, comfortable seating, individual carrels and a group study room are available. You will find the library in the Credit Center Building in the middle of the first floor.

Information Literacy SDV-119

This is a one credit-hour class taught by librarians who introduce students to the library research process. Students learn to systematically and efficiently locate, evaluate and use information through hands-on practice. Students will learn skills essential for any college student, but the class is especially

helpful for students planning to transfer to a four-year college.

Writing Centers

Cedar Rapids Main Campus
3067 Cedar Hall
319-398-5411 ext. 5055

Iowa City Campus
134 Credit Center
319-887-3658

Linn County Regional Center
320 Linn Regional
319-398-1052

Students go to the Writing Center when they need objective readers for paragraphs, essays, research papers, journals, book reports, resumé and other writing-related activities. The writing center staff does not proofread work, but helps students improve their writing.

Writing Center hours are posted each semester. Students may stop by at any time; however, it is wise to call ahead for an appointment.

The Center for Online Writing provides the same services as the Writing Center, except that no appointment is needed, and all help is transmitted via email and email attachments. Access the Center for Online Writing from the link on the Writing Center page at www.kirkwood.edu/writingcenter.

Distance Learning

Distance Learning Online

Cedar Rapids Main Campus
319-398-4958

Classes offer students the flexibility to learn outside the traditional classroom. Most courses start on specific dates in August, September, January, February or May and meet for 16 weeks or 12 weeks. Other variable date and flexible delivery courses can be found on the distance learning website or in EagleNet. A qualified teacher, who is available to answer questions, respond to assignments and grade exams, designs each course. Courses are offered in an online format, and many will have weekly assignments. All courses meet the goals and objectives of the same

courses offered in the traditional classroom and transfer to other institutions in the same way.

Distance Learning courses are delivered online, which provides an enriching and engaging environment for learning. There are a variety of resources available to help students succeed online, including a student help desk and online tutoring.

Kirkwood Community College is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

For more information about Distance Learning go to www.kirkwood.edu/distancelearning.

Interactive Video Classrooms

Cedar Rapids Main Campus
319-398-1262

Kirkwood students can take courses and programs over an interactive instructional video system that links instructors to students at many different locations. This technology provides two-way audio and video communication. Interactive video classrooms greatly increase the number of courses the college can offer at Kirkwood centers and other locations. The delivery system saves students time and travel, while providing an interactive learning environment with the instructor and other students. Kirkwood also offers college credit courses over the statewide Iowa Communications Network (ICN). For more information go to www.kirkwood.edu/distancelearning.

Adult Accelerated Learning Classes

Linn County Regional Center
1770 Boyson Road, Hiawatha, IA
52233
319-398-1052
accelerated@kirkwood.edu
www.kirkwood.edu/accelerated

Adult Accelerated Learning classes are designed for working adults who want to further their education while balanc-

ing work and family. After earning an associate degree from Kirkwood, you can transfer to a four-year college or university to complete your bachelor's degree.

You can take courses on evenings and weekends, once-a-week, and in five- and 10-week blocks. Outside projects and assignments complement the abbreviated class meeting schedule.

If you're interested in Adult Accelerated Learning, you need a minimum of three years work experience, to be at least 21 years old and demonstrate competencies in reading, writing and math, either through COMPASS test scores or previous college experiences.

Secondary Programs

Resource Center
1030 5th Ave. SE
Suite 100
Cedar Rapids, IA 52404
319-784-1510

Adult Education and Literacy

The Adult Education and Literacy program assists adult learners to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency. The program also assists adults in the completion of a secondary school education.

Kirkwood coordinates volunteer tutor programs in Cedar Rapids, Iowa City and Washington. Tutors are recruited, trained in basic teaching techniques, and matched with an adult who can benefit from instruction in English, reading or math. Tutoring services are available to adults who have not earned a secondary diploma or its equivalent.

Through the Adult Education and Literacy program, Kirkwood offers classes to English language learners. Instruction focuses on the development of English skills in life and work contexts. Classes are offered in Cedar Rapids, Iowa City and Washington. Volunteer tutors may also be available to learners who are unable to attend the classes.

High School Completion Programs

Students 17 years of age or older who have not completed their high school education may be eligible to earn a diploma through Kirkwood's High School Completion program. More than 50 independent study, online and structured courses are offered at Kirkwood learning centers located in the seven-county service area.

Computers are available to provide students with course work, enrichment activities 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 high school experience.

Preparation and testing for the Iowa High School Equivalency Diploma (HSED) are also available at Kirkwood learning centers. Students may study independently, work with a teacher or tutor, use HSED instructional software, and view instructional videos to learn or review HSED competencies.

High School Distance Learning (HSDL) Program

Students unable to attend a Kirkwood learning center can earn high school credits or transfer credits through the High School Distance Learning program. Often, students who are enrolled in high school complete courses through this program to meet the requirements of their local high school diploma. Students can also complete distance learning courses and earn the Kirkwood Adult High School diploma. Courses are available in packet and online formats.

Corrections Education

Through a contract with the Iowa Department of Corrections, Kirkwood manages the educational programs offered to offenders at the Anamosa State Penitentiary and the Iowa Medical and Classification Center in Oakdale. Literacy, ESL, HSED preparation and testing, and life skills are the instructional priorities.

Student Life and Services

Student Life

Cedar Rapids Main Campus
230 Iowa Hall
319-398-5578

Iowa City Campus
112 Credit Center
319-887-3947

www.kirkwood.edu/studentlife

Student Clubs and Organizations

Clubs are formed through academic programs and special interest groups and are given formal recognition by the Student Life office. Faculty or staff members serve as advisors to both groups. Information about clubs and organizations may be obtained through Student Life, or on line at www.kirkwood.edu/clubs

Student Leadership Council

This group represents the Kirkwood student body and plans and promotes events on campus. This leadership organization is an extension of the Student Life office and can be a vital part of the student experience at Kirkwood. It provides a networking opportunity between organizations at Kirkwood and allows students to be involved with various aspects of the student experience, including the entire event planning process, community service, public relations and promotion of other activities on campus.

Social and Special Events

Student Life coordinates several events and activities throughout the year. From daytime events such as live music or bingo to evening entertainment, including hypnotists, comedians and the Glow Party, there is always something going on at Kirkwood. All events are free for students to attend. Information on upcoming activities can be obtained through Student Life.

Kirkwood EagleCard

104 Iowa Hall
319-398-5680
www.kirkwood.edu/eaglecard

The EagleCard is the official Kirkwood Community College identification card. It is *required* for the following:

- Buying books at the Kirkwood bookstores.
- Selling books back at book buy-back time.
- Checking out books from the Kirkwood library.
- Admittance to the Kirkwood Rec Center, computer labs, and athletic and entertainment events.

A student has the option of depositing money on his/her EagleCard account and using it as a debit card. The EagleCard is accepted at on-campus vending machines, food services, Kirkwood Bookstores and select off-campus vendors.

Students can obtain their EagleCard at the EagleCard office or the Rec Center, both at the Cedar Rapids campus; the Iowa City Bookstore; or any county center office.

Bookstores

Cedar Rapids Main Campus
Benton Hall
319-398-5469

Iowa City Campus
1st floor Credit Center
319-887-3640

In addition to providing textbooks for all Kirkwood courses, both the Cedar Rapids and Iowa City bookstores also carry supplies, logo apparel, gifts, computers and software.

At the end of each semester, students can sell back previously purchased books. A representative from a used book wholesaler is on campus to handle the book buyback.

Bus Service

Kirkwood students can ride Cedar Rapids Transit for free. Just show your EagleCard student ID and get a free ride to and from campus on bus routes 7 and 11.

To purchase bus tickets for other routes in town that are not free, show your EagleCard at the Kirkwood Bookstore.

For a complete list of bus routes and bus stop locations, visit Cedar Rapids Transit at www.cedar-rapids.org/transit. The Iowa City Campus is accessible by Iowa City Transit bus service, and monthly passes are available at the Iowa City bookstore.

Campus Health Services

Cedar Rapids Main Campus
132 Iowa Hall
319-398-5588

Iowa City Campus
146 Credit Center
319-887-3949

A registered nurse under direction of a consulting physician staff the Campus Health office. Services include emergency treatment of illness and injury and assistance in obtaining services of local physicians or agencies. Over-the-counter drugs, TB testing 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.

Campus Health presents educational health programs on substance abuse, nutrition, infectious disease and sexual awareness. 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 is available from Campus Health.

Housing

Cedar Rapids Main Campus
230 Iowa Hall
319-398-7647

Iowa City Campus
112 Credit Center
319-887-3947

www.kirkwood.edu/housing

Kirkwood does not provide on-campus housing, but nearly 4,000 students live in privately-owned apartments near the campus. The housing office provides information and assistance with roommate issues and serves as a liaison between apartment managers and student tenants. The Cedar Rapids Housing office coordinates apartment showings, which are available by appointment.

Traffic and Parking

Thousands use the Kirkwood campuses each day. For all of our protection, Campus Security will enforce traffic regulations. Students may park in any of the non-designated parking lots. Disability (handicap) spaces are reserved for those vehicles that display valid state of Iowa disability identification. Visitor spaces are for campus guests and should not be used by Kirkwood students, faculty or staff. Areas marked Blue Permit are reserved for faculty and staff vehicles that display valid blue parking permits. Taking parts of two spaces, or parking on the lawn, sidewalks or roadways is not permitted.

Reckless driving and speeding are prohibited at all times. Kirkwood's traffic and parking rules are based upon Section 206C.14 of the Code of Iowa. As the college has campuses located in various cities and towns, the local laws and ordinances also apply. Traffic and parking rules will be enforced as shown in the violations chart.

Administrative fees for violations will be considered the same as any other debt owed to the college. If a ticket is received, students must do one of the following:

- Pay the fee at the cashier, 202 Kirkwood Hall.

- Mail the fee to Kirkwood in the envelope provided.
- Submit an appeal form within 48 hours. Appeal forms may be obtained and completed at www.kirkwood.edu/security, click "Parking."

Campus Security

319-389-1774

Kirkwood Campus Security officers patrol campus, respond to emergencies and other calls for service, conduct traffic checks on campus, walk through the campus buildings, staff special events, and facilitate a variety of safety and security presentations.

Kirkwood Campus Security officers may ask people for identification to determine whether they have legitimate business at the college. Campus Security officers have the authority to investigate offenses involving rule violations and to make referrals to the appropriate area of the college. Campus Security officers do not possess arrest powers and do not carry firearms. Criminal incidents are referred to the local police, who have jurisdiction on campus.

Campus Security works closely with local, state and federal police agencies. Through coordination with local law enforcement, criminal activity by students at off-campus locations is monitored and recorded. This information is referred to the appropriate area of the college.

Services (offered 24 hours a day, 365 days a year):

- Enforcement of college, local, state, and federal laws and regulations.
- Investigative reports and criminal investigation.
- Escorts for students, faculty and staff.
- Unlocking and jump starting vehicles on campus.
- Reporting and resolving environmental safety issues, exterior lighting, signage and other physical hazards.

- Monitoring and enforcing driving regulations.
- Blue Light Emergency Phones located across the main campus.
- Safety and security presentations, including personal safety, alcohol and drug abuse, and sexual assault prevention.

Campus Security Escorts

Although Campus Security can escort students to and from vehicles and buildings at anytime, it is a good idea to use this service when walking on campus during hours of darkness.

Campus Security Act

Each year in compliance with federal law, Campus Security prepares a Campus Security publication for all Kirkwood students, parents, faculty and staff. In this report, you will find campus crime statistics for the last three years, as well as safety-related policy and procedures. Information is prepared in accordance with the Crime Awareness and Campus Security Act enacted by Congress in 1990. The act was amended in 1992, 1998 and 2000. In 1998 it was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, as it is commonly referred to, requires all institutions of higher education give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community, and is also submitted to the U.S. Department of Education. The act is intended to provide accurate, complete and timely information about safety on campus, so that you make informed decisions.

To obtain a printed copy of the report, contact Campus Security, 6301 Kirkwood Blvd. SW, Cedar Rapids, Iowa 52406, or call us at 319-398-5561. This report is also available at www.kirkwood.edu/security.

Kirkwood History and Accreditation

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 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 parts of eastern Iowa, then known as 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, originally called "Area X Community College." The college immediately assumed responsibility for the federally-funded vocational/technical programs 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. In 1969, the college board of trustees decided on a new name—"Kirkwood Community College," to honor Samuel J. Kirkwood, Iowa's governor during the Civil War years.

In 1982, Kirkwood became a board member of the League for Innovation in the Community College, a consortium of 19 of the nation's finest two-year colleges.

Kirkwood awards Associate of Arts and Associate of Science degrees that transfer to four-year colleges and universities. Graduates in Applied Science and Technology programs are prepared to enter specialized technical careers.

Kirkwood Community College is accredited by the Iowa Department of Education and by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The Higher Learning Commission can be reached at 800-621-7440 or www.ncahlc.org. Appropriate professional associations within their respective fields accredit individual college programs.

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 pre-professional 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 that 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.

Academic and Student Policies

Introduction

Kirkwood's Values and Standards

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 including:

- Valuing diversity.
- Respecting and managing resources well.
- Promoting opportunities for educational growth and development
- Encouraging a spirit of critical judgment.
- Learning to engage in a sustained and independent search for truth.
- Maintaining an orderly, civil and safe campus environment.

Productive Classroom Learning Environment

We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.

In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

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 have been adopted by the faculty and administration of the college. If a student finds that extenuating circumstances might justify the waiver of a particular college regulation, that student may file an appeal of policy with the One Stop office, according to established procedures.

Grades

Academic Appeals

Academic appeals are addressed to the College Academic Policies and Procedures Committee.

Appeal Process

You may appeal of final course grade provided that:

- conferences have been held first with the instructor assigning the grade and then the appropriate dean;
- the appeal is presented in writing to the chairperson of the committee;
- the written appeal must be presented to the committee within 100 working days from the date of which the grade was assigned.

Final Course Grade Hearing Procedure

The chairperson will notify all participants in the appeal of the time and location of the hearing. The format of the hearing consists of a verbal presentation by the student, a verbal presentation by the instructor or designee, and questions by committee members. The student and the faculty person will each have 10 minutes to present information and answer committee questions. All persons directly involved in the appeal will be given written notification of the outcome. The committee's decision is final.

Graduation Requirement Appeal Procedure

- The student should meet with the appropriate dean to request a waiver. If the request is not resolved, the student may appeal.
- the appeal is presented in writing to the chairperson of the committee;
- the written appeal must be presented to the committee within 100 working days from the date of which the grade was assigned.
- The chairperson will notify all participants in the appeal of the time and location of the hearing. The student should present a written request and a verbal presentation to the committee. The student will be provided 10 minutes to present his/her request.

Staff Rights

Any faculty/staff member directly involved with any student appeal will be notified of the appeal upon receipt of such by the committee chairperson. The chairperson will also notify the staff person of the date, time and place of the appeal hearing and request that the staff member provide written information responsive to the appeal. The involved faculty/staff person or designee has the right to appear before the committee, personally present information and answer questions pertinent to the appeal.

Student Rights

The student will be notified by the chairperson of the date, time and place of the appeal hearing. The student has the right to appear before the committee, and personally present information and answer questions pertinent to the appeal.

Other Appeals

The committee may also hear other academic policy and procedure appeals as may be designated by the vice president of academic affairs for a committee recommendation.

Disposition of Appeals

Grade Appeals

Within 10 working days of the hearing, all persons directly involved in the appeal will be given written notification by the committee chairperson of the committee's decision about the appeal. The committee's decision is final. The plurality of the vote or the nature of the votes cast by individual committee members will not be disclosed.

Graduation Requirements Appeals

Within 10 working days of the appeal hearing, the committee chairperson will notify all persons directly involved of the committee's recommendation. The committee's decision is final. The plurality of the vote or the nature of the votes cast by individual committee members will not be disclosed.

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 subjects outside their major fields, a review or refresher, or other purposes where credit and grades are not needed or would pose an unnecessary academic threat.

With the permission of instructors, students can enroll in any courses on an audit basis. Students and instructors must agree on what portion(s) of courses the students plan to audit and the requirements the instructors have for attendance and participation. If the students fulfill the agreement for the audit, the grade of "N" will be entered

on the students' academic transcripts. If the students do not fulfill the audit agreements, the registrar, upon request from the instructor, will withdraw the students from the courses 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 of the class's 100% refund period. Once changed to audit, the class cannot be changed to graded credit.

Computing Grade Point Average

Grade point average is computed by multiplying the number of semester credits for each Kirkwood and transfer course by the numerical value, or "grade points", of the grade given for that course. These values are then added together for the total grade points, which are then divided by the total semester credits for the GPA. The grade point average is not weighted.

Example:

Course	Grade	Grade Points	Semester Credits	Total Grade Points
X	A	= 4.0	x 3	= 12
Y	B	= 3.0	x 3	= 9
Z	F	= 0.0	x 4	= 0

Total grade points (21) divided by total semester credits (10) = 2.10 GPA.

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.
- 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 petitions with the One Stop office, 202 Kirkwood Hall. Appropriate documentation of emergencies must accompany petitions. 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 grades then in progress, assigning reduced grades in consideration of unmet course requirements or declining to assign grades. In any case, students retain the right to withdraw from courses.

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 of graded coursework and achieved a grade point average of 3.3 or higher. A minimum of six graded credit hours must be earned in the term of the award.

Forgiveness for 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 since the final day of the term last attended.

- The student has honorably served in the U.S. armed services for at least two years since receiving the failing grades.

Grades of "F" (or any other failing grades) in one specific term can be changed to "W" (withdrawn) if:

- The student has no "W" or "O" grades and failed to complete an official withdrawal in that term.

For more information, contact the One Stop office, 202 Kirkwood Hall, 319-398-7600.

Grading System

Kirkwood uses a 4.0 grading system. Kirkwood grades and their grade points or meanings are provided below:

A	4.00	A-	3.67		
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67
F	0.00				
P	Passing Credit				
Q	No Credit				
I	Incomplete				
E	Excused Without Credit				
T	Credit by Examination				
N	Audit				
W	Withdrew from Course				
X	Course Repeated				
O	Original Grade Removed				

The grades A, B, C, D and F are included in the computation of grade point average. Credit toward graduation is granted for A, B, C, D, P and T.

Incomplete Grades

A student who is unable to complete the assigned work of a course due to extenuating circumstances may be assigned the grade "I" (Incomplete). In such cases, the instructor and the student must complete an Incomplete

Grade Agreement form documenting the course requirements remaining and the date by which they must be completed.

The maximum time a student is permitted to 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."

Repeating Courses for a Better Grade

Students may repeat courses taken at Kirkwood to try to improve their original grade. The lower grade will be changed to X, which carries no credit and has no effect on the grade point average. The best grade will be used in the GPA calculation. For those courses that may be taken for credit more than once, the second grade will not replace the first.

Waiver Credits

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. Upon satisfactory completion of a minimum of 16 credit hours at Kirkwood, the student request will be officially processed. The waiver of course requirements must have the final approval of the dean in each respective department. The student's degree audit will indicate the courses that were waived under this policy. Questions regarding waiver of course requirements should be directed to the appropriate department office.

Academic Progress

Academic Progress and Warning

Students who achieve and maintain the minimum cumulative grade point average and complete course requirements in the prescribed sequence are considered to be making satisfactory academic progress. Students who fail to achieve this standard will be placed on academic warning or probation.

Academic Warning

Academic warnings are issued to students with non-passing grades at mid-term of the current semester.

Academic Probation

Students who have 24 or more attempted hours with a GPA less than 2.0 are placed on academic probation.

The dean of students reviews students' academic records each semester and will notify students of their warning or probationary status. Students will remain on academic probation until their cumulative GPA is raised to the appropriate level.

Financial Aid Satisfactory Progress

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV Federal Financial Aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for financial aid.

Progress is measured by the student's cumulative grade point average, percentage of credit hours earned in relation to those attempted, and the length of the academic program. In order to assure that students make progress toward earning a degree both in terms of number of hours completed and cumulative GPA, Kirkwood Community College uses the following Financial Aid SAP Policy.

Attempted Credit Hrs	Completion Rate	Required GPA
0-29	60%	2.0
30+	70%	2.0

Cumulative records are reviewed after each payment period to evaluate progress. All periods of registration, including summer term, will be evaluated regardless of whether or not financial aid was disbursed during the term. This includes remedial credits, ESL credits, and transfer credits from other institutions. Attempted credit hours will be determined at the end of the drop period each term.

The student is placed on a Warning status the first term his/her academic transcript does not meet the standards

of SAP (see chart) with one exception. Students who fail to complete any courses within their first term of enrollment (combination of Fs and Ws) will be placed on Suspension for the following term.

If progress during the Warning term is adequate to bring the cumulative record up to the standard, the Warning status is removed. If progress in the Warning term is not enough to bring the cumulative record up to standard, the student will receive a Suspension status and be ineligible for financial aid. This suspension includes all scholarships, work-study, loans and grants.

A student can regain eligibility by completing at least one additional term of half-time work and maintaining the standards of the policy. This is an out of pocket expense. When this is accomplished, the student must notify the financial aid office and submit an academic plan (see below). Financial aid is reinstated on an Academic Plan status. Progress is monitored and the Academic Plan status is extended as long as the student follows the academic plan each semester, until the cumulative record meets the standard or the student graduates. Alternately, the student may submit an appeal (see below).

The student has the right to appeal the SAP policy if he/she believes extenuating circumstances prevented him/her from meeting the standards of the policy. Examples of extenuating circumstances would include prolonged illness for which medical attention was received, or extreme personally uncontrollable circumstances. Appeals must be in writing and include documentation of the circumstances that led to the student's academic performance along with an academic plan. The academic plan must be comprehensive enough that it shows how a student may reach a Satisfactory SAP status or successfully graduate. Appeals should also address changes made to ensure future academic success. An Appeals Committee determines whether the appeal is approved. The decision of the committee is final and cannot be appealed further.

If an appeal is approved, and the student is mathematically capable of reaching a satisfactory status after one term of work, a student is placed on Probation. If the appeal is approved, but the student is mathematically incapable of reaching a satisfactory status after one term of work, the student is placed on Academic Plan status. Students on Probation must reach satisfactory status after one term of work or they will go on Suspension. Academic Plan students must follow the academic plan until their cumulative record meets the standard or the student graduates. If a student fails to follow the academic plan, he/she will be placed on Suspension after the next SAP review.

Federal regulations stipulate that students must complete their educational program in a reasonable length of time, which is defined as no more than 150% of the credit hours required for graduation in that program, regardless of major changes. For example, if a student is working towards a Liberal Arts-AA, which is 62 credit hours; he or she can receive aid up to 150% of the credits for that program, which is 93 credit hours. Once a student has exceeded 93 earned credits, he/she will be placed on suspension. All transfer credits are included in the earned credits including those earned as part of another degree or diploma. Students have the right to appeal the suspension as noted above. To continue to receive financial aid, they must follow the academic plan. Their academic plan may only contain courses that are required for their program. Students will be warned of this status at 125% of the credits required for graduation in their program. Students can contact the One Stop Office with questions regarding SAP.

Financial Aid Policies

Financial Aid Eligibility Requirements

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

- Be enrolled or accepted in a credit diploma or degree program;
- Be seeking a degree related to the educational objective;
- Be a citizen of the United States or an eligible non-citizen;
- Not be in default for any previous education loans or owe a grant overpayment;
- Be making satisfactory academic progress according to Kirkwood's published policy;
- Attend the classes they are registered for.

General Policies and Student Rights

Accommodation Services for Students with Disabilities

Definitions

A "disability" with respect to an applicant or student is: a physical or mental impairment which substantially limits one or more of the major life activities of an individual, a record of such impairment, or being regarded as having such impairment.

- Individuals with disabilities may include persons who have: mobility, sensory or speech impairments; cosmetic disfigurements; mental illness; mental retardation; learning disabilities; cognitive disabilities. Individuals with disabilities may also include persons who have neurological, psychological, or physical disabilities.
- "Major life activities" include caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, and working.

A "qualified individual with a disability" means:

- with respect to educational opportunities: a person with a disability who meets the academic and technical standards required for admission or participation in an education program or activity;

- with respect to public adult educational services: a person with a disability of any age during which non-disabled individuals are provided such services, or of any age during which it is mandatory under state law to provide such services to individuals with disabilities;
- with respect to other services: a person with a disability who meets the essential eligibility requirements for the receipt of such services.

“Otherwise qualified” means: an applicant or student with a disability is “otherwise qualified” if he or she is qualified for receipt of educational opportunities, public adult educational services or other services, in that he or she satisfies all of the fundamental academic and technical standards, essential eligibility requirements and other applicable education-related selection criteria.

Reasonable Accommodation

When requested by an otherwise qualified applicant or student with a disability to do so, Kirkwood Community College is prepared to modify or adjust the admissions process or the educational environment to make “reasonable accommodations” to an applicant or student to enable the applicant or student to be considered for admission to the program, course, activity or service he or she desires; to meet and perform academic and technical standards required for performance of an education program or activity; to meet the essential eligibility requirements for the receipt of other services; or to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities.

Reasonable accommodations and modifications may include:

- making existing academic facilities used by students and the public readily accessible to and useable by individuals with disabilities;
- altering when and how academic or technical requirements are met or performed; adjusting or

modifying admission and performance tests, educational materials or policies;

- allowing readmission upon review and evaluation;
- providing or arranging counseling services;
- providing readers, interpreters or tutors; adapting or modifying the manner and method of instruction and testing;
- allowing applicants or students to provide equipment or devices that the College is not required to provide;
- and other similar accommodations.

In determining the College’s ability to offer reasonable accommodation to an otherwise qualified applicant or student with a disability, each request for an accommodation will be evaluated on a case-by-case basis. Factors to be examined include, among others: the academic and technical standards required for admission or participation in an education program or service; the purpose and nature of the program, course, and/or service; the precise education-related abilities and functional limitations of the applicant or student and how those limitations could be overcome with reasonable accommodation; the nature and cost of the accommodation required in relation to the College’s financial resources; the consequences of such an accommodation upon the operation and educational mission of the College, course, program, service and/or activity; and other federal, state, and local regulatory requirements.

An otherwise qualified applicant or student who requires attendant care services must make arrangements to provide for his/her own attendant care service. The College does not assume coordination or financial responsibilities for attendant care services.

The College is not required to offer or provide an accommodation to admit or to continue to admit an individual with a disability to any particular program, course, service, and/or activity or to provide educational opportunities and other services when:

- an accommodation would substantially alter the educational standards or mission of Kirkwood Community College;
- an accommodation would fundamentally alter the nature of the program, course, service and/or activity;
- taking into account the disabled applicant or student’s qualifications along with the requested accommodation, he or she is not otherwise qualified to meet the academic and technical standards required for admission or participation in an education program, course, service and/or activity;
- reasonable accommodation would not overcome the effects of the individual’s disability;
- reasonable accommodation would not enable the individual to complete a program, course, service and/or activity;
- an accommodation would cause an undue financial or administrative hardship on the College;
- with respect to accommodations mandated by the Americans with Disabilities Act and section 504, even with reasonable accommodations, the individual would still pose a direct threat to the health or safety of himself/herself or others.

Reasonable accommodation does not negate requirements for successful completion of a program, course, service and/or activity, adherence to generally acceptable standards of behavior and the College’s code of conduct, and adherence to administrative and faculty directions and instructions. If the academic, technical, or other standards required for admission or participation in an education program, course, service and/or activity are expanded, revised, or modified, the conditions and procedures stated in this policy shall apply to any evaluation of the student’s ability to perform the expanded, revised, or modified requirements and the College’s determination whether reasonable accommodation will be provided.

Request for reasonable accommodation

To request reasonable accommodation under this policy, an applicant or student must submit an application form to the Dean of Learning Services (or his/her designee) requesting reasonable accommodation and describing the nature of the requested accommodation. An applicant or student should also indicate the nature of the claimed disability and identify his or her abilities and functional limitations with respect to the claimed disability. The applicant or student must attach documentation of a disability to the application form.

In the application process and form, the applicant or student with a disability shall also assist the College in determining if and what reasonable accommodations might be provided by identifying in writing or otherwise:

- any special methods, skills, or procedures that would enable him or her to perform the tasks, functions, or requirements that he or she otherwise might not be able to perform because of his or her disability;
- the accommodations the College might make that would enable him or her to perform and meet the academic and technical standards required for admission to or participation in an educational program, course, service, and/or activity; and
- any equipment, aids, or services that the applicant or student is willing to provide and utilize that the College is not required to provide.

If the applicant or student requires secretarial or other assistance in preparing such written statement or request due to his or her disability, this will be provided upon request.

Response to applicants and students who request reasonable accommodation

The College may make inquiries of applicants concerning the presence of a disability, but recognizes that such inquiries will be for the purpose of planning support services and such inquiries will not form the basis for any deci-

sion regarding acceptance or enrollment in educational programs.

An otherwise qualified student who identifies himself or herself as having a disability and requests reasonable accommodations will be required to provide appropriate documentation, including medical, psychological, and educational records sufficient to establish the existence of a claimed physical or mental impairment and the need for accommodations as outlined previously.

Once a student completes an application for accommodation, the student should supply documentation as quickly as possible, including medical, psychological, and educational records if appropriate, to the Dean of Learning Services (or his/her designee). A specific plan for accommodation cannot be implemented until the student has supplied all pertinent documentation. An application for accommodation should be completed before the beginning of the semester, or as early in the semester as possible, to allow as much time as possible to develop and implement an accommodation plan which will be useful to the student. The later in the semester the application process begins, the less likely an accommodation plan can be fully implemented to accommodate the student's needs within that semester. If accommodation requests are submitted too late within the semester, the College reserves the right to not implement the accommodation request within that semester. Accommodations will not be retroactive within the semester.

The College, through the Dean of Learning Services, will review the documentation and make a determination regarding the claimed disability of a student within two (2) weeks (14 calendar days) upon receipt of all documentation and evaluations requested. Once the College determines the student is disabled, the College will communicate that decision to the student by means of a letter which assigns the student to a case manager.

Providing reasonable accommodation

As discussed previously, a determination of whether the College considers a student to be disabled will be made by

the College. If a student is determined to be nondisabled, no offer of reasonable accommodation will be made to the student. If, however, an applicant or student is determined to be disabled and has requested a reasonable accommodation, a determination of what reasonable accommodation will be made to an applicant or student will then be made by the College. Specifically, an assessment of:

- the academic and technical standards required for admission or participation in an education program or activity by the applicant or student, and
- the essential eligibility requirements necessary for receipt of other services will be made based on the individual's precise academic and technical abilities and functional limitations and whether and/or how a reasonable accommodation would enable the applicant or student to overcome those limitations to perform and meet all of the requisite academic, technical, and other standards.

The determination of whether and/or what reasonable accommodation will be made for an applicant or student shall be made by the Dean of Learning Services (or his/her designee), individually or in consultation with appropriate administrators, instructors, and medical or other personnel related to the College. In making this assessment, the Dean of Learning Services (or his/her designee or the case manager) will consult with the applicant or student regarding the precise education related limitations imposed by the disability, potential reasonable accommodations to overcome those limitations, and the effectiveness of various accommodations in enabling the applicant or student to perform the academic, technical, or other requirements of the course, program, activity, or service in question.

Accommodations will not be offered that would substantially modify the educational standards, operation, and/or mission of the College. An accommodation that would be unduly costly, extensive, substantial, or disruptive or that would fundamentally alter the na-

ture of the course, program, service, or activity offered by the College would constitute such a substantial modification.

With respect to accommodation mandated by the Americans with Disabilities Act and section 504, the College will also deny educational opportunities and other services to an applicant or student when no reasonable accommodation exists that would either eliminate or reduce to an acceptable level any significant direct threat of substantial harm that an applicant or student with a disability would pose to the health or safety of himself/herself or others.

The College will attempt to complete its evaluation and make its decision regarding reasonable accommodation(s) within three (3) weeks of the initial disability determination referred to above. The Dean of Learning Services (or his/her designee or case manager) will then forward to the applicant the College's decision in writing, or in some other form appropriate for the applicant, regarding the existence of a disability and possible reasonable accommodations.

Once an applicant has been determined to have a disability which requires reasonable accommodation(s), the Dean of Learning Services (or his/her designee or case manager) and the applicant will, in consort with other affected college personnel, develop a written accommodation plan. The Dean of Learning Services will maintain a confidential file which documents the student's disability and written accommodation plan. The student will share a copy of the written accommodation plan with appropriate college personnel.

Applicants or students who reject reasonable accommodation

If an otherwise qualified applicant or student with a disability rejects a reasonable accommodation, aid, service, opportunity, or benefit that is necessary to enable the applicant or student to perform or meet the academic, technical, or other standards requisite for admission or participation in the educational program, activity, or other ser-

vice in question, the applicant or student will not be considered a qualified individual with a disability, and admission to or current enrollment in the program, course, activity, or service in question may be denied, withdrawn, or modified as deemed appropriate by the College.

Student appeal procedure

Except for appeals pertaining to physical accessibility, the Educational Equity Steering Committee will hear appeals only after the student has had a conference with the appropriate faculty member(s) and then with the appropriate dean. If the issue cannot be resolved at these two levels, the student may appeal to the Educational Equity Steering Committee which will make a final determination on the appeal.

The Educational Equity Steering Committee will hear appeals pertaining to physical accessibility only if the matter cannot be resolved after a meeting with the case manager and then with the Dean of Learning Services. The Educational Equity Steering Committee will make final determination on the appeal.

Appeals must be submitted to the Educational Equity Steering Committee, Attn: Dean of Learning Services, 2063 Cedar Hall, Kirkwood Community College, Cedar Rapids, IA 52404, no later than fifteen (15) working days following the decision of the appropriate dean or Dean of Learning Services, as stated in paragraphs above. Appeals should be clearly printed, or preferably typed, on standard 8 ½ x 11 inch paper and include the student's name, address, and date. It should be brief, clear and concise and state specifically what is being appealed, what relief the student is seeking, and why the Committee should grant the appeal. Supporting documentation, if any, should be submitted by the student and attached to the letter of appeal.

Within ten (10) working days of the receipt of the student appeal, the Educational Equity Steering Committee will convene to consider the appeal. The Chairperson will contact all parties involved in the appeal and determine whether they wish to appear in person

for the appeal hearing or have the Educational Equity Steering Committee render a decision based entirely on the written appeal material. It is the intention of the Educational Equity Steering Committee to reach a decision concerning appeals within two (2) working days following the conclusion of the appeal hearing. The Chairperson of the Educational Equity Steering Committee will notify all parties involved of the Committee's decision.

Students needing additional assistance with auxiliary aids may contact the Disability Services Director in 2020 Cedar Hall.

Alcohol and Drug Policy

Alcohol Policy

The on-campus use of alcoholic beverages is allowed at Kirkwood only where prior written approval for the serving of alcohol has been obtained from the president (or designee). All Iowa state laws and local statutes regarding the use, purchase, possession, distribution, or dispensation of alcohol must be observed. Food and nonalcoholic beverages must also be made available at events in which alcoholic beverages are served. Alcohol is prohibited at any event in which the majority of participants are under the age of 21; where alcoholic beverages are the focal point of the event, or which contributes to alcohol overindulgence or abuse.

Drug Policy

The unlawful use, possession, distribution, or dispensation of any narcotic (including prescription medications), dangerous drug or controlled substance is strictly prohibited on campus or at any college-sponsored activity.

Sanctions

There are substantial penalties for drug and alcohol violations. Individuals are subject to federal, state and local laws, as well as college policies. Both state and federal laws prohibit distribution or manufacture of controlled substances or counterfeit controlled substances. Penalties can result in imprisonment and fines depending on the severity of the crime.

State and local ordinances regulate alcohol. Underage possession of alcohol, driving while intoxicated, public intoxication, public consumption, serving underage intoxicated individuals, open containers and large private parties are all affected by these laws. Check with the local police department for more information. The college may also impose sanctions against students and employees who violate this policy. The procedures for administering sanctions are described below under, "Procedures."

Procedures

Students who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action in accordance with the policies and procedures outlined in the Student Conduct Code. The Dean of Students or designee will determine if the student is responsible for violating this policy and will impose appropriate sanctions. Sanctions may include warning, probation, suspension, expulsion, and other discretionary sanctions, including educational or treatment programs.

Hazards of Drug Use and Available Services

- Illicit drug use may result in:
- physical or psychological dependency;
- a craving or inability to stop using drugs;
- adverse effects on body systems;
- injury due to motor vehicle crashes, assaults or other unintended acts;
- disruption of personal relationships and work habits;
- ineligibility for some types of employment.
- Additional information about specific drugs and their effects is available from the Campus Health office, Iowa Hall.

Kirkwood Alcohol/Drug Abuse Program

- Campus Health, 319-398-5588 (Support groups, substance abuse counselor, student assistance team)
- Employee Assistance Program Cedar Rapids, 319-398-6694

Additional Agencies

- Area Substance Abuse Council Cedar Rapids, 319-390-4611 or Vinton, 319-472-2443
- Sedlacek Treatment Center Cedar Rapids, 319-398-6226
- Alcoholics Anonymous Cedar Rapids, 319-365-5955
- Hillcrest Family Services Cedar Rapids, 319-362-3149
- Mental Health Institute Cedar Rapids, 319-398-3562 or Independence, 319-334-2853
- Mid-Eastern Council on Chemical Abuse Iowa City, 319-351-4357
- St. Luke's Hospital Chemical Dependency Services Cedar Rapids, 319-369-7384

Campus Security (Clery) Act

Each year in compliance with federal law, Campus Security prepares a Campus Security publication for all Kirkwood students, parents, faculty, staff, and the community. In this report, you will find campus crime statistics for the last three years as well as safety related policy and procedures.

Information is prepared in accordance with Crime Awareness and Campus Security act enacted by Congress in 1990. The act was amended in 1992, 1998, 2000, and 2008. In 1998, the law was renamed the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act. The Clery Act as it is commonly referred to, requires all institutions of higher education give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies.

It also requires that crime data is collected, reported and disseminated to the campus community, and is also submitted to the U.S. Department of Higher Education. The act is intended to provide accurate, complete, and timely information about safety on campus so people may make informed decisions.

A printed copy of the report may be obtained by contacting Campus Security, 6301 Kirkwood Blvd SW, Cedar Rapids, Iowa 52406, calling Campus Security at 319-398-5561, or going to www.kirkwood.edu/security.

Cancellation and Delay Policy

The college may close on occasion due to weather or other emergency situations. Except in extreme cases (such as a multi-day blizzard), classes will always be canceled in segments of the day. The first cancellation announcement will cancel daytime classes 7 a.m. -5 p.m. The cancellation will note that the evening decision will be made and announced by 3:00 p.m. In extreme conditions the President or his designated representative may close for the entire day and evening.

Some facilities (KTOS, The Kirkwood Center, The Hotel, KCETC) serving employer clients or external rental customers will remain open based on client activities.

The college may close during the day if inclement weather requires it and times will vary based on the severity of the conditions and timing of the storm.

It is the general policy for office and services to close if the college has closed. Offices and services that would normally be open in the evening are required to be open if evening classes are held.

All locations will close at the same time with the following exceptions:

- Extreme cases such as flood waters cresting on different days, isolated ice storms, localized power outages, etc. may cause a location to close when main campus remains open. County Centers will not announce such closing to the CR/IC media to avoid confusion. Iowa City or other Linn County locations may use the media if the Executive Director, Communications & Marketing deems it necessary and effective. The lead person at each off campus site will make these calls in consultation with their cabinet member or Associate Vice President, Facilities & Security.

Copyright Policy

Kirkwood Community College respects the legal right of ownership of intellectual property in all media. It is the policy of Kirkwood Community College that all members of the College adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.).

Faculty and staff are reminded that it is unlawful to copy, distribute or display copyrighted material without written permission from the copyright holder, unless fair use or educational exceptions apply. Both the individual requesting such services and the individual performing the services may be liable for copyright infringement. Please consult the Kirkwood Libraries with questions concerning copyright exceptions.

Discrimination and Harassment

Kirkwood Community College is an equal access/equal employment opportunity institution in compliance with local, state and federal laws and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, marital status, veteran status, genetic information, or socioeconomic status. The Human Resources Department is available to answer questions or provide additional information related to the College's Equal Employment Policies and Affirmative Action Plan. Human Resources department may be reached at 319-398-5572.

Kirkwood employees and students who feel they have been discriminated against on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, marital status, veteran status, genetic information, or socioeconomic status may seek remedy through an internal complaint process. The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant.

Any person who believes that they have been the recipient of a discriminatory or harassing act may file a complaint with the Executive Director, Human Resources, Michael Roberts, 313 Kirkwood Hall, at extension 5572; or Vice President, Academic Affairs, Bill Lamb, 100 Iowa Hall, at extension 5509. If the complaint involves alleged discriminatory or harassing behavior by the Executive Director, Human Resources, the Vice President, Academic Affairs (319-398-5509) should be contacted in lieu of the Executive Director, Human Resources.

If you witness or experience harassment or sexual harassment, we strongly encourage you to report the incident immediately.

Domestic Travel Policy and Practice

Off-campus travel by students must be approved in advance by the appropriate dean or designee if the travel:

- 1) Includes an overnight stay;
- 2) Involves a Kirkwood vehicle or rental vehicle, or
- 3) Occurs outside of the College's seven county service area

The department or student organization must designate a faculty or staff member to serve as the trip sponsor who is responsible for providing trip information to the appropriate individuals as outlined in section IV of this policy. The trip sponsor must accompany the students on the trip unless special permission is granted by the Vice President of Academic Affairs and/or the Vice President of Student Services or their designees allowing the student(s) to travel alone.

Other off-campus travel by students that does not meet one of the conditions set forth requires prior approval/notification to an immediate supervisor or designee by the faculty or staff member sponsoring an activity involving in-district travel.

Modes of Transportation

Whenever possible, each student will travel to and from their destinations in transportation provided by the College.

Exceptions may be made by the appropriate dean or designee. When a personal mode of transportation is approved, the student(s) are responsible for making travel arrangements and all associated travel expenses, and the student(s) assume all liability in the event of an accident or mishap. The College cannot be held liable for accidents or injuries sustained in private vehicles.

Student Conduct

The Student Conduct Code applies to students who are participating in travel activities. Alleged student conduct violations occurring during travel will be adjudicated according to the procedures described in the Student Conduct Code. In such cases the trip sponsor will notify the appropriate dean or the Dean of Students of the alleged misconduct. The accused student may be sent home pending the outcome of those disciplinary proceedings as determined by trip sponsor, the supervising dean, and the dean of students. Such decisions will be made on a case by case basis.

Students must participate in all scheduled activities as directed by the trip sponsor. Students, who wish to participate in activities outside of those directed by the trip sponsor, must receive approval from the trip sponsor prior to beginning the activity. In such cases, the students are responsible for any expenses incurred relating to the outside activity.

Notification and Approval Process

The trip sponsor will ensure all necessary arrangements have been made prior to embarking on domestic travel. The procedures for domestic travel are as follows:

1. Complete the Student Domestic Travel Notification form. The notification will include the purpose of the trip, date(s), destination, mode of transportation, name and location of any overnight accommodations, names and contact information of participants, and their emergency contacts. The notification form will be submitted to the appropriate dean or designee at least five work days prior to the departure date for all travel requiring advance approval

and prior to departure for all travel that does not require advance approval. The dean or designee will maintain a record of the notifications in the event the College needs to reach participants or their emergency contacts.

2. A travel contract must be completed prior to departure by students. Completed contracts will be filed in the office of the appropriate dean or designee along with the travel notification form.

Note: Student travel occurring outside of the United States is handled according to the policies and procedures described in the International Student Travel Policy.

Minor Children on Campus

Student Guidelines

Children may visit certain college offices and facilities for limited periods of time when their parent or guardian is conducting routine business at the college. However, regular repeated visits by children are not permitted. Under no circumstances are children permitted in:

- Labs, shops, construction/repair sites, other areas where potential hazards exist or recreation facilities, unless those facilities are being used for activities intended to include children (e.g. family hours, sports camps, etc.).
- Testing centers
- Computer classrooms
- Classrooms: except when the child's presence is necessary for classroom activities.
- A child should never be left unattended while the parent or guardian is attending class, conducting other business or attending a public event on campus.
- Line of sight supervision by the parent or guardian is required at all times; should a child become disruptive, the student and child may be asked to leave.

Visitor Guidelines

The following guidelines apply to bringing children to the campus by visitors:

- Line of sight supervision by the parent or guardian is required at all times.
- Parent or guardian must assure that children are not disruptive.
- Parent or guardian must not leave children unattended while on campus, including athletic or other Kirkwood activities.

Kirkwood Community College assumes no responsibility or liability for children, or for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 18 who is not officially registered in a Kirkwood Community College class.

Sexual Misconduct Involving Students

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I. The Policy

This Policy prohibits sexual misconduct in any form, including sexual assault, sexual harassment, sexual exploitation, stalking, domestic violence, dating violence, and retaliation, all as defined in Section II. The College will respond to reports of sexual misconduct in accordance with This Policy.

II. Definitions

Sexual harassment can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender,

and that meets either of the following criteria:

- A College employee or agent explicitly or implicitly conditions an educational decision or benefit on submission to sexual conduct (e.g., sexual favors for a better grade, more playing time; threatening (explicitly or implicitly) negative consequences if the student rejects sexual advances).¹ **OR**
- The behavior creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive or objectively offensive to substantially interfere with or deny participation in a student's educational activities and benefits or employment opportunities. Examples can include persistent efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; verbal abuse of a sexual nature. Behavior could be verbal, non-verbal (e.g., gestures, touching), written or electronic.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

Sexual assault occurs when physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity due to incapacitation.

Consent means words or clear, unambiguous actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity.

- Consent is voluntary. It must be given without coercion, force, threats, or intimidation.
- Consent is affirmative. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Silence or the ab-

sence of resistance does not equate to consent.

- Consent is clear. If confusion or uncertainty on the issue of consent arises anytime during the sexual interaction, the sexual activity should cease.
- Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity—every time. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
- Consent cannot be given when a person is incapacitated.

Incapacitation means the inability (temporarily or permanently) to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

- Being intoxicated by drugs or alcohol oneself does not diminish the responsibility to obtain consent from the other party.
- The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Sexual exploitation involves taking sexual advantage of another person, even though the behavior might not constitute sexual assault. Examples can include, but are not limited to:

- Distribution or publication of sexual or intimate information about another person without consent
- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images

without knowledge and consent of all parties

- Engaging in indecent exposure
- Sexual intimidation, which is an implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act, when no sex act actually occurs
- Voyeurism, which involves both secretive observation of another's sexual activity or secretive observation of another for personal sexual pleasure

Retaliation. This Policy prohibits retaliation against a person who reports sexual misconduct, assists someone with a report of sexual misconduct, or participates in any manner in an investigation or resolution of a sexual misconduct report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Stalking means:

- a. purposefully engaging in a course of conduct² directed at a specific person ("target") that would cause a reasonable person to fear bodily injury to, or the death of, the target or a member of the target's immediate family;
- b. when the person ("stalker") knows or should know that the target will be placed in reasonable fear of bodily injury to, or the death of, the target or a member of the target's immediate family by the course of conduct; and
- c. the stalker's course of conduct induces fear in the target of bodily injury to, or the death of, the target or a member of the target's immediate family.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of:

- a. The length of the relationship.
- b. The type of relationship.

- c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence: Means an assault,³ under any of the following circumstances:

- a. The assault is between family or household members, who resided together at the time of the assault;
- b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
- c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
- d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.

Investigators mean the individuals designated by the Vice President for Student Services to conduct investigations of alleged sexual misconduct, and to determine whether to grant a hearing, as described in Article VI, B. Formal Resolution, of this Policy.

Sexual Misconduct Board means the group of faculty, staff, and administrators appointed by the Vice President for Student Services to hear complaints of sexual misconduct, and who are trained to do so.

Student includes all persons taking courses at Kirkwood Community College, either full-time or part-time, pursuing degree or non-degree programs including continuing education and distance courses. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are also considered "students," although not enrolled in this institution.

III. Policy Scope

A. Jurisdiction

This Policy applies to all Kirkwood Community College students, as defined in Section II, regardless of sexual orientation, and in particular students who:

- Are victims of any form of sexual misconduct, by any other person (student, employee, or others outside the College community)
- Are accused of engaging in behavior prohibited by this Policy

Any person may file a complaint alleging sexual misconduct against a student. However, with respect to any complaint that is 1) by a person who is not a member of the College community, and 2) relating to non-College conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint bears a sufficient nexus to the educational program or employment relationship of a Kirkwood student/employee or constitutes a sufficient risk to the College community to proceed under this Policy.

B. Geographic Location (On and Off Campus)

This Policy applied to any allegation of sexual misconduct against a Kirkwood student, regardless of where the alleged sexual misconduct occurred.

IV. Confidentiality

Kirkwood is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The College will work to safeguard the identities and privacy of the students who seek help or who report sexual misconduct. However, it is important that students understand the limits on confidentiality of individuals whom they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality.

Under Iowa law, communications with some individuals are confidential. Students who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality ap-

plies when a student seeks services from the following persons:

- Trained and statutorily certified victim's advocate (this includes advocates working from the Riverview Center or Waypoint Services). See Section VII.A. Confidential Advocacy and Support.
- Licensed Psychological counselor (including counselors Kirkwood Counseling Services)
- Licensed Health care provider (including medical professionals at Kirkwood Student Health)
- Personal attorney representing the victim
- Religious/spiritual counselor

Any other College employee cannot guarantee complete confidentiality. However, information is disclosed only to select officials who have an essential need to know in order to carry out their job responsibilities. As is the case with any educational institution, the College must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a timely warning notice. The notice, would not contain any information identifying the student who brought the complaint.

V. Reporting Sexual Misconduct, including Sexual Assault and Sexual Harassment

Contacting Police or Campus Security does not mean a student must pursue charges. Campus Security and local law enforcement can advise students of their options and can also preserve evidence while the person considers her/his options.

A. Reporting to Law Enforcement

Because sexual misconduct may constitute both a violation of college policy and criminal activity, the college strongly encourages, but does not require, students to report concerns of sexual misconduct to law enforcement as soon as possible after the incident. A student may proceed under this Policy whether or not he or she elects to report to law enforcement as well.

For emergencies, contact 9-1-1.

To contact law enforcement in non-emergency situations, call the non-emergency number for your local police department.

B. Reporting to Kirkwood

To seek assistance and support, or to report misconduct in non-emergency situations, contact the Dean of Students Office, 108 Iowa Hall, 319-398-5540 or Campus Security, 319-389-1774. Other reporting options include:

- Submitting a Silent Witness Report: <https://www.kirkwood.edu/site/index.php?p=16760>
- Contacting Title IX Coordinator, Dr. Kristie Fisher, Vice President Student Services, at:

Kristie.fisher@kirkwood.edu

319-398-4977

307 Mansfield Center

- Contacting a Deputy Title IX Coordinator:
 - a. Jon Buse, Dean of Students, 319-398-5540, jon.buse@kirkwood.edu
 - b. Melissa Jensen, Director Emergency Services and Campus Security, 319-398-5491, melissa.jensen@kirkwood.edu
 - c. Mike Roberts, Director of Human Resources, 319-398-7797, michael.roberts@kirkwood.edu

C. Amnesty for Complainants and Participants in Investigations

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a student who reports in good faith an incident of sexual misconduct, or who participates in good faith in an investigation into an incident of sexual misconduct.

D. Time Frames for Reporting and Response

The College strongly encourages prompt reporting of complaints and information. While there is no time limit in invoking this Policy in responding to complaints of alleged sexual misconduct, a complaint should be submitted

as soon as possible after the event takes place.

Individuals are encouraged to report sexual misconduct immediately in order to maximize the College's ability to respond promptly and equitably. The College does not, however, limit the time frame for reporting. The College will not be able to pursue disciplinary action against an individual who is no longer affiliated with the College. Under those circumstances, the College will still conduct a Title IX review.

In all cases, the College will conduct a prompt and equitable investigation of allegations of sexual misconduct. Generally the College will **attempt** to complete the process within 60 days. However, the time frames set forth in these procedures are meant to provide guidance, and the College may alter or extend time frames, with notice to the parties, as appropriate. The time it takes to complete the resolution of a sexual misconduct complaint may vary based on the complexity of the investigation and the severity and extent of the alleged conduct, as well as on whether there is a parallel criminal investigation, or if school breaks occur during the process.

VI. Process for Responding to Reports of Sexual Misconduct

A. Initial Steps

1. Initial Meeting with the Complainant

Upon receipt of any report of sexual misconduct, the Dean of Students or designee will first schedule a meeting with the reporter (referred to as "Complainant" for ease of reference, although a report does not necessarily have to result in a formal complaint) in order to provide the Complainant a general understanding of this Policy and to identify forms of support or immediate interventions available to the Complainant. The intake meeting may also involve a discussion of any accommodations that may be appropriate concerning the Complainant's academic, employment, or housing arrangements.

If the Complainant would like assistance throughout any College investiga-

tion or adjudication process, the Dean of Students Office will make a student services staff member available to the Complainant. This staff member is not an "advocate" as that term is used below (see Article VII, A, Confidential Advocacy and Support), nor is that staff person a representative who will speak on behalf of the Complainant in any investigatory or adjudication process. Rather, the staff member serves as a point of contact to answer questions and explain processes, to make sure the Complainant's expressed needs are being addressed, and to join the Complainant in meetings if requested. (The Dean also will provide the same resource to students accused of sexual misconduct.)

At the initial intake meeting with the Complainant, the Dean or designee will seek to determine how the Complainant wishes to proceed. The Complainant may opt for: (1) formal resolution (see section B, below); (2) informal resolution (see section C, below); or (3) not proceeding.

2. Notification of the Title IX Coordinator

The Dean of Students or designee will notify the Title IX Coordinator and the deputy Title IX coordinator(s) of the report (even if the report does not proceed). This is to keep the Title IX Coordinator apprised of any potential patterns of misconduct and/or the need for further training or other prevention measures.

B. Formal Resolution

A Complainant may elect to pursue a formal resolution, which involves a hearing before the Sexual Misconduct Board. Such a hearing is also referred to as "formal resolution," and is described more specifically in this section.

1. Investigation

When the Complainant indicates a desire to pursue formal resolution, the Dean of Students will meet with the Complainant and prepare a written complaint. The Dean will consult with the Title IX coordinator and the deputy Title IX coordinators in appointing a person(s) to serve as investigator(s) of the complaint. The investigator(s) may

be a College administrator or someone retained by the College, such as an attorney, mental health professional, or another person trained to conduct investigations of sexual misconduct. The investigators serve as neutral fact-finders, who during the course of the investigation, typically conduct interviews with the Complainant, the accused student(s) and each third-party witness; visit and take photographs at each relevant site; and where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence.

2. Investigative Report

After conducting the investigation, the investigator(s) will complete an investigative report that includes, among other things:

- Summaries of interviews with the complainant, the accused student and each third-party witness; photographs of relevant sites and related logs; electronic and forensic evidence; and a detailed written analysis of the events in question.
- A recommendation on whether or not there should be a hearing, based on factors including whether there is a substantial dispute in the facts, the availability of witnesses and evidence, etc. The Title IX coordinator will make the ultimate decision on whether a hearing will be held.

The investigative report will be distributed, concurrently, to both of the parties and to the Dean of Students and Title IX Coordinator. If a hearing is held, the Sexual Misconduct Board will also be provided with a copy of the report.

3. Determining Whether to Hold a Hearing

If the Title IX Coordinator decides, upon consideration of the investigator's recommendation, to hold a hearing, notice of that determination will be delivered, concurrently, to the Dean, the Complainant, and the accused student(s). A student whose request for a hearing is denied by the Title IX Coordinator may appeal that decision to the President or designee, whose decision will be final.

4. Complainant Changes Election to Informal Resolution or Accused Student Elects to Accept Responsibility.

After reviewing the investigative report, the Complainant may decide to elect Informal Resolution instead of formal resolution, by making such a request to the Dean of Students prior to the hearing date. At any point prior to the hearing, the accused student may elect to admit responsibility for the alleged sexual misconduct. In such cases, the Dean of Students or designee will propose a resolution to the complaint and a sanction. If both the Complainant and the accused student agree to the proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal by either party. If either the complainant or the accused student objects to the proposed sanction, a hearing before the Board will be convened for the sole purpose of determining a sanction, and in these cases, the decision of the Board may be appealed pursuant to paragraph 13, "Appeals," below. For purposes of this sanction hearing, all of the other provisions of this Policy relating to the imposition of a sanction for Sexual Misconduct will apply.

5. Advisors

The Complainant and the Accused Student may have an advisor present to assist them during the pre-hearing, hearing, and appeal stages of the complaint process. The advisor may be an attorney chosen at the student's expense. However, advisors are not permitted to speak or to participate directly in the process, including at any hearing before a Sexual Misconduct Board. Students should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

6. Notice of Hearing and Pre-Hearing Meetings.

If a hearing is scheduled, the Dean of Students will provide written notice to both parties pursuant to Article IV. A. 4 of the Student Conduct Code. In addition, the Dean of Students or designee will schedule separate meetings with the Complainant and the accused stu-

dent to review the hearing procedures and the complaint of sexual misconduct.

7. Hearing Procedures

Unless otherwise stated in this Policy, the pre-hearing and hearing procedures will follow the rules and procedures described in Article IV, of the Student Conduct Code.

8. Conduct of the Hearing

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in these proceedings. During the hearing, the parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigative report or in other written materials. Only the Board Chair and Board members may question the parties and other witnesses directly. The parties may pose written questions to the Chair to be asked of the other party or other witnesses consistent with Article IV, A, 10, i, of the Student Conduct Code. All procedural questions, including the decision to accept evidence and/or statements, will be made by the Chair, in his or her sole discretion.

In cases of sexual assault, measures may be taken to avoid contact during the hearing between the complainant and the alleged perpetrator (e.g., videoconferencing).

9. Standard of Proof

The determination of whether or not a violation of this Policy occurred will be made on the basis of whether it is more likely than not that the accused student violated this Policy. This standard is more formally referred to as the "preponderance of evidence" standard. In making its determination, the Board will carefully consider all of the evidence presented and follow the procedures stated in this Policy and the applicable sections of the Student Conduct Code in order to ensure as fair a hearing as possible for all parties.

10. Sanction

The Board is required to consider the suspension or expulsion (permanent suspension) of any student found re-

sponsible for sexual assault; however, the Board may impose any sanction that it finds to be fair and proportionate to the violation and in accordance with Article IV, B, of the Student Conduct Code.

11. Decision

The Board Chair will notify the Dean of Students of the decision and any sanctions imposed in writing within five (5) business days of completion of the hearing. Within ten (10) business days of completion of the hearing, the Dean of Students will notify the Complainant and accused student of the decision and any sanctions imposed.

12. Appeals

Within five (5) business days of delivery of the written decision to them, the Complainant, accused student, or both, may appeal the Board's decision and/or the sanction imposed to the President or designee. Such appeals will be in writing and will be delivered to the Dean of Students or his or her designee. The President or designee will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision.

Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the following purposes:

- Determine whether the Sexual Misconduct Board Hearing was conducted in substantial compliance with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- Determine whether substantial evidence supports the Board's findings of fact.
- Determine whether the sanction(s) imposed were appropriate for the violation of this Policy and/or the Student Conduct Code which the student was found to have committed.
- Consider new, material information, which was not brought out in the original hearing, because such in-

formation was not known or was not available to the person appealing at the time of the original hearing.

The President of the College or designee may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. The appeal decision of the President or designee is the final decision of the College, and no further appeals are permitted under this Policy.

All parties will be informed of the results of the appeal decision as promptly as possible.

C. Informal Resolution

A Complainant who does not wish to pursue formal resolution may request a less formal proceeding, known as "Informal Resolution." Although less formal than formal resolution, Informal Resolution is an appropriate resolution process; it is not mediation.

1. Election of Informal Resolution

The College Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

2. Investigation

Upon determining that informal resolution is appropriate, and in instances when the Complainant makes such a request to the Dean of Students, the Title IX Coordinator will assign the informal resolution to an Investigator. The Investigator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator or the Investigator will attempt to aid the parties in finding a mutually acceptable resolution.

3. Advisors

The complainant and the accused student each may be assisted by an advisor throughout the Informal Resolution process. Advisors are assigned and

subject to the same restrictions set forth for advisors in Formal Resolution (outlined above).

4. Informal Resolution Where Accused Student Acknowledges Responsibility

If during the course of the Informal Resolution, the accused student elects to admit responsibility for the alleged sexual misconduct, the Investigator will propose a resolution to the complaint and a sanction. If both the complainant and the accused student agree to the proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal by either party. If either the complainant or the accused student objects to the proposed sanction, a hearing before the Sexual Misconduct Board will be convened for the sole purpose of determining a sanction, and in these cases, the decision of the board is subject to appeal pursuant to Article VI, B, 12, "Appeals," above. For purposes of this sanction hearing, all of the other provisions of this policy relating to the imposition of a sanction for Sexual Misconduct will apply.

5. Election of Formal Resolution

The college or the complainant may, at any time prior to the conclusion of the informal resolution, elect to end such proceedings and initiate formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution may be considered in the subsequent formal resolution.

6. Privacy of Informal Resolution

In order to promote honest, direct, communication, information disclosed during informal resolution must remain private while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

D. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If the Complainant does not wish to pursue formal or informal resolution and/or requests that his or her report remain confidential, the Dean of Students or designee will inform the Com-

plainant that the College's ability to respond may be limited. The Dean or designee may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the Complainant's request against the following factors:

The seriousness of the alleged sexual misconduct,

Whether there have been other complainants of sexual misconduct against the same accused student, and

The accused student's right to receive information about the allegations, including the name of the complainant.

The Dean or designee will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student because the Complainant insists on confidentiality or that the complaint not be resolved, the College reserves the authority to undertake an appropriate inquiry, issue a "no contact" order, and/or take other reasonably necessary measures, including the Immediate Actions described in VI. E, below, to promote a safe learning environment for the complainant and/or the entire College community.

E. Immediate Actions (Interim Measures)

The Dean of Students Office and Campus Security may take immediate interim actions to protect the safety of the college community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include interim suspension of the accused student or no-contact notices between the individuals involved. The Dean of Students Office and Campus Security may also take additional actions, as appropriate, including but not limited to:

- Modifying class or work schedules, or housing arrangements
- Addressing other academic concerns (e.g., absences, assignments, grades, leaves of absence, withdrawal)
- Safety planning

- Education/training

VII. Resources and Services for Students

There are campus and community services available to students regardless of whether or not a student chooses to report a violation of this Policy to the College or local law enforcement. The College strongly encourages students to seek assistance to care for themselves emotionally and physically through confidential crisis intervention, health care, and counseling. As students tend to their health, they should keep in mind that medical examinations are time-sensitive, and are critical in preserving evidence of sexual assault so that options can be considered at a later time.

A. Confidential Advocacy and Support

Riverview Center (Cedar Rapids)

Riverview Center provides trained advocates to assist victims of sexual assault. Advocates can assist students with medical and legal advocacy, counseling, and case management. Advocates can speak with students confidentially as they consider their options. Any communication with a Riverview Center advocate is legally protected under Iowa Code Section 915.20, which allows for confidential communications that cannot be disclosed without the student's permission.

50 2nd Ave Bridge

Cedar Rapids, IA 52401

319-540-0080

Website: www.riverviewcenter.org

**Sexual Assault Hotline (24 hours a day)
888-557-0310**

Waypoint Services (Cedar Rapids)

Waypoint provides shelter and support for women and families in crisis due to domestic violence or sexual assault.

318 5th Street SE

Cedar Rapids, IA 52401

319-365-1458

**24 Hour Crisis & Support Line
800-208-0388 or 319-363-2093**

RVAP (Iowa City and Surrounding Counties)

RVAP is a comprehensive sexual abuse response center based in Iowa City, Iowa. RVPA provide support, information and advocacy to members of the Iowa City community and citizens of the following areas:

- Cedar County
- Iowa County
- Johnson County
- Washington County

332 S. Linn Street, Suite 100

Iowa City, IA 52240

319 335-6000

800-228-1625

Website: www.rvap.org

Kirkwood Counseling Services

Students can meet with a counselor during normal business hours. Services are free and confidential.

Contact information:
www.kirkwood.edu/counseling

Cedar Rapids Iowa City

Campus Campus

108 Iowa Hall One Stop Office

319-398-5540 319-887-3658

In an emergency after hours, students may call the 24-hour Foundation 2 hotline at 319-362-2174 or 800-332-4224.

Campus Health

Students can meet confidentially with a health care provider. Contact information:
www.kirkwood.edu/campushealth.

Cedar Rapids Iowa City

Campus Campus

Iowa Hall 132 Room 146

319-398-5588 319-887-3949

Open Tues/Wed

10 a.m.-2 p.m.

B. Additional Resources for Students

1. College Title IX Coordinator

The College has designated Dr. Kristie Fisher, Vice President for Student Services as the Title IX Coordinator to ensure Title IX compliance for the entire campus. Because sexual assault is considered to be a severe form of sexual harassment, an alleged victim may wish to file a sexual harassment complaint with the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring a non-discriminatory campus environment that is free from harassment. Questions or concerns may be directed to (319) 398-4977 or 307 Mansfield Center, Kirkwood Community College.

Deputy Title IX Coordinators are:

- Jon Buse, Dean of Students, 319-398-5540
- Melissa Jensen, Director Emergency Services and Campus Security, 319-398-5491
- Mike Roberts, Executive Director, Human Resources, 319-398-7797

2. Campus Security

Campus Security provides services 24 hours a day and can respond to reports of emergencies. Campus Security works closely with law enforcement and can assist students understanding their options for reporting incidents and assisting students in contacting local law enforcement to report an incident of sexual misconduct. Contacting Campus Security or law enforcement does not mean a student must pursue criminal charges. Campus Security can also assist students in safety planning and provides escorts to students while on campus.

319-389-1774

www.kirkwood.edu/security

3. Dean of Students Office

Staff can assist a student in filing a report or, if the student is not ready to file a report, the staff can work with him or her to address concerns over housing, class assignments or schedules, leaves of absence, withdrawal or other academic concerns. Staff can also assist the student in notifying Campus Security or local law enforcement, if requested by the student and provides referrals to students to resources such

as counseling or a confidential advocate.

108 Iowa Hall

319-398-5540

C. External Resources

A Complainant may choose to file a complaint with the state and federal agencies listed below.

Office for Civil Rights (OCR) – Chicago Office

U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661

Phone: (312) 730-1560

Fax: (312) 730-1576 TDD: (877) 521-2172

Email: OCR.Chicago@ed.gov

Web: www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC)

Reuss Federal Plaza
310 W. Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292

Phone: (800) 669-4000

Fax: (414) 297-4133

TTY: (800) 669-6820

Web: www.eeoc.gov/

Iowa Civil Rights Commission (ICRC)

Grimes State Office Building
400 E. 14th Street

Des Moines, IA 50319

Toll free: (800) 457-4416

Phone: (515) 281-4121

Fax: (515) 242-5840

TDD: (877) 521-2172

Web: <https://icrc.iowa.gov/>

VIII. Reporting Requirements

The College can take action only if the College is made aware of the behavior. Therefore, if a College employee becomes aware of a complaint or other violation of this Policy, the employee must bring the information to the Title IX Coordinator or a Deputy Title IX Coordinator so that concerns are heard and services can be offered to the affected students.

IX. Prevention, Training, and Policy Communication

The College is committed to education, communication and training in order to prevent sexual misconduct and to as-

sure an appropriate response when incidents occur. The College will provide information on the following to students, faculty and staff:

- Preventing sexual misconduct
- Procedures for responding to incidents of sexual misconduct
- Resources available to students in cases of sexual misconduct
- Pertinent contents of relevant policy and law

The College will maintain the above information on a website and will provide information about this Policy to all new students through orientation and to all registered students annually. This Policy is also available for distribution in printed form from the Dean of Students Office, Campus Security, and Human Resources and other College personnel involved in prevention and/or response activities.

The College will provide training on the above information to all College personnel involved in providing any part of the college's response to reports of alleged sexual misconduct. All Sexual Misconduct Board members will receive annual training in their responsibilities. This training may include expertise drawn from campus and community resources, professional organizations, and other experts on the topic of sexual misconduct.

¹ If the alleged perpetrator of sexual harassment or misconduct is a Kirkwood employee, complainants may choose to report the conduct to the Executive Director, Human Resources, instead of or in addition to, other individuals to whom reports may be made under this Policy.

² "Course of Conduct" means repeatedly maintaining a visual or physical proximity to a person without legitimate purpose or repeatedly conveying oral or written threats, threats implied by conduct, or a combination thereof, directed at or toward a person.

³ Assault, under Iowa law, means:

- a. Any act which is intended to cause pain or injury to, or which is intend-

- ed to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- b. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act; or
 - c. Intentionally pointing any firearm toward another, or displaying in a threatening manner any dangerous weapon toward another.

Student Complaint Policy

Kirkwood encourages students to share concerns about the quality of service provided by any support area or the quality of the learning experience provided by faculty. Kirkwood's complaint policy is intended to provide a clear process for the college to address student and community concerns.

The vast majority of complaints can and should be handled by the department closest to the issue where the complaint originates. Given this goal, the expected process for student complaints is:

Discuss the complaint directly with the staff member or faculty involved. (In cases where this is not possible, such as alleged harassment or discrimination a student may move to the second step.)

Discuss complaint with the Director or Dean with supervisory responsibility over the area where the issue occurred.

In cases where a resolution is not reached at the department level, a student may submit a complaint in writing to the appropriate vice president; Bill Lamb (academic issues) or VP of Student Services (student service and miscellaneous issues) by completing the Student Complaint Form: <https://www.kirkwood.edu/studentcomplaint>.

This policy does not circumvent other existing review committees such as Special Appeals Committee, Academic Policies and Procedures Committee, or the Student Conduct Hearing board.

In the event that the complaint cannot be satisfied through one of these avenues, the Iowa Student College Aid Commission is authorized to receive and review complaints from students. You may also contact the Iowa College Student Aid Commission to register your complaint: <https://www.iowacollegeaid.gov/content/constituent-request-review>.

Student Conduct Code

DEFINITIONS

1. The term "Accused Student" means any student accused of violating this Student Code.
2. The term "Board of Trustees" means the group of elected officials charged with oversight of the College.
3. The term "Business Days" means all days except Saturdays, Sundays, and College holidays. When counting days, the day a complaint is received at any point in the procedure shall be considered "day one".
4. The term "College" means Kirkwood Community College.
5. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
6. The term "College official" includes any person employed by the College or any person performing assigned administrative or professional responsibilities on behalf of the College.
7. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
8. The term "faculty member" means any person hired by the College to conduct classroom or teaching activi-

ties or who is otherwise considered by the College to be a member of its faculty.

9. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation will be determined by the Dean of Students or designee.

10. The term "staff member" means any person employed by the College who is not a faculty member or student employee.

11. The term "student organization" means any number of persons who have complied with the formal requirements for College recognition as a club or organization.

12. The term "policy" means the written regulations of the College as found in, but not limited to, the student conduct code, student handbook, college catalog, and college website.

13. The term "student" includes all persons taking courses at Kirkwood Community College, either full-time or part-time, pursuing degree or non-degree programs including continuing education and distance courses. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students," although not enrolled in this institution.

14. The term "Student Conduct Administrator" means a College official authorized by the Dean of Students to determine whether a student has violated the student conduct code and to impose sanctions.

15. The term "Student Conduct Board" means any person or persons selected by the Dean of Students, including but not limited to members of the Student Conduct Committee, to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.

16. The term "Student Conduct Board Chairperson" means an individual selected by the Dean of Students or designee to facilitate a Student Conduct Board.

17. The term "Student Conduct Committee" means the College committee appointed by the Vice President for Student Services to serve as participants on the Student Conduct Committee.

STUDENT CODE AUTHORITY

1. The Dean of Students will determine the composition of Student Conduct Boards and will determine which Student Conduct Board or Student Conduct Administrator will be authorized to hear each matter.

2. The Dean of Students will develop policies for the administration of the student conduct system and procedural rules for the administration of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.

3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator are final, pending the normal appeal process.

PROHIBITED CONDUCT

A. Jurisdiction of the Student Conduct Code

The Student Conduct Code will apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct, including, but not limited to, activities on College partners' premises, that adversely affects the College community and/or the pursuit of its objectives. Each student will be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following offenses is subject to the full range of disciplinary sanctions outlined in Article IV including warning, probation, suspension, or expulsion:

1. Acts of dishonesty, including but not limited to the following:

a. Furnishing false information to any College official, faculty member, or office.

b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on college premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Violation of the Sexual Misconduct Involving Students policy, which prohibits sexual misconduct in any form and which includes any unwelcome behavior of a sexual nature that is committed without consent, by force, intimidation, coercion, or manipulation.

5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

6. Hazing, defined as an act which, intentionally or recklessly, endangers the physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, any organization operating in connection to the college.

7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

8. Violation of any College policy, rule, or regulation published in hard copy or

available electronically on the College website.

9. Violation of any federal, state or local law.

10. Manufacturing, selling, distribution, use, or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law or possession of a device (drug paraphernalia) used to ingest or inhale an illegal drug or narcotic.

11. Manufacturing, selling, distribution, use, or possession of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

12. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

13. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the College community.

15. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer facilities and resources, including but not limited to:

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

- b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of College policies pertaining to use of information technology, including computer use policies.
17. Abuse of the Student Conduct Code, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a Student Conduct Code proceeding in bad faith (e.g. filing a false complaint).
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, panel members, or advisors, prior to, during, and/or after a student conduct proceeding.
 - h. Retaliation against a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, Board members, or advisors, prior to, during, and/or after a student conduct proceeding. This includes any form of intimidation, threats, harassment (verbal or physical) or knowingly filing a false complaint.
 - i. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
 - j. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Intentionally sounding a false alarm or tampering with fire safety equipment.
19. Use or possession on the campus or at or during any College-authorized function or event of firearms, ammunition, or other dangerous weapons, substances, or materials, except as expressly authorized by the College, or of bombs, explosives, or explosive or incendiary devices prohibited by law or any other violation of the college weapons policy.
20. Undue or willful neglect to meet financial obligations to the College when properly notified by the College.
21. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
22. Misuse of college identification – Transferring, lending, borrowing, or altering a college identification.
23. Violation of the Student Conduct Code while on disciplinary probation, or violation of the terms of one's probation.
- C. Violation of Law and College Discipline**
1. College conduct proceedings are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct code proceedings.
 2. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students or designee. Determinations made or sanctions imposed under this Student Code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
 3. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the college community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with govern-

mental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Hearings

1. Any person may file charges against a student for violations of the Student Conduct Code. A charge should be prepared in writing and directed to the Dean of Students or designee. Any charge should be submitted as soon as possible after the event takes place, preferably within one calendar year. With respect to any complaint that is 1) by a person who is not a member of the college community, and 2) relating to non-college conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the college community to warrant processing the complaint.

2. The Dean of Students or designee may conduct an investigation to determine if the charges have merit. If the accused student elects to acknowledge his or her actions and take responsibility for the alleged misconduct, the Dean of Students will propose a resolution to the complaint and a sanction. If the accused student agrees to the proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal. If the accused student objects to the proposed sanction, a hearing will be convened for the sole purpose of determining a sanction, and in these cases, the decision is subject to appeal pursuant to Article IV, D.

If the charges are not admitted to and/or cannot be disposed of by mutual consent, the Dean of Students or designee will determine if the matter will be resolved through an administrative hearing or by a Student Conduct Board. Complaints that may result in a sanction of suspension or expulsion will be disposed of through a Student Conduct Board. All other cases will be disposed of through an administrative hearing conducted by the Dean of Students or Student Conduct Administrator.

3. Complaints alleging conduct that includes sexual harassment and other forms of sexual misconduct will be handled according to the rules and procedures described in the Sexual Misconduct Involving Students policy and the applicable sections of this policy.

4. All charges will be presented to the accused student in written form. A time will be set for an administrative hearing or Student Conduct Board hearing that ensures a prompt and equitable resolution, not less than five (5) nor more than thirty (30) business days after the accused student has been notified. Maximum time limits for scheduling of an administrative hearing or Student Conduct Board hearing may be extended at the discretion of the Dean of Students. Written notification to the Accused Student will include:

- a) the alleged conduct violation;
- b) a summary of the specific allegations;
- c) the time, date, and place of the hearing;
- d) the name(s) of the Student Conduct Administrator or Student Conduct Board members, who will hear the case;
- e) the potential disciplinary sanctions; and
- f) the related procedures outlined in Article IV.

Like notice will also be provided concurrently to the Complainant.

5. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

6. The determination of whether or not a violation of the Student Conduct Code occurred will be made on the basis of whether it is more likely than not that the Accused Student violated the Student Conduct Code. This is more formally referred to as the, "Preponderance of the Evidence Standard."

7. The Dean of Students or designee will notify the Accused Student and the Complainant of the outcome of the hearing in writing within ten (10) business days of completion of the hearing.

8. If an Accused Student, with notice, does not appear for the hearing, the information in support of the charges will be presented and considered even if the accused student is not present.

9. A conduct violation that may not result in the sanction of suspension or expulsion will be resolved through an administrative hearing with the Dean of Students or Student Conduct Administrator. During the administrative hearing the accused student will have an opportunity to respond to the charges and to present evidence or witnesses contesting the charges. The Dean of Students or Student Conduct Administrator will determine if a violation occurred and will issue appropriate sanctions.

10. An alleged violation of the Student Conduct Code in which the accused student contests responsibility and that may result in the sanction of suspension or expulsion will be resolved through a Student Conduct Board Hearing according to the following guidelines:

- a. Hearings will be conducted in private.
- b. The Student Conduct Committee chairperson and two members of the Student Conduct Committee will be appointed by the Dean of Students to serve on the Student Conduct Board.
- c. The Complainant, Accused Student and their advisors, if any, will be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing will be at the discretion of the chairperson of the Student Conduct Board.
- d. In hearings involving more than one Accused Student, the Dean of Students, in his or her discretion, may permit the Student Conduct Board Hearing(s) concerning each student to be conducted either separately or jointly.
- e. The Complainant and the Accused Student have the right

- to challenge any member of the Student Conduct Board on grounds of prejudice. This challenge, with the reasons for the challenge, must be submitted in writing to the Dean of Students at least two (2) business days prior to the hearing. The Dean of Students or designee will determine if the member will sit on that case. If the challenge is upheld, the Dean of Students or designee will select another Student Conduct Committee member for the Student Conduct Board.
- f. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. The participants should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- g. The Complainant, the Accused Student, Student Conduct Administrator, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two (2) weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board.
- h. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received will be resolved in the discretion of the chairperson of the Student Conduct Board.
- i. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
- j. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
- k. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board will determine by majority vote whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
- l. There will be a single verbatim record, such as a tape recording, of all Student Conduct Hearings before a Student Conduct Board (not including deliberations). Deliberations will not be recorded. The record will be the property of the college.
- m. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students or designee to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - a. Warning—a notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges—denial of specified privileges for a designated period of time.
 - d. Fines—previously established and published fines may be imposed.
 - e. Restitution—compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions—work assignments, essays, service to the college, or other related discretionary assignments.
 - g. Deferred Suspension – A serious and final notification that any violation of College policy may result in the immediate suspension of the student from the College for a specified period of time after which the student would be eligible to return. Conditions for readmission may be specified prior to the student being eligible to return.
 - h. Suspension—separation of the student from the College for a definite period of time, after

which the student is eligible to return. Conditions for readmission may be specified.

- i. Expulsion—permanent separation of the student from the College.
- j. Revocation of Admission and/or Degree—admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- k. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
- l. Delayed Registration— A student may be required to delay his/her course registration until a complainant or any other student(s) involved in a conduct matter has completed course registration. Delayed registration is for a specified number of semesters or may be required until the complainant or other involved student(s) graduate.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. (a) Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions will not be made part of the student's permanent academic record but will become part of the student's disciplinary record.

(b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, will be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and

chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:
- a. Those sanctions listed above in article IV(B)(1)(a)–(k).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation-loss of all privileges, including college recognition, for a specified period of time.

5. In each case in which a Student Conduct Board or Student Conduct Administrator determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) will be determined and imposed by the Dean of Students or Student Conduct Administrator with the exception of cases involving sexual misconduct, in which case the Sexual Misconduct Board or chair will determine the sanctions as prescribed in the Sexual Misconduct Involving Students policy.

C. Interim Suspension

In certain circumstances, the Dean of Students or designee may impose an interim suspension prior to the disposition of a student conduct hearing.

1. Interim suspension may be imposed only:
- a. to ensure the safety and well-being of members of the college community or preservation of College property;
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. During the interim suspension, a student will be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or designee may determine to be appropriate.

3. The interim suspension does not replace the regular process, which will

proceed on the normal schedule, up to and through an Administrative or Student Conduct Board proceeding, if required. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat and at which they may contest whether a campus rule was violated.

D. Appeals

1. The decision of a Student Conduct Administrator or Student Conduct Board including sanctions imposed may be appealed by the Accused Student(s), the Complainant(s) or both to the Vice President for Student Services or designee within five (5) business days of the decision. Such appeals will be in writing and will be delivered to the Dean of Students or his or her designee. The Vice President or designee will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision.

2. Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the student conduct hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
- c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not

known to the person appealing at the time of the original hearing.

3. The Vice President for Student Services may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. The appeal decision of the Vice-President is the final decision of the college, and no further appeals are permitted under this policy.

4. All parties will be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.

ARTICLE V: COMPOSITION OF STUDENT CONDUCT COMMITTEE

The Student Conduct Committee is appointed by the Vice President for Student Services and is composed of two(2) staff members nominated by the Dean of Students, two (2) faculty members nominated by the Vice President for Academic Affairs, and one (1) faculty/staff chairperson appointed by the Vice President for Student Services. The Dean of Students or designee will preside over all meetings of the Student Conduct Committee.

ARTICLE VI: TRAINING

The Dean of Students or designee will conduct annual training with persons involved in the administration of the student conduct system. This includes, but is not limited to, the Student Conduct Committee members and other Student Conduct Administrators. Training will be conducted in a manner that is consistent with provisions of the student conduct code.

ARTICLE VI: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Conduct Code will be referred to the Dean of Students or designee for final determination.

B. The Student Conduct Code will be reviewed every three years under the direction of the Dean of Students.

Student Records

Definitions

Attendance at the College includes, but is not limited to, attendance in person or by correspondence, videoconfer-

ence, satellite, Internet, or other electronic information and telecommunications technologies, and the period during which a person is working under a work-study program

Directory Information is information concerning a student that may be released publicly. The College designates the following items as directory information.

- Student's name
- Degrees, diplomas, certificates earned and awards (e.g., Dean's List)
- Dates of attendance (e.g., Fall 2010, Fall 2010-Spring 2012)
- Enrollment status (full-time, part-time, not enrolled)
- Participation in officially recognized activities (e.g., SIFE, DECA)
- Participation in officially recognized sports
- Height and weight of members of athletic teams
- Major (for commencement program only)
- Hometown (for commencement program only)

The College may disclose any of these items of directory information on any student, currently enrolled or not. Students have the right to request that no directory information be made public by completing a Directory Information Block Request form and filing it with the One Stop office. Such requests for non-disclosure will be honored by the College for only one academic year; therefore, requests to withhold Directory Information must be filed annually in the One Stop office.

Disclosure means permitting access, release, transfer or other communication of personally identifiable information contained in education records by any means to any party.

Education Records include any information or data recorded in any medium, including but not limited to electronic, print, handwriting, film, microfiche and e-mail, which is directly related to a student and maintained by the College or by a person acting for the

College. The term "education records" does not include the following:

- Records that are kept in the sole possession of the maker of the records, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained solely for law enforcement purposes by Campus Security.
- Employment records made and maintained in the normal course of business and related exclusively to the individual in that individual's capacity as an employee and are not available for use for any other purpose. This exception does not include records relating to a student in attendance at the College who is employed as a result of his/her status as a student (e.g., work study); such records are protected as "education records".
- Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity and used only in the treatment of the student and not available to individuals other than those providing the treatment.
- Alumni records created or received by the College after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (e.g., information collected by the College pertaining to alumni accomplishments).
- Grades on peer-graded papers before they are collected and recorded by a teacher.
- Admission records for an individual who does not enroll at the College.

Legitimate Educational Interests are the demonstrated "need to know" by those school officials who act in the student's educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Parent means a parent of a student and includes a natural parent (custodial and/or non-custodial), a guardian, or an individual acting as a parent in the absence of a parent or a guardian. This definition includes adoptive and custodial stepparents. At the post-secondary level, FERPA rights have transferred to the student and parents have no rights under FERPA to inspect their student's education records, which will not be released to parents except in certain circumstances in which the law allows a student's education records to be disclosed to a parent without the prior consent of the student.

School Officials demonstrating a legitimate educational interest within the limitations of their "need to know" may have access to student education records protected by FERPA. A school official is a person employed by the College as a faculty, administrative, clerical, medical, legal or professional employee or other person who manages student education records including the campus nurse, student employee or volunteer; a member of the Board of Trustees; a person, company or organization with whom the College has contracted or otherwise arranged to provide services that the College itself would otherwise have to provide, such as an attorney, auditor, collection agent, security service or other service provider; a member of an external accreditation committee; an employee at a high school where a Kirkwood student is also currently enrolled; an employee of a state/federal approving agency.

Student means any individual who is officially registered and in attendance, or who has been officially registered and in attendance, at the College, and about whom the College maintains education records. A person who has applied for admission to but has never been in attendance at the College is not a student. The right to inspect education records resides solely with the student. Parents have no rights under FERPA to their student's post-secondary education records.

Maintenance of Student Records

All College personnel, including student employees, involved in the handling and maintenance of education records protected by FERPA shall be instructed concerning the confidential nature of such information and their responsibilities regarding it, pursuant to this policy and the provisions of FERPA. This instruction will be a part of each employee's orientation procedure, including student employees, and will be finalized by their signing the Code of Responsibility form. Annual FERPA refresher instruction will be required for continuation of access to student education records.

Annual Notice to Students of FERPA Rights

The One Stop office gives public notice of student rights under FERPA annually by email and via the College Web site.

Disclosure of Student Records

Directory Information

The College may disclose directory information on any student, currently enrolled or not, without prior written consent. Students have the right to request directory information not be made public by completing a Directory Information Block Request form and filing it with the OneStop office. Such requests for non-disclosure will be honored by the College for only one academic year; therefore, requests to withhold Directory Information must be filed annually in the One Stop office.

Education Records with Consent of the Student

The College will obtain a signed and dated written consent from a student before it discloses personally identifiable information, other than directory information, from a student's education records, except as authorized by law, to any individual, agency or organization. This consent will specify the records to be disclosed, the purpose of the disclosure, and the parties to whom the disclosure may be made.

Education Records without Prior Consent of the Student as Authorized by Law

All education records are maintained in confidence. However, under certain

circumstances in accordance with the Act, they may be disclosed without the prior consent of the student. The agencies, institutions, entities and individuals who may receive or inspect these records are listed below.

Parties to whom personally identifiable information is released, as a general rule, are not permitted to disclose the information to others without the written consent of the student, nor misuse personally identifiable information, and must destroy these documents and/or electronic records when no longer needed.

The College will maintain a record of the requests for and disclosure of personally identifiable information from a student's education records for the situations outlined below except for paragraphs 1, 9 and 12 below, those made by students for their own education records, requests involving written consent from the student, disclosures to school officials under the conditions of their legitimate educational interest, a party seeking directory information, or a federal grand jury or law enforcement subpoena, or court order, that prohibits disclosure.

The record will include the name of the individual or agency requesting information, the reason for the request including the legitimate educational interest the party had in obtaining the information, the date of the request, and the disposition of the request and will be made part of the student's permanent record.

Kirkwood Community College school officials or their agents who have a legitimate educational interest in student records and data, and who require personally identifiable information to complete their assigned duties, may review such material.

Officials of another institution where the student seeks to enroll or is enrolled, or where the student receives services from the other institution in connection with the student's participation in internships, affiliations or other programs related to the student's courses or program at the College.

Authorized representatives of institutions from which the student has re-

ceived financial aid or with which a student has applied for financial aid are entitled to access if needed to determine eligibility for, the amount of, or the conditions for aid, or to enforce terms or the conditions of such aid.

"Financial aid" as used in this paragraph means a payment of funds provided to a student that is conditioned on his/her attendance at the College.

Authorized representatives of the federal, state and local educational authorities may review personally identifiable information from student records in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements related to those programs.

Federal, state, local and independent organizations engaged in studies for, or on behalf of, the college to develop, validate, or administer student aid programs, administer predictive tests, or improve education. Information is disclosed, however, only when these institutions confirm that the study will be conducted in a manner that does not permit personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted.

Accrediting organizations in order to conduct accrediting functions.

Information will be provided pursuant to a lawful subpoena or court order. Before complying with a subpoena, the College will attempt to notify the student involved that a subpoena has been issued, unless the subpoena prohibits such notification. The notification will be sent to the student's last known address and to counsel for the student, if known.

In the case of an emergency, the College may disclose personally identifiable information to the appropriate parties if knowledge of the information is deemed by the College to be necessary to protect the health or safety of the student or other individuals based on the following considerations: (1) the nature of the emergency, (2) the need for information, (3) the relative assis-

tance the parties can offer, (4) and the amount of time available. The Dean of Students will be the responsible officer in emergency cases, and if unavailable, another appropriate administrator.

To an alleged victim of a crime of violence or non-forcible sex offense of the final result of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime, regardless of the outcome of the proceeding. The final results of any disciplinary proceeding shall include only the name of the student, the violation committed, and any sanction imposed against the student.

To a court of law those education records that are necessary to defend the College against a student who initiates legal action against it, or those education records that are relevant to the College's case as a plaintiff in a legal action against a student.

Information regarding disciplinary action taken against a student for conduct that posed a significant risk to the safety or well being of that student, other students, or other members of the College community may be released to school officials or to school officials at other institutions who have been determined to have a legitimate educational interest in the behavior of the student.

To the parent of a student who is under the age of 21 information about a violation of any federal, state or local law, or any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines that the student has committed a disciplinary violation with respect to such use or possession.

Although students have the right to opt out of the release of directory information, they may not choose to be anonymous within the classroom setting, whether in a traditional or distance learning class, by opting out. Disclosure of name and email address, as required by the instructor and classroom setting, for purposes of conducting the class and class discussion or activities is permissible under FERPA.

The College may disclose to third-parties any student information

that it has designated as directory information, provided that the student has not restricted such information from disclosure.

Under the Solomon Amendment, student military recruiting information (name, address, telephone number, age or year of birth, level of education [e.g., freshman, sophomore] and major of currently enrolled students) will be released to military recruiters unless students have previously requested that no directory information be disclosed to third parties under FERPA.

Access to Education Records by Students

The College will provide current and former students access to the student's own education records, with the exception of those listed below, within 45 days of receipt of the student's written request.

They are not entitled to the financial aid records of the student's parents or guardian.

They must not be permitted to view their education records if they contain information about another student; in such cases, they will be permitted to access only that part of the record which pertains to the inquiring student.

The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to challenge. The right to challenge grades does not apply under The Act unless the grade assigned was inaccurately recorded, in which case the record will be corrected.

Students have the right to challenge the content of their education records if they consider the information within to be inaccurate, misleading, or inappropriate. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.

Students challenging information in their records must submit, in writing, a request for a hearing to the College Registrar, listing the specific information in question and the reasons for the challenge. A hearing will be conducted by a College official who has no

direct interest in the outcome of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable timeframe after the challenge is filed.

Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an appeals board of three disinterested senior College officials and a decision rendered, in writing, within a reasonable period of time.

Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the board's decision, as long as the student's record is maintained by the College.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave., SW

Washington DC 20202-5901

Contact Information

Questions related to this policy should be directed to the Registrar at (319) 398-5476.

Additional FERPA information can be found at the Family Policy Compliance Office Website:
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Tobacco Free - Smoke Free

Tobacco use, including cigarettes, cigars, pipes & smokeless tobacco is prohibited. The use of e-cigarettes is also prohibited. Smoking is defined as the burning or inhaling of tobacco or other matter that can be smoked or inhaled, or the inhaling of smoke or vapor from an electronic smoking device.

The use of tobacco products, which includes smokeless and smoking tobaccos, is prohibited:

In all areas within Kirkwood Community College buildings.

On all property owned, leased, or occupied by Kirkwood Community College.

In all vehicles owned, leased, or rented by the school.

This policy applies to all employees, students, partners and visitors.

Persons willfully refusing to comply will be considered in violation of Kirkwood Community College policy and subject to disciplinary actions.

All persons in non-compliance of the Smoke Free Air Act and Kirkwood's policy will be considered in violation and subject to disciplinary action.

PROCEDURE:

1. No tobacco products shall be sold or distributed on Kirkwood Community College property.

2. Campus organizations are prohibited from accepting money or gifts from tobacco companies that promote use of their products.

3. Tobacco advertisements are prohibited in college-run publications and at any athletic or other campus events.

4. Signs stating that the entire campus is tobacco free are prominently posted at all campus and building entrances and other conspicuous places. All ash receptacles will be removed from the school grounds.

5. People who wish to consider employment at Kirkwood Community College will be notified of its tobacco-free environment through information pro-

vided on the school's website, job advertisements, and job applications.

6. Employees will be advised of the provisions of this policy during new hire orientation. Supervisors will be responsible for notifying their employees of the provisions of this policy and assisting with enforcement.

7. This policy will be communicated to the public through signs, announcements, newsletters, media events, advertisements, the school website, and job postings.

8. Employees may attend tobacco cessation counseling. Announcements regarding cessation counseling and any incentives offered by administration will be communicated through the Tempo e-newsletter and posted announcements. The state and national tobacco quit lines will be promoted as well.

9. Employees or students smoking or using tobacco products on Kirkwood Community College property are in violation of the stated policy and subject to disciplinary action as outlined in the employee handbook or student handbook as applicable.

10. Employees and students will be educated on the tobacco policy and opportunities for cessation counseling throughout the disciplinary action process.

11. All Kirkwood Community College employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy. Individuals who refuse to comply with the policy should then be reported to security for immediate follow-up action.

12. Students, partners and visitors will be notified of this policy prior to arrival whenever possible.

Traffic and Parking

Students may park in any of the non-designated parking lots. Disability (handicap) spaces are reserved for those vehicles that display valid state of Iowa handicap identification. Visitor spaces are for campus guests and should not be used by Kirkwood students faculty, or staff. Areas marked

Blue Permit are reserved for faculty and staff vehicles that display valid blue parking permits. Taking parts of two spaces, or parking on the lawn, sidewalks or roadways is not permitted.

Reckless driving and speeding are prohibited at all times. Kirkwood’s traffic and parking rules are based upon Section 260C.14 of the Code of Iowa. As the college has campuses located in

various cities and towns, the local laws and ordinances also apply. Traffic and parking rules will be enforced as shown in the violations chart.

Violations Chart

Violations	Fee	Multiple Offenses
Speeding 1 - 10 MPH over	\$25	2nd offense - \$40 3rd offense - \$60, notification to Dean of Students
Speeding 11 - 20 MPH over	\$35	2nd offense - \$50 3rd offense - \$70, notification to Dean of Students
Speeding* 21 - 30 MPH over	\$65	2nd offense - \$80, notification to Dean of Students 3rd offense - \$100, notification to Dean of Students
Speeding* 31 or more MPH over	\$100	2nd offense - \$125, notification to Dean of Students 3rd offense - \$150, notification to Dean of Students
Failure to Stop at Stop Sign	\$30	2nd offense - \$45 3rd offense - \$60, notification to Dean of Students
Reckless Driving*	\$50	2nd offense - \$75, notification to Dean of Students 3rd offense - \$100, notification to Dean of Students
Operating While Intoxicated*		Campus Security will turn offender over to the Cedar Rapids or other appropriate police department
* NOTE: Reckless driving, excessive speed, and operating while intoxicated, endanger others and consequently are violations of the Student Code of Conduct. These violations could lead to additional sanctions. See the Student Handbook for additional information.		
Parking in Disabilities Area without displaying State placard	\$100	
Parking in Visitor, Blue Permit, or other restricted area.	\$10	2nd offense - \$20 3rd offense - \$30, notification to Dean of Students
Parking on Grass or in Illegal location	\$10	2nd offense - \$20 3rd offense - \$30, notification to Dean of Students

Administrative fees for violations will be considered the same as any other debt owed to the college. If a ticket is received, students must do one of the following:

- Pay the fee at the Cashier’s office, second floor, Kirkwood Hall.
- Mail the fee to Kirkwood in the envelope provided.
- Submit an appeal form within 48 hours. Appeal forms may be obtained and completed at www.kirkwood.edu/security - Parking.

Weapons Policy

Weapons of any kind, whether carried open or concealed, shall not be allowed

on any Kirkwood Community College property or at any Kirkwood sponsored event. This is regardless of the individual having a weapon permit issued

by the State of Iowa or by any other state.

The term weapon includes, but is not limited to the following:

- pistol, revolver, or handgun
- shotguns or rifles
- any weapon designed or intended to propel a missile of any kind (includes air gun, paint ball, BB or pellet guns, potato guns or other homemade devices)
- bow and arrows
- knives having a blade of 3" or more
- straight edge razor or razor blade
- brass knuckles, blackjacks, saps, or sap gloves
- bat, club or other bludgeon type weapon
- stun gun or taser
- mace or pepper spray
- also not permitted are potentially hazardous items such as ammunition, explosives, fireworks including firecrackers

Campus Security will be notified if an individual is suspected or found to have a weapon or hazardous item. The individual will be advised to remove the item(s) from campus. If the individual refuses, or if the item(s) is illegal, the police will be contacted. Kirkwood will pursue disciplinary, civil or criminal action as appropriate against anyone who violates this policy by engaging in violence, threats of violence, or intimidation. If a faculty, staff, or student is found to be in violation of this policy, they will be referred for possible disciplinary action.

Exemptions: This policy does not apply to law enforcement personnel or peace officers who are carrying the weapon in performance of their duties.

Transfer Credit Policies

Acceptance of Vocational-Technical Credit

Kirkwood accepts 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 Associ-

ate of Arts or Associate of Science degrees, but the credits may not be used to satisfy core or general education requirements.

Policy on Awarding A.A., A.S., A.A.S. Degree when Student has B.A., B.S. Degree or Higher

When a student has a previously earned B.A., B.S., or higher degree and subsequently earns enough credits for an Associate degree from Kirkwood, the college will not award a degree if it is in the same program or area as the higher-level degree. The college will award the A.A., A.S., A.S./C.O., or A.A.S. degree if the major or field of study is not related to the B.A., B.S., or higher degree.

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 from a regionally accredited institution.

Grades of "F" (or any other failing grades) for transfer students will be included in the computation of cumulative and transfer grade point averages. They may be forgiven if they meet the criteria of the Forgiveness of Failing Grades policy and the student submits a request.

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

Academic and Enrollment Policies

Adds, Drops and Withdrawal of Registration

You may add a course at any time before it starts, subject to the course load conditions and tuition schedule.

You may drop individual courses prior to the last day to drop shown on EagleNet Search for Sections and available from the One Stop office. Classes may be dropped at eaglenet.kirkwood.edu. A grade of "W" will be assigned.

After the last day to drop a course, you must remain in the scheduled course. You will receive "F" grades if you stop attending classes without officially dropping them. Classes that have ended cannot be dropped.

Students who have not attended a course will be administratively withdrawn. Immediately following the course's refund period, students who are reported as not attending a course will receive a "W" grade on their transcript and will be charged 50% of the value of the course.

The grades A, B, C, D and F are included in the computation of grade point average. Credit toward graduation is granted for A, B, C, D, P and T.

One of the requirements for receiving financial aid is that you attend the classes for which you are registered. We will disburse financial aid based on the number of credits you have been reported as attending. If you have late-start classes, some of your prorated awards will not be sent until you are attending those late start classes. Students who are enrolled less than full-time are considered part-time students. For part-time students, a lower cost of attendance will be used to determine eligibility for financial aid awards. If your attendance level changes up to the end of the second week of classes, this may change the amounts of your awards.

Alternative Credit

Alternative credit is defined as college credit earned outside of Kirkwood cred-

it course completion, transfer course completion or credit by examination. Alternative credit requests cannot be made to replace a failing grade for a course previously attempted. The student will be assessed an administrative charge of \$25 per application. If the application is approved and the outside work is not articulated Kirkwood Continuing Education coursework, a tuition charge will be assessed equal to one half the current tuition for the credit course on the application.

This policy does not exempt students from complying with all other Kirkwood graduation policies including residency and graduation policies.

A maximum of 18 credits may be awarded for alternative coursework and exam credit of any kind. A student must request alternative credit be awarded. The credit is not awarded automatically.

To obtain credit for articulated Kirkwood Continuing Education coursework, the student must consult with his/her advisor first. If the advisor recommends the student proceed, the student must submit the following:

1. Application for Alternative Credit form
2. Proof of articulated Kirkwood Continuing Education course completion

To obtain credit for an industry recognized, third-party portable certificate, credential or licensure, it must be valid at the time of application. The student must submit the following:

1. Application for Alternative Credit form
2. Copy of valid certificate, credential or license

To obtain credit for work experience or experiential learning, the student must submit the following:

1. Application for Alternative Credit form
2. Portfolio to include but not limited to:
 - a. Tangible examples of competencies or a completed Alternative Credit Student Portfolio form

- b. A current resume
- c. A job description that clearly defines duties and a letter from the employer verifying that the student has met the competencies of the course(s) requested

All forms, attachments, documentation and the application fee will be submitted to the Cashier, One Stop office, 2nd floor Kirkwood Hall, for billing, processing and archival.

Alternative credit will be denoted on the student's transcript as exam credit. The credit will not apply to the grade point average calculation. If the student transfers to another institution, credits earned through this policy are subject to the receiving institution's transfer credit policies and procedures. It is not guaranteed that all post-secondary institutions will recognize these credits.

If the Application for Alternative Credit is denied, the student will be notified in writing by the department coordinator or Dean. The Application and a copy of the denial letter must be submitted to the Records Evaluator for inclusion in the student's academic record and archival. The student may appeal the decision to the Vice President Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.

Anytime/Anywhere Registration

Qualifying writing and reading placement scores (COMPASS or ACT) are required in order to enroll in Anytime/Anywhere classes. Students with previously earned credits in Anytime/Anywhere are exempt from this restriction.

Students with a grade point average of less than 1.8 for all Anytime/ Anywhere (ATAW) classes within the previous three years will have a registration restriction placed on their record. The restriction prevents registration in ATAW classes until the average for ATAW courses reaches 1.8 or better, or a three year period has passed. The average for ATAW courses can be improved by retaking failed or low-scored courses in a face-to-face format. In

cases where extreme hardship or medical conditions can be documented a petition for policy waiver may be submitted for committee review and decision on reinstatement. Note: This registration restriction does not prevent students from enrolling in face-to-face or hybrid format classes, only ATAW classes.

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 an absence from class.

Students 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 course work should be followed.

Cheating and Plagiarism

Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang onto Writing Center receipts, keep logs or journals of your work on assignments and papers, and save drafts or versions of assignments under individual file names on your computer.

The inability to authenticate your work, should an instructor request it, is sufficient ground for failing the assignment. In addition to requiring students to authenticate their work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, or requiring students to explain their work or process orally.

Procedure and penalties for confirmed cheating and plagiarism are:

First Offense: The instructor will have the authority to issue a failure on the paper, exam or assignment on which cheating or plagiarism was established. A record of the incident will be reported to the dean of students.

Second Offense: Upon confirmation of the student's second offense by the Dean of Students, the instructor will have the authority to issue a failure for the course in which the second incident occurred.

Third Offense: Upon confirmation of the student's third offense by the Dean of Students, the student will be subject to suspension from the college for one semester.

Class Attendance and Class Attendance Policy Related to College Sponsored Activities

Students are expected to attend all sessions of classes for which they are enrolled. Absences shall in no way lessen student responsibility for meeting the requirements of any class. Students are expected to know the attendance policy of each of their instructors. Failure to abide by an instructor's attendance policy may adversely impact their grade.

Class Attendance Policy

Learning is central to our work at Kirkwood Community College. Faculty members use educational experiences to facilitate learning, and students learn by engaging in those experiences. Attendance and engagement in all scheduled classes is regarded as integral to learning and is expected of all students.

Kirkwood faculty members identify expectations for learning and attendance in their course syllabi. Students are accountable for the learning outcomes for each session, including those sessions that have been missed. Assessments of learning that occur during an absence may or may not be made up, depending on the policies of the instructor and the nature of the absence. Absences that result from participation in college-sponsored activities will be accommodated, subject to the guidelines listed below. For all other ab-

sences, authorization of an excuse is the province of the individual faculty member and subject to the standard appeal process.

Class Attendance Policy Related to College-sponsored Activities

College-sponsored activities (excluding practices) include athletic competitions, student academic competitions and conferences, musical and drama performances, and class field trips. Questions on whether an activity is a college-sponsored event for purposes of this policy should be directed to the vice president of academic affairs. If anticipated absences for a semester appear to be extraordinarily numerous or difficult to accommodate, a faculty member may appeal the need for the full accommodation to the vice president of academic affairs. Students involved in activities where they are required to represent the college, i.e. college-sponsored activities, must give written notice to the faculty member at least one week in advance of the absence unless last-minute schedule changes make this notice impossible. If regular season athletic schedules have been developed, student participants must present written notice of anticipated absences within the first week of the semester. Failure to provide timely written notice may result in a loss of this opportunity.

The faculty shall accord students the opportunity to independently make up course work or work of equal value, for the day(s) the event was scheduled and to take a scheduled exam at an alternate time. The faculty member shall determine alternate exam times and due dates for missed course work. These assigned dates may be prior to the date of the absence.

Organizers (coaches, faculty and staff) of college-sponsored activities shall:

1. assist students in planning class schedules to minimize the number of absences;
2. inform students of their responsibilities as described above; and
3. provide written communications to the faculty member announcing and verifying the need for student class absences. Written

notices should be provided at the beginning of the semester if the schedule is known, or as soon as possible after the need for a student absence is determined.

Course Load

Those pursuing 12 semester hours or more during any semester (nine hours or more in a summer term) are 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 its own assessment, as well as require assessment and documentation from qualified medical sources in accordance with already-established college ADA procedures. The determination will not supersede currently established federal financial aid regulations.

There is no limit on the number of credit hours a student may carry in any semester. However, any student wishing to enroll in more than 18 hours in a semester or more than 12 hours in a summer semester will need the department dean's signature.

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

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

Credit by Examination

Students may earn credit hours through the College Level Examination Program (CLEP) or through a variety of department-approved subject matter examinations or Advanced Placement tests. These examinations enable students to earn college credit for their knowledge in various subject areas by allowing them to test out of individual courses. 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. A maximum of 18 credits may be awarded for alternative coursework and exam credit of any kind. For further information

about these exams, check with the One Stop office.

Credit Hour Policy

Kirkwood defines a unit of credit as a semester hour. A semester hour of credit is given for one hour in class each week for a period of 16 weeks.

(See College Catalog) No registration or orientation hours may be included when determining credit hours. The College’s minimum requirements are:

The College's Minimum Requirements

Instructional Delivery	Delivery Definition	Minimum Minutes	Contact Hours
Classroom Work	Lecture and formalized classroom instruction under the supervision of an instructor	800	16
Laboratory Work	Experimentation and practice by students under the supervision of an instructor	1600	32
Clinical Practice	Applied learning experience in a health agency or office under the supervision of an instructor	2400	48
Work Experience	Employment related experience planned and coordinated by an institutional representative and employer, with control and supervision of the student on the job.	3200	64
Distance Education	Courses or programs taught over the Internet, Iowa Communications Network (ICN), or other electronic means. (i.e. in-class hybrids)	Same as above with equivalent work required	Same as above with equivalent work required
Accelerated Courses	Courses or programs of study that allow students to complete them at a faster pace than if offered by conventional methods	Equivalent outcome achievement and verifiable evidence	Equivalent outcome achievement and verifiable evidence
Chapter 21 of the Iowa Administrative Code ("One credit hour equals 50 minutes") and Federal Credit Hour Definition ("A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom work and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester.")			

Curricular Graduation Requirements

Students are required to complete the curricular requirements in place during the academic year in which they were accepted into the program of study as long as there were no breaks in enrollment equal in length or longer than concurrent fall/spring semesters or concurrent spring/fall semesters.

If a student is pursuing a program of study that becomes closed to admissions, the academic department re-

sponsible for the program will determine a future date by which current students must either finish or change to an open program. Students in this situation should work closely with their advisors.

Students with a break in enrollment equal in length or longer than concurrent fall/spring semesters or concurrent spring/fall semesters will be allowed to finish their program of study as long as it is still open to admissions, but under the curricular requirements in place during the academic year in which they re-enroll.

Earning Multiple Awards

Kirkwood confers certificates, diplomas and degrees. These awards are earned in progression based on the number of credit hours needed to complete the required program of study. A student may earn, and the college will confer, multiple certificates and diplomas per term, but only one degree per term. To earn another degree, the student must complete an additional 12 semester hours of resident course work.

Fraudulent Academic Credentials

Anyone seeking to become a student at Kirkwood Community College who submits fraudulent or altered academic credentials to the college, or who is found to have fraudulently altered Kirkwood academic credentials or records, will be subject to penalties decided upon by the college ranging from suspension or expulsion and/or legal prosecution.

Independent Study

Independent study is special course work offered to expand knowledge in a specific area beyond the existing curriculum. Students requesting independent study must have previous backgrounds and good performance records in the areas in which independent study is sought. Independent study should not be used to meet college requirements that can be satisfied through regular course offerings. Students need to discuss the Independent Study Course Contract with instructors before registering.

Mandatory Testing

As of January 2012, all new degree-seeking and diploma-seeking students registering for more than six credit hours are required to take the COMPASS test prior to registration, unless they meet one of the following exemptions (allow at least two weeks for these exemptions to be evaluated):

- Completed the COMPASS test or ACT and sent the official record of scores to Kirkwood. Math scores are considered valid for two years while reading and writing scores are valid for three years.
- Successfully completed (C or better) college-level math and writing classes at a regionally accredited college.
- Earned a Bachelor's degree from an accredited college.

National Guard or Reserve Forces of the United States Duty Policy

This policy offers the following options to a student who is a member of Iowa National Guard or reserve forces of the United States and who is ordered to start military service or federal service or duty:

- a. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- b. Make arrangements with the student's instructors for course grades, or for incomplete's that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- c. Make arrangements with only some of the student's instructors for course grades, or for incomplete's that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Program/Area of Study Changes

A student who changes his/her program/area of study will be accountable in terms of graduation only for requirements of the new program/area of study. The course work and grade point average earned in earlier programs/areas of study will continue to affect cumulative GPA and appear on the student's transcript. A student contemplating a change of program/area of study is encouraged to discuss his/her plans fully with a member of the counseling staff or with his/her academic advisor.

Readmission

Students who have withdrawn from the college in good standing and who desire to be readmitted should apply at www.kirkwood.edu/apply. Students who are readmitted after absence from the college and who desire a degree, diploma or certificate will be required to fulfill current graduation requirements.

Refund of Tuition

All refunds are for tuition only and are computed as of the date the class is dropped via EagleNet or is withdrawn at the One Stop Office or at a Kirkwood center.

- For a standard length class, a student may drop up to the end of the first week and receive a 100 percent refund.
- For a standard length class, a student may drop up to the end of the second week and receive a 50 percent refund.
- For a class that is one to eight days long, a student receives no refund beginning the first day of class.
- For a class that is nine to 33 days long, a student may drop up to the end of the first day of the class and receive a 50 percent refund.
- For a class that is 34 to 81 days long, a student may drop up to the end of the second calendar day of the class and receive a 100 percent refund.
- For a class that is 34 to 81 days long, a student may drop to the end of the fourth calendar day and receive a 50 percent refund.
- For a study abroad course, a student may only drop by submitting a formal withdraw request to the International Programs office. Refunds for tuition and program fees are determined by the payment terms and vary by program.

Financial aid recipients who withdraw from all classes are subject to the federal regulations regarding return of funds. The One Stop office will make this calculation after all classes are dropped. This may result in a balance

due for the student. Any student who is considering dropping all classes should speak with a financial aid representative to determine how this will affect the financial aid award.

Residency Requirement

Students completing associate degrees must earn a minimum of 16 credit hours from Kirkwood.

Students completing diplomas must earn a minimum of 8 credit hours from Kirkwood.

Students completing certificates must earn a minimum of 6 credit hours from Kirkwood.

Career Programs

Administrative Assistant

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science degree
2 years (4 semesters)
Office Assistant diploma option
1 year (2 semesters)

This program prepares graduates to become members of the executive team in today's fast-paced business environment. It includes in-depth instruction in computer applications (word processing, desktop publishing, multimedia) and essential workplace "soft skills" (teamwork, project development, problem-solving).

Career opportunities: executive assistant, administrative assistant, office manager, information coordinator, communications facilitator and telecommuting coordinator.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
ADM-176	Electronic Records System	3
BCA-136	Advanced Word Processing	3
BCA-179	PowerPoint Multimedia	3
BUS-190	Professionalism: BPA ¹	1
COM-710	Basic Communications ² OR	3
ENG-105	Composition I ⁵	
MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	
		16
Second Semester		
ADM-133	Business Math and Calculators ³ OR	3
MAT-102	Intermediate Algebra (or higher)	
ADM-163	Office Concepts and Procedures ⁴	3
ADM-165	Information Processing	3
BCA-138	Advanced Word Processing Applications	3
BCA-205	Database/Spreadsheets	3
BUS-190	Professionalism: BPA ¹	1
		16

Third Semester

ACC-111	Introduction to Accounting OR	3
ACC-152	Financial Accounting	
ADM-142	Desktop Publishing	3
ADM-164	Administrative Office Applications	3
BUS-185	Business Law I	3
-----	Humanities elective	3
		15

Fourth Semester

ADM-154	Business Communication OR	3
ENG-106	Composition II	
ADM-187	Administrative Assistant Capstone	1
BUS-290	Employment Search/Workplace Success	1
BUS-932	Internship	3
MGT-158	Office Supervision and Management	3
-----	Business/Computer electives	4
		15

Total program credit hours

62

Business/Computer Electives

ACC-152	Financial Accounting	4
ACC-156	Managerial Accounting	4
ACC-313	Accounting Applications	4
ACC-362	Accounting Spreadsheets	4
BCA-304	Emerging Technology Trends	1
BUS-102	Introduction to Business	3
CIS-207	Fundamentals of Web Programming	3
ECN-120	Principles of Macroeconomics	3
ECN-130	Principles of Microeconomics	3
HSC-115	Medical Terminology	4
HSC-117	Basic Medical Terminology	2.5
MGT-101	Principles of Management	3
MGT-121	Project Management Basics	3
MGT-124	Project Management Tools	3
MGT-130	Principles of Supervision	3
MGT-137	Developing Leadership Skills	1
MGT-139	Effective Team Building for Managers	1
MGT-140	Time Management in the Workplace	1
MGT-170	Human Resource Management	3
MGT-171	Human Resource Strategies and Tools	3
MGT-300	Introduction to Entrepreneurship	3
MGT-305	Business Plans for Entrepreneurs	3
MKT-110	Principles of Marketing	3
MKT-140	Principles of Selling	3

Optional Courses

BCA-135 Introduction to Word Processing 3

Office Assistant Diploma Requirements

First Semester

ADM-176 Electronic Record System 3
 BCA-136 Advanced Word Processing 3
 BCA-179 PowerPoint Multimedia 3
 BUS-190 Professionalism: BPA* 1
 COM-710 Basic Communications² OR 3
 ENG-105 Composition I⁵
 MGT-145 Human Relations in Management 3
OR
 PSY-111 Introduction to Psychology

16

Second Semester

ADM-133 Business Math and Calculators³ 3
OR
 MAT-102 Intermediate Algebra (or higher math)
 ADM-154 Business Communication OR 3
 ENG-106 Composition II
 ADM-163 Office Concepts and Procedures⁴ 3
 ADM-165 Information Processing 3
 BCA-205 Database/Spreadsheets 3
 BUS-290 Employment Search/Workplace Success 1

16

Total program credit hours 32

¹Students who are primarily part-time or enrolled in courses held at Kirkwood county centers, may wish to register for the Professionalism in the Workplace class rather than the Professionalism: BPA course listed during the first and second semesters. Professionalism in the Workplace (ADM-257) is a Distance Learning course worth two credits. Students must either take both semesters of the on-campus course or the Distance Learning course. See the program coordinator for assistance in making this decision.

²Your COMPASS writing score will determine if you need to take prerequisite classes.

³Your COMPASS math score will determine if you need to take prerequisite classes.

⁴ Requires typing speed of 30 wpm (words per minute) or concurrent enrollment in Advanced Word Processing.

⁵ Enrollment in this course requires a writing COMPASS score of 70 or above.

Students wishing to transfer to a four-year college or university may substitute the following courses:

PSY-111 **FOR** MGT-145 Human
 Intro to Relations In
 Psychology Management

ENG-105 **FOR** COM-710 Basic
 Composition Communications
 1⁶

ENG-106 **FOR** ADM-154
 Composition Business
 II Communication

ACC-152 **FOR** ACC-111
 Financial Introduction to
 Accounting Accounting

Advanced Manufacturing Engineering Technologies

Industrial Technologies

101 Jones Hall
 319-398-4983
 www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
 2 years (4 semesters, 1 summer)

Industry endorsements earned

OSHA 10-General Industry; Adult First Aid with CPR; Forklift Class 1, 3, 4, 5, 7; National Career Readiness Certificate; Personal Protective Equipment; NIMS Level 1: CNC Lathe and Mills Credentials; American Welding Society MIG and TIG welder qualifications.

This multi-skilled degree prepares you for an exciting and rewarding career in the high demand, advanced manufacturing careers of product design, CNC machining/forming, production welding and quality control. Possessing multiple skill sets in today's workforce prepares you well for career advancements and increased earnings throughout your lifetime.

Graduates of this program can go on to complete a four-year degree at UNI.

Career opportunities: Laser cutter operator, Water jet cutter operator, CNC punch press operator, CNC press brake operator, CNC mill operator, CNC lathe operator, TIG welder, MIG welder, CAD designer, Quality control inspector.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
MFG-286	Job Planning, Benchwork & Layout (NIMS)	3
MFG-259	Measurement, Materials & Safety (NIMS)	3
IND-155	Microcomputer Applications OR	2
CSC-110	Introduction to Computers	
MAT-745	Technical Mathematics I	4

Career Programs

PHY-190	Physics I	3
----	Communication Elective	3
		18
Second Semester		
EGT-125	Applied Statics	4
MFG-285	Applied Metallurgy	2
MFG-291	CNC Mill Operator (NIMS)	3
MFG-292	CNC Lathe Operator (NIMS)	3
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	
----	Communication Elective	3
		18
Summer Term		
BUS-280	Fundamentals of Lean Process Improvement	3
MFG-281	CNC Punch Press Operations (NIMS)	3
MFG-500	Statistical Process Control	1
MFG-287	Manual Press Brake Operations (NIMS)	3
MFG-339	CNC Press Brake Operator (NIMS)	2
		12
Third Semester		
CAD-237	Geometric Dimensioning & Tolerancing	3
EGT-124	Strength of Materials	4
CAD-300	AutoCAD for Applied Engineering	2
CAD-310	Inventor for Applied Engineering	1
WEL-370	Production Mig Welding	4
ELT-304	Introduction to Electrical Circuits	4
		18
Fourth Semester		
MFG-288	Water Jet Operations	2
MFG-283	Laser Cutting Operations	2
WEL-360	Production TIG Welding	4
ATR-135	Programming for Advanced Manufacturing	3
ATR-104	Introduction to Automation	2
----	Humanities or History/Cultures Elective	3
		16
Total program credit hours		82

Agricultural Geospatial Technology

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall or Spring

Award

Associate of Applied Science degree

2 years (4 semesters, 1 summer)
Certificate (2 semester)

Agricultural Geospatial Technology students prepare to work in the emerging geospatial technology industry. Kirkwood's program is one of only a handful of precision agriculture programs in the nation and provides specialization in dealership/equipment or agronomy careers.

The two-year program includes courses in computers, GPS (Global Positioning Systems), ArcView and data collection, in addition to agronomy and agriculture economics. Students also complete an internship during the summer. This degree can apply to many career areas and can be customized for this program. A strong background in math and science is recommended for this program.

Career opportunities: precision farming specialists, custom applicators, mapping technicians, precision ag coordinators, geospatial technicians.

Degree Requirements

Course Number	Course Title	Credit Hours
Fall Term I		
AGA-154	Fundamentals of Soil Science	3
AGC-103	Ag Computer	3
AGC-313	Leadership in Agriculture	1
AGP-333	Precision Farming Systems	3
ENG-105	Composition I OR	3
COM-723	Workplace Communication OR	
ENG-101	Elements of Writing	
MGT-145	Human Relations in Management	3
	OR	
SOC-110	Introduction to Sociology	
		16
Spring Term I		
AGA-114	Principles of Agronomy	3
AGC-160	Introduction to Technical Chemistry OR	4
CHM-165	General Chemistry I	
AGP-405	Ag Applications of GIS	3
MAT-107	Survey of Mathematics	4
----	Career specialty requirement	3
		17
Summer Term		
PHI-105	Introduction to Ethics OR	3
HUM-105	Working in America OR	
HUM-116	Encounters in Humanities	
----	Career specialty requirement	3
		6
Fall Term II		
AGP-420	Geospatial Data Collection	3
BIO-104	Introductory Biology with Lab OR	3
PHY-120	Introductory Physics	
MAT-115	Mathematics and Society	3
SPC-101	Fundamentals of Oral Communication OR	3
COM-744	Oral Communication in the	

-----	Workplace Career specialty requirement	3 <hr/> 15
Spring Term II		
AGB-101	Agricultural Economics	3
AGC-313	Leadership in Agriculture	1
AGC-932	Internship	4
AGP-425	Agricultural Spatial Analysis	3
-----	Career specialty requirement	3 <hr/> 14
Total program credit hours		68

Agronomy Specialty

AGA-209	Row Crop Production	3
AGB-470	Farm Records, Accounts and Analysis	3
AGA-376	Integrated Pest Management	3
AGA-165	Agricultural Fertilizer and Chemicals	3
AGB-336	Agricultural Selling	3

Dealership/Equipment Specialty

AGP-436	Advanced Precision Farming Systems - Hardware	3
AGP-435	Advanced Precision Farming Systems - Software	3
AGP-440	Ag Applications of Digital Imagery	3
AGB-336	Agricultural Sales	3
AGA-217	Field Crop Harvesting and Drying	3

Natural Resources Specialty

AGN-226	Mammalian Wildlife	3
AGN-250	Park Maintenance Programs	3
AGN-220	Avian Wildlife	3
AGN-223	Aquatic Wildlife	3
AGN-235	Park and Recreation Administration	3
AGN-244	Wildlife Management	3

Information Technology Specialty

AGA-165	Agricultural Fertilizers and Chemicals	3
CIS-121	Introduction to Programming Logic	3
NET-122	Computer Hardware Basics	3
NET-154	Networking Basics	3

Certificate Requirements

Course Number	Course Title	Credit Hours
Term I		
AGA-114	Principles of Agronomy	3
AGP-329	Introduction to GPS OR	3
AGP-333	Precision Farming Systems	3
AGP-405	Ag Applications of GIS	3 <hr/> 9

Term 2		
AGA-154	Fundamentals of Soil Science	3
AGA-165	Agricultural Fertilizer & Chemistry	3
AGA-209	Row Crop Production	3 <hr/> 9

Total program credit hours **18**

Agriculture Business

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall, Spring or Summer

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)

Agriculture Business students prepare for careers in the agricultural sales and service industry. Students will study sales, advertising, merchandising, economics, farm management, marketing, agronomy and animal science, and are required to complete an internship.

Career opportunities: facility operations technician; farm operations manager; custom applicator; production assistants; territory salesperson.

Degree Requirements

Course Number	Course Title	Credit Hours
Fall Term I		
AGA-114	Principles of Agronomy	3
AGB-133	Introduction to Ag Business	3
AGC-103	Ag Computer	3
AGC-115	Ag Career Orientation	1
AGC-120	Applied Agricultural Concepts	2
AGS-113	Survey of the Animal Industry	3
COM-723	Workplace Communications OR	3
ENG-105	Composition I	<hr/> 18
Spring Term I		
AGA-165	Agricultural Fertilizers and Chemicals	3
AGB-321	Agricultural Procedures and Safety	2
AGB-470	Farm Records, Accounts, Analysis	3
OR		
ACC-152	Financial Accounting	3
AGC-130	Mathematics I - Agriculture	3
AGC-932	Internship	3 <hr/> 14
Summer Term		
AGA-376	Integrated Pest Management	3
AGB-336	Agricultural Selling	3
AGC-932	Internship	2

Career Programs

MGT-145	Human Relations in Management	3
		<u>11</u>
Fall Term II		
AGB-330	Farm Business Management	3
AGB-466	Agricultural Finance	3
AGC-160	Introduction to Technical Chemistry	4
AGS-319	Animal Nutrition	3
COM-744	Oral Communication in the Workplace OR	3
SPC-101	Fundamentals of Oral Communication OR	
ENG-106	Composition II	
-----	Humanities Elective	3
		<u>19</u>
Spring Term II		
AGB-101	Agricultural Economics	3
AGB-235	Introduction to Agriculture Markets	3
AGB-331	Entrepreneurship in Agriculture	3
AGP-333	Precision Farming Systems	3
		<u>12</u>
Total program credit hours		74

Agriculture Production Management

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall, Spring or Summer

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma
1 year (2 semesters, 1 summer)

Find yourself in the food production chain of modern agriculture. Choose from three areas of emphasis - Beef, Crops, or Swine - or create a custom program of study to best meet your career goals. Classes focus on the latest production methods and technology through hands-on learning on the student-run college farm.

Career opportunities: farm management, swine production facilities, feedlots, cattle ranches, herdsman positions, crop production and agronomy positions.

Degree Requirements

Course Number	Course Title	Credit Hours
Fall Term I		
AGC-103	Ag Computer	3
AGC-115	Ag Career Orientation	1
AGC-120	Applied Agricultural Concepts	2
AGC-160	Introduction to Technical	4

CHM-165	Chemistry OR General Chemistry I	
COM-723	Workplace Communications	OR 3
ENG-105	Composition I	
-----	Agricultural Technical Courses	<u>5</u>
		18
Spring Term II		
AGC-130	Mathematics I - Agriculture	3
AGP-333	Precision Farming Systems	OR 3
AGC-420	Issues in Agriculture	
AGS-319	Animal Nutrition	OR 3
AGA-154	Fundamentals of Soil Science	
-----	Humanities Elective	3
-----	Agricultural Technical Courses	<u>3</u>
		15

Summer Term

AGC-932	Internship	5
		<u>5</u>

Fall Term II

AGB-470	Farm Records, Accounts, Analysis	OR 3
ACC-152	Financial Accounting	
AGS-214	Domestic Animal Physiology	OR 3
AGA-114	Principles of Agronomy	
COM-744	Oral Communication in the Workplace OR	3
ENG-106	Composition II	
MGT-145	Human Relations in Management	3
-----	Agricultural Technical Courses	<u>5</u>
		17

Spring Term II

AGB-235	Introduction to Agriculture Markets	3
AGB-330	Farm Business Management	3
AGB-466	Agriculture Finance	3
-----	Agricultural Technical Courses	3
-----	Agriculture Electives	<u>3</u>
		15

Total program credit hours

70

Optional

VIN-105	Introduction to Wine Science	3
VIN-106	Introduction to Viticulture	3

Agriculture Technical Courses

AGA-114	Principles of Agronomy	3
AGA-154	Fundamentals of Soil Science	3
AGA-165	Agricultural Fertilizer and Chemicals	3
AGA-170	Fertilizer Management	3
AGA-209	Row Crop Production	3
AGA-217	Field Crop Harvesting and Drying	3
AGA-376	Integrated Pest Management	3
AGA-880	Forage Crop Management	3
AGB-331	Entrepreneurship in Agriculture	3
AGB-336	Agricultural Selling	3

AGB-470	Farm Records, Accounts, Analysis	3
AGC-420	Issues in Agriculture	3
AGM-403	Combine Operation & Adjustment	2
AGP-333	Precision Farming Systems	3
AGP-434	Practical Precision Farming for the Producer	3
AGS-113	Survey of the Animal Industry	3
AGS-214	Domestic Animal Physiology	3
AGS-279	Livestock Merchandising	2
AGS-305	Livestock Evaluation	3
AGS-319	Animal Nutrition	3
AGS-338	Livestock Behavior and Welfare	5
AGS-350	Artificial Insemination of Cattle	1
AGS-425	Swine Systems Management	3
AGS-441	Livestock Housing and Equipment	3
AGS-530	Swine Reproduction and Management	5
AGS-550	Beef Breeding/Reproduction/Nutrition	5
AGS-551	Beef Science Management	3
AGS-555	Beef/Cow Calf Production	3
AGS-560	Beef Industry and Feedlot Management	5

Agricultural Production Diploma Requirements

Course Number	Course Title	Credit Hours
Fall Term I		
AGC-313	Leadership in Agriculture	1
-----	Agricultural Technical Courses	12
		<hr/> 13
Spring Term II		
-----	Agricultural Technical Courses	12
-----	General Education Courses	3
		<hr/> 15
Summer Term		
AGC-932	Internship	2
-----	Agricultural Technical Courses	3
		<hr/> 5
Total program credit hours		33
General Education Courses		
COM-723	Workplace Communications	3
COM-744	Oral Communications in the Workplace	3
AGC-130	Mathematics I - Agriculture	3
MGT-145	Human Relations in Management	3

Apparel Merchandising and Design

Business & Information Technology
 203 Nielsen Hall
 319-398-5416
 www.kirkwood.edu/businessdept

Entry time
 Fall

Award

Associate of Applied Science degree
 2 years (4 semesters)

The Apparel Merchandising non-transfer plan of study is designed to provide students with fashion knowledge, sales, managerial and supervisory skills necessary for immediate involvement in the area of retailing. The program incorporates a supervised internship in a retail establishment and annual fashion show to provide opportunities to learn outside the classroom.

Credits earned in the Apparel Merchandising transfer plan of study are fully transferable to Iowa State University. Two additional years of study at ISU will earn a Bachelor or Science degree in Apparel, Merchandising, and Design, which will prepare students for corporate positions.

Accreditation: This program is accredited by ACBSP (Association of Collegiate Business Schools and Programs). ACBSP is the leading specialized accreditation association for business education supporting, celebrating and rewarding teaching excellence.

Career opportunities: fashion sales/buyer, specialty and department store management, visual merchandiser, area supervisor.

Degree Requirements

Course Number	Course Title	Credit Hours
Merchandising Track (transfer plan)		
First Semester		
APP-130	Principles of Fashion Merchandising	3
APP-140	Fashion History	3
ENG-105	Composition I ¹	3
SPC-101	Fundamentals of Oral Communication	3
MAT-140	Finite Math ²	3
		<hr/> 15
Second Semester		
ACC-152	Financial Accounting	4
APP-170	Fashion Trends and Consumer Analysis	3
APP-240	Fashion Design OR	3
MKT-110	Principles of Marketing ⁴	3
ENG-106	Composition II	3
PSY-111	Introduction to Psychology	3
		<hr/> 16
Third Semester		
APP-120	Apparel Visual Merchandising	3
APP-210	Apparel Textiles	3
MAT-157	Statistics	4
MKT-140	Principles of Selling	3
-----	Humanities or History/Cultures core ³	3
		<hr/> 16

Career Programs

Fourth Semester

APP-220	Fashion Show Procedures	3
ECN-130	Principles of Microeconomics	3
MKT-160	Principles of Retailing	3
-----	Humanities or History/Cultures core ³	3
-----	Science core	3
		15

Total program credit hours

62

Management Track (non-transfer plan)

First Semester

APP-130	Principles of Fashion Merchandising	3
APP-140	Fashion History	3
ENG-105	Composition I ¹	3
SPC-101	Fundamentals of Oral Communication	3
MAT-102	Intermediate Algebra ²	4
		16

Second Semester

APP-170	Fashion Trends and Consumer Analysis	3
APP-240	Fashion Design	3
ENG-108	Composition II: Technical Writing OR	3
ENG-106	Composition II	
ACC-120	Survey of Accounting OR	3
ACC-152	Financial Accounting OR	
ACC-111	Introduction to Accounting	
PSY-111	Introduction to Psychology OR	3
MGT-145	Human Relations in Management	3
		15

Third Semester

APP-120	Apparel Visual Merchandising	3
APP-210	Apparel Textiles	3
BUS-290	Employment Search and Workplace Success	1
CSC-110	Introduction to Computers	3
MGT-101	Principles of Management	3
MKT-110	Principles of Marketing	3
		16

Fourth Semester

APP-220	Fashion Show Procedures	3
BUS-932	Internship	3
MGT-130	Principles of Supervision	3
MKT-160	Principles of Retailing	3
-----	Humanities Elective ³	3
		15

Total program credit hours

62

Optional

APP-924	Honors Project	1
APP-928	Independent Study	1

¹Your COMPASS writing score will determine if you need to take prerequisite classes.

²Your COMPASS math score will determine if you need to take prerequisite classes.

³Suggested courses: Art Appreciation, Music Appreciation, Introduction to Philosophy, Literature, Art History.

⁴NOTE: Students transferring to the design option at Iowa State University should substitute the following courses:
APP-240 Fashion Design **FOR** MKT-110 Principles of Marketing

Architectural Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters and 1 summer), some required evening classes

Industry endorsements earned

National Career Readiness Certificate

Architectural Technology provides quality technical training to be successful in a career related to the architectural profession. The program includes instruction in a variety of CAD software, hand sketching, business and graphic editing computer applications, teamwork/problem-solving skills and liberal arts studies. Practical experience is enhanced through a paid architectural/construction-related internship or an unpaid architectural mentoring program.

Career opportunities: CAD technicians for architectural, civil, mechanical, electrical and/or structural services; estimators; designers; drafters for building material suppliers; remodelers; kitchen designers; residential designers.

Degree Requirements

Course Number	Course Title	Credit Hours
First Year - First Semester (Fall)		
ARC-300	Architectural Sketching I	1
ARC-301	Architectural Sketching II	2
CON-116	Architectural Plans and Specs	2
CON-190	Residential Construction	3
EGT-460	PLTW - Civil Engineering and Architecture OR	3
EGR-460	PLTW-Civil Engineering and Architecture OR	
CON-311	Building Construction Systems I	
CON-410	Construction Modeling	3
MAT-716	Industrial Math II*	3

17

First Year - Second Semester (Spring)

ARC-195	CAD Sketchup	3
ARC-100	Architectural Profession	1
ARC-135	American Architecture	1
CAD-400	AutoCAD for Architecture	3
CON-313	Building Construction Systems II	3
CON-322	Residential Estimating	3
CSC-110	Introduction to Computers OR	3
IND-155	Microcomputer Applications	

17

Summer Term

CAD-200	CAD SoftPlan	3
ARC-185	Architectural Photoshop	1
CAD-202	Architectural CAD Residential	3
CON-134	Surveying and Site Layout	2
MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	

12

Second Year - First Semester (Fall)

CAD-201	CAD REVIT	3
CAD-204	Architectural CAD Commercial	6
CON-316	Sustainable Construction Science	3
PHY-120	Introductory Physics	3
-----	Communications Elective*	3

18

Second Year - Second Semester (Spring)

ARC-932	Internship OR	2
MGT-300	Introduction to Entrepreneurship	
ART-133	Drawing	3
CAD-206	Architectural CAD Projects	6
CAD-207	CAD REVIT Projects	3
-----	Communications Elective*	3

17

Total program credit hours 81

Optional Courses

ARC-924	Honors Project	1
ARC-928	Independent Study	1
CON-331	Construction Materials Science	3

*Students planning to transfer to a four-year college or university may substitute the following courses:

Advanced math class **FOR**
MAT-716 Industrial Math II

ENG-105 Composition I **AND** ENG-108 Comp. II: Technical Writing

OR
ENG-106 Composition **FOR**
Communication electives

Automation and Instrumentation Technologies

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer),

Certification

OSHA 10-General Industry; 50+ High Voltage Arc Flash; Residential Voltage Arc Flash; Rigging, Lifting and Cribbing; JSEA-Job Safety and Environmental Analysis; Adult First Aid with CPR; Forklift Class 1, 3, 4, 5, 7; National Career Readiness Certificate; Snap-On Torque Certification; ISA CST Associate Recognition.

The Automation and Instrumentation Technologies program prepares students for a broad range of careers in the industrial automation and process control sector of industry using industry-guided curriculum combined with practical hands-on labs.

Graduates of this program will be exposed to and have experience with a broad, yet industry-specific, range of technologies and processes that will ensure they are well-rounded technically and will have the foundational knowledge and versatile skill set necessary to continue to learn and succeed in industry today.

Career opportunities: industrial robotics; factory automation; electro-mechanical; technicians; industrial equipment sales.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ELE-233	Electrical Safety and Shop Methods	1
ELE-235	Electrical Theory, Measurement and Circuits	3
ELE-238	AC, Magnetism, Transformers and Relays	1
MAT-230	Maintenance Math I	2
MAT-233	Maintenance Math II	2
IND-156	Microcomputers for the Trades	2
IND-167	Torqueing and Tensioning	1
ATR-300	Mechanical Drive Systems I	2
ATR-302	Mechanical Drive Systems II	1
		<u>15</u>

Second Semester (Spring)

PHY-180	Applied Physics I OR	2
PHY-120	Introductory Physics	
ELT-146	National Electrical Code and Electrical Wiring	5

Career Programs

ELT-224	Motors and Transformers	5
ATR-304	Introduction to Industrial Controls	2
ATR-306	Industrial Control Circuits I	2
ATR-308	Industrial Control Circuits II	2
		18

Summer Term

ELT-105	Intro to Programmable Logic Controllers	2
ELT-128	Introduction to PLC Programming and Control	2
IND-196	Fundamentals of Hydraulic and Pneumatic Systems	5
ATR-320	Intermediate PLC and VFD Concepts and Control	2
		11

Third Semester (Fall)

ATR-104	Introduction to Automation	2
ATR-322	Industrial Motion Control	4
ATR-108	Introduction to PAC Control	2
ATR-112	Introduction to Visualization	2
----	Humanities or History/Cultures Elective	3
----	Communication Elective	3
		16

Fourth Semester (Spring)

ATR-324	Fundamentals of Machine Automation and System Integration	4
ATR-316	Process Control and Instrumentation I	2
ATR-318	Process Control and Instrumentation II	2
ATR-326	Automation and Instrumentation Capstone	2
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	3
----	Communication Elective	3
		16

Total program credit hours 76

Automotive Collision Repair

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Diploma
1 year (2 semesters, 1 summer)

Industry endorsements earned

National Career Readiness Certificate.

Automotive Collision Repair teaches students the theory and practices of metal forming and shaping; body fillers, frame straightening and repair, uni-body straightening and repairs; refinishing procedures; paints and paint chemistry; 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.

Career opportunities: body shop technician; auto garage or repair service technician; auto/truck dealership technician; tool sales company representative; equipment/material sales representative; insurance claims adjuster

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

CRR-121	Intro to Metalworking & Refinishing I	3
CRR-122	Intro to Metalworking & Refinishing II	3
CRR-820	Metalworking and Refinishing Practices	3
CRR-830	Metalworking and Refinishing I	3
MAT-715	Industrial Math I	3
WEL-333	Auto Collision Welding	2
		17

Second Semester (Spring)

AUT-603	Basic Automotive Electricity	3
CRR-342	Metalworking II	4
CRR-344	Metalworking III	4
CRR-833	Refinishing II	3
CRR-837	Refinishing III	3
		17

Summer Term

CRR-545	Body Straightening and Painting	7
COM-723	Workplace Communications	3
		10

Total program credit hours 44

Automotive Collision Repair tool requirements

Students in the Auto Collision Repair program are required to have a tool set for lab activities. Instructors provide students with a list of minimum requirements. The cost of tools and tool box is approximately \$6,100 and payment plans can be arranged directly with the financial aid office.

Automotive Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)

Industry endorsements earned

OSHA 10-General Industry; Adult First Aid with CPR; Residential Voltage Arc Flash; National Career Readiness certificate. This program also requires the graduating student to pass at least two of eight possible ASE certification tests.

The Automotive Technology program provides entry-level skills and knowledge for students who want to work in the automotive technology field. The curriculum emphasizes automotive electronics and features courses in body electrical, engine electrical and computerized fuel delivery systems. Our program is Master™-certified by the National Automotive Technicians Education Foundation (NATEF), and our instructors are certified Master Technicians by the National Institute of Automotive Services Excellence (ASE). Kirkwood is proud to be designated as one of only 40 Toyota T-TEN (Technician Training and Education Network) schools in the nation and is the only such school in Iowa. Kirkwood is an authorized Snap-On Certified Training Center. After you complete the Snap-On Diagnostic products training and pass the rigorous test, you are considered a power user of Snap-On diagnostic tools, with an efficiency of 90-100 percent. Achieve master status (top 10 percent nationwide) and be one of the most sought after technicians in the field.

Career opportunities: auto dealerships; franchised auto centers; independent repair facilities; specialty service shops; auto sales and support; fleet maintenance.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
AUT-104	Introduction to Automotive Technology	3
AUT-611	Automotive Electricity	5
AUT-655	Automotive Advanced Electricity	5
AUT-888	Technical Lab I	4
MAT-715	Industrial Math I	3
		20
Second Semester (Spring)		
AUT-821	Computerized Engine Controls I	5
AUT-822	Computerized Engine Controls II	5
AUT-889	Technical Lab II	4

CSC-110	Introduction to Computers	OR	3
IND-155	Microcomputer Applications		2
			17

Summer Term

AUT-704	Automotive Heating & Air Conditioning		4
AUT-932	Internship		2
WEL-270	Automotive Welding Principles		1
-----	Communications Elective		3
			10

Third Semester (Fall)

AUT-205	Automotive Automatic Transmissions & Transaxles		5
AUT-304	Automotive Manual Drive Train and Axles		4
AUT-505	Automotive Brake Systems		5
-----	Communications Elective*		3
			17

Fourth Semester (Spring)

AUT-165	Automotive Engine Repair		5
AUT-404	Automotive Suspension & Steering		4
AUT-621	Hybrid Electric Vehicle Fundamentals		3
MGT-145	Human Relations in Management		3
-----	Humanities or History/Culture		3
			18

Total program credit hours **82**

Optional

AUT-928	Independent Study		1
AUT-924	Honors Project		1

Tool Requirements: Students in the Auto Technology program are required to have a tool set for lab activities. Instructors provide students with a list of minimum requirements. The cost of tools and toolbox is approximately \$6,700 and payment plans can be arranged with the financial aid office.

*Students planning to transfer to a four-year college or university should consider substituting some or all of the following courses into the curriculum:

ENG-105 Composition 1 **AND**
ENG-108 Comp II: Technical Writing **OR**
ENG-106 Composition
FOR ----- Communications Electives

Baking and Pastry Arts

Hospitality Arts

The Hotel at Kirkwood Center
319-848-8770
www.kirkwood.edu/hospitality

Entry time

Fall or Spring

Award

Diploma
1 year (2 semesters)

Industry credential earned: National Restaurant Association's Food Protection Manager Certificate

Get creative with a Bakery diploma. It is designed to prepare students for entry-level bakery employment. Students prepare for their careers through practical experience in preparation of baked goods for The Class Act Restaurant and conference center at The Hotel at Kirkwood Center. Classes are taught in the learning laboratory at The Hotel at Kirkwood Center. Some of the food you make will be served to the guests at The Hotel. Students are required to purchase professional uniforms and tools, to use when in labs or in the bakery.

Career opportunities: bakery worker; baker; cake decorator; pastry chef; baker's assistant.

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Required Courses

Course Number	Course Title	Credit Hours
First Semester		
HCM-100	Sanitation and Safety	2
HCM-117	Bakery Basics	3
HCM-122	International Breads	3
HCM-123	International Pastries	3
HCM-125	Basic Cake Decorating	1
HCM-126	Science of Baking	2
HCM-190	Bakery Essentials	1
HCM-260	Hospitality Math	3
		18
Second Semester		
COM-723	Workplace Communication OR	3
ENG-105	Composition I	
HCM-127	Advanced Cake Decorating	1
HCM-256	Cost Control and Merchandising	3
HCM-295	Professional Production	4
MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	
-----	Bakery electives	4
		18
Total program credit hours		36

Bakery Electives

BUS-102	Introduction to Business	3
HCM-231	Nutrition	2
HCM-268	Baking for Dietary Restrictions	2
HCM-290	Wedding Cake Decorating	1
MGT-300	Introduction to Entrepreneurship	3

Biotechnology

Math/Science

1184 Linn Hall
319-398-5516
www.kirkwood.edu/mathscience

Entry time

Fall or Spring

Award

Associate of Applied Science degree
2 years (4 semesters)
Diploma
1 year (2 semesters, 1 summer)
Certificate
1 semester

From designing plants that produce better crops to finding cures to disease, biotechnology has made a mark on modern life. Most seldom realize nearly everything in our lives, including the food we eat, the clothes we wear and the various products we use every day, is touched in some way by biotechnology.

Students in Kirkwood's Biotechnology program first learn to operate and maintain lab equipment and adhere to federal guidelines. Later in the program, students prepare solutions and reagents; explore microbiology, cell biology, immunology, and genetic engineering and molecule biology; isolate and characterize proteins; and perform chemical assays.

Career opportunities: animal technician; lab assistant; lab-based manufacturing/production technician; lab technician; manufacturing technician; quality control operator; research assistant; research technician; science technician.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BIO-190	Introductory Biotechnology OR	3
EGT-440	PLTW - Biotechnical Engineering OR	
EGR-440	PLTW - Biotechnical Engineering	
BIO-400	Lab Methodology	3
CHM-110	Introduction to Chemistry	3
CHM-111	Introduction to Chemistry Lab	1
ENG-105	Composition I	3
MAT-120	College Algebra* OR	3
MAT-138	College Algebra with Limits*	
		16
Second Semester (Spring)		
BIO-112	General Biology I	4
CHM-132	Introduction to Organic and Biochemistry	4
CSC-110	Introduction to Computers	3
ENG-108	Composition II: Technical Writing	3
		14

Third Semester (Fall)			14
BIO-186	Microbiology	4	
BIO-410	Molecular Biology Techniques I	4	
BIO-430	Molecular Genetics	3	
MAT-157	Statistics*	4	
		15	

Fourth Semester (Spring)			
BIO-420	Molecular Biology Techniques II	4	
BIO-450	Basic Bioinformatics	3	
MGT-145	Human Relations in Management	3	
PHI-105	Introduction to Ethics	3	
SPC-101	Fundamentals of Oral Communication	3	
		16	

Fifth Semester (Summer)			
BIO-249	Biotechnology Internship	3	
		3	

Total program credit hours **64**

Biotechnology Diploma Option

Course Number	Course Title	Credit Hours
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First Semester			
BIO-190	Introductory Biotechnology OR	3	
EGT-440	PLTW - Biotechnical Engineering OR		
EGR-440	PLTW - Biotechnical Engineering		
BIO-400	Lab Methodology	3	
CHM-110	Introduction to Chemistry	3	
CHM-111	Introduction to Chemistry Lab	1	
BIO-112	General Biology I	4	
		14	

Second Semester			
CHM-132	Introduction to Organic and Biochemistry	4	
BIO-430	Molecular Genetics	3	
MAT-157	Statistics*	4	
BIO-410	Molecular Biology Techniques I	4	
		15	

Third Semester			
BIO-186	Microbiology	4	
BIO-420	Molecular Biology Techniques II	4	
BIO-450	Basic Bioinformatics	3	
		11	

Total program credit hours **40**

Biotechnology Certificate Option

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester			
BIO-400	Lab Methodology	3	
BIO-410	Molecular Biology Techniques I	4	
BIO-420	Molecular Biology Techniques II	4	
BIO-450	Basic Bioinformatics	3	

Total program credit hours **14**

*Your math placement score may require preparatory math courses.

NOTE: If you already taken science courses at Kirkwood or another institution, you may be able to substitute or waive some of the required courses in the curriculum. Please check with your advisor.

Business Administration: Accounting

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters)

Accreditation

This program is accredited by ACBSP (Association of Collegiate Business Schools and Programs). ACBSP is the leading specialized accreditation association for business education supporting, celebrating and rewarding teaching excellence.

Kirkwood Community College offers several options for students interested in accounting careers. This program provides students with the background they need to enter entry-level positions in general accounting, cost accounting, tax credit or other specialized areas of financial accounting and financial reporting.

Career opportunities: accounting clerk, cost accounting, general accounting, office manager, payroll clerk.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester			
ACC-152	Financial Accounting	4	
BUS-101	Orientation to Business Professionalism	1	
BUS-102	Introduction to Business	3	
ENG-105	Composition I ¹	3	
MGT-145	Human Relations in Management	3	
	OR		
PSY-111	Introduction to Psychology	3	
		14	

Second Semester			
ACC-156	Managerial Accounting	4	
BUS-192	Professionalism Business Competition	1	
CSC-110	Introduction to Computers	3	

Career Programs

ENG-108	Composition II: Technical Writing ¹	3
	OR	
ENG-106	Composition II	
SPC-112	Public Speaking	3
		<hr/> 14

Third Semester

ECN-130	Principles of Microeconomics	3
MAT-157	Statistics ²	4
		<hr/> 7

Fourth Semester

ACC-222	Cost Accounting*	4
ACC-231	Intermediate Accounting I*	4
ACC-265	Income Tax Accounting*	4
ACC-313	Accounting Applications	4
		<hr/> 16

Fifth Semester

ACC-232	Intermediate Accounting II**	4
ACC-362	Accounting Spreadsheets	4
ACC-491	Accounting Capstone**	3
-----	Humanities Elective	3
		<hr/> 14

Total program credit hours **65**

Optional Courses

ACC-949	Special Topics	1
ACC-200	Professionalism: Accounting Club	1
ACC-191	Financial Analysis	3

¹Your COMPASS writing score will determine if you need to take prerequisite courses.

²Your COMPASS math score will determine if you need to take prerequisite courses.

*Courses are offered only in the fall semester.

**Courses are offered only in the spring semester.

Graduation Requirements

In order to graduate from the Accounting program, students must have a cumulative GPA of 2.0 or higher in all accounting courses as well as a cumulative program GPA of 2.0 or higher.

Business Administration: Financial Services

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science degree
2 years (5 semesters)

Accreditation

This program is accredited by ACBSP (Association of Collegiate Business Schools and Programs). ACBSP is the leading specialized accreditation association for business education supporting, celebrating and rewarding teaching excellence.

The Financial Services program is designed for students seeking careers with financial institutions and for those already in financial institutions wishing to attain advanced positions. This program provides an internship opportunity to give students real-world experience.

Career opportunities: personal banker; management trainee; credit analyst; customer service representative; financial advisor; trust representative; loan officer; financial analyst; insurance representative.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
BUS-101	Orientation to Business Professionalism	1
BUS-102	Introduction to Business	3
ENG-105	Composition I ¹	3
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	
ADM-133	Business Math & Calculators ²	3
		<hr/> 13
Second Semester		
BUS-192	Professionalism Business Competition	1
CSC-110	Introduction to Computers	3
MGT-101	Principles of Management	3
ENG-108	Composition II: Technical Writing	3
	OR	
ENG-106	Composition II	
MKT-140	Principles of Selling OR	3
SPC-101	Fundamentals of Oral Communications OR	
SPC-112	Public Speaking	
		<hr/> 13
Third Semester		
ACC-152	Financial Accounting OR	4
ACC-120	Survey of Accounting	
ECN-130	Principles of Microeconomics OR	3
ECN-120	Principles of Macroeconomics	
-----	Humanities Elective	3
		<hr/> 10
Fourth Semester		
ACC-156	Managerial Accounting	4

ECN-120	Principles of Macroeconomics OR	3
ECN-130	Principles of Microeconomics	
FIN-101	Principles of Banking*	3
FIN-121	Personal Finance*	3
-----	Program Electives	3
		16

Fifth Semester

BUS-185	Business Law	3
BUS-932	Internship	3
FIN-110	Money and Banking**	3
FIN-130	Principles of Finance**	3
MKT-180	Customer Service Strategies	1
		13

Total program credit hours **65**

Program Electives:

ACC-313	Accounting Applications	4
ACC-362	Accounting Spreadsheets	4
BUS-192	Business Professionalism: Competition	1
MGT-130	Principles of Supervision	3
MGT-139	Effective Team Building for Managers	1
MGT-140	Time Management in the Workplace	1
MGT-300	Introduction to Entrepreneurship	3
MGT-205	Introduction to Global Trade	3
MGT-206	Global Business Skills	3
MKT-110	Principles of Marketing	3
MKT-130	Social Media in Business	3

¹Your COMPASS writing score will determine if you need to take prerequisite courses.

²Your COMPASS math score will determine if you need to take prerequisite classes.

*Courses are offered only in the fall semester.

**Courses are offered only in the spring semester.

Business Administration: Management

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science degree
2 years (5 semesters)

Certificate options (See advisor for information)

Accreditation

This program is accredited by ACBSP (Association of Colle-

giate Business Schools and Programs). ACBSP is the leading specialized accreditation association for business education supporting, celebrating and rewarding teaching excellence.

The Management program provides an extensive selection of introductory, advanced, general and technical management courses. The degree is designed for someone who would like to develop management skills for career advancement.

This program offers many management and general electives to provide students the opportunity to take courses that fit their specific needs. Certificate options are available for students who want to specialize in human resources, project management, entrepreneurship, social media, global perspectives, technical accounting, retail marketing, and sales.

Students may select to complete the entire degree online or combine the online courses with traditional face-to-face classes. Many options are available to provide flexibility and choices for students. Students should work with their advisor to develop a solid plan that best meets their education goals.

Career opportunities: front-line to middle-level management; advancement into supervisory capacity; small business owner.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
BUS-101	Orientation to Business Professionalism	1
BUS-102	Introduction to Business	3
ENG-105	Composition I ¹	3
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	
MAT-102	Intermediate Algebra ²	4
		14
Second Semester		
BUS-192	Professionalism: Business Competition	1
CSC-110	Introduction to Computers	3
ENG-108	Composition II: Technical Writing	3
	OR	
ENG-106	Composition II	
SPC-101	Fundamentals of Oral Communication OR	3
SPC-112	Public Speaking OR	
MKT-140	Principles of Selling	
MGT-101	Principles of Management	3
		13
Third Semester		
MGT-170	Human Resource Management	3
MGT-121	Project Management Basics	3
MKT-110	Principles of Marketing	3

Career Programs

		9
Fourth Semester		
ACC-152	Financial Accounting OR	4
ACC-120	Survey of Accounting	
MGT-130	Principles of Supervision	3
MGT-300	Introduction to Entrepreneurship	3
-----	Humanities Elective	3
		13
Fifth Semester		
ECN-120	Principles of Macroeconomics OR	3
ECN-130	Principles of Microeconomics	
MGT-301	Management Capstone	3
-----	Management Electives	9
		15

Total program credit hours **64**

Electives

Management elective credit may be used to earn a certificate. See your advisor for online availability.

ACC-156	Managerial Accounting*	4
ACC-313	Accounting Applications*	3
ACC-362	Accounting Spreadsheets*	4
BCA-205	Database/Spreadsheets	3
BUS-185	Business Law I	3
BUS-280	Fundamentals of Lean Process Improvement	3
BUS-932	Internship	1-6
ECN-120	Principles of Macroeconomics**	3
FIN-121	Personal Finance	3
MGT-124	Project Management Tools*	3
MGT-137	Developing Leadership Skills	1
MGT-139	Effective Team Building for Managers	1
MGT-140	Time Management in the Workplace	1
MGT-155	Integrated Project Management*	3
MGT-171	Human Resource Strategies and Tools*	3
MGT-205	Introduction to Global Trade	3
MGT-206	Global Business Skills	3
MGT-305	Business Plans for Entrepreneurs*	3
MKT-130	Social Media in Business*	3
MKT-135	Content Marketing*	3
MKT-140	Principles of Selling	3
MKT-180	Customer Service Strategies	1
MKT-190	International Marketing	3

Optional Courses

BUS-924	Honors Project	1
BUS-928	Independent Study	1
BUS-949	Special Topics	1
MGT-924	Honors Project	1
MGT-928	Independent Study	1

Human Resource Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester		
CSC-110	Introduction to Computers	3
MGT-101	Principles of Management	3
MGT-170	Human Resource Management	3
		9

Second Semester		
MGT-171	Human Resource Strategies and Tools*	3
-----	Management Elective	3
		6

Total program credit hours **15**

Entrepreneurship Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester		
MGT-130	Principles of Supervision	3
MGT-170	Human Resource Management	3
MGT-300	Introduction to Entrepreneurship	3
MKT-110	Principles of Marketing	3
		12

Second Semester		
MGT-305	Business Plans for Entrepreneurs	3
MKT-130	Social Media for Business	3
		6

Total program credit hours **18**

Project Management Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester		
MGT-121	Project Management Basics	3
		3

Second Semester		
MGT-124	Project Management Tools*	3
MGT-130	Principles of Supervision	3
		6

Third Semester		
MGT-155	Integrated Project Management*	3
		3

Total program credit hours **12**

Optional Courses

CSC-110	Introduction to Computers	3
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Global Perspectives in Business Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester		
MGT-205	Introduction to Global Trade	3
MGT-206	Global Business Skills	3
MKT-190	International Marketing	3
-----	Global Perspectives Elective	3

12

Total program credit hours **12**

Global Perspectives Electives

CLS-151	Understanding Cultures: Latin America	3
FLC-142	Elementary Chinese II	4
FLF-142	Elementary French II	4
FLG-142	Elementary German II	4
FLS-142	Elementary Spanish II	4
GLS-120	Education Experience Abroad	3
MGT-300	Introduction to Entrepreneurship	3
REL-101	Survey of World Religions	3

Technical Accounting Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
ACC-152	Financial Accounting OR	4
ACC-111	Introduction to Accounting	
CSC-110	Introduction to Computers OR	3
BCA-205	Database/Spreadsheets	
		7
Second Semester		
ACC-313	Accounting Applications	4
ACC-362	Accounting Spreadsheets	4
		8

Total program credit hours **15**

¹Your COMPASS writing score will determine if you need to take prerequisite courses.

²Your COMPASS math score will determine if you need to take prerequisite classes.

*Prerequisite required. See EagleNet, course catalog at www.kirkwood.edu/catalog or your advisor.

** Elective may not be used for Human Resource Certificate Option.

Business Administration: Marketing

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science degree
2 years (5 semesters)

Accreditation

This program is accredited by ACBSP (Association of Collegiate Business Schools and Programs). ACBSP is the leading specialized accreditation association for business education supporting, celebrating and rewarding teaching excellence.

Marketing promotes profitable exchanges in goods and services across all sectors-from solo entrepreneurs to small businesses, from global corporations to non-profits. Effec-

tive marketing allows essentially every kind of organization to grow and prosper allowing vast employment opportunities. Its the marketing professional's job to create, manage, and enhance brands. To some this is a scary time to be in marketing, as the very foundation of how we communicate with customers is being disrupted by the Internet and social media. Today they're just a few clicks away on your Facebook page, Twitter profile or Instagram feed. Marketing can even lead to better communities, locally and across the globe. These fields need professionals with a strong initiative and spirit of competition. Successful students also exhibit strong entrepreneurial, problem solving and interpersonal skills.

Through this program, students have the opportunity to earn certificates in Retail, Sales, and Social Media Marketing.

Career opportunities: buyer; sales; public relations; media planning, sales strategy; marketing research, and more

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
BUS-101	Orientation to Business Professionalism	1
BUS-102	Introduction to Business	3
ENG-105	Composition I ¹	3
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	
ADM-133	Business Math & Calculators ²	3
		13
Second Semester		
BUS-192	Professionalism: Business Competition	1
CSC-110	Introduction to Computers	3
MGT-101	Principles of Management	3
ENG-108	Composition II Technical Writing	3
	OR	
ENG-106	Composition II	
SPC-101	Fundamentals of Oral Communication OR	3
SPC-112	Public Speaking OR	
MKT-140	Principles of Selling	
		13
Third Semester		
MGT-130	Principles of Supervision	3
BUS-932	Internship	3
-----	Humanities Elective	3
		9
Fourth Semester		
MKT-110	Principles of Marketing	3
MKT-150	Principles of Advertising	3
MKT-180	Customer Service Strategies	1
ACC-120	Survey of Accounting OR	3
ACC-152	Financial Accounting	

Career Programs

-----	Marketing Elective	3
		<u>13</u>
Fifth Semester		
MKT-195	Marketing Management	3
MKT-160	Principles of Retailing	3
ECN-120	Principles of Macroeconomics OR	3
ECN-130	Principles of Microeconomics	
BUS-932	Internship	3
BUS-290	Employment Search and Workplace Success OR	1
BUS-192	Professionalism: Business Competition	
-----	Marketing Elective	3
		<u>16</u>

Total program credit hours **64**

Marketing Electives

BCA-290	Web Design Principles	3
CIS-207	Fundamentals of Web Programming	3
FIN-121	Personal Finance	3
GLS-120	Education Experience Abroad	3
MGT-170	Human Resource Management	3
MGT-300	Introduction to Entrepreneurship	3
MKT-130	Social Media in Business	3
MKT-135	Content Marketing	3
MKT-190	International Marketing	3

Optional Courses

MKT-924	Honors Project	1
MKT-928	Independent Study	1

Retail Marketing Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
BUS-290	Employment Search and Workplace Success	1
BUS-932	Internship	3
MKT-140	Principles of Selling	3
MKT-150	Principles of Advertising	3
MKT-160	Principles of Retailing	3
MKT-180	Customer Services Strategies	<u>1</u>
		14
Total program credit hours		14

Sales Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
BUS-290	Employment Search and Workplace Success	1
BUS-932	Internship	3
MGT-140	Time Management in the	1

	Workplace	
MKT-110	Principles of Marketing	3
MKT-140	Principles of Selling	3
MKT-180	Customer Service Strategies	<u>1</u>
		12
Total program credit hours		12

Social Media Marketing Certificate

Course Number	Course Title	Credit Hours
First Semester		
MKT-110	Principles of Marketing	3
CIS-207	Fundamentals of Web Programming	3
		<u>6</u>

Second Semester

MKT-130	Social Media in Business	3
MKT-135	Content Marketing	3
BCA-290	Web Design Principles	<u>3</u>
		9
Total program credit hours		15

¹Your COMPASS writing score will determine if you need to take prerequisite courses.

²Your COMPASS math score will determine if you need to take prerequisite courses.

Carpentry

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Diploma
1 year (2 semesters)

Industry endorsements earned

OSHA 10 Construction; Adult First Aid with CPR.

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 a carpenter's job. Students may choose to pursue an Associate of Applied Science degree in the Construction Management program upon completion of the Carpentry program.

Career opportunities: residential carpenter; commercial carpenter; gateway to apprenticeship program.

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
CON-116	Architectural Plans and Specs	2
CON-273	Carpentry Lab I	6
CON-311	Building Construction Systems I	3
CON-932	Internship	1
MAT-716	Industrial Math II	3
MGT-145	Human Relations in Management	3
		18
Second Semester (Spring)		
CON-134	Surveying and Site Layout	2
CON-274	Carpentry Lab II	8
CON-312	Building Construction Systems II-Carpentry	2
CON-321	Residential Estimating for Carpentry	2
CON-932	Internship	2
		16
Total program credit hours		34

NOTE: A basic-prep math course is required if your Pre-Algebra score is below 40 on your COMPASS exam. This course is offered in the summer, prior to your fall start.

Tool requirements: Students in the Carpentry program are required to have a tool set for lab activities. Instructors provide students with a list of minimum requirements. Estimated cost of these tools is \$250.

Carpentry students are required to complete hands-on coursework at a job site out of town certain days of the week. Please see the instructor for more information.

CAD/Mechanical Engineering Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma
1 year (2 semesters, 1 summer)

Industry endorsement earned

National Career Readiness Certificate; AutoDesk/CAD Certificate; AutoDesk/Inventor Certificate

The CAD/Mechanical Engineering Technology curriculum 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. Students focus on engineering fundamentals and the means of conveying design intent from drawing layouts and symbols through geometric dimensioning and tolerancing.

Industry-standard CAD software is taught during all four semesters of the program to enhance employment opportunities. Competency in engineering fundamentals is built through courses in statics, strength of materials, kinematics, hydraulics, dynamics and machine design. A student can transfer credits from this program to UNI or William Penn University and work toward a B.S. in manufacturing or industrial technology.

Career opportunities: engineering technician; test lab technician; CAD operator/designer; technical writer; mechanical engineering assistant.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
CAD-300	AutoCAD for Applied Engineering	2
DRF-141	Engineering Drawings	2
DRF-142	Engineering Design I OR	3
EGT-400	PLTW - Introduction to Engineering Design	3
CSC-110	Introduction to Computers	3
MAT-745	Technical Mathematics I	4
PHY-190	Physics I	3
		17
Second Semester (Spring)		
CAD-140	Parametric Solid Modeling I	3
DRF-143	Engineering Design II	3
EGT-125	Applied Statics	4
MAT-746	Technical Mathematics II	4
PHY-192	Physics II	3
		17
Summer Term		
MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	
-----	Communication Elective*	3
-----	Humanities or History/Cultures Elective	3
		9
Third Semester (Fall)		
CAD-141	Parametric Solid Modeling II	3
CAD-237	Geometric Dimensioning and Tolerancing	3
EGT-124	Strength of Materials	4
EGT-132	Kinematics	4
EGT-146	Hydraulics	3
MFG-202	Manufacturing Processes	2
		19

Career Programs

Fourth Semester (Spring)

CAD-320	Paramedic Solid Modeling III	2
EGT-136	Dynamics	4
EGT-188	Design Problems	4
EGT-194	Machine Design	5
-----	Communications Elective*	3
		18

Total program credit hours **80**

Diploma Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

CAD-300	AutoCAD for Applied Engineering	2
DRF-141	Engineering Drawings	2
DRF-142	Engineering Design I OR	3
EGT-400	PLTW - Principles of Engineering	
IND-155	Microcomputer Applications	2
MAT-745	Technical Mathematics I	4
PHY-190	Physics I	3
		16

Second Semester (Spring)

CAD-140	Parametric Solid Modeling I	3
DRF-143	Engineering Design II	3
EGT-125	Applied Statics	4
MAT-746	Technical Mathematics II	4
PHY-192	Physics II	3
		17

Summer Term

MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	
-----	Communications Elective	3
-----	Humanities or History/Cultures elective	3
		9

Total program credit hours **42**

*Students planning to transfer to a four-year college or university should consider substituting some or all of the following courses into the CAD/MET curriculum:

ENG-105	Composition I AND
ENG-108	Comp II: Technical Writing OR
ENG-106	Composition FOR
-----	Communications Electives

CNC Machining Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma
1 year (2 semesters, 1 summer)

Industry endorsement earned

OSHA 10-General Industry; Adult First Aid with CPR; Forklift Class 1,3, 4, 5, 7; National Career Readiness Certificate; NIMS Level 1: CNC Credentials; AutoDesk/AutoCAD Certificate.

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 study quality control methods known as statistical process control. Special quality control equipment, such as coordinate measuring machines, are 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.

Career opportunities: machinist; mold builder; salesperson; job shop technician; CNC programmer/operator; quality control technician; tool and die maker.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

MAT-735	Machinist Mathematics I	2
MFG-120	Machinist Trade Printreading I	1
MFG-286	Job Planning, Benchwork & Layout (NIMS)	3
MFG-259	Measurement, Materials & Safety (NIMS)	3
MFG-299	Turning Operations (Turning Between Centers - NIMS)	3
MFG-324	Turning Operations (Turning in a Chuck - NIMS)	3
MFG-297	Milling Machine Operations (NIMS)	3
		18

Second Semester (Spring)

IND-155	Microcomputer Applications OR	2
CSC-110	Introduction to Computers	
MAT-736	Machinist Mathematics II	1
MFG-130	Machine Trade Printreading II	1
MFG-291	CNC Mill Operator (NIMS) OR	3
EGT-450	PLTW-Computer Integrated Manufacturing	
MFG-292	CNC Lathe Operator (NIMS)	3

MFG-332	CNC Mill Program and Setup (NIMS)	3
MFG-334	CNC Lathe Program and Setup (NIMS)	3
MFG-298	Surface Grinding Operations (NIMS)	2
		18
Summer Term		
MFG-281	CNC Punch Press Operations (NIMS)	3
MFG-287	Manual Press Brake Operator (NIMS)	3
MFG-339	CNC Press Brake Operator (NIMS)	2
MFG-420	Jig and Fixture Design	2
		10
Third Semester (Fall)		
MFG-341	CNC Lathe Operations (NIMS)	2
MFG-343	CNC Milling Operations (NIMS)	2
CAD-300	AutoCAD for Applied Engineering	2
CAD-310	Inventor for Applied Engineering	1
MAT-137	Applications of Geometry	1
CAD-237	Geometric Dimensioning and Tolerancing	3
_____	Communications Elective	3
-----	Humanities or History/Cultures Elective	3
		17
Fourth Semester (Spring)		
MFG-283	Laser Cutting Operations	2
MFG-288	Water Jet Operations	2
MFG-317	Automated Production Methods	5
MFG-348	EDM Wire Operations (NIMS)	1
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	
-----	Communications Elective	3
		16
Total program credit hours		79

Optional Courses

MFG-924	Honors Project	1
MFG-928	Independent Study	1

Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
MAT-735	Machinist Mathematics I	2
MFG-120	Machinist Trade Printreading I	1
MFG-286	Job Planning, Benchwork & Layout (NIMS)	3
MFG-259	Measurement, Materials & Safety (NIMS)	3
MFG-299	Turning Operations (Turning Between Centers - NIMS)	3
MFG-324	Turning Operations (Turning in a	3

	Chuck - NIMS)	
MFG-297	Milling Machine Operations (NIMS)	3
		18

Second Semester (Spring)

IND-155	Microcomputer Applications	OR	2
CSC-110	Introduction to Computers		
MAT-736	Machinist Mathematics II		1
MFG-130	Machine Trade Printreading II		1
MFG-291	CNC Mill Operator (NIMS)	OR	3
EGT-450	PLTW-Computer Integrated Manufacturing		
MFG-292	CNC Lathe Operator (NIMS)		3
MFG-332	CNC Mill Program and Setup (NIMS)		3
MFG-334	CNC Lathe Program and Setup (NIMS)		3
MFG-298	Surface Grinding Operations (NIMS)		2
			18

Summer Term

MFG-281	CNC Punch Press Operations (NIMS)	3
MFG-287	Manual Press Brake Operator (NIMS)	3
MFG-339	CNC Press Brake Operator (NIMS)	2
MFG-420	Jig and Fixture Design	2
		10

Total program credit hours

46

CNC Machining Technology tool requirements

Students in the CNC Machining Technology program are required to have a tool set for lab activities. During the first or second week of classes, a tool vendor will offer products to students at a considerable discount off the list prices. Instructors provide students with a list of minimum tool requirements. The cost of tools is estimated to be around \$3,500, and payment plans are arranged directly with manufacturers.

Computer Software Development

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Certificates in Java and .NET programming are available.
2 semesters

Those who at times can be both creative and logical, who enjoy working with computers, and especially those who would like to learn how to produce their own solutions for

Career Programs

business and other computing needs, should consider a career in Computer Software Development.

This degree helps graduates enter the growing and well-paid field of computer programming. Students learn various phases of software development including how to design, write, test and document computer programs with a variety of tools, using in-demand languages such as Java, C# and SQL. In addition to learning to program for desktop computers and other devices, students also explore internet programming with technologies such as ASP, JSP, HTML, CSS and JavaScript.

Career opportunities: computer programmer; business systems analyst; web designer; operations systems analyst; client/server application developer; internet programmer.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
CIS-121	Introduction to Programming Logic	3
CIS-207	Fundamentals of Web Programming	3
CSC-110	Introduction to Computers	3
ENG-105	Composition I ²	3
MAT-102	Intermediate Algebra ¹	4
		16
Second Semester		
CIS-172	Java	4
CIS-332	Database & SQL	3
CIS-622	.NET Programming I	3
COM-744	Oral Communication in the Workplace OR	3
SPC-101	Fundamentals of Oral Communication OR	
ENG-106	Composition II OR	
ENG-108	Composition II: Technical Writing	
MGT-145	Human Relations in Management	3
		16
Summer		
-----	Elective ³	3
		3
Third Semester		
CIS-176	Java II	4
CIS-504	Structured Systems Analysis	3
CIS-624	.NET Programming II	3
CIS-280	Client Side Scripting	3
-----	Humanities Elective	3
		16
Fourth Semester		
BUS-290	Employment Search and Workplace Success	1
CSC-153	Data Structures	4
CIS-181	Java III	3
CIS-802	Programming Capstone Project	3

CIS-626	.NET Programming III	3
		14

Total program credit hours

65

Technical Business Electives

CIS-135	Microcomputer Operating Systems	3
CIS-334	PHP/Apache/MySQL	3
CSC-142	Computer Science	4
MAT-136	Trigonometry and Analytic Geometry	5
MAT-140	Finite Math	3
MAT-150	Discrete Math	3
MAT-157	Statistics	4
MAT-162	Business Statistics	4
MAT-165	Business Calculus	3
BUS-932	Internship	3
	Any course with the following subject codes: ACC-, BIO-, BUS-, CHM-, EGR-, ENV-, FIN-, GIS-, MGT-, NET-, PHY-	3

Optional Courses

CIS-924	Honors Project	1
CIS-928	Independent Study	1

Java Programming Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
CIS-121	Introduction to Programming Logic	3
		3
Second Semester		
CIS-332	Database and SQL	3
CIS-172	Java	4
		7
Third Semester		
CIS-176	Java II	4
		4
Fourth Semester		
CIS-181	Java III	3
		3
Total program credit hours		17

.NET Programming Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
CIS-121	Introduction to Programming Logic	3
		3
Second Semester		
CIS-332	Database and SQL	3

CIS-622	.NET Programming I	3
		6
Third Semester		
CIS-624	.NET Programming II	3
		3
Fourth Semester		
CIS-626	.NET Programming III	3
		3
Total program credit hours		15

¹Your COMPASS writing score will determine if you need to take prerequisite classes.

²Your COMPASS math score will determine if you need to take prerequisite classes..

³See Degree Audit

Computer Support Specialist

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall, Spring or Summer

Award

Associate of Applied Science degree
2 years (4 semesters)
Diploma options
1 year (2 semesters or 2 semesters, 1 summer)

Computer support specialists provide technical assistance to users as well as maintain, upgrade, and repair computer systems and networks. Students interested in this field should have an interest in working with people. Specialists constantly interact with customers and fellow employees as they answer questions and give valuable advice. They should also enjoy learning about new technology and be willing to work on both hardware and software systems. Good writing and communications skills are also required.

This degree focuses on a variety of IT skills that include hardware, software, networking and programming, as well as problem-solving and analytical skills. Some specialists may be involved with planning, coordinating and implementing an organization's information security.

Career opportunities: computer support specialists; technical support specialists; help desk technicians.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester		
CIS-135	Microcomputer Operating Systems	3
CSC-110	Introduction to Computers	3
COM-723	Workplace Communications OR	
ENG-101	Elements of Writing OR	
ENG-105	Composition I ¹	3
MKT-180	Customer Service Strategies	1
NET-122	Computer Hardware Basics	3
NET-154	Networking Basics	3
		16

Second Semester		
COM-744	Oral Communication in the Workplace OR	3
SPC-101	Fundamentals of Oral Communication OR	
SPC-112	Public Speaking	
MGT-145	Human Relations in Management	3
NET-137	Advanced PC Concepts	3
NET-235	CCNA Cisco 1	3
NET-785	Fundamentals of Desktop Support	3
NET-850	Special Topics for PC Technicians	3
		18

Third Semester		
BCA-213	Intermediate Computer Business Applications	3
CIS-121	Introduction to Programming Logic OR	3
CIS-128	Programming Concepts	
CIS-207	Fundamentals of Web Programming	3
NET-174	LAN Administration	3
-----	Humanities Elective	3
		15

Fourth Semester		
ACC-111	Introduction to Accounting OR	3
ACC-152	Financial Accounting	
BUS-290	Employment Search and Workplace Success	1
CIS-307	Introduction to Databases OR	3
CIS-332	Database & SQL	
MGT-121	Project Management Basics	3
NET-600	Network Security Basics	3
MAT-102	Intermediate Algebra ²	4
		17

Total program credit hours **66**

PC Technician Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester		
CIS-135	Microcomputer Operating Systems	3
CSC-110	Introduction to Computers	3
COM-723	Workplace Communications OR	3
ENG-101	Elements of Writing OR	

Career Programs

ENG-105	Composition I ¹	
MKT-180	Customer Service Strategies	1
NET-122	Computer Hardware Basics	3
NET-154	Networking Basics	3
		16

Second Semester

MGT-145	Human Relations in Management	3
NET-137	Advanced PC Concepts	3
NET-235	CCNA Cisco 1	3
NET-785	Fundamentals of Desktop Support	3
NET-850	Special Topics for PC Technicians	3
SPC-101	Fundamentals of Oral Communication OR	3
SPC-112	Public Speaking OR	
COM-744	Oral Communication in the Workplace	
		18

Total diploma program credit hours **34**

¹Your COMPASS writing score will determine if you need to take prerequisite classes.

²Your COMPASS math score will determine if you need to take prerequisite classes.

Construction Management

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Certificate options (See advisor for information)
1 year (2 semesters)

Industry endorsements earned

OSHA 10-Construction; Adult First Aid with CPR; National Career Readiness Certificate. Optional credentials: LEED Green Associate; NCCR Certifications - Construction Technologist and Construction Supervisor.

The Construction Management program provides entry-level skills and knowledge for students who want to pursue one of the many careers available in the construction industry. Classes during the first year emphasize hands-on laboratory experiences in construction skills, architectural drafting and CAD, estimating, and microcomputer applications. The summer session allows students to gain practical experience during a full-time, paid internship in the construction field. Second-year classes emphasize skills and knowledge development in management, scheduling, estimating and legal issues.

Career opportunities: Construction managers and supervisors, building inspectors, project managers, sustainability specialists, material suppliers and cost estimators.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
CSC-110	Introduction to Computers	3
CON-116	Architectural Plans and Specs	2
CON-190	Residential Construction*	3
EGT-460	PLTW-Civil Engineering and Architecture OR	3
EGR-460	PLTW-Civil Engineering and Architecture OR	
CON-311	Building Construction Systems I	
CON-410	Construction Modeling	3
MAT-716	Industrial Math II*+	3
		17

Second Semester (Spring)

CON-272	Commercial Construction	3
CON-313	Building Construction Systems II	3
CON-322	Residential Estimating for Construction & Architecture	3
COM-723	Workplace Communication OR	3
ENG-101	Elements of Writing OR	
ENG-105	Composition I	
COM-744	Oral Communication in the Workplace OR	3
SPC-101	Fundamentals of Oral Communication OR	
SPC-112	Public Speaking	
		15

Summer Term

CON-932	Internship or	3
CON-237	Construction Project OR	
GLS-120	Education Experience Abroad	
MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	
		6

Third Semester (Fall)

CON-134	Surveying and Site Layout	2
CON-316	Sustainable Construction Science	3
ARC-300	Architectural Sketching I	1
CON-335	Construction Planning & Scheduling	2
CON-400	Construction Project Management	3
PHY-120	Introductory Physics	3
-----	Humanities/History-Cultures	3
	Elective**	
		17

Fourth Semester (Spring)

CAD-201	CAD REVIT	3
CON-324	Commercial Estimating	3
CON-328	Construction Law and Ethics	3

CON-330	Construction Capstone	3
ACC-111	Introduction to Accounting	3
MGT-101	Principles of Management OR	3
MGT-130	Principles of Supervision	3
		18
Total program credit hours		73

Optional Courses

CON-924	Honors Project	1
CON-928	Independent Study	1

Construction Estimator Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
CON-116	Architectural Plans and Specs	2
CSC-110	Introduction to Computers	3
CON-322	Residential Estimating	3
		8
Second Semester (Spring)		
CON-335	Construction Planning and Scheduling	2
CON-324	Commercial Estimating	3
		5
Total program credit hours		13

Construction Supervision Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
CSC-110	Introduction to Computers OR	2
IND-155	Microcomputer Applications	
CON-116	Architectural Plans and Specs	2
CON-400	Construction Project Management	3
		7
Second Semester (Spring)		
CON-335	Construction Planning and Scheduling	2
CON-134	Surveying and Site Layout	2
MGT-130	Principles of Supervision	3
		7
Total program credit hours		14

ACE Industry Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
EGT-460	PLTW-Civil Engineering and Architecture OR	3
EGR-460	PLTW-Civil Engineering and Architecture OR	
CON-311	Building Construction Systems 1	
CON-116	Architectural Plans and Specs	2

CON-190	Residential Construction	3
		8

Second Semester (Spring)

CON-272	Commercial Construction	3
CON-313	Building Construction Systems II	3
		6

Total program credit hours **14**

*Enrollment requires a Pre-Algebra COMPASS score of 40 or above.

+Students planning to transfer to a four-year college or university should consider substituting the following course:
Advanced Math Class **FOR** MAT-716 Industrial Math II

Criminal Justice

Social Sciences

1008 Cedar Hall
319-398-1241
www.kirkwood.edu/socialsciences

Entry time
Fall, Spring, Summer

Award
Associate of Applied Science (4 semesters)
Associate of Arts Liberal Arts (transfer degree)

The A.A.S. degree opens doors to a possible career in criminal justice including positions in law enforcement and corrections. This two-year degree includes both general education and criminal justice courses.

Career opportunities: sheriff, police officer, highway patrol officer, corrections officer

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
CRJ-100	Introduction to Criminal Justice	3
SOC-110	Introduction to Sociology	3
ENG-120	College Writing OR	5
ENG-105	Composition I AND	
ENG-106	Composition II OR	
ENG-108	Composition II: Technical Writing	
SPC-101	Fundamentals of Oral Communication	3
-----	Math Elective	3
		17
Second Semester		
CRJ-101	Ethics in Criminal Justice	3
CRJ-130	Criminal Law	3
SCI-120	Forensic Science	3
PHI-105	Introduction to Ethics	3
-----	Humanities or History/Culture Elective	3
		15

Career Programs

Third Semester

CRJ-120	Introduction to Corrections	3
CRJ-133	Constitutional Criminal Procedure	3
CRJ-200	Criminology	3
PHI-111	Basic Reasoning	3
-----	Science Elective	3
		15

Fourth Semester

CRJ-141	Criminal Investigation	3
CRJ-201	Juvenile Delinquency	3
CRJ-202	Cultural Awareness for Criminal Justice	3
CRJ-220	Community-Based Corrections	3
CRJ-232	Community-Oriented Policing and Problem Solving	3
		15

Total program credit hours **62**

Culinary Arts

Hospitality Arts

The Hotel at Kirkwood Center
319-848-8770
www.kirkwood.edu/hospitality

Entry time

Fall or Spring

Award

Associate of Applied Science degree
2 years (4 semesters)

Industry endorsements earned

National Career Readiness Certificate; National Restaurant Association's Food Protection Manager Certificate

Accreditation

This program is fully accredited by the American Culinary Federation Education Foundation Accrediting Commission. This provides graduates with an opportunity for nationally-recognized certification upon completion of the program.

Learn culinary arts in a real-world setting. From day one you will get hands-on training and gain practical experience in management, food preparation and service.

Students assist in the daily operation of The Class Act Restaurant, a full-service restaurant at The Hotel at Kirkwood Center. The restaurant features fine dining for hotel and conference center guests, Kirkwood staff and the public. Students assist in planning, preparing and servicing catered events on campus during their last semester. Students are required to purchase professional uniforms and tools to use when in labs and kitchens.

Field trips to various types of food-related establishments and an optional trip to the industry's national convention are also included in the course of study. International travel

and education opportunities are available for culinary students.

Career opportunities: chefs; cooks; catering managers; kitchen managers; other food service professionals.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
COM-723	Workplace Communications	3
ENG-105	Composition I*	3
CSC-110	Introduction to Computers	2
HCM-100	Sanitation and Safety	1.5
HCM-109	Kitchen Essentials	3
HCM-138	Food Fundamentals	1.5
HCM-147	Culinary Techniques	3
HCM-260	Hospitality Math	3
MAT-140	Finite Math*	1
HCM-324	College Orientation	1
		18

Second Semester

HCM-117	Bakery Basics	3
HCM-140	Fabrication	3
HCM-161	Stocks and Sauces	1.5
HCM-181	International Cuisine	4
HCM-269	Garde Manger	1.5
HCM-315	Wine, Beer and Spirits Basics	3.5
HCM-321	Introduction to Hospitality Industry	1
		17.5

Third Semester

HCM-166	Culinary Arts	4
HCM-204	Service Techniques	3
HCM-227	Menu Planning	1
HCM-231	Nutrition	2
HCM-273	Advanced Garde Manger	3
HCM-279	Hospitality Accounting	3
ACC-152	Financial Accounting	1
		16

Fourth Semester

COM-744	Oral Communication in the Workplace	3
ENG-106	Composition II*	3
FLS-118	Spanish for Professionals: Hospitality	3
HCM-251	Purchasing, Receiving and Inventory	2
HCM-330	Hospitality Personnel Management	3
HCM-342	Hospitality Events and Catering (BOH)	3
HCM-530	Culinary Capstone	1
PSY-111	Introduction to Psychology	3
MGT-145	Human Relations in Management*	1
		18

Total program credit hours **69.5**

Optional Courses

HCM-130	Plated Desserts	1
HCM-402	Culinary Competition	2
HCM-404	Culinary Travel Studies	1
HCM-924	Honors Project	1
HCM-928	Independent Study	1

When transferring to a four-year school, see your advisor for course requirements.

*Those transferring to a four-year college or university may want to select this course.

¹Enrollment in this course requires a Writing COMPASS score of 70 or above.

²Enrollment in this course requires a College Algebra COMPASS score of 76 or above.

Dental Assisting

Allied Health

2164 Linn Hall
319-398-5566

www.kirkwood.edu/alliedhealth

Entry time

Fall or Spring

Award

Diploma

1 year (3 semesters)

Associate of Applied Science degree after completion of additional required courses.

2 years (5 semesters)

Accreditation

The Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of compliance without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. Successful completion of the program entitles graduates to take the National Dental Assistant Certification Examination. The Commission on Dental Accreditation can be contacted at 312-440-4653 or 211 East Chicago Avenue, Chicago, IL 60611.

Personal Characteristics

If you like to work with a variety of people, have a friendly manner that puts people at ease and want to provide patient care, consider a career in dental assisting. Other important qualities include the ability to work swiftly and skillfully, anticipate the needs of others and follow instructions.

Dental assistants help the dentist at chairside and also perform functions such as polishing teeth, taking X-rays, mixing materials and sterilizing instruments. Some assis-

tants also manage the office and patient accounts, schedule appointments and purchase supplies. During this one-year program, you will gain classroom, laboratory and hands-on experience by working with patients at the College of Dentistry at the University of Iowa, at Veteran's Administration Medical Center in Iowa City and in private dental offices.

Career opportunities: private dental office; clinics; research/teaching; consulting; hospitals; sales and insurance claims; specialty practices such as orthodontics or children's dentistry.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
DEA-403	Dental Materials for the DA	3
DEA-517	Dental Assisting I	3.5
DEN-100	Fundamentals of Dentistry	3.5
DEN-110	Dental Terminology*	2
DEN-120	Dental Anatomy*	3
HSC-107	Professionals in Health*	2
HSC-210	Health Skills I*	1
		18

Second Semester

DEA-285	Oral Pathology for Dental Assisting*	1
DEA-518	Dental Assisting II	1.5
DEA-580	Dental Assisting Clinic I	4
DEA-610	Specialty Dentistry	4.5
DEN-130	Head and Neck Anatomy*	1.5
DEN-200	Preventive Dentistry	2
DEN-300	Dental Radiography	3
		17.5

Third Semester

COM-744	Oral Communication in the Workplace* OR	3
COM-222	Communication for Health Care Professionals	
DEA-519	Dental Assisting III	1.5
DEA-581	Dental Assisting Clinic II	4.5
DEA-702	Dental Office Procedures	2
DEN-220	Dental Nutrition*	1
		12

Total diploma program hours **47.5**

Associate of Applied Science Degree Courses

ENG-105	Composition I*	3
PSY-111	Introduction to Psychology*	3
MAT-731	Introduction to Math*	2
-----	Humanities Elective*	3
-----	Electives*	6
		17

Career Programs

Total Associate of Applied Science degree program credit hours **64.5**

This curriculum is for fall start. Curriculum for spring start is slightly different. Contact Allied Health for information.

*Courses may be taken before beginning the program.

NOTE: Minimum C- required in all technical Dental Assisting courses and DEN-100, DEN-120 and DEN-130.

Dental Hygiene

Allied Health

2164 Linn Hall
319-398-5566

www.kirkwood.edu/alliedhealth

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters, including 1 summer)

Accreditation

The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of compliance without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. Dental Hygiene graduates are eligible to take the National Board Dental Hygiene Examination and the regional board examinations of their choice. Successful completion of both board examinations is required to receive a license to practice dental hygiene. The Commission on Dental Accreditation can be contacted at 312-440-4653 or 211 East Chicago Avenue, Chicago, IL 60611.

Dental hygienists help prevent, detect and treat diseases of the mouth, playing a key role in the pursuit of optimal patient health via education and treatment planning. Hygienists work independently with patients.

Dental hygienists remove calculus deposits and stains from teeth, polish teeth, apply sealants and fluoride, take X-rays, record medical and dental histories, and educate patients on how proper brushing, flossing and eating habits can help maintain a healthy mouth.

Career opportunities: dental offices/clinics/hospitals; government agencies; insurance claims processing; specialty dental practices; sales; teaching.

Degree Requirements

Course Number	Course Title	Credit Hours
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Prerequisite courses

*All prerequisites must have been completed in the last five years to be considered for admission.

BCA-189	Microcomputer Literacy**	1
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BIO-168	Human Anatomy and Physiology I with Lab**	4
CHM-110	Introduction to Chemistry**	3
CHM-111	Introduction to Chemistry Lab**	1
MAT-731	Introduction to Math**+	2
		11

First Semester

DEN-100	Fundamentals of Dentistry	3.5
DEN-120	Dental Anatomy*	3
DEN-130	Head and Neck Anatomy*	1.5
DEN-200	Preventive Dentistry	2
DHY-173	Dental Hygiene I	4
HSC-107	Professionals in Health*	2
HSC-210	Health Skills I*	1
		17

Second Semester

BIO-173	Human Anatomy and Physiology II with Lab*	4
CHM-132	Introduction to Organic and Biochemistry*	4
DEN-300	Dental Radiography	3
DHY-186	Dental Hygiene II	4
DHY-140	General and Oral Pathology	2
		17

Third Semester

BIO-186	Microbiology*	4
DEN-220	Dental Nutrition*	1
DHY-220	Dental Materials	1
DHY-274	Local Anesthesia for the Dental Hygienist	1.5
DHY-285	Dental Hygiene III	3
		10.5

Fourth Semester

DHY-134	Therapeutics and Pain Control	2
DHY-211	Periodontology	2
DHY-250	Community Dental Health	1.5
DHY-296	Dental Hygiene IV	5
SPC-101	Fundamentals of Oral Communication* or	3
COM-222	Communication for Health Care Professionals*	3
		13.5

Fifth Semester

DHY-306	Dental Hygiene V	5
ENG-105	Composition I*	3
PSY-111	Introduction to Psychology*	3
SOC-110	Introduction to Sociology*	3
----	Humanities Elective*	3
		17

Total program credit hours

86

*Courses may be taken before beginning the clinical portion of the program.

**Completion of courses with a minimum grade of C- required before admission to the program.

+or MAT-700 Basic Math, 3 credits, or any college-level math course.

Note: Minimum C is required in all technical Dental Hygiene courses. Dental Hygiene graduates are eligible to take the National Board of Hygiene Examination and the regional board examinations of their choice. Successful completion of both board examinations is required to receive a license to practice dental hygiene.

Dental Technology

Allied Health

2164 Linn Hall

319-398-5566

www.kirkwood.edu/alliedhealth

Entry time

Fall

Award

Associate of Applied Science degree

2 years (5 semesters including 1 summer semester)

Accreditation

The Dental Technology program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of compliance without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. 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 of Certification in Dental Laboratory Technology. The Commission on Dental Accreditation can be contacted at 312-440-4653 or 211 East Chicago Avenue, Chicago, IL 60611.

The goal and challenge for a dental technician is to create a restoration that is a perfect match to a patient's natural tooth. Artistic and creative abilities are valuable assets for a dental technician. By using several technologies, a dental technician improves patients' quality of life, appearance and health, not to mention creates beautiful teeth and fabulous smiles. Although a majority of the work provided by dental technicians is done independently, they are valued members of the dental team.

Kirkwood's Dental Technology program - one of only 20 accredited programs in the nation and the only one in Iowa - prepares you in five specialty areas: dentures, partial dentures, ceramics, orthodontics, and crowns and bridges. During this program, you will work with commercial dental laboratories, the College of Dentistry and Hospital Dentistry at The University of Iowa and the Veterans Administration Medical Center in Iowa City to gain hands-on experience.

Career opportunities: large production laboratory; small multi-task laboratory; technical representative; research;

hospital; dental school; owner-operator of laboratory and in-house laboratory.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
DEN-120	Dental Anatomy*	3
DLT-152	DLT Oral Anatomy	1
DLT-156	Dental Anatomy Lab	2
DLT-250	Foundation of Dental Technology	3
DLT-251	Introduction to Dentures	5
HSC-107	Professionals in Health*	2
MAT-731	Introduction to Math*+	2
		18
Second Semester		
DLT-253	Introduction to Partial Dentures	5
DLT-254	Introduction to Crown and Bridge	5
DLT-445	Orthodontics	3
DLT-565	Occlusion	2
SPC-101	Fundamentals of Oral Communication*	3
		18
Third Semester		
DLT-353	Dental Technology Industry	2
DLT-355	Digital Dentistry	2
DLT-456	Introduction to Ceramics	5
----	Humanities Elective*	3
		12
Fourth Semester		
BCA-189	Microcomputer Literacy*	1
DLT-350	Fixed Dental Prosthodontics	5
DLT-351	Removable Dental Prosthodontics	5
DLT-851	DLT Clinic I	1
ENG-105	Composition I*	3
PSY-111	Introduction to Psychology OR	3
SOC-110	Introduction to Sociology	3
		18
Fifth Semester		
	Advanced course (choose one):	12
DLT-451	Advanced Fixed Dental Prosthodontics	12
DLT-452	Advanced Removable Dental Prosthodontics	12
		12
Total program credit hours		78
Optional Course		
DLT-450	Advance Orthodontics	8

*Courses may be taken before beginning the program.

+or MAT-700 Basic Math, 3 credits, or any college-level math course.

Note: Minimum C- required in all Dental Technology classes.

Diagnostic Assistant (Radiologic Technology)

Allied Health

2164 Linn Hall
319-398-5566
www.kirkwood.edu/alliedhealth

Entry time

Summer

Award

Associate of Applied Science degree

The Diagnostic Assistant degree is designed for Radiologic Technology students in partnership with the Mercy/St. Luke's School of Radiologic Technology or Covenant Medical Center in Waterloo.

The two-year radiologic technology technical program is taught through Mercy/St. Luke's Medical Center or Covenant Medical Center, begins each summer and has a separate application process.

Students can complete prerequisite courses at Kirkwood to become eligible to apply for the Mercy/St. Luke's Medical Center or Covenant Medical Center program. After they complete a portion of the program, students can transfer those credits back to Kirkwood and receive a Diagnostic Assistant associate of applied science degree if the prerequisite courses were taken at Kirkwood.

Career opportunities: hospitals; outpatient clinics; physicians' offices.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
BCA-189	Microcomputer Literacy	1
BIO-168	Human Anatomy & Physiology I w/ lab	4
BIO-173	Human Anatomy & Physiology II w/ lab	4
ENG-105	Composition I	3
HSC-115	Medical Terminology	4
MAT-102	Intermediate Algebra	4
PSY-111	Introduction to Psychology	3
SPC-101	Fundamentals of Oral Communication	3
-----	Humanities Elective	3
-----	Electives* (from approved list)	4
		33
Program Class List		
-----	Mercy/St. Luke's Technical Courses	29
		29

Total program credit hours

62

*Electives

Does not need to be taken as pre-requisites but must be completed before degree is awarded.

ADM-257	Professionalism in the Workplace	2
ASL-141	American Sign Language I	4
BUS-161	Human Relations	3
BUS-280	Fundamentals of Lean Process Improvement	3
HSC-107	Professionals in Health	2
PEH-111	Personal Wellness	3
PHI-105	Introduction to Ethics	3
PSY-121	Developmental Psychology	3
PSY-241	Abnormal Psychology	3
PSY-251	Social Psychology	3
RDG-130	Effective Reading Strategies	3
SDV-135	Job Seeking Skills	1
SDV-175	Tools for Life Seminar	3
SPC-132	Group Communication	3

Upon completion of Mercy/St. Luke's School of Radiologic Technology program, 29 technical credits can be transferred to Kirkwood Community College toward an Associate of Applied Science (A.A.S.) degree.

Diesel Agriculture Technology

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)

The Diesel Agriculture Technology program offers a two-year A.A.S. degree for students entering the workforce, in agriculture equipment or heavy equipment maintenance and repair. Today's technicians not only diagnose and fix mechanical problems, they also must understand and troubleshoot the computer-controlled systems found in diesel engines, power trains and hydraulic systems. The program also provides industry training and professional development for graduates. Currently, more than 30 local businesses employ one or more former students who participated in our program.

Career opportunities: general service technician; specialized service technician; parts manager; warranty administrator; shop coordinator; owner/operator, teacher/trainer; safety inspector.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)		
AGM-113	Hydraulics I	3
AGM-124	Technical Procedures for Power Mechanics Technicians	3
AGM-405	Ag Engines	3
DSL-355	Fundamentals of Internal Combustion Engines	3
MAT-715	Industrial Math I	3
-----	Communications Elective	3
		18

Second Semester (Spring)		
AGM-103	Agricultural Electrical	3
AGM-406	Fundamentals of Power Transfer	3
AGM-419	Machinery Servicing	3
DSL-143	Fundamentals of Electricity	3
WEL-331	Welding Fundamentals	2
		14

(Summer)		
AGM-932	Internship	2
BUS-161	Human Relations	3
IND-155	Microcomputer Applications	2
		7

Third Semester (Fall)		
AGM-403	Combine Operation and Adjustment	2
AGM-404	Combine Servicing	4
AGM-422	Diesel Fuel Systems	4
AGM-440	Power Shift Transmissions	3
-----	Communications Elective	3
		16

Fourth Semester (Spring)		
AGM-409	Agricultural Diagnosis	13
AGM-414	Fundamentals of Air Conditioning	2
-----	Humanities Elective	3
		18

Total program credit hours **73**

Additional Information

It is possible upon graduation of Diesel Agriculture Technology to take the required Diesel Truck Technology classes Kirkwood offers and attain a second degree in a minimal amount of time. Please see an advisor for further details.

A commercial driver's license (CDL) is recommended for Kirkwood's Diesel programs. Students can take Kirkwood's Continuing Education CDL driving program offered at the end of the fall semester.

Diesel Truck Technology

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall

Award

Associate of Applied Science degree
ACE program – 17 months in length.

The Diesel Truck Technology program gives graduates training in diesel truck and diesel-powered equipment maintenance and repair. Courses include engine repair, welding, electricity and electronics, air conditioning, power-trains, mechanical and electronic fuel systems, air brakes, truck and trailer suspensions, and trailer service and repair.

Career opportunities: shop technicians; shop foremen; sales associates and sales managers; service managers; parts technicians and parts managers.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)		
AGM-113	Hydraulics I	3
AGM-124	Technical Procedures for Power Mechanics	3
DSL-345	Truck Engines	3
DSL-355	Fundamentals of Internal Combustion Engines	3
MAT-715	Industrial Math I	3
-----	Communications Elective	3
		18

Second Semester (Spring)		
AGM-406	Fundamentals of Power Transfer	3
BUS-161	Human Relations	3
DSL-143	Fundamentals of Electricity	3
DSL-543	Truck Clutches	3
WEL-331	Welding Fundamentals	2
-----	Communications Elective	3
		17

Summer Term		
DSL-156	Truck Electronics	3
DSL-308	Cooling Systems	2
DSL-630	Air Brakes and ABS	2
DSL-642	Steering and Suspension	2
DSL-802	Trailer Servicing	3
IND-155	Microcomputer Applications	2
		14

Third Semester (Fall)		
AGM-414	Fundamentals of Air Conditioning	2
AGM-422	Diesel Fuel Systems	4
AGM-932	Internship	2
DSL-424	EFI Engine Systems	4
-----	Humanities Elective	3
		15

Total program credit hours **64**

Additional Information

A commercial driver's license (CDL) is recommended for Kirkwood's Diesel programs. Students can take Kirkwood's Continuing Education CDL driving program offered at the

end of the fall semester.

It is possible upon graduation of Diesel Truck Technology to take the required Diesel Agriculture Technology classes Kirkwood offers and attain a second degree in a minimal amount of time. Please see an advisor for further details.

Early Childhood Education

Social Sciences

1008 Cedar Hall

319-398-1241

www.kirkwood.edu/socialsciences

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science (4 semesters)

Associate of Arts Liberal Arts (transfer degree)

2 years (5 semesters)

Diploma and Paraeducator Certification are also available. See program coordinator for information.

The Early Childhood Education program provides several options for students interested in the care and education of young children. Students in the program have opportunities to participate in a variety of community early childhood programs, including Head Start centers, kindergarten classrooms, voluntary four-year-old programs and child care centers. Whenever possible, experience in inclusive and diverse settings will be encouraged.

Students planning to pursue an Early Childhood Education degree at a four-year institution follow the Liberal Arts program requirements while at Kirkwood, completing general education and elective courses that prepare them for transfer. Students hoping to start their careers without transferring should work with the Early Childhood Education advisor to choose from the degree, diploma and certificate options.

Kirkwood has articulation agreements with a number of institutions offering degrees in early-childhood-related programs. By working with your advisor in Early Childhood Education, you can select courses that will meet the requirements of your transfer institution such as foreign language, laboratory science, diversity and grade point average.

Early Childhood Paraeducator Certificate

These courses are aligned with the Child Development Association competencies. In addition to receiving Kirkwood's Early Childhood Education Paraeducator certificate, candidates are eligible for Iowa paraeducator certification Generalist and Area of Concentration - Early Childhood Education. The Iowa paraeducator certification is issued by the Iowa Board of Educational Examiners to candidates who have met requirements and completed the application process.

Career opportunities: lead teachers; assistant teachers; paraeducators; early childhood program directors and child care providers in a variety of early childhood programs including child care centers; child development homes; pre-schools and Head Start programs.

Required Courses

A.A.S. Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ECE-103	Introduction to Early Childhood Education+	3
ECE-158	Early Childhood Curriculum I	3
ECE-170	Child Growth & Development	3
ENG-105	Composition I*	3
-----	Math/Science Elective	3
		15
Second Semester (Spring)		
ENG-106	Composition II*	3
ECE-159	Early Childhood Curriculum II	3
PSY-111	Introduction to Psychology	3
SPC-101	Fundamentals of Oral Communication	3
-----	Elective	3
		15
Third Semester (Fall)		
ECE-133	Child Health, Safety and Nutrition	3
ECE-290	Early Childhood Program Administration	3
EDU-248	Exceptional Persons	3
PSY-121	Developmental Psychology	3
-----	Elective	3
		15
Fourth Semester (Spring)		
ECE-221	Infant/Toddler Care & Education	3
ECE-243	Early Childhood Guidance	3
ECE-262	Early Childhood Field Experience	3
-----	Electives	9
		18
Total program credit hours		63
Early Childhood Recommended Electives		
ASL-141	American Sign Language I	4
ASL-171	American Sign Language II	4
ECE-928	Independent Study	1
EDU-110	Exploring Teaching+	3
EDU-119	Behavior Management	3
EDU-129	Inclusion and Adaption	3
EDU-212	Educational Foundations	3
EDU-240	Educational Psychology	3
EDU-249	Cultural and Linguistic Diversity	3
FLS-141	Elementary Spanish I	4
FLS-142	Elementary Spanish II	4
LIT-105	Children's Literature	3

SOC-120 Marriage and Family 3

Diploma Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

ECE-103	Introduction to Early Childhood Education	3
ECE-133	Child Health, Safety & Nutrition	3
ECE-158	Early Childhood Curriculum I	3
ECE-170	Child Growth & Development	3
ENG-105	Composition I*	3
		15

Second Semester (Spring)

ECE-159	Early Childhood Curriculum II	3
ECE-221	Infant/Toddler Care & Education	3
ECE-243	Early Childhood Guidance	3
ECE-262	Early Childhood Field Experience	3
		12

Third Semester (Fall)

EDU-110	Exploring Teaching	3
EDU-119	Behavior Management	3
PSY-111	Introduction to Psychology	3
SPC-101	Fundamentals of Oral Communication	3
		12

Total program credit hours 39

Early Childhood Paraeducator Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

ECE-103	Introduction to Early Childhood Education	3
ECE-133	Child Health, Safety & Nutrition	3
ECE-158	Early Childhood Curriculum I	3
		9

Second Semester (Spring)

ECE-243	Early Childhood Guidance	3
EDU-110	Exploring Teaching	3
EDU-119	Behavior Management	3
		9

Total program credit hours 18

*Your writing placement score may require prerequisite courses.

+Leads to certification as a paraeducator.

Electroneurodiagnostic Technology

Allied Health

2164 Linn Hall
319-398-5566
www.kirkwood.edu/alliedhealth

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters including 1 summer)

Accreditation

The Electroneurodiagnostic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are prepared for the Registry Exam of American Board of Registration of Electroencephalographic and Evoked Potential Technologists.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756,
727-210-2350.

Electroneurodiagnostics is the study and recording of electrical activity in the brain and nervous system. An Electroneurodiagnostic (END) Technologist uses an electroencephalograph (EEG) instrument to record electrical impulses transmitted by the brain and nervous system. These recordings assist physicians in the diagnosis of a variety of neurological problems—from headaches and dizziness to seizure disorders, strokes, degenerative brain diseases and sleep disorders.

This is a cooperative program between Kirkwood and the Department of Neurology at the University of Iowa Hospitals and Clinics. All technical course work for the program is through the Department of Neurology at the University of Iowa Hospitals and Clinics. The clinical experiences are at area hospitals and the Department of Neurology at the University of Iowa Hospitals and Clinics.

Career opportunities: hospitals; outpatient clinics; sleep labs.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester

BCA-189	Microcomputer Literacy*	1
BIO-168	Human Anatomy & Physiology I with Lab*	4
END-100	Introduction to Electroneurodiagnostics	2.5
HSC-107	Professionals in Health*	2
HSC-117	Basic Medical Terminology*	2.5
HSC-210	Health Skills I*	1
MAT-731	Introduction to Math*	2
		15

Second Semester

BIO-173	Human Anatomy & Physiology II with Lab*	4
END-200	Applied Electronics & Instrumentation	1.5
END-310	EN Technical Science	7
END-330	EN Clinical Science	2

Career Programs

-----	Humanities Elective*	3
		<u>17.5</u>
Third Semester		
END-400	Evoked Potentials I	1
END-810	EN Clinic I	6
SPC-101	Fundamentals of Oral Communication*	3
		<u>10</u>
Fourth Semester		
END-420	Evoked Potentials II	2
END-830	EN Clinic II	7.5
ENG-105	Composition I*	3
PSY-111	Introduction to Psychology*	3
		<u>15.5</u>
Fifth Semester		
END-850	EN Clinic III	5.5
END-870	Sleep Technology	6.5
		<u>12</u>
Total program credit hours		70

*Courses may be taken before beginning the program.

Electronics Engineering Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma
3 semesters

Industry endorsement earned

National Career Readiness Certificate

The Electronics Engineering Technology program balances theory and practical applications to help students design, test, analyze, operate and troubleshoot complex electronic systems. The program integrates LabVIEW®, a graphic-based programming language used by many of the major technology-based employers for data acquisition, process control and automated test instrumentation. Students can transfer more than 40 EET credit hours to UNI toward a B.S. in Electrical and Information Engineering Technology. The curriculum may also be modified to maximize credits transferable to BSEE and BSEET degree programs. EET graduates may also seek certification by the Electronics Technicians Association, International Inc.

Career opportunities: field-service technician; electronics design technician; electronics test technician; biomedical electronics technician; avionics technician; technical writ-

er; computer-integrated manufacturing technician; advanced industrial manufacturing technician; electronic systems repair technician; computer repair technician; controls technician; security systems technician; radio communications technician; component test technician.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ELT-277	Electronic Practices	3
ELT-345	Electric Circuits I	5
MAT-745	Technical Mathematics I	4
-----	Communications Elective*	3
		<u>15</u>
Second Semester (Spring)		
ELT-341	Electric Circuits II	5
ELT-517	Active Devices I: Transistor Amplifiers	6
MAT-746	Technical Mathematics II	4
-----	Communications Elective*	3
		<u>18</u>
Summer Term		
ELT-309	Digital Circuits OR	3
EGT-420	PLTW - Digital Electronics	
ELT-518	Active Devices II: Operational Amplifiers	3
MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	
-----	Humanities or History/Cultures Elective	3
		<u>12</u>
Third Semester (Fall)		
ELT-299	Introduction to LabView	3
ELT-396	Communications Electronics	4
ELT-616	Microprocessors I	4
ELT-398	Communications Systems I	3
PHY-230	Technical Physics I	3
		<u>17</u>
Fourth Semester (Spring)		
ELT-399	Communications Systems II	4
ELT-621	Microprocessors II	4
ELT-845	Design Projects	4
PHY-232	Technical Physics II	3
		<u>15</u>
Total program credit hours		77

Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ELT-277	Electronic Practices	3
ELT-345	Electric Circuits I	5

MAT-745	Technical Mathematics I	4
-----	Communications Elective	3
		15

Second Semester (Spring)

ELT-341	Electric Circuits II	5
ELT-517	Active Devices I: Transistor Amplifiers	6
MAT-746	Technical Mathematics II	4
-----	Communications Elective	3
		18

Third Semester (Fall)

ELT-309	Digital Circuits	3
ELT-518	Active Devices II: Operational Amplifiers	3
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	
-----	Humanities or History/Cultures Elective	3
		12

Total program credit hours **45**

*Students planning to transfer to a four-year college or university should consider substituting some or all of the following courses into the EET curriculum:

- ENG-105 Composition I **AND**
- ENG-108 Comp. II: Technical Writing **OR**
- ENG-106 Composition **FOR**
- Communication electives

Energy Production and Distribution Technologies

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)

Industry endorsements earned

Nacelle Rescue; Top of Nacelle Rescue; Hub Rescue; Confined Space Blade Rescue; Ladder Climb Ladder Rescue and Tower Self Rescue; Fire Extinguisher; Lock Out/Tag Out; Hy-Torc Hydraulic Torque Certification; Personal Protective Equipment; Fall Prevention and Protection; OSHA 30-General Industry; Electrostatic Discharge; Forklift Class 1, 3, 4, 5, 7; 50+ High Voltage Arc Flash; Residential Voltage Arc Flash; Rigging Lifting and Cribbing; JSEA-Job Safety & Environmental Analysis; Adult First Aid with CPR; National

Career Readiness Certification; Rope Access; Tower Rescue; Snap-On Torque Certification.

Help power the future! You'll learn about complex mechanical/electrical systems, including megawatt windmills, steam driven turbines and solar fields that turn sunlight into electricity. Plus, students can assemble, disassemble and troubleshoot parts and systems of a real 2.5 megawatt wind turbine. The four generators, hub, gear box, nacelle and other parts were donated by Clipper Windpower, Cedar Rapids, and give students valuable hands-on experience with these major components.

Career opportunities: wind energy specialist; photovoltaic installer; industrial mechanic; data acquisition specialist; electro-mechanical technician.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester

ELE-233	Electrical Safety and Shop Methods	1
ELE-235	Electrical Theory, Measurement and Circuits	3
ELE-238	AC, Magnetism, Transformers and Relays	1
MAT-230	Maintenance Math I	2
MAT-233	Maintenance Math II	2
IND-156	Microcomputers for the Trades	2
IND-167	Torqueing and Tensioning	1
ATR-300	Mechanical Drive Systems I	2
ATR-302	Mechanical Drive Systems II	1
		15

Second Semester

ELT-146	National Electrical Code and Electrical Wiring	5
ELT-224	Motors and Transformers	5
PHY-180	Applied Physics I OR	2
PHY-120	Introductory Physics	
ATR-304	Introduction to Industrial Controls	2
ATR-306	Industrial Control Circuits I	2
ATR-308	Industrial Control Circuits II	2
		18

Summer Semester

IND-175	Advanced Alignment	1
IND-187	Predictive Maintenance	2
IND-191	Preventive Maintenance	2
IND-196	Fundamentals of Hydraulic and Pneumatic Systems	5
-----	Communications Elective	3
		13

Third Semester

ELE-400	Basic Photovoltaic Systems for Install	3
ELT-105	Introduction to Programmable Logic Controllers	2
ELT-128	Introduction to PLC Programming	2

Career Programs

	and Control	
WTT-300	Wind Turbine Construction	3
WTT-350	Wind Turbine Commissioning	3
WTT-400	Wind Turbine Operations	3
-----	Social Science Elective	3
		<u>19</u>

Fourth Semester

WTT-500	Wind Turbine Troubleshooting	4
WTT-450	Wind Turbine Maintenance	4
ELT-438	Data Acquisition and Analysis	2
PWL-300	Smart Grid Design and Technology	1
PWL-325	Electrical Distribution Systems	1
PWL-330	Power Cable Materials and Installation	1
-----	Humanities or History/Cultures Elective	3
-----	Communication Elective	3
		<u>19</u>

Total program credit hours **84**

Entry-Level Firefighter

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall or Spring

Award

Associate of Applied Science degree

2 years (4 semesters, 1 summer)

Diploma

1 year (2 semesters, 1 summer)

Certificate options (See advisor for information)

Industry endorsements and certifications earned

Firefighter I; Firefighter II; EMT (State and National); National Career Readiness Certificate

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 competitive profession. This program features some evening and online classes.

Career opportunities: firefighter; emergency medical technician.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ENG-101	Elements of Writing	3
FIR-127	Fire Behavior and Combustion	3
FIR-150	Fire Detection and Suppression System	3

FIR-213	Principles of Emergency Services	3
SPC-101	Fundamentals of Oral Communication	3
		<u>15</u>

Second Semester (Spring)

BCA-189	Microcomputer Literacy	1
FIR-110	History and Philosophy of the Fire Service	2
FIR-124	Building Construction	3
FIR-130	Fundamentals of Fire Prevention	3
FIR-400	Fire & Emergency Services Safety & Survival	3
-----	Math Elective*	3
		<u>15</u>

Summer Term

FIR-140	Firefighter I - Unit I	2
FIR-141	Firefighter I - Unit II	2
FIR-142	Firefighter I - Unit III	3
FIR-289	Firefighter I - Unit IV	2
		<u>9</u>

Third Semester (Fall)

EMS-200	Emergency Medical Technician	8
FIR-201	Firefighter II	3
-----	One Fire Science Management Technical Course	3
		<u>14</u>

Fourth Semester (Spring)

FIR-180	Chemistry of Hazardous Materials	3
PSY-111	Introduction to Psychology	3
-----	Humanities Elective	3
-----	Two Fire Science Management Technical Courses	6
		<u>15</u>

Degree Total program credit hours **68**

Fire Science Management Technical Courses

FIR-146	Firefighting Tactics and Strategy	3
FIR-183	Hazardous Materials Management	3
FIR-280	Instruction Techniques for Fire Science Training	3
FIR-330	Fire Service Company Officer	3

Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BCA-189	Microcomputer Literacy	1
ENG-101	Elements of Writing	3
FIR-127	Fire Behavior and Combustion	3
FIR-150	Fire Detection and Suppression Systems	3
FIR-213	Principles of Emergency Services	3
		<u>13</u>

Second Semester (Spring)		
EMS-200	Emergency Medical Technician	8
FIR-180	Chemistry of Hazardous Materials	3
PSY-111	Introduction to Psychology	3
		14

Summer Term		
FIR-140	Firefighter I - Unit I	2
FIR-141	Firefighter I - Unit II	2
FIR-142	Firefighter I - Unit III	3
FIR-289	Firefighter I - Unit IV	2
		9

Total program credit hours **36**

Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)		
FIR-140	Firefighter I - Unit I	2
FIR-141	Firefighter I - Unit II	2
FIR-142	Firefighter I - Unit III	3
FIR-289	Firefighter I - Unit IV	2
		9

Second Semester (Spring)		
EMS-200	Emergency Medical Technician	8
FIR-110	History and Philosophy of the Fire Service	2
FIR-213	Principles of Emergency Services	3
		13

Total program credit hours **22**

**Fire Science Certificate
Any 6 of the Following Courses**

FIR-124	Building Construction	3
FIR-127	Fire Behavior and Combustion	3
FIR-130	Fundamentals of Fire Prevention	3
FIR-146	Firefighting Tactics & Strategy	3
FIR-150	Fire Detection and Suppression Systems	3
FIR-180	Chemistry of Hazardous Materials	3
FIR-183	Hazardous Materials Management	3
FIR-280	Instructional Techniques for Fire Service Training	3
FIR-330	Fire Service Company Officer	3
FIR-400	Fire & Emergency Services Safety & Survival	3

Total program credit hours **18**

*Student with a COMPASS Algebra score below 43 (or ACT math score below 18) should strongly consider taking MAT-076 Prep for College Math in the first semester.

Floral Careers

Ag Sciences
Horticulture/Floral Careers

319-398-5441
www.kirkwood.edu/agrisciences

Entry time

Fall

Award

Diploma
1 year (2 semesters, 1 summer)

The Floral Careers program provides students with advanced training in floral design, plant identification and care, retail flower shop operations, advertising, visual merchandising, inventory control, and order processing. Within the Floral Careers program, there is a major emphasis in wedding and funeral designs, purchasing and interior plant maintenance for the retail florist.

Career opportunities: floral designer; office management for small businesses; greenhouse specialist; production and distribution of floral products; interior plant maintenance; retail florist owner/manager; marketing/buying; wedding consultant; merchandising and display artist; wholesale florist; event planner.

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

Fall Term I		
AGC-932	Internship	3
AGF-120	Floral Plant Identification and Care I	2
AGF-130	Floral Careers Computer Literacy	2
AGF-140	Floral Design I	3
AGF-150	Retail Flower Shop Operation I	3
AGF-160	Event Planning I	1
BUS-161	Human Relations	3
		17

Spring Term I		
AGC-932	Internship	4
AGF-122	Floral Plant Identification and Care II	2
AGF-135	Floral Careers Plant Propagation	2
AGF-142	Floral Design II	3
AGF-152	Retail Flower Shop Operation II	4
AGF-162	Event Planning II	1
COM-723	Workplace Communications	3
		19

Summer Term III		
MAT-700	Basic Math	3
AGF-144	Floral Design III	3
AGF-154	Retail Flower Shop Operation III	2
AGF-164	Event Planning III	3
		11

Total program credit hours **47**

Food Service Assistant

Hospitality Arts

The Hotel at Kirkwood Center
319-848-8770
www.kirkwood.edu/hospitality

Entry time

Fall or Spring

Award

Diploma
1 year (2 semesters)

The Food Service Assistant program provides students with the technical knowledge and skills required to enter the quality food preparation and service industry. Students prepare for their careers through practical experience in food preparation. Students are required to purchase uniforms and tools to use when in labs and kitchens.

Students assist in the operation of The Café on Kirkwood's main campus.

Food service workers assist cooks and chefs with the daily operations of kitchen and dining facilities. They perform a variety of tasks involved in preparing hot and cold food.

Career opportunities: food preparation worker; cooking assistant; cafeteria attendant.

Required Courses

Course Number	Course Title	Credit Hours
First Semester		
HCM-100	Sanitation and Safety	2
HCM-109	Kitchen Essentials	1.5
HCM-138	Food Fundamentals	3
HCM-147	Culinary Techniques	1.5
HCM-260	Hospitality Math	3
HCM-324	College Orientation	1
COM-723	Workplace Communications	3
		15
Second Semester		
MGT-145	Human Relations in Management	3
HCM-161	Stocks and Sauces	1.5
HCM-269	Garde Manger	1.5
HCM-117	Bakery Basics	3
HCM-231	Nutrition	2
HCM-932	Internship	1
CSC-110	Introduction to Computers	3
		15
Total program credit hours		30

Geographic Information Systems (GIS)

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters)
Certificate (See advisor for information)
1 year (2 semesters)

Track cougars. Locate wetlands. Map highways. Track shipments. Locate real estate. Map floods. GIS does it all. A degree in GIS allows you to combine your interest in technology with an interest in many other fields. GIS is rapidly gaining recognition as a primary means of dealing with information stored on maps. GIS careers exist in every imaginable discipline, with many applications in resource and environmental management, commercial business and marketing, urban and regional planning, defense, map production, research and public health.

Geospatial technology is one of the U.S. Department of Labor's High Demand/High Technology career fields. The demand for individuals with this training is global and will continue to grow faster than the supply of qualified graduates. Community colleges are critical to the sustainability and growth of the geospatial workforce. Kirkwood's two-year degree provides students with the skills necessary to work in this exciting, high-tech field.

Interested students can advance to a four-year degree by taking advantage of our unique relationship with University of Northern Iowa's Geography department.

Career opportunities: engineering technician; GIS analyst; GIS application specialist; GIS data specialist; GIS mapping assistant; GIS mapping technician; GIS specialist; GIS technician; surveyor technician.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
CSC-110	Introduction to Computers	3
ENG-105	Composition I ¹	3
GIS-110	Survey of Geographic Information Systems	3
GIS-112	Introduction to ArcGIS	3
MAT-107	Survey of Math ² OR	4
MAT-102	Intermediate Algebra	
		16
Second Semester		
CIS-128	Programming Concepts OR	3
CIS-121	Introduction to Programming Logic	

GIS-120	Geospatial Data Collection	3
GIS-122	Governmental GIS	3
MAT-155	Statistical Ideas OR	3
MAT-157	Statistics	
MGT-145	Human Relations in Management ³	3
PSY-111	Introduction to Psychology	
		15

Third Semester

CAD-928	Independent Study	1
CIS-307	Introduction to Databases	3
GIS-210	Mapping for Decision Making	3
GIS-212	Managing GIS Projects	3
-----	Elective ⁴	3
-----	Humanities Elective	3
		16

Fourth Semester

ENG-106	Composition II OR	3
ENG-108	Composition II: Technical Writing	
	OR	
SPC-101	Fundamentals of Oral Communication	
GIS-214	Internet Mapping Services	3
GIS-240	GIS Projects OR	3
BUS-932	Internship	
-----	Electives ⁴	6
		15

Total program credit hours 62

Electives

Students should choose electives that focus on their particular area of interest with GIS.

AGP-440	Ag Applications of Digital Imagery	3
BIO-104	Introductory Biology with Lab	3
BIO-110	Basic Biological Concepts	3
BIO-195	Human Evolution	3
BUS-102	Introduction to Business	3
BUS-290	Employment Search and Workplace Success	1
CIS-207	Fundamentals of Web Programming	3
CON-134	Surveying and Site Layout	2
CRJ-100	Introduction to Criminal Justice	3
CRJ-200	Criminology	3
FIR-183	Hazardous Materials Management	3
GEO-115	Human Geography	3
GEO-121	World Regional Geography	3
GIS-130	Remote Sensing	3
GIS-220	GIS Field Study	3
MGT-121	Project Management Basics	3
MGT-300	Introduction to Entrepreneurship	3
PHS-170	Physical Geology	3
PHS-175	Environmental Geology	3
SOC-115	Social Problems	3
WAT-306	Wastewater Collection Systems	4

Geographic Information Systems (GIS) Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
GIS-110	Survey of Geographic Information Systems	3
GIS-112	Introduction to ArcGIS	3
CSC-110	Introduction to Computers	3
		9
Second Semester		
CIS-307	Introduction to Databases	3
GIS-120	Geospatial Data Collection	3
GIS-122	Governmental GIS	3
		9

Total program credit hours 18

¹Your COMPASS writing score will determine if you need to take prerequisite classes.

²Your COMPASS math score will determine if you need to take prerequisite classes.

³Students planning to transfer to a four-year college or university may substitute PSY-111 Introduction to Psychology for MGT-145 Human Relations in Management.

⁴Students should contact the program coordinator about selecting elective course work.

Students interested in pursuing a four-year degree in GIS should meet with the program coordinator prior to registering.

Golf Course and Athletic Turfgrass

Ag Sciences

Horticulture/Floral Careers
319-398-5441
www.kirkwood.edu/agrisciences

Entry time

Summer or Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma (See advisor for information)
3 semesters

Through the classroom and extensive lab experiences, you'll learn design, installation and maintenance of turfgrass systems; understand cultural and chemical turf controls; install, design and repair irrigation systems; and operate and maintain turf equipment. You'll also focus on computer literacy, team building, club activities and leadership responsibilities. You'll have the best hands-on opportunities turfgrass education has to offer at our lab facilities.

Career opportunities: golf course assistant superintendent; athletic field manager; grounds director; lawn care company

Career Programs

foreman; sales representative for an equipment, fertilizer, chemical, seed, sod or spray company.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

Fall Term I

AGH-110	Success in Horticulture	1
AGH-112	Introduction to Turfgrass Management	3
AGH-123	Woody Plant Materials	3
AGH-144	Landscape Construction	3
AGH-236	Plant Material Maintenance	3
-----	Humanities Requirement	3
		16

Spring Term I

AGC-313	Leadership in Agriculture**	1
AGH-102	Horticulture Math	3
AGH-150	Equipment Operations Lab	1
AGH-157	Equipment Operations	2
AGH-221	Principles of Horticulture	3
AGH-211	Advanced Turfgrass Management	3
COM-723	Workplace Communications OR	3
ENG-105	Composition I	3
		16

Summer

AGC-932	Internship*	3
		3

Fall Term II

AGH-166	Turfgrass and Landscape Irrigation	3
AGH-282	Pesticide Application Certification - Horticulture	1
AGH-400	Athletic Field Maintenance	3
AGH-405	Golf Course Maintenance	3
BUS-161	Human Relations	3
COM-744	Oral Communication in the Workplace	3
		16

Spring Term II

AGA-154	Fundamentals of Soil Science	3
AGH-152	Landscape Design Techniques	3
AGH-411	Grounds Computer Applications	3
AGH-253	Insects and Diseases	3
AGH-425	Grounds Maintenance	3
		15

Total program credit hours

66

Diploma Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

Fall Term I

AGH-110	Success in Horticulture	1
AGH-112	Introduction to Turfgrass	3

AGH-123	Management	3
AGH-150	Woody Plant Materials	1
AGH-157	Equipment Operations Lab	2
AGH-144	Equipment Operations	3
		13

Spring Term I

AGH-102	Horticulture Math	3
AGH-253	Insects and Diseases	3
AGH-279	Botany for Horticulture	2
AGH-405	Golf Course Maintenance	3
COM-723	Workplace Communications OR	3
ENG-105	Composition I	3
		14

Fall Term II

AGH-165	Irrigation Installation and Repair	2
AGH-211	Advanced Turfgrass Management	3
AGH-425	Grounds Maintenance	3
BUS-161	Human Relations	3
		11

Total program credit hours

38

*Internship: Coordinator approval or 24 credit hours

**Leadership in Agriculture can be taken in either spring or fall.

Graphic Communication Technology

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)

Those interested in our program should have a strong interest in managing, manipulating and merging text and graphic components used to communicate information that sells a product or idea. Skills and interest in art and photography will increase enjoyment and overall design options within our program. Students should be able to work under tight deadlines both individually and as part of a team. Students need to be open to the fact that not all graphic solutions are computer-based.

The Graphic Communication Technology program prepares students for employment in the technical design and production area of the graphic communication industry. Following an introduction to the graphics industry, the core program develops students' practical knowledge and provides hands-on experience with current standards in graphic communication. Students learn design, layout, image

manipulation and illustration principles to applying final graphics used in 2D design, print, web and motion graphics, plus receive extensive experience working on Apple computers using industry standard software from Adobe.

Career opportunities: printing and publishing companies; advertising agencies; Web design; in-house graphics; design and marketing departments.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ADM-133	Business Math and Calculators ²	3
ART-301	Design Fundamentals	3
ENG-101	Elements of Writing ¹	3
GRA-101	Survey of Graphic Communications ³	3
MGT-145	Human Relations in Management	3
		15
Second Semester (Spring)		
ART-133	Drawing	3
ART-184	Photography ⁴	3
CSC-110	Introduction to Computers	3
ENG-105	Composition I	3
MKT-150	Principles of Advertising	3
		15
Summer		
GRA-127	Illustrator I	3
GRA-131	Digital Layout	3
		6
Third Semester (Fall)		
CIS-207	Fundamentals of Web Programming	3
GRA-128	Illustrator II	3
GRA-132	Digital Layout II	3
GRA-140	Digital Imaging	3
GRA-195	Introduction to Web Media	3
		15
Fourth Semester (Spring)		
GRA-141	Digital Imaging II	3
GRA-152	Web Design II	4.5
GRA-153	Web Media II	3
GRA-192	Production Techniques	4.5
GRA-199	Graphic Communication Job Shadow	1
		16
Total program credit hours		67
Optional Courses		
GRA-924	Honors Project	1
GRA-928	Independent Study	1

¹Your COMPASS writing score will determine if you need to take prerequisite classes.

²Your COMPASS math score will determine if you need to take prerequisite classes.

³GRA-101 Survey of Graphic Communication must be completed for admission into the technical sequence of graphics (GRA) courses.

⁴Students may substitute ART-186 Digital Photography for ART-184 Photography.

Note: Students planning to transfer to a four-year college or university should verify transfer credits before proceeding with this program. See your advisor to discuss appropriate course selection.

Health Information Technology

Allied Health

2164 Linn Hall
319-398-5566
www.kirkwood.edu/alliedhealth

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters, including 1 summer)
Medical Coding Diploma
1 year (3 semesters including 1 summer)

Accreditation

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are eligible to take the national certification exam offered by the American Health Information Management Association (AHIMA) to become a registered health information technician (RHIT).

The Health Information Technology program is primarily offered online, with the exception of some courses and clinical rotations. The clinical rotations will need to be completed in a clinic setting throughout the state of Iowa. Students who complete the first three semesters of the Health Information Technology program at Kirkwood will earn a diploma in Medical Coding.

Health information technology (HIT) professionals collect, analyze and manage patient health information, then communicate with patients, physicians, nurses, administrators, lawyers and insurance companies about the information in these records.

Health information technicians assemble patient health information and make sure medical records are complete. HITs code each diagnosis and procedure and may communicate with physicians to clarify diagnoses or obtain additional information. HITs provide reliable and valid information that drives the health care industry.

Career Programs

Kirkwood's HIT program focuses on medical coding as well as the management of health information. In addition to taking courses on campus, students also complete practicum at health facilities throughout the state.

Career opportunities: hospitals; long-term care facilities; physicians' offices; correctional facilities; home health agencies; mental health agencies; insurance companies; computer software companies.

Degree Requirements

Course Number	Course Title	Credit Hours
Prerequisites		
BIO-168	Human Anatomy & Physiology I with Lab**-	4
CSC-110	Introduction to Computers**+	3
HSC-115	Medical Terminology**+	4
		11
First Semester		
BIO-173	Human Anatomy & Physiology II with Lab*-	4
HIT-220	Introduction to Medical Coding+	2.5
HIT-360	Introduction to HIT+	3
HSC-107	Professionals in Health*-	2
MAT-731	Introduction to Math*-	2
		13.5
Second Semester		
BCA-213	Intermediate Computer Business Applications*+	3
HIT-240	Advanced Coding & Classification+	3
HIT-495	Medical Office Management-	2.5
HIT-550	Professional Practice Experience I-	2.5
HSC-142	Elements of Pharmacology*+	1
		12
Third Semester		
HIT-280	CPT-4 Coding+	3
HIT-291	Reimbursement Methods+	2.5
HIT-551	Professional Practice Experience II-	1
HSC-217	Introduction to Pathology*+	3
		9.5
Fourth Semester		
ENG-105	Composition I*+	3
HIT-350	Health Information Systems+	2.5
HIT-420	Legal Aspects of Health Information+	2
HIT-431	Quality Improvement+	3
HIT-552	Professional Practice Experience III-	3
		13.5
Fifth Semester		
HIT-450	Health Statistics+	2
HIT-490	Health Management &	3.5

HIT-553	Supervision+ Professional Practice Experience IV-	3
PSY-111	Introduction to Psychology*+	3
SPC-101	Fundamentals of Oral Communication*+ OR	3
COM-222	Communication for Health Care Professionals*	
-----	Humanities Elective*+	3
		17.5
Total program credit hours		77

Medical Coding Diploma-First 3 Semesters of HIT

Course Number	Course Title	Credit Hours
First Semester		
BIO-173	Human Anatomy & Physiology II with Lab*-	4
HIT-220	Introduction to Medical Coding+	2.5
HIT-360	Introduction to HIT+	3
HSC-107	Professionals in Health*-	2
MAT-731	Introduction to Math*-	2
		13.5
Second Semester		
BCA-213	Intermediate Computer Business Applications*+	3
HIT-240	Advanced Coding & Classification+	3
HIT-495	Medical Office Management-	2.5
HIT-550	Professional Practice Experience I-	2.5
HSC-142	Elements of Pharmacology*+	1
		12
Third Semester		
HIT-280	CPT-4 Coding+	3
HIT-291	Reimbursement Methods+	2.5
HIT-551	Professional Practice Experience II-	1
HSC-217	Introduction to Pathology*+	3
		9.5
Total program credit hours		35

*Courses may be taken before beginning the program.

**Courses must be completed with a C- or better prior to admission into the program.

+Courses are available online.

-Courses not available online at this time.

Horse Science Technology

Ag Sciences
Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time
Fall or Spring

Award

Associate of Applied Science degree
2 years (4 semesters), plus internship
Diploma
1 year (2 semesters)
Certificates
1 semester

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

The first year focuses on experiencing the equine industry. Studies include general health care, horsemanship, facility maintenance and mechanics. The second year allows the student to choose a course of study in equine training or equine business management. All students will take the core courses in conformation, lameness, genetics and breeding management.

Career opportunities: assistant trainers; associates in feed and tack stores; equine horse show and racehorse grooms; breeding farm managers; equine marketing assistants; equine health care assistants; horse show manager.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
AGC-130	Mathematics I - Agriculture	3
AGC-313	Leadership in Agriculture	1
AGE-104	Total Fitness for the Rider	1
AGE-108	Horsemanship I	3
AGE-169	Equine Fitting and Grooming	3
AGE-185	Equine Facilities Maintenance and Mechanics*	3
AGE-209	Equine Anatomy & Physiology	2
-----	Humanities Requirement	3
		19
Second Semester (Spring)		
AGC-103	Ag Computer	3
AGE-109	Horsemanship II	3
AGE-170	Health and Performance Management of the Horse	3
AGE-172	Equine Ground Work	2
AGE-211	Equine Business Management I	3
COM-744	Oral Communication in the Workplace	3
		17
Third Semester (Fall)		
AGE-121	Horse Evaluation	3
AGE-130	Horse Nutrition	3
AGE-212	Equine Business Management II	3

AGE-261	Legs and Hoof	3
AGE-290	Horse Projects AND	2
AGE-230	Training 1 OR	3
-----	5 credits from AGB, MKT or MGT Elective Courses	
		17

Fourth Semester (Spring)

AGC-210	Employment Seminar	1
AGE-202	Equine Genetics and Breeding Management	3
AGE-290	Horse Projects AND	2
AGE-231	Training II OR	3
-----	5 credits from AGB, MKT or MGT Elective Courses	
BUS-161	Human Relations OR	3
MGT-145	Human Relations in Management	
COM-723	Workplace Communications	3
		15

Summer Term

AGC-932	Internship**	4
		4

Total program credit hours

72

Optional Courses

AGB-325	Agricultural Construction and Repair	3
AGE-107	Trail Riding	1
AGE-110	Introduction to Basic Riding	2
AGE-111	Advanced Western Horsemanship	3
AGE-112	Advanced Horsemanship Techniques	2
AGE-161	Instructing Horsemanship	3
AGE-206	Advanced Breeding Management	2
AGE-213	Management of the Racing Thoroughbred	1
AGE-240	Fundamentals of Training	3
AGE-241	Colt Starting	3
AGE-246	Long Lining and Driving Techniques	3
AGE-253	Horse Shows	2
AGE-260	Introduction to Farrier Science	1
AGE-270	Equestrian Drill Team	2
AGE-295	Western Style Training Project	3
AGS-307	Professional Horse Judging	1

Horse Science Diploma

Course Number	Course Title	Credit Hours
First Semester		
AGE-209	Equine Anatomy & Physiology	2
AGE-108	Horsemanship I	3
AGE-169	Equine Fitting & Grooming	3
AGC-130	Mathematics I - Agriculture	3
AGC-313	Leadership in Agriculture	1
AGE-104	Total Fitness for the Rider	1
-----	Humanities Elective	3
AGE-185	Equine Facilities Maintenance and Mechanics	3

Career Programs

		19
Second Semester		
AGC-103	AG Computer	3
AGE-170	Health and Performance Management of the Horse	3
AGE-109	Horsemanship II	3
COM-744	Oral Communication in the Workplace	3
AGE-172	Equine Ground Work	2
AGE-211	Equine Business Management	3
		17
Total program credit hours		36

Basic Equine Studies Certificate

Course Number	Course Title	Credit Hours
First Semester		
AGE-169	Equine Fitting & Grooming	3
AGE-170	Health and Performance Management of the Horse	3
AGE-121	Horse Evaluation	3
AGE-212	Equine Business Management II	3
AGE-108	Horsemanship I	3
AGE-110	Introduction to Basic Riding OR	
AGE-270	Equestrian Drill Team	3
		15
Total program credit hours		15

Equine Health Certificate

Course Number	Course Title	Credit Hours
First Semester		
AGE-209	Equine Anatomy & Physiology	2
AGE-170	Health and Performance Management of the Horse	3
AGE-130	Horse Nutrition	3
AGE-261	Legs and Hoof	3
AGE-202	Equine Genetics and Breeding Management	3
		14
Total program credit hours		14

*May be taken in the first or second semester.

**Taken in summer after all degree requirements are completed.

Hotel Management

Hospitality Arts

The Hotel at Kirkwood Center
319-848-8770
www.kirkwood.edu/hospitality

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma
1 year (2 semesters, 1 summer)

Industry endorsements earned

National Career Readiness Certificate; National Restaurant Association's Food Protection Manager Certificate

The goal of this program is to prepare students to work in entry-level positions of responsibility within the hospitality industry. This industry has been expanding as part of the growing service economy, and there is a demand for individuals with a college education and work experience.

Students in this program learn about day-to-day operations of a lodging facility from practical experience working in The Hotel at Kirkwood Center. Course work exposes students to food and dining, management, hotel operations and other hospitality business topics.

Internships and on-the-job training are also important components of this program to help prepare students to work in the field. Students are required to complete an internship at The Hotel at Kirkwood Center, which is a full-service hotel. Students are required to purchase uniforms when training at The Hotel at Kirkwood Center. Students are also required to complete an externship at another property to experience different segments of the hotel industry.

Students may participate in the Disney Institute college program to complete part of their internship requirements. This exciting program is a paid internship that offers students unique benefits while working, learning and living at the Walt Disney Resort in Orlando, Florida.

Career opportunities: meeting/event planner; reservations supervisor; front office manager; sales manager; banquet captain; concierge; housekeeping supervisor; convention services manager; room service manager.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
COM-723	Workplace Communications OR	3
ENG-105	Composition I ¹	
CSC-110	Introduction to Computers	3
HCM-100	Sanitation and Safety	2
HCM-260	Hospitality Math OR	3
MAT-140	Finite Math ²	
HCM-324	College Orientation	1
HCM-600	Introduction to Lodging Operations	2
HCM-601	Housekeeping and Laundry Operations	3

17

Second Semester

HCM-204	Service Techniques	3
HCM-279	Hospitality Accounting OR	
ACC-152	Financial Accounting	4
HCM-330	Hospitality Personnel Management	3
HCM-597	Front Office Management	4
HCM-602	Introduction to Food and Bar Operations	3
		16

Summer after first year

HCM-933	Hotel Externship	3
		3

Third Semester

HCM-213	Service Management (Lab)	4
HCM-310	Hospitality Law	3
HCM-599	Engineering and Risk Management	1
HCM-934	Internship Seminar	2
HCM-935	Hotel Internship	1
MGT-145	Human Relations in Management OR	3
PSY-111	Introduction to Psychology	
MKT-110	Principles of Marketing	3
		17

Fourth Semester

COM-744	Oral Communication/Workplace OR	3
ENG-106	Composition II	
FLS-118	Spanish for Professionals: Hospitality	3
HCM-251	Purchasing, Receiving and Inventory	2
HCM-603	Hotel Sales and Catering	3
HCM-614	Leadership in Hospitality	3
HCM-924	Honors Project (optional)	1
		14

Total program credit hours **67**

Hospitality Management Diploma

Course Number	Course Title	Credit Hours
First Semester		
ADM-928	Independent Study (E-Portfolio)	1
COM-723	Workplace Communication	3
CSC-110	Introduction to Computers	3
HCM-600	Introduction to Lodging Operations	2
MGT-145	Human Relations in Management	3
SPC-112	Public Speaking	3
		15
Second Semester		
ADM-928	Independent Study (E-Portfolio)	1
BUS-928	Independent Study (American Government)	3
HCM-330	Hospitality Personnel	3

Management

HCM-597	Front Office Management	4
HCM-602	Introduction to Food and Bar Operations	3
MGT-139	Effective Team Building for Managers	1
MKT-180	Customer Services Strategies	1
		16

Third Semester

HCM-932	Internship	2
MGT-137	Developing Leadership Skills	1
		3

Total diploma credit hours

34

When transferring to a four-year school, see your advisor for course requirements. Those transferring to a four-year college or university may want to substitute the following courses:

PSY-111 Introduction to Psychology **FOR**
MGT-145 Human Relations in Management

ENG-105 Composition I¹ **FOR**
COM-723 Workplace Communication

ACC-152 Financial Accounting **FOR**
HCM-279 Hospitality Accounting

ENG-106 Composition II **FOR**
COM-744 Oral Communications in the Workplace

MAT-140 Finite Math² **FOR**
HCM-260 Hospitality Math

¹Enrollment in this course requires a Writing COMPASS score of 70 or above.

²Enrollment in this course requires a College Algebra COMPASS score of 76 or above.

Human Services

Social Sciences

1008 Cedar Hall
319-398-1241
www.kirkwood.edu/socialsciences

Entry time
Fall, Spring, Summer

Award
Associate of Applied Science degree
2 years (5 semesters)

Associate of Arts Liberal Arts (transfer degree)

The Human Services program has a strong focus on human behaviors, social policy, social programs, communication, record keeping, interviewing, observing, group processes and problem solving. An important aspect of this program

Career Programs

is student involvement with community agencies, including observations and hands-on experiences.

The Behavioral Health Paraprofessional Diploma has a strong focus on community mental health and substance abuse issues. The students in the diploma program will engage with community providers, organizations and institutions to provide support and resources to individuals dealing with the above listed issues/concerns. Upon completion of the diploma and an Associate's degree the individual student may apply and sit for the national exam to become a certified alcohol and drug counselor.

Career opportunities: adolescent residential centers; advocacy groups; centers for drug and alcohol abuse; community action programs; community education and prevention programs; community mental health centers; correctional centers; crisis centers; facilities for people with mental illness; group homes/supervised apartment living; nursing homes; program for seniors; social/recreational programs; supported employment services.

Required Courses

Course Number	Course Title	Credit Hours
First Semester		
ENG-105	Composition I	3
SOC-110	Introduction to Sociology	3
HSV-101	Human Services Career Orientation	3
HSV-100	Mandatory Reporting Preparation	1
----	Math/Science Elective	3
		13
Second Semester		
ENG-106	Composition II	3
SPC-101	Fundamentals of Oral Communication	3
PSY-111	Introduction to Psychology	3
HSV-110	Human Service Policy and Programs	3
HSV-282	Health and Psychosocial Rehabilitation	3
		15
Third Semester		
PSY-121	Developmental Psychology	3
SOC-265	Introduction to Lesbian, Gay, Bisexual and Transgender Studies	3
HSV-120	Observation Skills	3
HSV-131	Basic Problem Solving Skills	3
HSV-201	Loss, Trauma and Resilience	3
		15
Fourth Semester		
HSV-292	Substance Abuse and Treatment	3
HSV-287	Counseling Theories and Techniques	3
HSV-200	Adaptation Strategies	3
SOC-120	Marriage and Family	3
CRJ-100	Introduction to Criminal Justice	3
		15

Fifth Semester

HSV-800	Human Service Field Experience/Seminar	6
HSV-813	Alcohol and Drug Counselor Field Experience and Seminar I	6
HSV-814	Alcohol and Drug Counselor Field Experience and Seminar II	6
		18
Total program credit hours		76

Optional Courses

HSV-924	Honors Project	1
HSV-928	Independent Study	1

Behavioral Health Paraprofessional Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester		
HSV-101	Human Services Career Orientation	3
HSV-100	Mandatory Reporting Preparation	1
HSV-131	Basic Problem Solving Skills	3
HSV-200	Adaptation Strategies	3
HSV-282	Health and Psychosocial Rehabilitation	3
		13
Second Semester		
HSV-201	Loss, Trauma and Resilience	3
HSV-287	Counseling Theories and Techniques	3
HSV-292	Substance Abuse and Treatment	3
HSV-813	Alcohol and Drug Counselor Field Experience and Seminar I	6
		15
Third Semester		
HSV-814	Alcohol and Drug Counselor Field Experience & Seminar II	6
		6
Total program credit hours		34

Humane Officer Training

Ag Sciences

Animal Health Technology
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters)

Communities across the nation are recognizing the need for well-trained humane law enforcement officers. Until recently, many animal care and control workers entered the field with little or no specialized training. Increased interaction with the public, public demand for humane animal care, limited euthanasia and adoption of shelter animals has put new demands for knowledgeable and professional shelter employees.

From humane investigation to interviewing witnesses, collecting evidence and report writing, the professional humane officer understands public safety and the law, possesses excellent communication skills, and demonstrates a high level of integrity, dependability, stress tolerance and self-control.

Career opportunities: municipal animal control agencies; non-profit humane societies; animal welfare inspector.

Required Courses

Course Number	Course Title	Credit Hours
First Semester (Fall)		
AGV-103	Introduction to Veterinary Science	3
AGV-155	Shelter Administration and Computer Applications	3
CRJ-100	Introduction to Criminal Justice	3
ENG-105	Composition I	3
PSY-111	Introduction to Psychology	3
		15
Second Semester (Spring)		
AGV-190	Animal Welfare and Shelter Management	4
AGV-191	Animal Behavior and Restraint	3
AGV-192	Shelter Medicine	3
AGV-193	Vehicle Safety and Operations	1
AGV-194	Disaster Animal Response Training	1
-----	Elective	3
		15
Summer Term		
AGC-932	Internship	4
		4
Third Semester (Fall)		
AGC-210	Employment Seminar	1
AGV-158	Veterinary Law and Ethics	3
AGV-195	Large Animal Welfare	3
AGV-196	Euthanasia Technician	1
CRJ-133	Constitutional Criminal Procedure	3
ENG-108	Composition II: Technical Writing	3
-----	Humanities	3
		17

Fourth Semester (Spring)

AGV-197	Basic Animal Investigation Techniques	3
AGV-198	Wildlife ID and Management	2
AGV-199	Veterinary Forensics	3
CRJ-141	Criminal Investigation	3
CRJ-202	Cultural Awareness for Criminal Justice Practitioners	3
-----	Elective	3
		17

Total program credit hours

68

Electives

AGE-121	Horse Evaluation	3
AGE-130	Horse Nutrition	3
AGN-220	Avian Wildlife	3
AGN-223	Aquatic Wildlife	3
AGS-319	Animal Nutrition	3
AGV-107	Pharmacy Skills	3
AGV-120	Veterinary Medical Terminology	1
AGV-143	Canine and Feline Nutrition	3
AGV-201	Pet Grooming I	1.5
AGV-202	Pet Groom II	1.5
AGV-203	Pet Grooming III	1.5
AGV-204	Pet Grooming IV	1.5
-----	Any transfer-level course	3

HVAC Installer

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Diploma
1 year (2 semesters)

Industry endorsements earned

OSHA 10-General Construction; Adult First Aid with CPR.

The HVAC Installer program prepares students to enter the skilled trade of heating, ventilation and air conditioning installation. The program focuses primarily on residential and light commercial equipment and covers installation procedures, code requirements, electrical applications and refrigerant handling procedures. The one-year, hands-on program also includes system design and HVAC component operation.

The Plumbing-Heating-Cooling Contractors Association assisted the college in developing the curriculum to meet the needs of these challenging and rewarding careers.

Career opportunities: HVAC installer; HVAC repair; technician; sheet metal worker

Career Programs

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
HCR-410	Electrical Applications I	3
HCR-605	HVAC Installation I	5
HCR-710	Fundamentals of Plan and Print Reading	2
HCR-932	Internship	1
MAT-719	Applied HVAC Math	3
----	Communications Elective	3
		17
Second Semester (Spring)		
HCR-450	Electrical Applications for HVAC II	3
HCR-600	Pipe Joining Methods	3
HCR-610	HVAC Installation II	7
HCR-932	Internship	1.5
MGT-145	Human Relations in Management	3
		17.5
Total program credit hours		34.5

HVAC Installer tool requirements

The tool requirement for the program includes a hand-held toolbox with basic hand tools. Also required are a few HVAC specialty tools and an electrical testing meter.

Industrial Maintenance Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma
1 year (2 semesters)

Industry endorsement earned

Forklift Class 1, 3, 4, 5, 7; OSHA 10-General Industry; 50+ High Voltage Arc Flash; Residential Voltage Arc Flash; Rigging, Lifting and Cribbing; JSEA-Job Safety & Environmental Analysis; Adult First Aid with CPR; National Career Readiness Certificate; Snap-On Torque Certification.

The Industrial Maintenance Technologies program prepares students for a broad range of industrial maintenance-related careers using industry-guided curriculum combined with practical hands-on labs.

First year studies focus on concepts and technologies that include, but are not limited to, basic electrical theory, motors and transformers, industrial controls and wiring, electrical print design and reading, industrial maintenance concepts (mechanical and electrical), applied physics and mathematics.

During the second year, students are introduced to a broad range of industrial technologies and processes that are commonplace in today's industrial environments. While in this program, students gain experience and skills in a wide variety of disciplines, such as basic construction and framing, plumbing, print reading, welding, fabrication and light machining.

Career opportunities: commercial electrician; plant maintenance technician; maintenance mechanic; maintenance electrician; millwright.

Degree Requirements

Course Number	Course Title	Credit Hours
First Year – First Semester		
ELE-233	Electrical Safety and Shop Methods	1
ELE-235	Electrical Theory, Measurement and Circuits	3
ELE-238	AC, Magnetism, Transformers and Relays	1
MAT-230	Maintenance Math I	2
MAT-233	Maintenance Math II	2
IND-156	Microcomputers for the Trades	2
IND-167	Torqueing and Tensioning	1
ATR-300	Mechanical Drive Systems I	2
ATR-302	Mechanical Drive Systems II	1
		15
First Year – Second Semester		
PHY-180	Applied Physics I OR	2
PHY-120	Introductory Physics	
ELT-146	National Electrical Code and Electrical Wiring	5
ELT-224	Motors and Transformers	5
ATR-304	Introduction to Industrial Controls	2
ATR-306	Industrial Control Circuits I	2
ATR-308	Industrial Control Circuits II	2
		18
Summer Session		
IND-175	Advanced Alignment	1
IND-187	Predictive Maintenance	2
WEL-400	Welding for Maintenance Trades	4
MFG-145	Light Machining for Maintenance Trades	4
		11
Second Year – First Semester		
CON-355	Industrial Framing & Construction	3
ELT-105	Introduction to Programmable Logic Controllers	2
ELT-128	Introduction to PLC Programming	2

PLU-160	and Control Pipefitting for Maintenance Trades	3
----	Humanities or History/Cultures Elective	3
----	Communication Elective	3
		16

Second Year – Second Semester

IND-191	Preventative Maintenance	2
IND-196	Fundamentals of Hydraulics and Pneumatic Systems	5
WEL-208	Introduction to Fabrication	2
MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	
----	Communication Elective	3
		15

Total program credit hours **75**

Electromechanical Technology Diploma Requirements

Course Number	Course Title	Credit Hours
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First Year – First Semester

ELE-233	Electrical Safety and Shop Methods	1
ELE-235	Electrical Theory, Measurement and Circuits	3
ELE-238	AC, Magnetism, Transformers and Relays	1
MAT-230	Maintenance Math I	2
MAT-233	Maintenance Math II	2
IND-156	Microcomputers for the Trades	2
IND-167	Torqueing and Tensioning	1
ATR-300	Mechanical Drive Systems I	2
ATR-302	Mechanical Drive Systems II	1
----	Communications Elective	3
		18

First Year – Second Semester

PHY-180	Applied Physics I OR	2
PHY-120	Introductory Physics	
ELT-146	National Electrical Code and Electrical Wiring	5
ELT-224	Motors and Transformers	5
ATR-304	Introduction to Industrial Controls	2
ATR-306	Industrial Control Circuits I	2
ATR-308	Industrial Control Circuits II	2
		18

Total program credit hours **36**

Interior Design

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters)

Accreditation

This program is accredited by ACBSP (Association of Collegiate Business Schools and Programs). ACBSP is the leading specialized accreditation association for business education supporting, celebrating and rewarding teaching excellence.

Interior Designers are creative business professionals who have the ability to innovatively solve design problems functionally and aesthetically while also improving the overall health, safety, and welfare of users through design.

The interior Design program prepares and equips students to practice and serve the community by providing education and training in residential design, commercial design, sustainability, and other areas of specialization in the field of interior design.

This highly interactive program is taught with a student centered approach within a positive and respectful learning environment. Students are provided with a combination of classroom projects, hands on training, and classroom instruction that emphasizes ethical, creative, technical, and responsible problem solving through design. Students study all areas of interior design including but not limited to: Residential Design, Commercial Design, Hospitality Design, Product Design, Sustainable Design, Historical Design, Photoshop, SketchUp, and Revit. Students also learn professional practice concepts and are able to apply those concepts towards assembling a portfolio and resume which are then used to obtain an internship in the field of Interior Design. Additionally, students have the option of attending numerous field trips to major urban cities such as Chicago, Minneapolis, Kansas City and more. Other national and international trips are open to students at various times throughout the year.

For individuals interested in entering the Interior Design Program at Kirkwood Community College, existing knowledge of basic computer applications is highly recommended. If you are currently a high school student, any additional training or classes that you can take relating to art, design, or drafting will assist in building up your knowledge of design as you prepare to enter the Interior Design Program at Kirkwood Community College.

Career opportunities: Sales and Retail; Manufacturer’s Representative; Furniture Design; Kitchen Design and Dealerships; Residential design; Residential Staging; Commercial Design Firms; Contract Furniture Dealerships; Historic Preservation or Restoration; Interior Design and Architecture Firms; Interior Design Photography; Professional Rendering (Manual or Digital); Model Building; Upholstery Workrooms; Professional Organizations; Sustainability Consultant; Design Journalist; Lighting Design

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
ARC-300	Architectural Sketching	1
ENG-101	Elements of Writing OR	3
ENG-105	Composition I ¹	
INT-126	Introduction to Interior Design	3
INT-128	Historical Interiors and Architecture	3
INT-129	SketchUp for Interior Design	3
MKT-140	Principles of Selling	3
		16
Second Semester		
ARC-185	Architectural Photoshop Techniques	1
ART-133	Drawing	3
CAD-201	CAD REVIT	3
INT-132	Theories and Visual Application	3
INT-300	Textiles for Interior Design	3
MGT-145	Human Relations in Management	3
		16
Third Semester		
CON-316	Sustainable Construction Science	3
INT-206	Residential Design I	4
INT-207	Commercial Design I	4
INT-211	CAD REVIT for Interior Design	3
ADM-133	Business Math & Calculators ²	3
		17
Fourth Semester		
INT-216	Residential Design II	4
INT-217	Commercial Design II	4
INT-218	Professional Practice and Development	3
INT-311	Global Perspectives in Interior Design OR	3
INT-312	Interior Design Topics OR	
GLS-120	Education Experience Abroad	
----	Humanities Requirement	3
ENG-105	Composition I OR	3
ENG-106	Composition II OR	
ENG-108	Composition II: Technical Writing	
		20
Fifth Semester		
INT-932	Internship	3
		3
Total program credit hours		72
Optional Courses		
INT-924	Honors Project	1
INT-928	Independent Study	1

¹Your COMPASS writing score will determine if you need to take prerequisite classes.

²Your COMPASS math score will determine if you need to take prerequisite classes.

Landscape Construction and Design

Ag Sciences

Horticulture/Floral Careers
319-398-5441
www.kirkwood.edu/agrisciences

Entry time

Summer or Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)

A well-designed landscape adds beauty and value to any home or business. Proper installation of that design ensures that it will provide a functional outdoor space for years to come. In the Landscape Construction & Design program, design students can focus on creating those designs utilizing plant knowledge and artistic principles. Students will develop problem-solving skills as well as work with computer design software. New trends in sustainability and landscape maintenance will also be explored.

The construction track in this program allows students the opportunity to actually build what a designer would put on paper. These students will learn site layout, lighting and hardscape installation techniques. Classes in this part of the program would include information about the latest trends in construction materials, equipment and green building.

Career opportunities: landscape designer for private homes or corporate campuses; garden center or greenhouse manager; salesperson; commercial grounds foreman; nursery production.

Degree Requirements

Course Number	Course Title	Credit Hours
Fall Term I		
AGC-313	Leadership in Agriculture	1
AGH-110	Success in Horticulture	1
AGH-112	Introduction to Turfgrass Management	3
AGH-144	Landscape Construction	3
AGH-152	Landscape Design Techniques	3
AGH-220	Plant Identification Suite I	3
AGH-236	Plant Material Maintenance	3
CON-134	Surveying and Site Layout	2
		19

Spring Term I

AGH-102	Horticulture Math	3
AGH-221	Principles of Horticulture	3
COM-723	Workplace Communications OR	3
ENG-105	Composition I	

CSC-110	Introduction to Computers	3
-----	Construction or Design Track course	3
		15

Summer

AGC-932	Internship	3
		3

Fall Term II

AGA-154	Fundamentals of Soil Science	3
AGH-240	Plant Identification Suite II	3
COM-744	Oral Communication in the Workplace	3
MGT-300	Introduction to Entrepreneurship	3
-----	Construction or Design Track course	5
		17

Spring Term II

AGH-200	Landscape Estimating and Bidding	2
AGH-253	Insects and Diseases	3
AGH-301	Sustainable Site Management	2
FLS-128	Conversational Spanish	3
MGT-145	Human Relations in Management	
OR		
PSY-111	Introduction to Psychology	3
-----	Construction or Design Track course	2
		15

Total program credit hours **69**

Construction Track courses

AGH-150	Equipment Operations	2
AGH-157	Equipment Operations Lab	1
AGH-166	Turfgrass and Landscape Irrigation	3
AGC-313	Leadership in Agriculture	1
AGH-300	Hardscape Installation Techniques	3
AGH-282	Pesticide Application Certification	1

Design Track courses

AGH-156	Landscape Design II	3
AGH-158	Computer Applications for the Landscape Industry	2
AGH-302	Advanced Landscape Design	3
AGH-460	Design Capstone	2

Optional courses

AGH-120	Herbaceous Plant Materials	3
AGH-127	Ornamental Plant Materials	3
AGH-131	Greenhouse Management	3
AGH-233	Plant Propagation I	3
AGH-275	Commercial Plant Production	3
AGH-293	Landscape Business Operations	2

Liberal Arts - Business Transfer

The Business transfer plan is a Liberal Arts Associate of Arts degree program designed to prepare the student who plans to transfer to a four-year college or university to earn a bachelor's degree in business. Upon transferring, students may choose from accounting, finance, economics, management, MIS (management information systems), marketing and others.

Students must work closely with an advisor when registering each semester. After completion of required courses, students can transfer to such four-year schools as Coe College, Iowa State University, Mount Mercy University, Northwest Missouri State, the University of Iowa and the University of Northern Iowa. With the help of an advisor, a student can chart an academic program that will allow him or her to transfer with full junior class status.

Masonry Construction

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Diploma
1 year (2 semesters)

Industry endorsements earned

OSHA 10-General Construction; Adult First Aid with CPR, scaffolding

The Masonry Construction 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 with an instructor of the program and the masonry field experience at the end of the program. The Internship is in-house, and field experience can be completed with the instructor or non-profit, if employers aren't ready.

Career opportunities: brickmasons & blockmasons; helpers-brickmasons, blockmasons, stonemasons, tile, and marble; stonemasons; construction laborers

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

MAS-118	Masonry Safety	1
MAS-129	Masonry Scaffold Builder and User	2

MAS-215	Masonry Tools and Equipment	2
MAS-217	Masonry Lab I	8
MAS-800	Masonry Pre-Lab Experience	2
MAT-715	Industrial Math I	3
		18

Second Semester (Spring)

CON-116	Architectural Plans and Specs	2
CON-275	Stone Concepts	2
MAS-218	Masonry Tools and Equipment II	2
MAS-222	Masonry Lab II	9
MAS-920	Field Experience	3
		18

Total program credit hours

36

Tool Requirements

Students in the Masonry Construction program are required to purchase a tool set for use in lab activities and on-the-job training. The instructor provides a list of the minimum requirements. The tools are offered at cost, which is estimated to be around \$250.

The student should also be prepared by the second day of regular scheduled classes with masonry, steel-toed boots. No shirt with less than a 3" sleeve and no baggy or loose fitting clothing. All students will be required to dress according to OSHA standards.

Medical Assisting

Allied Health

2164 Linn Hall
319-398-5566
www.kirkwood.edu/alliedhealth

Entry time

Fall, Spring, Summer

Award

Diploma
3 semesters (including 1 summer)
Associate of Applied Science degree
4 semesters

Accreditation

The Kirkwood Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment (MAERB). After earning a Medical Assisting diploma, graduates are eligible to take the nationally-recognized Certified Medical Assistant exam. Most employers require certification within one year of graduation.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756,
727-210-2350.

Personal Characteristics

Explore Medical Assisting if you are organized, interested in helping patients, have excellent communication skills and have a team-oriented attitude.

Medical assisting is a versatile health career involving clinical procedures, administrative skills and routine laboratory procedures. In the clinical area, medical assistants (MAs) take patients to the examination room, ask about and record symptoms, and measure the patient's height, weight and blood pressure. MAs also prepare instruments for and assist with minor surgeries, assist the physician with patient exams, obtain EKGs, give injections and draw blood for routine lab work. MAs may also be employed in an administrative position responsible for greeting patients, answering phones, scheduling appointments, and managing medical records, insurance payments and patient accounts.

Kirkwood's one-year Medical Assisting program includes classroom and laboratory experience, and a clinical internship at a physician's office. The program may also be taken on a part-time basis.

Career opportunities: physician's family practice or specialty offices; hospitals/clinics; public health clinics; laboratories; phlebotomist; unit secretary; patient service representative.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
ADM-105	Introduction to Keyboarding*	1
BCA-189	Microcomputer Literacy*	1
BIO-161	Basic Anatomy & Physiology*	3
HSC-107	Professionals in Health*	2
HSC-115	Medical Terminology*	4
HSC-210	Health Skills I*	1
MAP-123	Administrative Medical Office Procedures	3
		15
Second Semester		
MAP-142	Medical Insurance & Legalities	3
MAP-210	Medical Lab	3.5
MAP-260	Basic Electrocardiology	1
MAP-312	Medical Assisting Clinical Procedures	3
MAP-501	Math for Medications	1
MAP-513	Medical Assisting Pharmacology	3
		14.5
Third Semester		
MAP-618	Medical Assisting Externship++	7
PSY-111	Introduction to Psychology*	3
SPC-101	Fundamentals of Oral Communication*	3
		13
Fourth Semester		
ENG-105	Composition I*	3
-----	Electives*	9
-----	Humanities Elective*	3
-----	Social Science Elective*	3
		18

Total Associate of Applied Science degree program credit hours **60.5**

Medical Assisting Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester		
ADM-105	Introduction to Keyboarding*	1
BCA-189	Microcomputer Literacy*	1
BIO-161	Basic Anatomy & Physiology*	3
HSC-107	Professionals in Health*	2
HSC-115	Medical Terminology*	4
HSC-210	Health Skills I*	1
MAP-123	Administrative Medical Office Procedures	3
		15
Second Semester		
MAP-142	Medical Insurance and Legalities	3
MAP-210	Medical Lab	3.5
MAP-260	Basic Electrocardiology	1
MAP-312	Medical Assisting Clinical Procedures	3
MAP-501	Math for Medications	1
MAP-513	Medical Assisting Pharmacology	3
		14.5
Third Semester		
MAP-618	Medical Assisting Externship++	7
PSY-111	Introduction to Psychology*	3
SPC-101	Fundamentals of Oral Communication* OR	3
COM-222	Communication for Health Care Professionals*	
		13
Total Diploma program credit hours		42.5

*Courses may be taken before beginning the program.

++No program (MAP) courses may be taken with externship. Proof of compliance completion must be done prior to registration for externship.

Note: Minimum C- is required in all MAP courses, in addition to BIO-161, HSC-107, HSC-115 and HSC-210.

Medical Laboratory Technology

Allied Health
 2164 Linn Hall
 319-398-5566
www.kirkwood.edu/alliedhealth

Entry time
 Fall

Award
 Associate of Applied Science degree
 (granted from Hawkeye Community College)
 2 years (5 semesters, including 1 summer)

Career Programs

Accreditation

This program is accredited by the National Accrediting Agency for Clinical Laboratory Services, a non-profit organization that independently accredits clinical laboratory science programs.

The Medical Laboratory Technology program prepares students with entry-level skills in clinical laboratory science. Students learn complex laboratory procedures with limited supervision. They will use a number of instruments in the laboratory for sterilizing, analyzing and testing, and will handle test slides and fragile equipment. Students will use math to make solutions or to record test results, and use laboratory computer systems in some settings. Students will need to keep the laboratory clean and well-organized.

Kirkwood Community College is an academic affiliate with the Medical Laboratory Technology program at Hawkeye Community College. Students must complete requirements for admission at both Kirkwood Community College and Hawkeye Community College.

Students will train in a 24-week hospital laboratory assignment. Graduates are awarded an Associate of Applied Science (A.A.S.) degree from Hawkeye Community College and are eligible for the Board of Registry by American Society of Clinical Pathology Exam and National Credentialing Agency Exam for Laboratory Personnel. The program is accredited by the National Accrediting Agency for Clinical Laboratory Science.

Students will be able to take general education classes at Kirkwood. Some Medical Laboratory Technology classes will be over the Iowa Communications Network and can be taken at Kirkwood. This program starts each fall. Clinics may be arranged locally.

Career opportunities: hospital; clinic and physician office labs; blood collection and blood testing facilities; public health laboratories; veterinary offices; industrial laboratories.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BIO-161	Basic Anatomy and Physiology*	3
CHM-110	Introduction to Chemistry*	3
MAT-700	Basic Math*	3
MLT-101	Introduction to Lab Science+	2
PSY-111	Introduction to Psychology* OR	3
SOC-110	Introduction to Sociology*	3
SPC-101	Fundamentals of Oral Communication*	3
		17
Second Semester (Spring)		
BIO-113	General Biology II OR	4
CHM-132	Introduction to Organic & Biochemistry	
BIO-186	Microbiology	4

ENG-105	Composition I	3
HSC-117	Basic Medical Terminology	2.5
MLT-120	Urinalysis+	3
		16.5

Summer Term - 8 weeks, courses at Hawkeye

MLT-110	Fundamentals of Lab Techniques+	3
MLT-130	Hematology+	3
MLT-250	Clinical Microbiology+	4
		10

Fourth Semester (Fall) - courses at Hawkeye

MLT-230	Advanced Hematology+	3
MLT-233	Hemostasis & Thrombosis+	2
MLT-240	Clinical Chemistry+	7
MLT-252	Parasitology+	1
MTL-260	Immuno-hematology+	4
MLT-270	Immunology & Serology+	2
		19

Fifth Semester (Spring/Summer) - Clinical Practicums - courses at Hawkeye**

MLT-283	Urinalysis+	1
MLT-284	Immuno-hematology+	2
MLT-285	Chemistry+	4
MLT-286	Immunology and Serology+	1
MLT-287	Hematology+	4
MLT-288	Microbiology+	4
MLT-291	Lab Survey and Review+	1
		17

Total program credit hours **79.5**

*Courses may be taken before beginning the program.

**24 weeks of clinics with periodic lecture days. May be scheduled in local area.

+Register through Hawkeye Community College.

Medical Transcription

Allied Health

2164 Linn Hall
319-398-5566
www.kirkwood.edu/alliedhealth

Entry time

Fall

Award

Diploma/Certificate
2 semesters

Personal characteristics

Explore medical transcription if you enjoy word processing, have keen hearing, an interest in health care, and excellent grammar, punctuation and spelling skills. A high level of concentration for extended periods of time is also important.

Increasing requirements for patient care documentation provide numerous opportunities for medical transcriptionists. Physicians and other health care providers use state-of-the-art electronic technology to dictate and transmit highly technical and confidential information for their patients. These medical professionals rely on skilled medical transcriptionists to transform the spoken word into comprehensive records that accurately communicate medical information.

Medical transcriptionists are specialists in medical language and health care documentation. They interpret and transcribe dictation by physicians and other health care professionals regarding patient assessment, therapeutic procedures, clinical courses, diagnoses and prognoses.

Career opportunities: physician's offices; laboratories; medical transcription businesses; rehabilitation centers; hospitals; legal offices; insurance companies; medical libraries

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
BIO-161	Basic Anatomy & Physiology*	3
HIT-360	Introduction to HIT+	3
HIT-420	Legal Aspects of Health Information+	2
HSC-115	Medical Terminology*+	4
MTR-102	Professionalism in Medical Transcription+	2
MTR-113	Medical Transcription+	2.5
		16.5
Second Semester		
HSC-107	Professionals in Health**	2
HSC-142	Elements of Pharmacology*+	1
HSC-217	Introduction to Pathology*+	3
MAT-731	Introduction to Math	2
MTR-150	Career Medical Transcription	6.5
SPC-101	Fundamentals of Oral Communications* or	3
COM-222	Communication for Health Care Professionals*	
		17.5
Total program credit hours		34

Medical Transcription Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
HIT-420	Legal Aspects of Health Information+	2
HSC-115	Medical Terminology*+	4
MTR-102	Professionalism in Medical	2

MTR-113	Transcription+ Medical Transcription	2.5
		10.5

Second Semester

MTR-150	Career Medical Transcription	6.5
		6.5

Total program credit hours **17**

*Courses may be taken before beginning the program.

+Courses are available online.

Network and System Administration

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters)
Certificate options

Network and system administrators work in a fast-paced and challenging area of technology that designs, builds, integrates, maintains, and secures local area networks. They design and support server systems and related software, as well as provide end-user support for all LAN-based applications. After completing a common course of study for the first three semesters, Network and System Administration majors will choose from among three specialty areas to match individual interests and employment availability. These areas of specialization are Network Administration, System Administration, and Security / Virtualization.

Network Administration students will specialize in LAN and WAN infrastructure including wireless, desktop systems, and protocol suites.

System Administration students will specialize in server hardware and software, directory services, scripting, and storage management.

Security and virtualization students will specialize in system firewalls, secure group policy, access control lists, information management with disaster recovery, virtual network design and implementation, and virtual switching and routing.

In addition to training for the specialization, this program also focuses on communication skills, professionalism, critical thinking and problem solving, teamwork and life-long learning that are essential for success in the workplace and in life.

The program strives to be vendor neutral to give the graduate the greatest breadth of preparation. In addition to the degree and with additional study, coursework should prepare the student for some of the following industry creden-

Career Programs

tials depending upon the area of specialization: CompTIA A+; CompTIA Network+; Microsoft Certified Solution Associate-Windows 7 and 8; Internet and Computing Core Certification; CompTIA Linux+; Cisco Certified Entry Networking Technician; EMC's Information Storage Associate; Cisco Certified Network Associate; Microsoft Certified Solutions Associate - Server 2008/2012; VMware Certified Professional -Datacenter Virtualization.

Career opportunities: network field technician; network engineer; network support technician; network control operator; assistant network administrator; assistant systems administrator

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester

CSC-110	Introduction to Computers	3
MAT-102	Intermediate Algebra ²	4
NET-122	Computer Hardware Basics	3
NET-165	Network Plus	3
NET-321	Windows Networking	3
		16

Second Semester

ENG-105	Composition I ¹	3
NET-137	Advanced PC Concepts	3
NET-174	LAN Administration	3
NET-235	CCNA Cisco 1	3
NET-338	Directory Concepts	3
NET-630	Cyber Law and Ethics	3
		18

Third Semester

NET-236	CCNA Cisco 2	3
NET-400	Linux Networking	3
NET-561	Directory Administration	3
		9

Network Administration Track

Fourth Semester

NET-192	Network Cabling	3
NET-237	CCNA Cisco 3	3
NET-599	Information and Storage Management	3
NET-600	Network Security Basics	3
MGT-145	Human Relations in Management	3
OR		
PSY-111	Introduction to Psychology	3
-----	Communication Elective	3
		18

Fifth Semester

BUS-290	Employment Search and Workplace Success	1
NET-184	Wide Area Network (WAN) Basics	2
NET-238	CCNA Cisco 4	3
NET-348	System Automation and Scripting	3
NET-680	TCP-IP for Networking	3

-----	Humanities Elective	3
		15

System Administration Track

Fourth Semester

NET-571	Server Configuration	3
NET-599	Information Storage Management	3
NET-600	Network Security Basics	3
NET-616	VMware VCP	3
MGT-145	Human Relations in Management	3
OR		
PSY-111	Introduction to Psychology	3
-----	Communication Elective	3
		18

Fifth Semester

BUS-290	Employment Search and Workplace Success	1
NET-184	Wide Area Network (WAN) Basics	2
NET-323	Windows Network Management	3
NET-348	System Automation and Scripting	3
NET-680	TCP/IP for Networking	3
-----	Humanities Elective	3
		15

Security/Virtualization Track

Fourth Semester

NET-571	Server Configuration	3
NET-599	Information and Storage Management	3
NET-600	Network Security Basics	3
NET-616	VMware VCP	3
NET-618	Network Defense & Remote Access Configuration	3
-----	Communication Elective	3
		18

Fifth Semester

BUS-290	Employment Search and Workplace Success	1
NET-184	Wide Area Network (WAN) Basics	2
NET-572	VMware Certified Advanced Professional (VCAP)	3
NET-619	Network Attacks: Detection, Analysis & Countermeasures	3
MGT-145	Human Relations in Management	3
OR		
PSY-111	Introduction to Psychology	3
-----	Humanities Elective	3
		15

Total program credit hours

76

Optional Classes-System Administration Track

NET-924	Honors Project	1
NET-928	Independent Study	1

Network and System Administration Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
NET-122	Computer Hardware Basics	3
NET-165	Network Plus	3
NET-321	Windows Networking	3
		9
Second Semester		
NET-174	LAN Administration	3
NET-235	CCNA Cisco 1	3
		6
Third Semester		
NET-400	Linux Networking	3
		3
Total program credit hours		18

Network Security Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
NET-165	Network Plus	3
NET-630	Cyber Law and Ethics	3
		6
Second Semester		
NET-174	LAN Administration	3
NET-235	CCNA Cisco 1	3
		6
Third Semester		
NET-600	Network Security Basics	3
NET-618	Network Defense & Remote Access Configuration	3
		6
Fourth Semester		
NET-619	Network Attacks: Detection, Analysis & Countermeasures	3
		3
Total program credit hours		21

¹Your COMPASS writing score will determine if you need to take prerequisite classes.

²Your COMPASS math score will determine if you need to take prerequisite classes.

Nursing - LPN/RN

Nursing

2172 Linn Hall

319-398-5563

319-398-4489

www.kirkwood.edu/nursing

Entry time

Fall, Spring, Summer

(evening/weekend program begins each fall and spring)

Award

Associate of Applied Science degree

2 years (6 semesters) plus prerequisites

Diploma

1 year (3 semesters) plus prerequisites

Accreditation

The Nursing program is approved by the Iowa Board of Nursing, River Point Business Park, 400 S.W. 8th Street, Suite B, Des Moines, IA 50309-4685; 515-281-3255; <http://www.iowa.gov/nursing>.

Personal Characteristics

Consider a career in nursing if you would like to effect positive change in the healthcare industry and advocate for patients, families, and communities to improve their health and prevent illness. Your communication, collaboration, critical thinking, and time management skills will be improved and refined to care for a diverse patient population.

Nursing is the largest health care profession in the United States. The Bureau of Labor Statistics indicates that employment among nurses will grow faster than average for all occupations through 2014.

The first two semesters of the Practical Nursing (PN) and Associate Degree Nursing (ADN) programs are identical and provide a core of knowledge and skills that are common to both nursing roles. Kirkwood nursing classes cover medical, surgical, geriatric, maternal-child, mental health and home health nursing over the five-semester program. Patient care skills are learned in a supervised lab setting. Clinical experience begins in the first semester. Students receive clinical experience in all of the major areas of nursing and complete their clinics in area hospitals, nursing homes, clinics, mental health facilities, home health agencies and a variety of specialty clinics.

Additional requirement

All students are required to complete CNA training and successfully pass the written and skills examination before beginning the technical and clinical portion of the program. Students may obtain CNA training through Kirkwood's Continuing Education. Students must be on the state of Iowa's registry. Go to www.kirkwood.edu/ce for more information.

Career opportunities: hospitals; long-term care facilities; home health care; Hospice; nurse educator; public health; clinics; school nursing; military; correctional nursing; wellness centers; occupational-industry.

Practical Nursing Degree Requirements

Course Number	Course Title	Credit Hours
Prerequisites		
BIO-168	Human Anatomy & Physiology I with Lab** OR	4

Career Programs

BIO-177	Human Anatomy**	4
First Semester		
BIO-173	Human Anatomy & Physiology II with Lab OR	4
BIO-180	Human Physiology	
BIO-151	Nutrition	3
HSC-191	Professional Roles I: Communication and Technology	2
HSC-195	Professional Roles II: Professional Identity and Engagement	2
		11
Second Semester		
PNN-128	Foundations of Nursing I	4.5
PNN-190	Health Assessment Across the Lifespan	2.5
PNN-195	Foundations of Nursing Simulation Lab I	1
PNN-180	Pharmacology I	1.5
PNN-701	Foundations of Nursing Clinic I	1.5
PSY-111	Introduction to Psychology*	3
		14
Third Semester		
PNN-129	Foundations of Nursing II	3.75
PNN-702	Foundations of Nursing Clinic II	1.5
PNN-182	Pharmacology II	1.5
PNN-436	Nursing Care of the Growing Family	3.25
PSY-121	Developmental Psychology*	3
		13
Total Practical Nursing credit hours		42
<p>Completing these 42 credits above allows students to graduate with a Practical Nursing diploma. Students are now eligible to complete the practical nurse exam. Students who wish to complete the Associate Degree Nursing program need to complete the additional classes listed below.</p>		
Nursing, Associate Degree Requirements		
Course Number	Course Title	Credit Hours
Fourth Semester		
ADN-500	Professional Roles III: Transitions	2
ADN-160	Nursing Care of Specific Populations	3
ADN-730	Nursing Care of Specific Populations Clinic	2.25
BIO-186	Microbiology	4
ENG-105	Composition I* OR	3
ENG-120	College Writing*	3
		14.25
Fifth Semester		
ADN-170	Concepts of Nursing	5.5
ADN-740	Concepts of Nursing Clinic	3
SPC-101	Fundamentals of Oral Communication* OR	3

SPC-112	Public Speaking* Humanities Elective*	3
		14.5
Sixth Semester		
ADN-180	Advanced Concepts of Nursing	4
ADN-750	Advanced Concepts of Nursing Clinic	3.5
SOC-110	Introduction to Sociology	3
		10.5
Total Associate Degree Nurse credit hours		81.25

*Courses may be taken before beginning the Nursing technical and clinical portion of the program. They should be completed prior to or during the semester they are listed in.

**Completion of courses with a minimum of a C- required prior to acceptance.

Occupational Therapy Assistant

Allied Health

2164 Linn Hall
319-398-5566

www.kirkwood.edu/alliedhealth

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters, including 1 semester)

Accreditation

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 47120 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is 301-652-AOTA and its Web address is www.acoteonline.org. OTA graduates can take the national OTA certification exam administered by the National Board for Certification in Occupational Therapy (NBCOT). Successful completion of the exam leads to the Certified Occupational Therapy Assistant (COTA) designation. Most states, including Iowa, require a license to practice.

Occupational therapy assistants (OTAs) work with patients of all ages and help them learn skills to lead independent lives. OTAs work under the supervision of an occupational therapist (OT) to provide hands-on services to clients who are learning new ways to succeed in the occupation of life. This program starts each year in the fall.

Career opportunities: school systems; assisted living facilities; hospitals; outpatient clinics; long-term care facilities; private practice.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BIO-161	Basic Anatomy & Physiology*	3
HSC-107	Professionals in Health*	2
OTA-100	Foundations of Occupational Therapy	3
OTA-150	Occupational Therapy Assistant Medical Terminology or	1.5
HSC-115	Medical Terminology or	
HSC-117	Basic Medical Terminology	
OTA-207	OT Methods I	3
OTA-208	Occupational Development	2.5
PSY-111	Introduction to Psychology*	3
		<hr/> 18
Second Semester (Spring)		
OTA-405	Psychosocial Dysfunction	4
OTA-850	OTA Field Work I-A	1
SPC-101	Fundamentals of Oral Comm* or	3
COM-222	Communication for Health Care Professionals*	
OTA-211	Pathophysiology for the OTA	4
OTA-212	Functional Kinesiology	3
OTA-306	OT Methods II	3
		<hr/> 18
Third Semester (Summer)		
OTA-308	Physical Dysfunction I	4
OTA-309	Physical Dysfunction II	4
OTA-851	OTA Fieldwork I-B**	1
ENG-105	Composition I	3
		<hr/> 12
Fourth Semester (Fall)		
OTA-205	OTA Management	2
OTA-200	Community Health and Special Populations	4
OTA-406	OT Methods III	3
OTA-410	Pediatric Interventions for the OTA	2
OTA-411	Geriatric Interventions for the OTA	1.5
OTA-853	OTA Fieldwork I-C**	2.5
-----	Humanities Elective*	3
		<hr/> 18
Fifth Semester (Spring)		
OTA-409	Professional Development	2
OTA-852	OTA Fieldwork II-A**	6
OTA-854	OTA Fieldwork II-B**	6
		<hr/> 14
Total program credit hours		80

*Courses may be taken before beginning the technical portion of the program.

**Indicates a course which involves off-campus clinical experience.

Note: Minimum grade of C is required in all technical OTA courses.

Paralegal

Social Sciences

1008 Cedar Hall
319-398-1241
www.kirkwood.edu/socialsciences

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science (4 semesters)
Associate of Arts Liberal Arts (transfer degree)

Students planning to pursue a degree at a four-year institution follow the Liberal Arts program requirements while at Kirkwood, completing general education and Paralegal elective courses that prepare them to transfer.

Paralegals are legal professionals who assist attorneys. An attorney may delegate any legal work to a paralegal except tasks that involve giving legal advice or representing a client in court (although paralegals may assist at trial). Iowa prohibits the practice of law by non-attorneys.

Kirkwood's American Bar Association approval helps prepare students for entry level positions in the paralegal market. The plan of study also provides career-enhancing credentials for people already employed in law related work. Graduates work in law firms, corporate legal departments and other business and government offices such as prosecutors' offices, banks, title companies, and insurance companies.

The program coordinator shall have discretion to evaluate and approve the transfer of all legal specialty courses. A maximum transfer of eight credits of legal specialty course work is allowed. Paralegal Internship (PRL-932) must be taken through Kirkwood Community College.

Graduates who have gone on to law school after completing their bachelor's degree have found their paralegal education at Kirkwood served as an excellent pre-law experience. In addition, any student wishing to explore law careers will find program courses useful. Paralegal Studies Orientation, the first law class, satisfies three credit hours of social science requirement toward an A.A. (Associate of Arts) or A.A.S. (Associate of Applied Science) degree. It is recommended that you work closely with your paralegal advisor.

Transfer Plan: To transfer to a four-year college or university, complete the Kirkwood Liberal Arts A.A. degree. Fulfiling elective credits in Paralegal classes provides opportunities to explore the discipline, build your resume, and prepare for transfer.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
PRL-101	Paralegal Studies Orientation	3

Career Programs

ENG-105	Composition I	3
SPC-101	Fundamentals of Oral Communication	3
PHI-105	Introduction to Ethics	3
CRJ-100	Introduction to Criminal Justice	3
		15

Second Semester

PRL-105	Legal Ethics	1
PRL-110	Fundamentals of Legal Research and Writing	2
PHI-111	Basic Reasoning	3
ENG-108	Composition II: Technical Writing	3
	OR	
ENG-106	Composition II	
-----	Math/Science Elective	3
-----	Program Elective	2
-----	Humanities or History/Culture Elective	3
		17

Third Semester

PRL-130	Torts	2
PRL-175	Contracts	2
PRL-111	Advanced Legal Research and Writing	2
POL-111	American National Government	3
-----	Math/Science Elective	3
-----	Literature Elective	3
		15

Fourth Semester

PRL-176	Civil Litigation	3
PRL-932	Internship	3
-----	Humanities or History/Culture	3
-----	Program Elective	4
-----	Math/Science Elective	3
		16

Total program credit hours **63**

Program Electives:

PRL-120	Investigation for Paralegals	2
PRL-136	Bankruptcy Law	2
PRL-140	Business Organization Law	2
PRL-145	Secured Transactions	2
PRL-150	Real Estate Law	2
PRL-160	Family Law	2
PRL-165	Estate Planning/Administration	2
PRL-180	Employment Law Topics	2
PRL-181	Workers' Compensation	2
PRL-189	Criminal Law and Procedure for the Paralegal	2

Paramedic

Healthcare Simulation Center

2006 Linn Hall
319-398-1269

www.kirkwood.edu/paramedic

Entry time

Spring

Award

Associate of Applied Science degree
2 years (5 semesters)

Paramedics provide the highest level of pre-hospital emergency care. The paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under physician oversight. They perform interventions with the basic and advanced equipment typically found on an ambulance. The paramedic is a link between the scene into the health care system.

Paramedics provide advanced care in a variety of settings. Utilizing critical thinking skills, paramedics rapidly assess, treat and stabilize injured or ill patients and provide transport to or between hospitals. Settings may include ground and air ambulances, emergency departments, critical care units or cardiac cath labs. Along with advanced assessment techniques, paramedics utilize medications, cardiac monitoring and interpreting, defibrillation and advanced invasive skills as guided by state and local protocols, as well as the medical direction of each service.

The Paramedic program follows the current National Emergency Medication Services Education Standards from the National Highway Traffic Safety Administration. The standards prepare the EMT and AEMT for the more advanced scope of practice of the paramedic. This allied health program has a mandatory background check for clinical purposes.

Career opportunities: ambulance services; fire departments; hospitals; law enforcement agencies; other health care facilities.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

Prerequisites**

(Must be taken before acceptance into the program)

BIO-161	Basic Anatomy & Physiology*	3
EMS-200	Emergency Medical Technician*	8
	OR	
EMS-300	Advanced Emergency Medical Technician	
HSC-117	Basic Medical Terminology*	2.5
MAT-731	Introduction to Math*+	2
		15.5

First Semester		
BIO-181	Homeostatic Physiology*	3
EMS-641	Introduction to Paramedicine	3
EMS-642	Pharmacology for Paramedicine	3
PSY-111	Introduction to Psychology*	3
SPC-101	Fundamentals of Oral Communication* OR	3
SPC-112	Public Speaking OR	
COM-222	Communication for Health Care Professionals*	
		15

Second Semester		
EMS-643	Cardiorespiratory Paramedicine	3
EMS-644	Paramedic Clinical I	3
EMS-645	Paramedic I	2.5
ENG-105	Composition I*	3
		11.5

Third Semester		
BCA-189	Microcomputer Literacy*	1
EMS-646	Paramedic Clinical II	4
EMS-647	Paramedic II	3.5
EMS-648	Special Patient Populations in Emergency Medical Services	4
EMS-649	Trauma & Environmental Emergencies	4
		16.5

Fourth Semester		
EMS-650	Medical and Psychological Emergencies	4
EMS-651	Paramedic Fieldwork	4
EMS-652	Paramedic Clinical III	4
EMS-653	Paramedic III	1
-----	Humanities Elective*	3
		16

Total program credit hours **74.5**

Emergency Medical Technician (EMT) Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
BIO-161	Basic Anatomy and Physiology	3
		3
Second Semester		
EMS-200	Emergency Medical Technician OR	8
EMS-300	Advanced Emergency Medical Technician	
		8
Third Semester		
MAT-731	Introduction to Math	2
		2
Fourth Semester		
HSC-117	Basic Medical Terminology	2.5
		2.5

Total program credit hours **15.5**

*Courses may be taken before beginning the paramedic core curriculum portion of the program.
 **Prerequisite courses must be taken before acceptance into the program.
 +or Math-700 Basic Math, 3 credits, or any other college-level math course.
 Current paramedics may also complete the degree requirements, with credit awarded for previous EMS course work.

Parks and Natural Resources

Ag Sciences
 Horticulture/Floral Careers
 319-398-5441
www.kirkwood.edu/agrisciences

Entry time
 Summer or Fall

Award
 Associate of Applied Science degree
 2 years (4 semesters)
 Diploma
 3 semesters

If you enjoy the outdoors and have a deep concern for preserving and managing our precious natural resources, take a look at our Parks and Natural Resources program. As a student in this program, you'll learn to maintain and build campgrounds and lake areas; identify and manage fish, amphibians, reptiles, mammals, and nesting and game birds; operate and maintain equipment; manage plant material and land; and maintain park facilities.

Career opportunities: working in a city or county park as a park attendant or naturalist; working in conservation, landscaping or environmental education; working for a county conservation district.

Degree Requirements

Course Number	Course Title	Credit Hours
Fall Term I		
AGH-110	Success in Horticulture	1
AGH-123	Woody Plant Materials	3
AGH-282	Pesticide Application Certification Horticulture	1
AGN-105	Applications of Natural Resources	3
AGN-132	Plant Management for Parks	3
COM-744	Oral Communication in the Workplace	3
-----	Humanities Elective	3
		17
Spring Term I		
AGC-313	Leadership in Agriculture	1
AGH-102	Horticulture Math	3
AGH-144	Landscape Construction	3

Career Programs

AGH-150	Equipment Operations Lab	1
AGH-157	Equipment Operations	2
AGN-250	Park Maintenance Programs	3
COM-723	Workplace Communication	3
		16

Summer

AGC-932	Internship	3
		3

Fall Term II

AGH-152	Landscape Design Techniques	3
AGN-140	Native Plants	3
AGN-220	Avian Wildlife	3
AGN-223	Aquatic Wildlife	3
AGN-244	Wildlife Management	3
AGN-248	Natural Resources Appreciation	3
		18

Spring Term II

AGA-154	Fundamentals of Soil Science	3
AGN-226	Mammalian Wildlife	3
AGN-235	Park and Recreation Administration	3
AGN-240	Natural Resources Interpretation	3
MGT-145	Human Relations in Management	3
	OR	
BUS-161	Human Relations	3
		15

Total program credit hours **69**

Optional Courses

AGN-270	Watershed Assessment and Management	3
AGN-300	Rain Gardens and Bioretention Cells	3
AGN-260	Wildland Firefighter Training	3

Diploma Requirements

Course Number	Course Title	Credit Hours
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Fall Term I

AGH-102	Horticulture Math	3
AGH-123	Woody Plant Materials	3
COM-723	Workplace Communications	3
MGT-145	Human Relations in Management	3
	OR	
BUS-161	Human Relations	3
		12

Spring Term I

AGA-154	Fundamentals of Soil Sciences	3
AGH-144	Landscape Construction	3
AGH-150	Equipment Operations Lab	1
AGH-157	Equipment Operations	2
AGN-250	Park Maintenance Programs	3
		12

Fall Term II

AGN-140	Native Plants	3
AGN-220	Avian Wildlife	3
AGN-223	Aquatic Wildlife	3
AGN-226	Mammalian Wildlife	3
AGN-248	Natural Resources Appreciation	3
		15

Total program credit hours

39

Pet Grooming

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall

Award

Diploma
1 years (2 semesters, 1 summer)

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 toenails, bathing the pet and cleaning its ears. After successfully completing the one-year program, you'll receive a diploma in Pet Grooming and Pet Shop Management.

Career opportunities: veterinary clinics; pet stores; pet salons; kennels.

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
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First Semester (Fall)

AGV-201	Pet Grooming I	3
AGV-202	Pet Grooming II	3
AGV-400	Grooming Shop Management I	3
BUS-161	Human Relations	3
COM-723	Workplace Communications	3
		15

Second Semester (Spring)

AGV-143	Canine & Feline Nutrition	3
AGV-203	Pet Grooming III	3
AGV-204	Pet Grooming IV	3
AGV-401	Grooming Shop Management II	3
BUS-149	Small Business Financial Management	3
COM-744	Oral Communication in the Workplace	3
		18

Total program credit hours

33

Pharmacy Technician

Healthcare Simulation Center
 2006 Linn Hall
 319-398-7660
www.kirkwood.edu/pharmtech

Entry time

Fall or Spring

Award

Diploma
 2 semesters

Personal Characteristics

Attention to detail and conscientiousness are essential as well as the ability to function as a member of a health care team in a variety of settings. The pharmacy technician often is required to work quickly and efficiently under the direct supervision of the pharmacist. The position may require standing on one's feet for extended periods of time.

The pharmacy technician, under the supervision of a pharmacist, assists in day-to-day pharmacy operations. Pharmacy technicians work in hospitals or retail pharmacies receiving written prescriptions, taking prescription refill requests, preparing intravenous medications, operating computer and automation systems, applying prescription and auxiliary labels to medication bottles, pricing and controlling inventory and preparing insurance claim forms.

Graduates are eligible to take a national Pharmacy Technician certification exam. National certification is required for employment as a pharmacy technician in Iowa and many other states.

Career opportunities: retail pharmacies; hospital pharmacies; medical clinic pharmacies; home health agencies.

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
ADM-105	Introduction to Keyboarding	1
BCA-189	Microcomputer Literacy	1
BIO-161	Basic Anatomy & Physiology	3
HSC-107	Professionals in Health	2
HSC-142	Elements of Pharmacology	1
HSC-210	Health Skills I	1
MAT-102	Intermediate Algebra	4
COM-222	Communication for Health Care Professionals OR	3
SPC-101	Fundamentals of Oral Communication	
		16
Second Semester		
HSC-115	Medical Terminology	4
PHR-170	Pharmacology Technology	7.5

PSY-111	Introduction to Psychology	3
		14.5

Total program credit hours **30.5**

Note: Minimum C- is required in the core course, PHR-170

Physical Therapist Assistant

Allied Health

2164 Linn Hall
 319-398-5566
www.kirkwood.edu.alliedhealth

Entry time

Fall

Award

Associate of Applied Science degree
 2 years (5 semesters, including 1 summer)

Accreditation

The Physical Therapist Assistant program is accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). PTA graduates qualify to take the licensure exam given by the Federation of State Boards in Physical Therapy. Licensure is granted by the Iowa Board of Physical Therapy and Occupational Therapy Examiners. Most states, including Iowa, require a license to practice as a PTA. Annual continuing education hours are required to maintain a license.

Commission on Accreditation in Physical Therapy Education
 Department of Accreditation, American Physical Therapy Association, 111 North Fairfax Street, Alexandria, VA 22314, 703-706-3245, www.apta.org/CAPTE.

Personal Characteristics

Physical therapist assistants (PTAs) work closely with physical therapists (PTs) to provide services to people with physical disabilities. Patient treatments may include strengthening, flexibility, aerobic condition, exercise, balance activities, functional training, gait training, modalities and other therapeutic interventions. Patient and caregiver education is provided by the PT or PTA.

The PT performs an initial patient evaluation and identifies patient problems and goals, then outlines a plan of care. The PTA assists the PT by carrying out all or part of the plan of care, monitoring the patient's progress and documenting the care.

Students have two short-term and two long-term clinical experiences that allow them to gain hands-on experience with a variety of patients. Clinic sites are located across Iowa and in neighboring states. This program has mandatory background checks and other compliance items that need to be completed for clinic participation. This program begins each year in the fall.

Career opportunities: hospitals; home health; industry; nursing homes; rehabilitation centers; outpatient clinics - orthopedics, sports medicine, pediatrics, etc.; school systems.

Degree Requirements

Course Number	Course Title	Credit Hours
Preparatory Classes		
If students do not have the required high school or college coursework, they need to take the following preparatory courses before admission.		
BIO-110	Basic Biological Concepts*	3
MAT-107	Survey of Math	4
PHY-120	Introductory Physics	3
Fall Semester		
BIO-168	Human Anatomy & Physiology I with Lab**	4
HSC-107	Professionals in Health**	2
HSC-210	Health Skills I**	1
PTA-101	Introduction to PTA	2
PTA-120	Kinesiology	3
PTA-140	Functional Motor Development	3
PTA-192	PTA Modalities I	2
		17
Spring Semester		
BIO-173	Human Anatomy and Physiology with Lab II**	4
PTA-110	Fundamentals for PTA***	3
PTA-150	Pathophysiology	3
PTA-193	PTA Modalities II	3
SPC-101	Fundamentals of Oral Communication** OR	3
COM-222	Communication for Health Care Professionals**	3
		16
Summer Term		
ENG-105	Composition I**	3
PTA-160	PTA Procedures I	3
PTA-161	PTA Procedures II	3
PTA-301	PTA Clinic I***	2
		11
Fall Semester		
PSY-111	Introduction to Psychology**	3
PTA-210	Orthopedics	3
PTA-230	Rehab for Medical Conditions	3
PTA-240	Neurology	3
PTA-302	PTA Clinic II***	2
-----	Humanities Elective**	3
		17
Spring Semester		
PTA-250	PTA Career Essentials	2
PTA-431	PTA Clinic III***	12
		14

Total program credit hours

75

*If needed, BIO-110 Basic Biological Concepts should be taken before BIO-168 Human Anatomy and Physiology, not concurrently.

**Courses may be taken before beginning the technical portion of the program.

***Indicates a course which involves off-campus clinical experience.

Note: Minimum C required in the preparatory courses, BIO-168, BIO-173 and all technical PTA courses.

PTA graduates qualify to take the licensure exam given by the Federation of State Boards in Physical Therapy. Licensure is granted by the Iowa Board of Physical Therapy and Occupational Therapy Examiners. Most states, including Iowa, require a license to practice as a PTA.

Plumbing Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Diploma
1 year (2 semesters)

Industry endorsements earned

OSHA 10-General Construction; Adult First Aid with CPR.

The Plumbing Technology program provides entry-level skills and knowledge for students preparing to enter the plumbing industry. Classes in the first semester focus on safety, hand and power tools, materials, pipe joining methods, code book layout, plan and print reading and trade calculations. Hands-on classes concentrate on pipe joining, pipe materials and basic pipe fitting practices.

The second semester covers plumbing code requirements, installation requirements for drain, waste and vent systems, water pipe systems, gas pipe systems, gas venting systems, cross connection and backflow prevention. The hands-on class includes design and construction of a three-fixture washroom group and testing and troubleshooting backflow prevention devices.

Career opportunities: plumbing installation technician; plumbing maintenance technician; plumbing service technician; plumbing apprenticeship program.

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
MAT-737	Applied Plumbing Math	3
PLU-130	Plumbing Theory I	6
PLU-140	Plumbing Practices I	4
PLU-148	Plan & Print Reading for Plumbing	2
PLU-932	Internship	2
		17
Second Semester (Spring)		
MAT-738	Plumbing Math Concepts	1
PLU-132	Plumbing Theory II	8
PLU-142	Plumbing Practices II	4
PLU-150	Advanced Plan & Print Reading	2
COM-723	Workplace Communications OR	3
COM-744	Oral Communication in the Workplace	
		18
Total program credit hours		35

Respiratory Therapist

Allied Health

2164 Linn Hall
319-398-5566
www.kirkwood.edu/alliedhealth

Entry time

Fall

Award

Associate of Applied Science degree
2 years (5 semesters, including 1 summer)

Accreditation

The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care. Upon completion of the Respiratory Therapy program you should have the skills and knowledge needed to sit for the CRTT (Certified Respiratory Therapy Technician) entry-level exam, and the RRT (Registered Respiratory Therapist) advanced exam, both administered by the National Board of Respiratory Care (NBRC). The exams listed are required for employment and licensure within the state of Iowa and the Respiratory Therapy profession.

Personal Characteristics

Respiratory therapy may be for you if you are naturally curious and would enjoy learning about and applying your knowledge of respiratory technology directly to patient care. Your ability to assess technical problems and make independent decisions is important. You should also have good eye-hand coordination, possess basic competence in science and math, have good communication skills and an ability to convey technical knowledge.

Respiratory therapists, also known as respiratory care practitioners, provide treatment, evaluation, monitoring and management of patients with breathing disorders or cardiovascular problems. Respiratory therapists administer oxygen, perform cardiopulmonary resuscitation, manage mechanical ventilators, administer medications, monitor cardiopulmonary systems and measure lung function. Respiratory therapists treat all types of patients: premature infants whose lungs are not fully developed, elderly patients with chronic asthma or emphysema, as well as emergency care for heart attack, stroke, drowning or shock.

Respiratory therapists work closely with physicians, nurses and other health care professionals to provide direct care to children and adults, including delivery of oxygen, administration or aerosolized drugs, endotracheal intubation, suctioning, management of life support, weaning of ventilation of life support, insertion of arterial lines, management of tracheotomies, drawing and interpretation of arterial blood gas samples. Advanced skills include intravenous, chest tube and central line insertions, as well as bronchoscopy procedures.

The Respiratory Therapist curriculum consists of classroom, laboratory and hospital-based clinical experiences at area hospitals and in-home health. This program begins each Fall semester.

Career opportunities: hospitals; training centers; hospital outreach programs; pharmaceutical sales; sleep labs; out-patient clinics; home health agencies; health education; medical research, physician offices.

Degree Requirements

Course Number	Course Title	Credit Hours
Prerequisites		
BIO-161	Basic Anatomy & Physiology**	3
BIO-186	Microbiology**	4
CHM-110	Introduction to Chemistry**	3
		10
First Semester (Fall)		
ENG-105	Composition I*	3
HSC-107	Professionals in Health*	2
HSC-115	Medical Terminology*	4
HSC-210	Health Skills I*	1
MAT-102	Intermediate Algebra*	4
RCP-120	Cardiopulmonary Assessment	1
RCP-210	Introduction to Respiratory Care	2.5
		17.5
Second Semester (Spring)		
PSY-111	Introduction to Psychology*	3
RCP-220	Respiratory Care I	3
RCP-300	Respiratory Physiology	4
RCP-730	Respiratory Care Clinic I	2.5
SPC-101	Fundamentals of Oral Communication*	3
		15.5

Career Programs

Third Semester (Summer)

RCP-370	Respiratory Pathology I	2
RCP-420	Pulmonary Function Testing	2
RCP-510	Respiratory Care II	6
		10

Fourth Semester (Fall)

RCP-380	Respiratory Pathology II	2.5
RCP-470	Cardiac Monitoring	1.5
RCP-610	Perinatology	2.5
RCP-735	Respiratory Care Clinic II	6.5
RCP-850	Respiratory Care III	2.5
		15.5

Fifth Semester (Spring)

RCP-480	Advanced Cardiac Care	2.5
RCP-740	Respiratory Care Clinic III	6.5
RCP-890	Respiratory Care Applications	2
-----	Humanities Elective*	3
		14

Total program credit hours **82.5**

*Courses may be taken before beginning the program.

**Courses must be completed with a C- or better before admissions into the program.

Respiratory Therapist graduates can take the entry-level exam administered by the National Board for Respiratory Care to become a certified respiratory therapist (CRT) and be eligible for their Registered Respiratory Therapy licensure upon passing the CRT exam.

Restaurant Management

Hospitality Arts

The Hotel at Kirkwood Center
319-848-8770
www.kirkwood.edu/hospitality

Entry time

Fall or Spring

Award

Associate of Applied Science degree
2 years (4 semesters)

Industry endorsement earned

National Career Readiness Certificate; National Restaurant Association's Food Protection Manager Certificate

Accreditation

This program is fully accredited by the American Culinary Federation Education Foundation Accrediting Commission. This provides graduates with nationally-recognized certification upon completion.

Personal Characteristics

Students in Kirkwood's Hospitality Arts programs prepare for their careers through practical experience in management, food preparation and service at The Hotel at Kirkwood Center. International education opportunities are also available.

In addition to management and food service techniques, instruction covers related technical subjects including nutrition, purchasing, sanitation, computers, human relations and legal aspects of the hospitality industry. This major prepares students for entry-level management positions.

Students assist in the daily operation of The Class Act, a full-service restaurant at The Hotel at Kirkwood Center. The restaurant features fine dining for hotel and conference center guests, Kirkwood staff and the public. Students assist in planning, preparing for and servicing catered events on campus during their last semester. Students are required to purchase professional uniforms and tools to use when in labs and service areas.

Career opportunities: restaurants; casinos; hospitals; cruise ships; catering; country clubs; hotels and resorts; colleges; long-term care facilities; corporate dining.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
COM-723	Workplace Communications	3
ENG-105	Composition I	
CSC-110	Introduction to Computers	3
HCM-100	Sanitation & Safety	2
HCM-109	Kitchen Essentials	1.5
HCM-138	Food Fundamentals	3
HCM-147	Culinary Techniques	1.5
HCM-260	Hospitality Math	3
MAT-140	Finite Math	
HCM-324	College Orientation - Hospitality	1
		18
Second Semester		
HCM-204	Service Techniques	3
HCM-227	Menu Planning	1
HCM-231	Nutrition	2
HCM-279	Hospitality Accounting	3
ACC-152	Financial Accounting	
HCM-315	Wine, Beer & Spirits Basics	3.5
HCM-321	Introduction to Hospitality Industry	1
HCM-330	Hospitality Personnel Management	3
		16.5
Third Semester		
BUS-102	Introduction to Business	3
MGT-300	Introduction to Entrepreneurship	
HCM-213	Service Management	4
HCM-310	Hospitality Law	3
MKT-110	Principles of Marketing	3
MKT-150	Principles of Advertising	
MKT-180	Customer Service Strategies	1
		14
Fourth Semester		
COM-744	Oral Communication/Workplace	3
	OR	
ENG-106	Composition II	
FLS-118	Spanish for Professionals:	3

HCM-251	Hospitality Purchasing, Receiving and Inventory	2
HCM-340	Hospitality Events and Catering (FOH)	3
MGT-145	Human Relations in Management	3
PSY-111	Introduction to Psychology	3
		14
Total program credit hours		62.5

Optional Course

HCM-924	Honors Project	1
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When transferring to a four-year school, see your advisor for course requirements. Those transferring to a four-year college or university may want to substitute the following courses:

PSY-111 Introduction to Psychology **FOR**
MGT-145 Human Relations in Management

ENG-105 Composition I¹ **FOR**
COM-723 Workplace Communication

ACC-152 Financial Accounting **FOR**
HCM-279 Hospitality Accounting

ENG-106 Composition II **FOR**
COM-744 Oral Communications in the Workplace

MAT-140 Finite Math² **FOR**
HCM-260 Hospitality Math

¹Enrollment in this course requires a Writing COMPASS score of 70 or above.

²Enrollment in this course requires a College Algebra COMPASS score of 76 or above.

Skilled Trades

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall, Spring or Summer

Award

Associate of Applied Science degree
1 year

Industry endorsement earned

National Career Readiness Certificate

Students who complete a Skilled-Trade four- or five-year apprenticeship program approved by the U.S. Department

of Labor, Office of Apprenticeship (OA) can automatically articulate 46 college credits toward completion of this associate of applied science (AAS) degree. This leaves only 18 credit hours of prescribed general education courses needed to earn the AAS degree. Completion of this AAS degree also enables students with the option of transferring the credits from this program to the University of Northern Iowa to pursue a Bachelor of Arts in Technology Management.

This program is designed for those who do not have college degrees and are interested in pursuing further opportunities in supervisory and management positions in the trades.

Career opportunities: advancement opportunities in supervisory and management-level positions.
(*U.S. Department of Labor Bureau of Apprenticeship & Training)

Degree Requirements

Course Number	Course Title	Credit Hours
CSC-110	Introduction to Computers	3
ENG-101	Elements of Writing*	3
ENG-105	Composition I	3
HUM-116	Encounters in Humanities	3
MAT-115	Mathematics & Society*	3
PSY-111	Introduction to Psychology	3
Total program credit hours		18

*Requires placement score.

All courses can be completed online.

Surgical Technology

Allied Health

2164 Linn Hall
319-398-5566
www.kirkwood.edu.alliedhealth

Entry time

Spring (Cedar Rapids site)
Fall (Distance Education options only*)

Award

Diploma
1 year (3 semesters, including summer)
Associate of Applied Science degree after completion of additional required courses.
2 years (5 semesters, including 1 summer)

Accreditation

The Surgical Technology 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 Technologies (AST) based on the recommendations of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Students

Career Programs

will apply to take the Certified Surgical Technologist test before graduation. The Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA) can be contacted at: 6 West Dry Creek Circle, Littleton, CO 80120, 303-694-9262, <http://www.arcstsa.org>.

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. Surgical technologists work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

The laboratory portion of the program, which reinforces concepts learned in class, is held in operating suites at area hospitals or the surgical technology lab at Kirkwood. Students have clinical experiences in hospitals and actively participate on operating room teams during surgery while clinical preceptors oversee their work.

*Distance Education locations: Indian Hills Community College, Northeast Iowa Community College. See advisor for Distance Education curriculum.

Career opportunities: hospital operating rooms; sales representative; ambulatory surgery centers; teaching, hospital labor and delivery; hospital central supply; advancement to management positions possible with experience and education.

This curriculum is for the Cedar Rapids based program or the spring start. Curriculum for the Distance Education program, or fall start, is slightly different. Contact Allied Health for information.

AAS Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
BIO-161	Basic Anatomy & Physiology*	3
BIO-182	Basic Microbiology*	1.5
HSC-107	Professionals in Health*	2
HSC-115	Medical Terminology	4
HSC-210	Health Skills I*	1
SUR-126	Surgical Technology I	4.5
SUR-128	Surgical Technology I Lab	2
		18
Second Semester		
MAT-731	Introduction to Math*+	2

SUR-322	Surgical Technology II	3
SUR-323	Surgical Technology II Lab	1
SUR-340	Surgical Specialties I	1
SUR-420	Pharmacology for the Surgical Technologist	2
SUR-440	Biomedical Sciences for Surgical Technology	2
		11

Third Semester

SUR-341	Surgical Specialties II	3
SUR-520	Surgical Technology Practicum I	2
SUR-523	Surgical Technology Practicum II	9
SPC-101	Fundamentals of Oral Communication* OR	3
COM-222	Communication for Health Care Professionals	
		17

Fourth Semester

BIO-181	Homeostatic Physiology*	3
ENG-105	Composition I*	3
PSY-111	Introduction to Psychology*	3
-----	Humanities Elective	3
		12

Fifth Semester

MGT-101	Principles of Management*	3
-----	Electives	5
		8

Total Associate of Applied Science degree program credit hours **66**

Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester		
BIO-161	Basic Anatomy & Physiology*	3
BIO-182	Basic Microbiology*	1.5
HSC-107	Professionals in Health*	2
HSC-115	Medical Terminology	4
HSC-210	Health Skills I	1
SUR-126	Surgical Technology I	4.5
SUR-128	Surgical Technology I Lab	2
		18

Second Semester

MAT-731	Introduction to Math*+	2
SUR-322	Surgical Technology II	3
SUR-323	Surgical Technology II Lab	1
SUR-420	Pharmacology for the Surgical Technologist	2
SUR-440	Biomedical Sciences for Surgical Technology	2
SUR-340	Surgical Specialties I	1
		11

Third Semester

SPC-101	Fundamentals of Oral	3
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	Communication* OR	
COM-222	Communication for Health Care Professionals*	
SUR-341	Surgical Specialties II	3
SUR-520	Surgical Technology Practicum I	2
SUR-523	Surgical Technology Practicum II	9
		17
Total diploma program credit hours		46

*Courses may be taken before beginning the program.

+or MAT-700 Basic Math, 3 credits, or any college-level math course.

Surgical Technology students will apply to take the Certified Surgical Technologist test.

Students must receive a C in all technical courses in the Surgical Technology program and a C- in BIO-161 Basic Anatomy and Physiology.

Telecommunications Technology

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall

Award

Associate of Applied Science degree
2 years (4 semesters, 1 summer)
Diploma
1 year (2 semesters, 1 summer)

Industry endorsement earned

National Career Readiness Certificate

The Telecommunications Technology program gives students the education and skills necessary to succeed in the high-tech world of telecommunication. During the first year, students receive a fundamental introduction to the basics of electrical circuits 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 between their first and second years, which allows them to experience the job market firsthand. One of the highlights of this program is the state-of-the-art telecommunication lab located on campus. Students can transfer credits from this program to the University of Northern Iowa and work toward a Bachelor of Arts in technology management.

Career opportunities: fiber optics installation and repair; network management; field installer; field technician; voice

and data network management; service center technician; sales and service.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ELT-402	Introduction to Communication Systems	3
ELT-427	Telephony Circuits I	3
MAT-102	Intermediate Algebra	4
NET-154	Networking Basics	3
-----	Communications Elective	3
		16

Second Semester (Spring)

ELT-304	Introduction to Electrical Circuits	4
ELT-401	Advanced Electrical Circuits	4
ELT-500	LAN Design & Protocols	3
ELT-506	Router Basics	3
		14

Summer Term

ELT-880	Telecommunications Internship	3
		3

Third Semester (Fall)

CSC-110	Introduction to Computers	3
ELT-408	Structured Cabling System	3
ELT-428	Telephony Circuits II	3
ELT-460	Fiber Optics	3
-----	Humanities or History/Cultures Elective	3
		15

Fourth Semester (Spring)

ELT-400	Local Loop	3
ELT-443	Multiplexing I	3
ELT-455	Transmission Circuits I	3
MKT-180	Customer Service Strategies	1
MGT-145	Human Relations in Management	3

OR

PSY-111	Introduction to Psychology	
-----	Communications Elective	3
		16

Total program credit hours

64

Diploma Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
ELT-402	Introduction to Communication Systems	3
ELT-427	Telephony Circuits I	3
MAT-745	Technical Mathematics I	4
NET-154	Networking Basics	3
-----	Communications Elective	3
		16

Career Programs

Second Semester (Spring)

ELT-304	Introduction to Electrical Circuits	4
ELT-401	Advanced Electrical Circuits	4
ELT-500	LAN Design & Protocols	3
ELT-506	Router Basics	3
		14

Summer Term

ELT-880	Telecommunications Internship	3
		3

Total program credit hours **33**

Veterinary Assistant

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Fall

Award

Diploma
1 year (2 semesters, 1 summer)

As a Veterinary Assistant student, you'll prepare for a career working with animals in a variety of settings such as veterinary clinics, boarding kennels and grooming salons. You'll study animal diseases and disease prevention, small animal pharmacology, pet grooming, kennel management, animal behavior, nutrition, legal principles, human relations, communication and computer science.

Career opportunities: veterinary assistants; veterinary receptionists; animal control officers; animal health product sales; retail pet supply sales.

For gainful employment information, including graduation rates, the median debt of students who completed the program and other information, visit www.kirkwood.edu/gainfulemployment.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
AGC-314	Leadership in Agriculture	2
AGV-105	Animal Behavior/Kennel Management	5
AGV-152	Veterinary Computer Applications	2
AGV-153	Veterinary Reception and Administration Skills	3
AGV-158	Veterinary Law and Ethics	3
MGT-145	Human Relations in Management	3
		18

Second Semester (Spring)

AGC-115	Ag Career Orientation	1
AGC-314	Leadership in Agriculture	2
AGV-101	Veterinary Assisting	3

AGV-107	Pharmacy Skills	3
AGV-120	Veterinary Medical Terminology	1
AGV-143	Canine and Feline Nutrition	3
AGV-201	Pet Grooming I	3
AGV-300	Clinical Veterinary Experience	2
COM-723	Workplace Communications	3
		21

Summer Term

AGC-932	Internship (coordinator approval)	6
		6

Total program credit hours **45**

Veterinary Technician

Ag Sciences

Washington Hall
319-398-5609
www.kirkwood.edu/agrisciences

Entry time

Summer

Award

Associate of Applied Science degree
2 years (4 semesters, 2 summers)

Accreditation

This program is accredited by the AVMA (American Veterinary Medical Association) Committee on Veterinary Technician Education and Activities (CVTEA). For more information, go to www.avma.org.

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, veterinary technician students work with a variety of animals including dogs, cats, horses, cows, pigs, birds, snakes, guinea pigs, hamsters and rats. A strong background in biological sciences is needed for this program.

Career opportunities: small, mixed or large animal practices; humane societies; animal shelters; zoos; specialty veterinary practices; pet shops; biological research labs; animal control agencies; veterinary teaching hospitals; state and federal agencies.

Degree Requirements

Course Number	Course Title	Credit Hours
Summer Term		
AGC-115	Ag Career Orientation	1
AGV-120	Veterinary Medical Terminology	1
AGV-126	Animal Anatomy & Physiology I	3

AGV-152	Veterinary Computer Applications	2
ENG-105	Composition I	3
		10
Fall Term I		
AGC-313	Leadership in Agriculture	1
AGV-105	Animal Behavior/Kennel Management	5
AGV-127	Animal Anatomy & Physiology II	4
AGV-142	Math for Vet Tech	3
CHM-110	Introduction to Chemistry	3
CHM-111	Introduction to Chemistry Lab	1
		17
Spring Term I		
AGV-140	Veterinary Pharmacology	3
AGV-146	Large Animal Care	3
AGV-161	Animal Nursing I	3
AGV-167	Veterinary Clinic Pathology I	3
ENG-106	Composition II OR	3
SPC-101	Fundamentals of Oral Communication	
MGT-145	Human Relations in Management	3
		18
Summer Term		
AGC-932	Internship	4
		4
Fall Term II		
AGC-210	Employment Seminar	1
AGV-144	Fundamentals of Small Animal Nutrition	3
AGV-162	Animal Nursing II	3
AGV-168	Veterinary Clinic Pathology II	3
AGV-175	Small Animal and Cage Bird Medicine	4
BIO-186	Microbiology	4
		18
Spring Term II		
AGV-163	Animal Nursing III	3
AGV-169	Veterinary Clinic Pathology III	3
AGV-171	Large Animal and Poultry Medicine	4
AGV-179	Lab Animal Medicine	1
-----	Humanities Elective	3
		14
Total program credit hours		81

Entrance Requirements

Prospective students take the HOBET placement exam and COMPASS exam, which is Kirkwood's reading, writing and math placement test. There are minimum HOBET score requirements for admission to the program: Composite: 66%; Reading: 70%; Mathematics: 70%; Science: 60%; and English and Language Usage: 65%. For more information about the HOBET exam, visit www.studyguidezone.com/hobetest.htm.

The HOBET and COMPASS exams may be taken at the Cedar Rapids campus test center in 2055 Cedar Hall. There is a \$25 fee for the HOBET exam payable at the test center. The COMPASS is free.

Water Environmental Technology

Industrial Technologies

319-398-5678
www.kirkwood.edu/industrialtech

Entry time

Fall, Spring or Summer

Award

Associate of Applied Science degree
 2 years (4 semesters, 1 summer)
 Diploma
 1 year (2 semesters, 1 summer)

This innovative program provides students with real-world experience with either a one-year or two-year program for preparation in the water and wastewater fields. The two-year degree includes technical study in water/wastewater procedures, complemented by math, science, social science, humanities classes as well as an internship. The Water Environmental Technology program comes to you via Environmental Technology Online. The classes were developed by the Kirkwood Community College, Environmental Training Center. Students may transfer credits from this program to the University of Northern Iowa toward a bachelor's degree in technology management.

Graduates of this program work in municipal water and wastewater treatment plants and the collection systems and distribution systems that serve them. All operators are required by law to be certified. This program provides training and educational experiences that will prepare you for certification examinations. Work experience requirements must be met before you are eligible to take an examination for certification. Be sure to refer to the certifying body in your state to determine eligibility.

Career opportunities: municipal water utilities; municipal wastewater treatment plants; rural water systems; industrial waste treatment facilities; engineering firms; privately owned water/wastewater plants.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester (Fall)		
CHM-110	Introduction to Chemistry	3
WAT-306	Wastewater Collection Systems	4
WAT-307	Wastewater Treatment I	4
WAT-308	Wastewater Analysis	3
-----	Communications Elective*	3
		17
Second Semester (Spring)		
MAT-102	Intermediate Algebra*	4
WAT-300	Water Analysis	3

Career Programs

WAT-304	Water Treatment I	4
WAT-305	Water Distribution Systems	4
		<u>15</u>

Summer Term

WAT-932	Internship	3
		<u>3</u>

Third Semester (Fall)

CSC-110	Introduction to Computers*	3
MGT-130	Principles of Supervision	3
WAT-301	Basic Mechanical Maintenance & Pumps	3
WAT-312	Water Treatment II	4
WAT-400	Permits & Administration	1
-----	Communications Elective*	3
		<u>17</u>

Fourth Semester (Spring)

WAT-210	Wastewater Treatment: Industrial	4
WAT-311	Wastewater Treatment II	4
-----	Humanities or History/Cultures Elective*	3
-----	Science Elective*	3
-----	Social Science Elective*	3
		<u>17</u>

Total program credit hours **69**

Water Environmental Technology Diploma Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester

WAT-300	Water Analysis	3
WAT-304	Water Treatment I	4
WAT-305	Water Distribution Systems	4
MAT-102	Intermediate Algebra*	4
		<u>15</u>

Second Semester

CHM-110	Introduction to Chemistry	3
WAT-306	Wastewater Collection Systems	4
WAT-307	Wastewater Treatment I	4
WAT-308	Wastewater Analysis	3
-----	Communications Elective*	3
		<u>17</u>

Third Semester

WAT-932	Internship	3
		<u>3</u>

Total diploma program credit hours **35**

Water Treatment Specialist Diploma Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester

WAT-300	Water Analysis	3
WAT-304	Water Treatment I	4
WAT-305	Water Distribution Systems	4

MAT-102	Intermediate Algebra*	4
		<u>15</u>

Second Semester

ENV-115	Environmental Science*	3
WAT-301	Basic mechanical Maintenance & Pumps	3
WAT-312	Water Treatment II	4
WAT-400	Permits & Administration	1
-----	Communications Elective*	3
		<u>14</u>

Third Semester

MGT-130	Principles of Supervision*	3
WAT-932	Internship	3
		<u>6</u>

Total diploma program credit hours **35**

Wastewater Specialist Diploma Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester

WAT-301	Basic Mechanical Maintenance & Pumps	3
WAT-306	Wastewater Collection Systems	4
WAT-307	Wastewater Treatment I	4
-----	Communications Elective*	3
		<u>14</u>

Second Semester

ENV-115	Environmental Science*	3
WAT-210	Wastewater Treatment: Industrial	4
WAT-308	Wastewater Analysis	3
WAT-311	Wastewater Treatment II	4
		<u>14</u>

Third Semester

MAT-102	Intermediate Algebra*	4
WAT-932	Internship	3
		<u>7</u>

Total diploma program credit hours **35**

*Courses may be taken before beginning the program.

Web Technologies

Business & Information Technology

203 Nielsen Hall
319-398-5416
www.kirkwood.edu/businessdept

Entry time

Fall, Spring, Summer

Award

Associate of Applied Science degree
2 years (4 semesters)
Certificates options

Web Technologies provides students with the opportunity to pursue an associate degree built on a strong base of Web-related course work, tailored to the student's individual interest with one of three elective emphasis areas. For those who do not presently need or have time to complete a degree, there are also two shorter certificate options available.

This degree appeals to students with a range of interests connected with the Web. Students begin with a set of basic courses covering HTML and CSS, Web media, and introductory computer and programming skills. As the program progresses, students learn various aspects of Web design and development through courses emphasizing the workflow associated with the planning process, site design and the use of standard technologies, such as content management systems, to provide client solutions. Students also consider the business side of the Web development through courses in marketing and e-commerce, learning about current topics such as Web analytics and search engine optimization along with payments, catalogs and shopping carts. The use of scripting, PHP and databases is also included.

Web Development emphasis options:

For students wishing to go further with programming, two elective concentrations are offered. The first emphasizes the Java programming language and culminates in a course in creating dynamic interactions with Java Server Pages. The second, based on Microsoft technology, emphasizes the Visual Basic language and culminates in the use of ASP.NET for providing dynamic pages and Web services. Both options include a course in client-side scripting.

Web Graphic Design emphasis option:

For students wishing to focus on design, there is an elective concentration in Web graphic design, which includes an additional course in digital layout, alongside courses covering several professional graphics tools, including Adobe Photoshop, Illustrator and Flash.

Career opportunities: digital developer; Web editor; eBusiness Web designer; Web graphics designer; information technology designer; Web marketing specialist; interactive marketer; website content manager; multimedia/Web specialist; Web software developer; Web application developer; Web systems manager.

Degree Requirements

Course Number	Course Title	Credit Hours
First Semester		
BCA-302	Graphics & Multimedia for the Web	3
CIS-121	Introduction to Programming Logic	3
CIS-207	Fundamentals of Web Programming	3
CSC-110	Introduction to Computers	3
MAT-102	Intermediate Algebra ²	4
		16

Second Semester

BCA-290	Web Design Principles	3
CIS-307	Introduction to Databases OR	3
CIS-332	Database & SQL	
ENG-105	Composition I ¹	3
MKT-110	Principles of Marketing	3
-----	Emphasis area course	3
		15

Third Semester

BCA-320	Content Management Systems	3
BUS-151	Introduction to E-Commerce	3
CIS-334	PHP/Apache/MySQL	3
-----	Emphasis area course	3
-----	Humanities Elective	3
		15

Fourth Semester

BCA-800	Web Technologies Capstone	3
BUS-290	Employment Search & Workplace Success	1
CIS-280	Client Side Scripting	3
ENG-106	Composition II OR	3
SPC-101	Fundamentals of Oral Communication	
MGT-145	Human Relations in Management	3
-----	Emphasis area courses	3
		16

Total program credit hours 62

Emphasis Area Courses

Graphic Design - Take 3 of these 4 (CIS-307 above)

GRA-127	Illustrator I	3
GRA-131	Digital Layout	3
GRA-140	Digital Imaging	3
GRA-195	Introduction to Web Media	3

Open Source Programming (CIS-332 above)

CIS-172	Java	4
CIS-176	Java II	4
CIS-181	Java III	3

Microsoft Programming (CIS-332 above)

CIS-622	.NET Programming 1	3
CIS-624	.NET Programming II	3
CIS-626	.NET Programming III	3

Web Development Certificate Requirements

Course Number	Course Title	Credit Hours
First Semester		
CIS-121	Introduction to Programming Logic	3
CIS-207	Fundamentals of Web Programming	3
CIS-307	Introduction to Databases OR	3
CIS-332	Databases & SQL	
		9

Career Programs

Second Semester

CIS-280	Client Side Scripting	3
BCA-290	Web Design Principles	3
CIS-334	PHP/MySQL	3
		9

Total program credit hours **18**

Web Design Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester

CIS-207	Fundamentals of Web Programming	3
BCA-302	Graphics and Multimedia for the Web	3
MKT-110	Principles of Marketing	3
		9

Second Semester

BCA-290	Web Design Principles	3
BUS-151	Introduction to E-Commerce	3
BCA-320	Content Management Systems	3
		9

Total program credit hours **18**

1>Your COMPASS writing score will determine if you need to take prerequisite classes.

2>Your COMPASS math score will determine if you need to take prerequisite classes.

Welding

Industrial Technologies

101 Jones Hall
319-398-4983
www.kirkwood.edu/industrialtech

Entry time

Fall or Spring
(daytime and evening classes available)

Award

Associate of Applied Science degree
2 years (4 semesters)
Certificate
2 semesters

Certification

Welder qualification to American Welding Society codes is available in several welding processes. This program also offers a Shielded Metal Arc Weld Certificate.

Industry endorsement earned

OSHA 10-General Industry; Adult First Aid with CPR; Forklift Class 1, 3, 4, 5, 7; National Career Readiness Certificate; American Welding Society (AWS) certifications; American Society of Mechanical Engineers (ASME) qualifications.

Students in the welding program can choose a certificate or an Associate of Applied Science degree. The associate de-

gree program includes Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Pipe Welding. Graduates of this program can transfer to the University of Northern Iowa to pursue a Technology Management Bachelor of Arts degree.

Career opportunities: trade unions such as Ironworkers, Plumbers and Pipefitters, and Boilermakers; production welder; welding fabrication; weld shop owner; maintenance welder; welding inspection; welding instructor; welding equipment sales.

Degree Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

MAT-764	Welding Mathematics I	2
MAT-707	Algebra Mastery I	2
WEL-102	Virtual Reality Welding	2
WEL-105	Welding Principles	2
WEL-110	Welding Blueprint Reading	2
WEL-156	Welding Skills I	4
WEL-157	Welding Skills II	4
-----	Communications Elective	3
		19

Second Semester (Spring)

MAT-765	Welding Mathematics II	3
WEL-128	Brazing/Soldering	2
WEL-130	Oxyacetylene Welding	2
WEL-184	Gas Metal Arc Welding	3
WEL-208	Introduction to Fabrication	2
-----	Communications Elective	3
		15

Third Semester (Fall)

CSC-110	Introduction to Computers	3
WEL-113	Welding Blueprint Reading/Pipe	1
WEL-185	Advanced Gas Metal Arc Welding	3
WEL-192	Gas Tungsten Arc Welding	4
WEL-302	Pipe Welding/SMAW	2
		13

Fourth Semester (Spring)

MGT-145	Human Relations in Management	3
	OR	
PSY-111	Introduction to Psychology	3
-----	Humanities or History/Cultures Elective	3
-----	Welding Electives	12
		18

Total program credit hours **65**

Shielded Metal Arc Welding Certificate Requirements

Course Number	Course Title	Credit Hours
---------------	--------------	--------------

First Semester (Fall)

WEL-156	Welding Skills I	4
WEL-157	Welding Skills II	4
		8

Second Semester (Spring)

MAT-764	Welding Mathematics I	OR	2
MAT-052	Pre-Algebra		
WEL-110	Welding Blueprint Reading		2
WEL-146	AWS Bend Test		4
			<hr/>
			8

Total program credit hours **16**

Arts and Sciences Core Courses

Applicable to A.A. and A.S. degree requirements. One diversity course is required for the A.A. degree. Courses with (D) before the course number satisfy the diversity requirement.

Communication - Speech

SPC-101	Fundamentals of Oral Communication	3
or		
SPC-112	Public Speaking	3

Communication - Writing

ENG-120	College Writing (Composition I-II equivalent)	5
or		
ENG-105	Composition I	3
and		
ENG-106	Composition II	3
or		
ENG-108	Composition II: Technical Writing	3

History - Cultures

Students seeking an A.A. degree complete two History-Cultures courses. Students seeking an A.S. degree complete any three History - Cultures or Humanities courses.

(D) ANT-105	Cultural Anthropology	3
(D) ASL-171	American Sign Language II	4
(D) ASL-241	American Sign Language III	3
(D) ASL-271	American Sign Language IV	3
(D) CLS-140	Understanding Cultures: The Mideast	3
(D) CLS-151	Understanding Cultures: Latin America	3
(D) CLS-159	Understanding Cultures: Indigenous Central America	3
(D) CLS-165	Understanding Cultures: Modern Japan	3
(D) CLS-167	Understanding Cultures: Modern China	3
(D) CLS-171	Understanding Cultures: Sub-Saharan Africa	3
FLC-241	Intermediate Chinese I	4
FLC-242	Intermediate Chinese II	4
(D) FLF-142	Elementary French II	4
(D) FLF-241	Intermediate French I	4
(D) FLF-242	Intermediate French II	4
(D) FLG-142	Elementary German II	4
(D) FLG-241	Intermediate German I	4
(D) FLG-242	Intermediate German II	4
(D) FLS-142	Elementary Spanish II	4
(D) FLS-241	Intermediate Spanish I	4
(D) FLS-242	Intermediate Spanish II	4
HIS-121	Ancient Mediterranean World	3

HIS-122	Europe-Age of Monarchy	3
HIS-123	Europe-Age of Revolution	3
HIS-124	Europe-Age of Nationalism	3
HIS-135	Modern World Military History	3
HIS-151	U.S. History to 1877	3
HIS-152	U.S. History Since 1877	3
(D) HIS-221	Holocaust/Genocide: Memory & Literature	3
(D) HIS-254	American Indian History	3
HIS-291	History of Science	3
(D) REL-101	Survey of World Religions	3
(D) REL-120	Judaism, Christianity & Islam	3
(D) REL-125	Introduction to Islam	3
(D) REL-130	Intro to Religions of the East	3
(D) REL-140	Religion in the United States	3
REL-145	Intro to Christianity	3
(D) REL-160	Religions of China	3

Humanities

Students seeking an A.A. degree complete one course from group 1, one course from group 2 and one course from group 1, 2 or 3.

Group 1 – Introductory Art & Humanities

ART-101	Art Appreciation	3
ART-163	Sculpture	3
ART-173	Ceramics	3
ART-184	Photography	3
ART-186	Digital Photography	3
ART-203	Art History I	3
ART-204	Art History II	3
ART-420	Introduction to Glass	3
DRA-101	Introduction to Theatre	3
DRA-116	Film Analysis	3
DRA-125	Introduction to Play Analysis	3
HUM-105	Working in America	3
HUM-116	Encounters in Humanities	3
HUM-123	U.S. Film History	3
HUM-124	World Film History	3
HUM-190	Culture and Technology	3
MUS-100	Music Appreciation	3
MUS-127	Great Composers	3
PHI-101	Introduction to Philosophy	3
PHI-105	Introduction to Ethics	3
PHI-111	Basic Reasoning	3
PHI-130	Philosophy of Human Nature	3

Group 2 – Literature

(Prereq: ENG-105 or ENG-120)

LIT-203	Forms of Literature: Story Cycle	3
LIT-204	Forms of Literature: Nonfiction	3
LIT-205	Forms of Literature: Drama	3
LIT-206	Forms of Literature: Fiction	3

LIT-207	Forms of Literature: Poetry	3
LIT-208	Forms of Literature: New Media	3
LIT-209	Forms of Literature: Film Adaptation	3
(D) LIT-222	Literature & Culture: American Dreams	3
(D) LIT-224	Literature & Culture: Women and Work	3
LIT-225	Literature Themes: Beyond Bartleby	3
LIT-226	Literature Themes: Search for Identity	3
(D) LIT-227	Literature & Culture: World Poetry	3

Group 3 – Topics in Arts & Humanities

(D) CLS-180	American Pluralism	3
DRA-117	Film Topics	3
HUM-142	Popular Culture	3
HUM-200	International Study in Humanities	3
MUS-207	Introduction to Film Music	3
MUS-208	American Popular Music and Jazz	3
MUS-209	Topics in Western Music History	3
(D) PHI-125	Native American Philosophies	3
(D) PHI-126	Chinese Philosophies	3
PHI-132	Philosophy of Education	3
PHI-135	Multicultural Ethics	3
PHI-150	Social and Political Philosophy	3
PHI-160	Environmental Ethics	3

Mathematics

Students seeking an A.A. degree complete one college-level math course. Students seeking an A.S. degree complete 20 credit hours of Mathematics/Science including at least one college-level math course.

MAT-115	Mathematics and Society	3
MAT-117	Math for Elementary Teachers	3
MAT-120	College Algebra	3
MAT-136	Trigonometry & Analytic Geometry	5
MAT-138	College Algebra with Limits	4
MAT-140	Finite Math	3
MAT-149	Linear Algebra	3
MAT-150	Discrete Math	3
MAT-155	Statistical Ideas	3
MAT-157	Statistics	4
MAT-162	Business Statistics	4
MAT-165	Business Calculus	3
MAT-210	Calculus I	4
MAT-216	Calculus II	4
MAT-219	Calculus III	4
MAT-227	Differential Equation with Laplace	4

Science

Students seeking an A.A. degree complete six credit hours from Group A below. See an adviser for requirements specific to your degree.

Group A

BIO-104	Introductory Biology with Lab	3
BIO-112	General Biology I	4
BIO-113	General Biology II	4
BIO-124	Botany for Non-Majors	4
BIO-154	Human Biology	3
BIO-189	Microbes and Society	3
BIO-190	Introductory Biotechnology	3
BIO-195	Human Evolution	3
CHM-110	Intro to Chemistry	3
CHM-111	Intro to Chemistry Lab	1
CHM-132	Intro Organic & Biochemistry	4
CHM-165	General Chemistry I	4
CHM-175	General Chemistry II	4
ENV-115	Environmental Science	3
PHS-151	Intro to Astronomy	3
PHS-170	Physical Geology* OR	3
PHS-175	Environmental Geology*	3
PHS-171	Physical Geology Lab	1
PHS-176	Environmental Geology Lab	1
PHS-180	Evolution of the Earth	3
PHS-181	Evolution of the Earth Lab	1
PHY-120	Introductory Physics	3
PHY-162	College Physics I	4
PHY-172	College Physics II	4
PHY-212	Classical Physics I	5
PHY-222	Classical Physics II	5
SCI-120	Forensic Science	3
SCI-122	Forensic Science Lab	1

Group B

BIO-168	Human Anatomy & Physiology I w/ Lab	4
BIO-173	Human Anatomy & Physiology II w/ Lab	4
BIO-186	Microbiology	4
CHM-262	Organic Chemistry I	4.5
CHM-272	Organic Chemistry II	4.5

*Only one Geology course can count as Science credit.

Social Science

Students seeking an A.A. degree complete 3 courses.

Students seeking an A.S. degree complete 2 courses.

CRJ-100	Introduction to Criminal Justice	3
CRJ-200	Criminology	3
CRJ-201	Juvenile Delinquency	3
ECE-170	Child Growth and Development	3
ECN-120	Principles of Macroeconomics	3
ECN-130	Principles of Microeconomics	3
EDU-240	Educational Psychology	3
(D) EDU-248	Exceptional Persons	3
GEO-115	Human Geography	3
(D) GEO-121	World Regional Geography	3

Arts and Sciences Core Courses

GEO-162	Geography of Iowa	3
HSV-101	Human Services Career Orientation	3
HSV-201	Loss, Trauma and Resilience	3
HSV-292	Substance Abuse and Treatment	3
MMS-101	Mass Media	3
POL-110	Introduction to Political Science	3
POL-111	American National Government	3
POL-121	International Relations	3
(D) POL-125	Comparative Government & Politics	3
POL-150	Introduction to U.S. Foreign Policy	3
PRL-101	Paralegal Studies Orientation	3
PSY-111	Introduction to Psychology	3
PSY-121	Developmental Psychology	3
PSY-241	Abnormal Psychology	3
PSY-251	Social Psychology	3
SOC-110	Intro to Sociology	3
SOC-115	Social Problems	3
SOC-120	Marriage and Family	3
(D) SOC-265	Introduction to Lesbian, Gay, Bisexual & Transgender Studies	3
SOC-284	Sociology of the Environment	3
(D) SOC-200	Minority Group Relations	3

Additional Diversity

Students seeking an A.A. degree may take one of these courses to satisfy the diversity requirement. They count as electives, not as core.

CLS-125	Language and Society	3
CRJ-202	Cultural Awareness for Criminal Justice Practitioners	3
FLC-142	Elementary Chinese II	3
GLS-120	Education Experience Abroad	3
LIT-158	Literature of African Peoples	3

Course Descriptions

How to Read Course Descriptions

ENG-105 Composition I (3)

Develops expository writing with emphasis on organization, supporting details, style, vocabulary and library research skills. (3/0/0/0), Prereq: ENG-101 or qualifying placement score; Arts & Sciences Elective Code: A

Three-letter prefix (ENG) stands for the subject or department of study. (See list below.)

Credit value (3) of the course is indicated in semester hours.

(3/0/0/0) Indicates hours per week spent in **lecture, lab, clinic and internships** respectively.

Arts & Sciences Elective Code:

A = Transfer courses

B = Applied Science and Technology program courses

D = Developmental courses

Course Key

Course descriptions are listed according to the following prefixes:

ACC	Accounting
ADM	Administrative Assistant
ADN	Associate Degree Nursing
AGA	Ag - Agronomy
AGB	Ag - Farm Management
AGC	Ag - Comprehensive
AGE	Ag - Equine
AGF	Ag - Floral
AGH	Ag - Horticulture
AGM	Ag - Mechanics
AGN	Ag - Natural Resources/Forestry
AGP	Ag - Precision Ag
AGS	Ag - Animal Science
AGT	Ag - Technology
AGV	Ag - Vet Tech
ANT	Anthropology
APP	Apparel Merchandising
ARC	Architectural
ART	Art
ASL	American Sign Language
ATR	Automation Tech & Robotics
AUT	Automotive Technology
BCA	Business Computer Applications
BIO	Biology
BUS	Business
CAD	Computer Aided Drafting
CHM	Chemistry
CIS	Computer Information Systems
CLS	Cultural Studies
COM	Communication
CON	Construction

CRJ	Criminal Justice
CRR	Collision Repair/Refinishing
CSC	Computer Science
DAN	Dance
DEA	Dental Assistant
DEN	Dental
DHY	Dental Hygiene
DLT	Dental Lab Technology
DRA	Film and Theatre
DRF	Drafting
DSL	Diesel
ECE	Early Childhood Education
ECN	Economics
EDU	Education
EGR	Engineering
EGT	Engineering Technology
ELE	Electrical Technology
ELT	Electronics
EMS	Emergency Medical Services
END	Electroneurodiagnostic
ENG	English Composition
ENV	Environmental Science
ESI	Intensive English Second Lang.
EXS	Exercise Science
FIN	Finance
FIR	Fire Science
FLF	Foreign Language-French
FLG	Foreign Language-German
FLS	Foreign Language-Spanish
GEO	Geography
GIS	Geographic Information Systems
GRA	Graphic Communications
HCM	Hospitality, Culinary, Management
HCR	Heating & Air Conditioning
HIS	History
HIT	Health Information Technology
HSC	Health Sciences
HSV	Human Services
HUM	Humanities
IND	Industrial Technology
INT	Interior Design
ITP	Interpreting
LIT	Literature
MAP	Medical Assistant
MAS	Masonry
MAT	Mathematics
MFG	Manufacturing
MGT	Management
MIL	Military
MKT	Marketing
MMS	Mass Media Studies
MTR	Medical Transcription
MUA	Music - Applied
MUS	Music - General
NET	Computer Networking
OTA	Occupational Therapy Assistant
PEA	Physical Education Activity
PEC	Coaching Officiating
PEH	General Physical Ed. & Health
PEV	Intercollegiate Physical Ed.
PHI	Philosophy
PHR	Pharmacy Tech
PHS	Physical Science
PHY	Physics
PLU	Plumbing
PNN	Practical Nursing
POL	Political Science
PRL	Paralegal

PSY	Psychology
PTA	Physical Therapist Assistant
PWL	Powerline
RCP	Respiratory Therapist
RDG	Reading
REL	Religion
SCI	Science
SDV	Student Development
SOC	Sociology
SPC	Speech
SUR	Surgical Technology
UTL	Utilities
WAT	Water Environmental Tech
WEL	Welding
WTT	Wind Energy & Turbine Tech

ACC: Accounting

ACC-111 Introduction to Accounting (3)

Introduces accounting principles for non-accounting majors. Includes analyzing, classifying and recording business transactions. Emphasizes understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

ACC-120 Survey of Accounting (3)

Introduces basic concepts of financial and managerial accounting, with emphasis on how accounting reports are used by managers, investors, and other business stakeholders and how transactions impact the three primary financial statements, showing the integrated nature of accounting. Provides an overview of the accounting cycle, internal control, budgeting, decision making and inventory management issues. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

ACC-152 Financial Accounting (4)

Introduces the basic concepts and procedures of accounting including the accounting cycle, merchandise accounting, internal control, long-term and contingent liabilities, corporate accounting and the collection of data for external reporting. Includes the preparation and analysis of financial statements. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: A

ACC-156 Managerial Accounting (4)

Surveys the basic concepts and procedures of accounting to include managerial, manufacturing and cost accounting for decision making. Credits: 4, Hours: (4/0/0/0), Prereq: ACC-152; Arts & Sciences Elective Code: A

ACC-191 Financial Analysis (3)

Provides basic techniques for analyzing the flow of a business' funds and methods for selecting and interpreting financial ratios. Credits: 3, Hours: (3/0/0/0), Prereq: minimum grade C- in ACC-152; Arts & Sciences Elective Code: A

ACC-200 Professionalism: Accounting Club (1)

Develops and recognizes leadership and teamwork through a student-focused professional organization. Emphasizes leadership develop-

ment and professional networking activities. Students participate in state and local conferences, perform community service and seek career skills. This course may be repeated for credit. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

ACC-222 Cost Accounting (4)

Relates the principles and methods of analyzing accounting data for planning and control, product costing and decision making. Emphasis on job orders, process and standard cost accounting systems, budgeting and cost-volume-profit analysis. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-140, minimum grade C- in ACC-156; Arts & Sciences Elective Code: A

ACC-231 Intermediate Accounting I (4)

Includes a review of accounting procedures and the reporting process. Provides an in-depth analysis of the asset and liability sections of the balance sheet. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-140, minimum grade C- in ACC-156; Arts & Sciences Elective Code: A; Comments: MAT-140 may also be taken as a corequisite

ACC-232 Intermediate Accounting II (4)

Emphasizes corporate accounting, incomplete records, price level accounting, the funds statement, pension accounting, leases and financial statement analysis. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-140, minimum grade C- in ACC-231; Arts & Sciences Elective Code: A

ACC-265 Income Tax Accounting (4)

Introduces the federal income tax law, its purpose and development and its significance for tax planning. Emphasis is placed on individual and business tax law with an introduction to corporations. Credits: 4, Hours: (4/0/0/0), Prereq: minimum grade C- in ACC-152; Arts & Sciences Elective Code: A

ACC-313 Accounting Applications (4)

Compares the manual accounting cycle system to professional accounting software. Introduces concepts and procedures used in determining payroll taxes, and laws and regulations affecting payroll. Emphasizes accounting cycles and the management of accounting data through student projects. Students use a commercial accounting package. Credits: 4, Hours: (4/0/0/0), Prereq: BCA-205 or CSC-110, ACC-111 or ACC-152; Arts & Sciences Elective Code: B

ACC-362 Accounting Spreadsheets (4)

Addresses the use of spreadsheet software as a problem-solving tool for the accountant. This tool is used to develop models that can be used to analyze data, create what-if scenarios, and automate computations, sort and group data, and view data graphically. The topics include, but are not limited to, planning, building, testing and documenting worksheets. Special topics include, but are not limited to, functions, charts, solver, data management, multiple worksheets, data tables, integration with other applications and macros. Credits: 4, Hours: (4/0/0/0), Prereq: BCA-205 or CSC-110, ACC-111 or ACC-152; Arts & Sciences Elective Code: B

ACC-491 Accounting Capstone (3)

Brings together and develops further the various accounting concepts introduced in earlier course work. Demonstrates how the various components

of an accounting system work together. This course is project-based with emphasis on evaluation and analysis of accounting reports. Credits: 3, Hours: (3/0/0/0), Prereq: minimum grade C- in ACC-222, ACC-231, ACC-265 and ACC-362; Arts & Sciences Elective Code: B

ACC-928 Independent Study (1-3)

Provides readings, training and basic research under the guidance of a faculty member. Frequently includes an extensive community service component. Credits: 1-3, Hours: (0/2-6/0/0), Arts & Sciences Elective Code: B; Comments: Permission of sponsoring faculty member

ACC-949 Special Topics (1-3)

Offers a learning experience using readings, case studies, group projects and basic research. Instruction related to current relevant topics in the accounting and business environment. Credits: 1-3, Hours: (0/2-6/0/0), Prereq: minimum grade C- in ACC-152; Arts & Sciences Elective Code: B

ADM: Administrative Assistant

ADM-105 Introduction to Keyboarding (1)

Provides instruction in alphabetic and numeric keyboarding and includes exercises designed to increase speed to 30 words per minute with five or fewer errors on five-minute timed writings. Includes instruction in the use of proofreaders' marks and how to create a business letter in block format using Microsoft Word. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

ADM-122 Document Formatting (2)

Presumes students already know the alphabetic and numeric keyboard. Instruction includes exercises designed to increase speed to 45 words per minute with five or fewer errors on five-minute timed writings. Includes instruction in creating standard business letters, interoffice memos, tables, simple reports and newsletters using Microsoft Word. Credits: 2, Hours: (1/2/0/0), Prereq: ADM-105; Arts & Sciences Elective Code: A

ADM-133 Business Math and Calculators (3)

Provides for the integration of business math concepts and formulas. Emphasizes current business math practices built on the foundation of mathematical problem solving. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-707; Arts & Sciences Elective Code: A

ADM-142 Desktop Publishing (3)

Allows students to create professional-quality documents, such as one-page bulletins or short newsletters, using desktop publishing software. The student will also integrate text, graphic and image files previously created with a variety of application software. Credits: 3, Hours: (2/2/0/0), Prereq: ADM-122 or BCA-135; Arts & Sciences Elective Code: B

ADM-154 Business Communication (3)

Develops skills and knowledge needed for effective verbal and written communication in the workplace environment. Focuses on creating business-related correspondence including emails, memos, letters and reports, preparing

and giving oral presentations, and learning important practices in doing business with other cultures. Credits: 3, Hours: (3/0/0/0), Prereq: COM-710 and ADM-165, or ENG-105; Arts & Sciences Elective Code: B

ADM-163 Office Concepts and Procedures (3)

Provides for an understanding of the concepts, terminology, skills and procedures needed for employment in an office. This course covers such topics as telephone and teleconference techniques, travel arrangements, meetings, mail and shipping services, ethics and professionalism, office supplies and other basic office information. Credits: 3, Hours: (3/0/0/0), Prereq: COM-710 or ENG-105; Coreq: BCA-136, BCA-179, BCA-205; Arts & Sciences Elective Code: B

ADM-164 Administrative Office Applications (3)

Integrates the skills, knowledge and personal qualities necessary for an administrative assistant to perform the operational and supervisory functions for today's computerized office. Provides simulated office activities in a team environment using integrated software, problem-solving techniques and decision-making experiences with special emphasis on creativity, computer applications and professionalism. Credits: 3, Hours: (3/0/0/0), Prereq: ADM-163; Arts & Sciences Elective Code: A; Comments: This is a capstone course that utilizes software to complete a simulation. Teaching of the software is not done in this course.

ADM-165 Information Processing (3)

Develops and applies oral, written and listening communication skills using a variety of tools in an individualized environment. Students learn to use transcription and voice recognition equipment in order to make formatting decisions while improving listening skills. Student learning outcomes focus on English, proofreading, editing and producing mailable documents. Credits: 3, Hours: (3/0/0/0), Prereq: COM-710 or ENG-105; Coreq: BCA-136; Arts & Sciences Elective Code: B

ADM-176 Electronic Records System (3)

Create, collect, process, maintain, retrieve, use, store, disseminate and dispose of records using an electronic records system. Student use the Windows environment to store records according to ARMA (Association of Records Managers and Administrators, Inc.) alphabetic rules. Numeric, geographic, and subject filing rules are explored. Students research and present up-to-date material on retention, retrieval and transfer of records. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

ADM-187 Administrative Assistant Capstone (1)

Focuses on assembling artifacts highlighting student's learning while attending Kirkwood Community College. Results in the creation of electronic and paper portfolios, showcasing student's competency levels for each of the Administrative Assistant program outcomes. Builds student's employment conversation skills. Conversation skills and the e-portfolio are featured during the final exam presentation. Credits: 1, Hours: (1/0/0/0), Prereq: ADM-164, BCA-138; Coreq: BUS-290, BUS-932; Arts & Sciences Elective Code: B

ADM-257 Professionalism in the Workplace (2)

This course covers the various aspects of professionalism. Students complete five units of course work that focus on professional growth, professional organizations, success, professional image and research. Students create a professional growth plan, determine the value of professional organizations, develop success attributes, hone a professional image and research various career options. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

ADM-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

ADN: Associate Degree Nursing

ADN-105 Introduction to Associate Degree Nursing (1)

Examines the role of the associate degree registered nurse. Concepts of nursing process, wellness, community and management are introduced. Credits: 1, Hours: (1/0/0/0), Prereq: PNN-533, PNN-732, PSY-111, PSY-121, SPC-101; Coreq: ADN-577, ADN-723; Arts & Sciences Elective Code: B

ADN-160 Nursing Care of Specific Populations (3)

Builds on the concepts of previous nursing courses with an emphasis on the care of high risk obstetric, pediatric and mental health patients. Focuses on health promotion, ethical/legal considerations, family-centered care and common alterations seen in high risk obstetric, pediatric and mental health patients. Credits: 3, Hours: (3/0/0/0), Prereq: PNN-129, PNN-436, PNN-702; Coreq: ADN-730; Arts & Sciences Elective Code: B

ADN-170 Concepts of Nursing (5.5)

Focuses on the care of adult patients with health alterations that require medical and/or surgical intervention. Integrates patient centered care, cultural sensitivity, pharmacology, health promotion and education, safety, evidence based practice, interdisciplinary collaboration and professionalism throughout the course. Credits: 5.5, Hours: (5/1/0/0), Prereq: ADN-160, ADN-730; Coreq: ADN-740; Arts & Sciences Elective Code: B

ADN-180 Advanced Concepts of Nursing (4)

Introduces nursing students to advanced principles of patient care, building on acquired knowledge and development of critical thinking skills from previous course work. Focuses on patient care associated with acute and chronic multi-system disease dysfunction and the physical and psychosocial adaptation of adult patients. Discusses professional nursing roles in the community, leadership and management, as well as nursing trends. Integrates the nursing process and evidence-based practice throughout the course. Emphasizes acquiring knowledge to facilitate clinical decision-making skills needed to provide safe patient care. This course is taught concurrently with Advance Concepts of Nursing Clinic. Credits: 4, Hours: (4/0/0/0), Prereq:

ADN-170, ADN-740; Coreq: ADN-750; Arts & Sciences Elective Code: B

ADM-187 Administrative Assistant Capstone (1)

Focuses on assembling artifacts highlighting student's learning while attending Kirkwood Community College. Results in the creation of electronic and paper portfolios, showcasing student's competency levels for each of the Administrative Assistant program outcomes. Builds student's employment conversation skills. Conversation skills and the e-portfolio are featured during the final exam presentation. Credits: 1, Hours: (1/0/0/0), Prereq: ADM-164, BCA-138; Coreq: BUS-290, BUS-932; Arts & Sciences Elective Code: B

ADN-500 Professional Roles III: Transitions (2)

Provides the individual pursuing a nursing career with the knowledge and skills necessary to effectively lead and manage others in the health care system. Emphasizes the PN role in leadership and management including practical nursing standards of practice and the significance of functioning according to state regulations and statutes, role transition from PN to RN and nursing process. Credits: 2, Hours: (2/0/0/0), Prereq: PNN-129, PNN-436, PNN-702; Coreq: ADN-160, ADN-730; Arts & Sciences Elective Code: B

ADN-577 Associate Degree Nursing I (3.5)

Emphasizes the utilization of the nursing process to promote adaptation in clients with physiological problems. Concepts studied include acid/base balance, fluid and electrolytes, shock, and biological defenses. Selected disease states present in the adult population assist in the application of these concepts. The areas of pathophysiology, nutrition and pharmacology are integrated relative to the client problems. Advanced skills are practiced in a supervised lab setting. Credits: 3.5, Hours: (3/1/0/0), Prereq: PNN-533, PNN-732, PSY-111, PSY-121, SPC-101; Coreq: ADN-105, ADN-723; Arts & Sciences Elective Code: B

ADN-653 Associate Degree Nursing II (3)

Emphasizes the utilization of the nursing process to promote adaptation in adults, families and communities. Selected cardiovascular and neurological disease states are studied. Advanced psychosocial concepts and illnesses are studied in the context of the family and the community. The areas of pathophysiology, nutrition and pharmacology are integrated relative to the client problems. Credits: 3, Hours: (3/0/0/0), Prereq: ADN-105, ADN-577, ADN-723; Coreq: ADN-724; Arts & Sciences Elective Code: B

ADN-654 Associate Degree Nursing III (4)

Emphasizes the utilization of the nursing process to promote adaptation in adult, pediatric and obstetrical clients with acute multi-system problems. Registered nurse roles related to community and management are studied. The areas of pathophysiology, nutrition and pharmacology are integrated relative to the client problems. Credits: 4, Hours: (3/2/0/0), Prereq: ADN-653, ADN-724; Coreq: ADN-725; Arts & Sciences Elective Code: B

ADN-723 Associate Degree Nursing Clinical I (3)

Focuses on the application of knowledge, psychomotor and affective skills to perform the role of provider of care. Emphasis is on making advanced assessments and performing nursing skills associated with acute inpatient settings.

Concepts related to nutrition, pharmacology, pathophysiology and care planning are applied. Credits: 3, Hours: (0/0/9/0), Prereq: PNN-732; Coreq: ADN-105, ADN-577; Arts & Sciences Elective Code: B

ADN-724 Associate Degree Nursing Clinical II (3)

Focuses on the application of knowledge, psychomotor and affective skills to perform the role of provider of care. Emphasis is on making advanced physiological and psychosocial assessments and planning individualized care in acute inpatient settings. Concepts related to nutrition, pharmacology, pathophysiology and care planning are applied. Credits: 3, Hours: (0/0/9/0), Prereq: ADN-105, ADN-577, ADN-723; Coreq: ADN-653; Arts & Sciences Elective Code: B

ADN-725 Associate Degree Nursing Clinical III (4)

Focuses on the application of knowledge, psychomotor and affective skills to perform the role of provider of care. Emphasis is on developing, prioritizing and evaluating individualized care of clients with complex disease states in acute care and community settings. Concepts related to nutrition, pharmacology, pathophysiology and care planning are applied. Credits: 4, Hours: (0/0/12/0), Prereq: ADN-653, ADN-724, BIO-186; Coreq: ADN-654; Arts & Sciences Elective Code: B

ADN-730 Nursing Care of Specific Populations Clinic (2.25)

Builds on the concepts of previous nursing courses with an emphasis on the care of high risk obstetric, pediatric and mental health patients. Focuses on health promotion, ethical/legal considerations, family-centered care and common alterations seen in high risk obstetric, pediatric and mental health patients. Credits: 2.25, Hours: (0/0/6.75/0), Prereq: PNN-129, PNN-436, PNN-702; Coreq: ADN-160, ADN-500; Arts & Sciences Elective Code: B

ADN-740 Concepts of Nursing Clinic (3)

Provides clinical experiences in which students have an opportunity to apply theoretical concepts and implement safe patient care to adult patients and families with health alterations that require medical and/or surgical intervention in a variety of settings. Incorporates application of the nursing process, advanced assessment skills, family-centered care, interdisciplinary collaboration, professionalism, cultural sensitivity, use of informatics and evidence based practice to promote clinical reasoning and safe practice. The student is required to successfully complete the lab portion of this course before progressing to clinical. Credits: 3, Hours: (0/0/9/0), Prereq: ADN-160, ADN-730; Coreq: ADN-170; Arts & Sciences Elective Code: B

ADN-750 Advanced Concepts of Nursing Clinic (3.5)

Focuses on the advanced nursing care of patient, families and communities with complex multi-system health problems in the acute and community settings. Provides students an opportunity to apply theoretical concepts and implement safe patient care to adult patients, families and communities with complex health alterations that require medical and/or surgical intervention in a variety of settings. Emphasizes leadership,

Course Descriptions

time management and organizational skills, while managing the care of multiple patients and collaborating with the interdisciplinary team in the acute and community settings. Focuses on effective care, assessment and evaluation of patients, families and populations using evidence-based best practices, informatics, safety and clinical reasoning. Credits: 3.5, Hours: (0/0/10.5/0), Prereq: ADN-170, ADN-740; Coreq: ADN-180; Arts & Sciences Elective Code: B

AGA: AG-Agronomy

AGA-114 Principles of Agronomy (3)

Presents instruction in crop plant classification, use and identification. Also covers cropping systems, tillage methods, planting and harvesting methods, and crop growth patterns. A balance of theoretical and practical crop science. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

AGA-154 Fundamentals of Soil Science (3)

Studies physical and chemical properties of soil, soil formation and classification. Also studies the essential plant nutrients and their availability in soil. Balances theoretical and practical aspects of soil fertility and includes soil testing and fertilizer products. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

AGA-165 Agricultural Fertilizers and Chemicals (3)

Reviews fertility concepts and relates them to fertilizers and fertilizer application methods. Includes soil sampling methods, analyzing a soil test report, choosing application methods and calculating fertilizer costs. Studies herbicides and insecticides used on Midwestern farms. Topics include chemical safety, selection and application methods. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGA-170 Fertilizer Management (3)

Covers principles of nutrient management as they relate to soil, plants, fertilizer practices, management systems and the environment. Discusses manure management plans, handling laws and how they impact farming operations. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

AGA-209 Row Crop Production (3)

Studies and compares different types of tillage methods, seed varieties, fertilizer programs, diseases and chemical application, as well as weed control and new harvest methods used in modern row crop production. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGA-217 Field Crop Harvesting and Drying (3)

Introduces the basics, theory and operation of combines and choppers with actual in-the-field adjustment and operation of machines. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

AGA-283 Pesticide Application Certificate (2)

Prepares students for the Iowa Commercial Applicators or Iowa Private Applicators examinations. Studies agricultural chemicals using the Iowa Core Manual, which emphasizes proper application techniques, safety and regulatory

compliance. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

AGA-376 Integrated Pest Management (3)

Develops observation and identifies symptoms of insect damage, weed and herbicide problems. Utilizes the concept of integrated pest management and economic threshold in recommending control methods. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGA-381 Crop Scouting (3)

Focuses on identification of pest problems in crops and on developing an integrated pest management program. Students learn to utilize economic thresholds in recommending control methods. Students also learn to prevent potential fertility, pest and environmental problems with crop production practices. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGA-880 Forage Crop Management (3)

Covers production and management of forage crops in pasture and field scenarios. Emphasizes optimizing yield, quality and stand persistence in grazing, hay and silage systems. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGA-948 Special Projects (1-3)

Includes an agreed-to development plan for an applied problem solution. Students and instructor meet regularly for discussion, observation and evaluation of the project development. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGB: AG-Farm Management

AGB-101 Agricultural Economics (3)

Principles of production, supply and demand applied to economic problems of agriculture and agricultural-related industries, and to decisions in farm management, marketing, foreign trade and agricultural policy. Reviews the principles of diminishing returns, marginal costs, opportunity cost, substitution, and the concept of risk and uncertainty. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGB-133 Introduction to Ag Business (3)

Focuses on entrepreneurship in agribusiness. Includes the study of marketing, budgeting, financial statements, purchasing, business structure, customer relations and inventory control. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGB-235 Introduction to Agriculture Markets (3)

Studies the concepts, institutions, procedures, methods and problems in moving goods or services from the producer to the consumer. Cash marketing, forward contracting, futures marketing and options marketing are taught. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

AGB-321 Agricultural Procedures and Safety (2)

Focuses on the development, implementation and assessment of appropriate actions in a variety of agricultural settings. Covers the theory and application of the modern agricultural safety

movement in the United States. Emphasizes the reduction of unnecessary risks in agriculture. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

AGB-325 Agricultural Construction and Repair (3)

Deals with knowledge and skill development in general repair and construction with regard to a general stable, farm or livestock production system. Deals with practical aspects of concrete, carpentry, plumbing and electricity. When possible, real laboratory situations are used to present of this information. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

AGB-330 Farm Business Management (3)

Applies farm accounting, economic principles and budgeting to the organization and management of a farm business. Includes risk and uncertainty, precautions and adjustments, size of business, capital acquisition and control, as well as crop, livestock, machinery and labor management considerations. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

AGB-331 Entrepreneurship in Agriculture (3)

Covers the organization, research and planning necessary to be a successful entrepreneur in the agriculture and food sectors. Focuses on opportunity recognition and assessment, and business plan development, which includes research, organization, location, competition, production of the product or service, marketing, finance, staffing, monitoring and measuring for both private and social enterprises. Emphasizes financial needs and projection. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGB-336 Agricultural Selling (3)

Covers the fundamentals and techniques of successful selling, developing sales personality and the selling cycle. Practical application through sales presentation of the principles of selling using videotape as a self-evaluation device. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGB-466 Agricultural Finance (3)

Emphasizes general principles associated with the evaluation of management and the use of capital in agricultural business. Application of effective use of credit and credit instruments, and description and analysis of agricultural credit institutions and agencies will be taught. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

AGB-470 Farm Records, Accounts, Analysis (3)

Provides knowledge of methods of keeping farm records and accounts for farm and tax management uses. Students complete a record keeping project and prepare a cash flow budget, income statement and balance sheet. Uses double-entry procedures along with a farm accounting computer program. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

AGC: AG-Comprehensive

AGC-103 Ag Computer (3)

Studies the use of personal microcomputers for processing farm and financial records. Emphasizes word processing, database management,

spreadsheets, PowerPoint presentations and Internet use. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGC-115 Ag Career Orientation (1)

Provides students with an overview of their chosen career field. Students identify areas of interest within the industry and make an educational plan to attain their career goals. Includes activities to assist students in adjusting to college life and exploring Kirkwood opportunities. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGC-120 Applied Agricultural Concepts (2)

Provides students with the background and fundamental skills to be employed in the Ag Industry. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGC-130 Mathematics I - Agriculture (3)

Provides the student with math skills relating to agricultural economics, agribusiness, animal science, agronomy and agricultural mechanics. Applies the basic math functions and basic algebra to practical agricultural situations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGC-160 Introduction to Technical Chemistry (4)

Provides a background in general chemistry that enables students to succeed in clinical chemistry. The hands-on laboratory exercises allow students to learn physical chemical properties and work more efficiently in an industry laboratory. Credits: 4, Hours: (3/2/0/0), Arts & Sciences Elective Code: B

AGC-210 Employment Seminar (1)

Assists the student in planning and knowing the rules in employment internship. Includes current topics on resume writing, interviewing techniques and other job-hunting skills. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGC-313 Leadership in Agriculture (1)

Develops skills in using parliamentary procedure, business meeting agendas, techniques of delegation, applied communication skills, organization structure and job-seeking skills. Includes determining cooperative activities, organization funding, committee functions and leading discussion groups. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGC-314 Leadership in Agriculture (2)

Develops skills in using parliamentary procedure, business meeting agendas, techniques of delegation, applied communication skills, organization structure and job-seeking skills. Includes determining cooperative activities, organization funding, committee functions and leading discussion groups. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGC-420 Issues in Agriculture (3)

Studies the policies and issues that affect American agriculture and rural society. Explores the methods of accessing those who form agricultural policy and economic/social systems. Focuses on agricultural/environmental laws, regulations and technologies driving current policymaking, and how they impact stakeholders in a rapidly changing agricultural economy. Prepares students to think critically within today's global economy and

changing workforce. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGC-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of an honors faculty member. Requires completion of an honors project learning contract. Requires approval of supervising professor and dean. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGC-932 Internship (2-6)

Provides on-the-job training in an approved business establishment. Valuable learning experiences are structured by the program coordinator and the training sponsor. Credits: 2-6, Hours: (0/0/0/8-24), Arts & Sciences Elective Code: B; Comments: Program coordinator approval

AGE: AG-Equine

AGE-104 Total Fitness for the Rider (1)

Students learn basic principles and techniques in strength training and conditioning to help performance and communication with the horse. Critical elements of equestrian fitness to be covered include basic fitness program design, nutrition, various lifting techniques or modalities, flexibility, and cardiovascular fitness. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

AGE-107 Trail Riding (1-2)

Introduces factors that affect a horse on the trail such as laws, ride preparation, equipment, trail etiquette, application of reins, seat and anticipation. Credits: 1-2, Hours: (0.5-1/1-2/0/0), Prereq: AGE-109 or AGE-110; Arts & Sciences Elective Code: B; Comments: Permission of instructor and dean.

AGE-108 Horsemanship I (3)

Introduction to the principles of horsemanship stressing horse care before and after riding, the initial seat position, elements of the seat, posting trot, coordination of the aids, turns and leads of the canter, as well as anatomical, physiological and psychological implications involved in riding. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

AGE-109 Horsemanship II (3)

Further development of the balanced seat, good hands and correct form at the natural gaits of the horse. Includes application of the principles of basic ground work. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

AGE-110 Introduction to Basic Riding (2)

Provides applied instruction in developing the western rider and horse. Balanced-seat approach stressed; covers horse handling, grooming, haltering, leading, saddling, bridling and fundamentals of walk, jog and beginning lope. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGE-111 Advanced Western Horsemanship (3)

Instruction in developing western rider and horse. Balanced seat approach is stressed with rider's role in controlling action and movement in stock horse application. Credits: 3, Hours: (1/4/0/0),

Prereq: AGE-110; Arts & Sciences Elective Code: B

AGE-112 Advanced Horsemanship Techniques (2)

Provides basic fundamental points of riding by the execution of a horse of complex maneuvers in response to barely perceptible movements of a rider's hands, legs and weight. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B; Comments: Previous riding class or permission of instructor.

AGE-121 Horse Evaluation (3)

Provides information on horse conformation. Students can apply knowledge and develop their potential in judging horses by comparatively analyzing a class of horses. Students will cover anatomy and skeletal structure. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGE-130 Horse Nutrition (3)

Discusses essential nutrients and their role in an animal's metabolism. Covers unique digestive physiology and anatomy, nutrient excess and deficiency symptoms, and includes lab exercises. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGE-161 Instructing Horsemanship (3)

Students learn an understanding of running a riding lesson program, what considerations need to be taken, horse selection and riding ability levels. Credits: 3, Hours: (2/2/0/0), Prereq: AGE-108 or AGE-110; Arts & Sciences Elective Code: B

AGE-168 Horse Breeds Selection (2)

Recognizes the major and minor horse breeds and their uses. Students identify the different breeds as to their breed characteristics, origin, capabilities, type, conformation and history of the breed from the beginning to the present. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGE-169 Equine Fitting and Grooming (3)

Applies actual feeding and care of the college's horses under a practical management situation. Certain competency tests must be performed related to an efficient stable master schedule and the implementation of a schedule and the tasks related to such. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGE-170 Health and Performance Management of the Horse (3)

Discusses and identifies the conformation of the horse, the respiratory, digestive, nervous and circulatory systems, plus skeletal and muscle structure. Relates causes and prevention of economically important horse diseases. Current state and federal regulations are also described. This course is generally taught by a veterinarian. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGE-172 Equine Ground Work (2)

Applies actual care and feeding of the college's horses under a practical management situation. Competency tests in both working with horses on the ground and presentation of halter classes are performed. Credits: 2, Hours: (.5/3/0/0), Arts & Sciences Elective Code: B

AGE-185 Equine Facilities Maintenance and Mechanics (3)

Establishes basic understanding and manipulative skills related to facility maintenance. Deals with the fundamentals of farm carpentry, fences, concrete, buildings, stalls, plumbing, electricity and general upkeep. Competency base is stressed. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGE-202 Equine Genetics and Breeding Management (3)

Covers the physiology and anatomy of the mare and stallion. Includes breeding management of both mare and stallion. Reviews common fertility problems in both. Discusses and identifies causes of absorption and abortion in the mare. Identifies common techniques used in equine reproduction, including artificial insemination. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGE-206 Advanced Breeding Management (2)

Introduces advanced reproductive techniques using state-of-the-art equipment. Discusses diagnostic testing. Students get experience extending, cooling, freezing semen and evaluating semen. Students learn to understand and read uterine biopsy results, including how to prepare specimens for uterine cytology and microbiology. Credits: 2, Hours: (1/2/0/0), Prereq: AGE-205; Arts & Sciences Elective Code: B

AGE-209 Equine Anatomy & Physiology (2)

Beginning anatomy and physiology with veterinary equine clinical emphasis. Provides the basis for a study of conformation, production and pathological process of diseases in horses. Credits: 2, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

AGE-211 Equine Business Management I (3)

Applies accounting, economic principles and budgeting to the organization and management of an equine business. Includes risk and uncertainty, precautions and adjustments, business size, capital acquisition and control, as well as herd, pasture, machinery and labor management considerations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGE-212 Equine Business Management II (3)

Applies the necessary steps in becoming a horse business owner from investing, licenses and tax benefits. Other areas covered include marketing, insurance, buying and selling, employees and independent contractors, pedigree or performance records, and IRS information. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGE-213 Management of the Racing Thoroughbred (2)

Identifies the techniques of managing the thoroughbred racehorse. Describes the basic care of the thoroughbred including feeding, veterinary, farrier and conditioning practices. Identifies special techniques, which include taking temperature, pulse, respiration, X-rays, blood counts and pre-race preparation. Interpretation and analysis of thoroughbred pedigrees and racetrack operations are taught. Some course time may be spent at a racetrack. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGE-230 Training I (3)

Introduces initial horse training principles and techniques. Emphasizes natural horsemanship theory and practice. Credits: 3, Hours: (1/4/0/0), Prereq: AGE-109, AGE-172; Arts & Sciences Elective Code: B; Comments: Grades in prerequisite courses must be B or higher

AGE-231 Training II (3)

Builds on the principles, theories and practical experiences learned in Training I. Covers early training, handling, lunging, and horsemanship, with an emphasis on equine psychology. Presents proper methodology for various bits and equipment. Credits: 3, Hours: (1/4/0/0), Prereq: AGE-230; Arts & Sciences Elective Code: B

AGE-232 Training III (2)

Provides instruction in management of specialized training of various types of horses. Emphasis is on the theory and practice of training principles, horsemanship skills and methods, and how they are executed. Credits: 2, Hours: (1/2/0/0), Prereq: AGE-230, AGE-231; Arts & Sciences Elective Code: B

AGE-240 Fundamentals of Training (3)

Deals in basic training fundamentals on an individual basis. This is an open lab course. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGE-241 Colt Starting (3)

Designed to teach students the fundamental principles of training the young horse through practical application. Credits: 3, Hours: (1/4/0/0), Prereq: AGE-230 or AGE-231 or AGE-232; Arts & Sciences Elective Code: B

AGE-246 Long Lining and Driving Techniques (3)

Improves the basic techniques of long reining and driving. Includes tack familiarization, rein use, long-lining, preliminaries to harnessing and driving. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGE-253 Horse Shows (2)

Identifies and applies necessary requirements to prepare and show a horse, and includes instruction and participation in setting up and conducting a horse show. Provides the opportunity to show in available horse shows. Credits: 2, Hours: (.5/3/0/0), Arts & Sciences Elective Code: B

AGE-260 Introduction to Farrier Science (1)

Presents basic hoof preparation and trimming concepts. Students study current hoof status (before and after), foot and leg problems, and methods of correction. Stresses applied lab technique, with forge work available. Credits: 1, Hours: (0.5/1/0/0), Arts & Sciences Elective Code: B

AGE-261 Legs and Hoof (3)

Provides instruction on the care and condition of horses' legs and feet, and covers basic concepts of correct preparation and shoeing of a horse, foot unsoundness, leg problems, and methods of correction by proper trimming and shoeing. Includes the examination of stance, gaits, unsoundness, breed requirements, methods of restraint, and types of corrective shoes and how they function. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGE-270 Equestrian Drill Team (2)

Riders and horses are developed into a working unit of two or more drill teams. Western balance seat is stressed with work on maneuvers, routine and patterns. Horsemanship is taught to improve communication between horse and rider. Historical study of where and how the maneuvers were used in cavalry units of Iowa is included. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGE-290 Horse Projects (1-3)

A preplanned schedule for discussion, observation and evaluation of the horse project is developed. Covers athletic performance of the horse, training and environmental effects, and use of records. Management of facilities and other horse projects are stressed. Includes an agreed-to development plan for an applied problem solution. Credits: 1, Hours: (1/0/0/0), Prereq: AGE-230; Arts & Sciences Elective Code: B

AGE-295 Western Style Training Project (3)

Introduces Western pleasure training fundamentals, techniques, equipment (bits, reins and training aids) and horse conformation. Emphasizes correct movement of horse and rider, as well as learning the meaning of "forward motion." Riders develop individual goals for themselves and their horses. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGF: AG-Floral

AGF-120 Floral Plant Identification and Care I (2)

Studies identification, care and handling requirements of cut flowers and foliage and green and blooming plants commonly sold in retail flower shops. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGF-122 Floral Plant Identification and Care II (2)

Studies the common and botanical names and growth requirements of green, blooming and bedding plants commonly sold in retail flower shops. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

AGF-130 Floral Careers Computer Literacy (2)

Introduces students to applications for computers in the floral industry and computer use for assignments in the Floral Careers program. Topics include operating systems, MS Word, hardware and software, terminology, functions, applications, Windows, spreadsheets and Internet. Designed for the student with little or no computer experience. Self-paced. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGF-135 Floral Careers Plant Propagation (2)

Studies environmental factors needed to produce optimum growth requirements of green and bedding plants in lecture and laboratory settings. Introduces techniques used in reproducing plants through sexual and asexual methods. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGF-140 Floral Design I (3)

Introduces basic geometric design of fresh arrangements, corsages, Christmas arrangements, funeral flowers, potted plants and green planters.

Includes use of tools and supplies. Credits: 3, Hours: (1/4/0/0), Coreq: AGF-160; Arts & Sciences Elective Code: B

AGF-142 Floral Design II (3)

Studies advanced floral design of fresh flowers, funeral, memorial and wedding arrangements. Credits: 3, Hours: (1/4/0/0), Prereq: AGF-140; Coreq: AGF-162; Arts & Sciences Elective Code: B

AGF-144 Floral Design III (3)

Involves advanced all-occasion and wedding designing, including table setting and copy work. Credits: 3, Hours: (1/4/0/0), Prereq: AGF-142; Coreq: AGF-164; Arts & Sciences Elective Code: B

AGF-146 Floral Design III B (1)

Promotes student's individual style through introduction of current design trends and floral industry influences. Credits: 1, Hours: (0/2/0/0), Prereq: AGF-144; Arts & Sciences Elective Code: B

AGF-150 Retail Flower Shop Operation I (3)

Introduces the florist business, floral product sales, general selling and efficient shop layout. Studies the processing of floral orders, terminology and telephone procedures. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGF-152 Retail Flower Shop Operation II (4)

Studies the aspects of the floral business involving funeral and wedding arrangements. Sales and etiquette of these floral products is included. Credits: 4, Hours: (4/0/0/0), Prereq: AGF-150; Arts & Sciences Elective Code: B

AGF-154 Retail Flower Shop Operation III (2)

Analyzes the floral business as a center of employment, personnel policies, shop management and operations. Credits: 2, Hours: (2/0/0/0), Prereq: AGF-150, AGF-152; Arts & Sciences Elective Code: B

AGF-160 Event Planning I (1)

Introduces the career of an event planner. Includes characteristics of an event planner, organizing the business, marketing and networking. Students plan, produce and successfully execute special events. Credits: 1, Hours: (.5/1/0/0), Coreq: AGF-140; Arts & Sciences Elective Code: B

AGF-162 Event Planning II (1)

Emphasizes instruction and practical experience in many areas of event planning, with major emphasis on wedding planning and corporate events. Students plan, produce and successfully execute special events. Credits: 1, Hours: (.5/1/0/0), Prereq: AGF-160; Coreq: AGF-142; Arts & Sciences Elective Code: B

AGF-164 Event Planning III (3)

Emphasizes instruction and practical experience in event planning, including event planning management, contract negotiation, visual presentation, and marketing and advertising special events. Students plan, produce and successfully execute special events. Credits: 3, Hours: (2/2/0/0), Prereq: AGF-162; Coreq: AGF-144; Arts & Sciences Elective Code: B

AGF-300 Design Show Seminar (2)

Introduces students to current technical information used for problem solving in the floral industry. Special emphasis is devoted to planning and conducting the annual floral design show.

Credits: 2, Hours: (2/0/0/0), Coreq: AGF-144; Arts & Sciences Elective Code: B

AGH: AG-Horticulture

AGH-102 Horticulture Math (3)

Reviews basic math calculations including math operations, fractions, decimals, introductory algebra and geometry. Relates math problems to horticulture applications. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGH-110 Success in Horticulture (1)

Acquaints students with critical issues relevant to horticulture, and provides information, skills and opportunities to be successful in the program, as well as their chosen career. Encourages students to stay engaged in their educational experience, both in and outside the classroom. This class is a source for both personal and academic growth, where students can develop lasting relationships and acquire skills to help them in making difficult choices. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGH-112 Introduction to Turfgrass Management (3)

Examines the culture of turf with an emphasis placed on establishments, turf varieties, and pest identification and control. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-120 Herbaceous Plant Materials (3)

Studies the identification and cultural requirements of approximately 40 annual and 40 herbaceous perennial plants. Includes bed establishment and care. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-123 Woody Plant Materials (3)

Develops skills in the identification, landscape use and cultural requirements of 80 varieties of deciduous trees and shrubs native to Iowa, as well as conifers used in windbreak and wildlife plantings. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-127 Ornamental Plant Materials (3)

Studies the identification, landscape use and cultural requirements of 80 ornamental trees, shrubs and vines. Credits: 3, Hours: (2/2/0/0), Prereq: AGH-123; Arts & Sciences Elective Code: B; Comments: Second-year student

AGH-131 Greenhouse Management (3)

Studies growing techniques used in commercial greenhouse plant production. Involves the design of greenhouses, their environmental control systems and cultural practices. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student.

AGH-144 Landscape Construction (3)

Involves the construction of landscape paving, concrete, retaining walls, basic wood construction, basic electrical and plumbing. Also covered are calculations necessary to order materials and bid procedures. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-150 Equipment Operations Lab (1)

This is the lab component associated with Equipment Operations (AGH-157). Credits: 1, Hours: (0/2/0/0), Coreq: AGH-157; Arts & Sciences Elective Code: B

AGH-152 Landscape Design Techniques (3)

Provides information and practice in basic graphic communication and introductory landscape design. Topics covered include use of scales, basic drafting, landscape symbols, design process, master planning, design with plant material and cost estimating. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-156 Landscape Design II (3)

Expands graphic communication and landscape design skills. Topics include freehand plan graphics, quick sketching, perspective and color drawing, landscape master planning, advanced plant design, amenity design, commercial layout. Credits: 3, Hours: (2/2/0/0), Prereq: AGH-152; Arts & Sciences Elective Code: B; Comments: Second-year student.

AGH-157 Equipment Operations (2)

Introduces basic equipment maintenance, operation and troubleshooting. Provides a working knowledge of equipment used in the horticulture industry. Credits: 2, Hours: (2/0/0/0), Coreq: AGH-150; Arts & Sciences Elective Code: B

AGH-158 Computer Applications for the Landscape Industry (2)

Introduces students to software used in the landscape, nursery, garden center fields. Students will learn new applications of Microsoft Office programs with an emphasis on marketing, inventory control, and customer relations. Some design software is also used including both two-dimensional (plan view) designing and photo imagery. Credits: 2, Hours: (1/2/0/0), Prereq: AGH-152; Arts & Sciences Elective Code: B; Comments: Demonstrated computer competence

AGH-163 Irrigation Design (2)

Covers water basics, pressure considerations, design and layout of irrigation systems for home and commercial use. Credits: 2, Hours: (1/2/0/0), Prereq: AGH-165; Arts & Sciences Elective Code: B; Comments: Second-year student

AGH-165 Irrigation Installation and Repair (2)

Develops skills in the areas of irrigation system installation and repair. Topics covered include trenching and installation of irrigation pipe, heads, valves, and controls; system troubleshooting; and minor system repair. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student.

AGH-166 Turfgrass and Landscape Irrigation (3)

Introduces irrigation systems and their principles, which are critical to turf and landscape environments. Includes design, installation, equipment, management, and trouble shooting of irrigation systems for golf, athletic fields, residential lawns and landscapes. Requires participation in practical exercises, lab projects and local field trips to irrigation sites. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-200 Landscape Estimating and Bidding (2)

Focuses on the fundamentals of creating a landscape project estimate. Includes material take-offs, plant pricing, labor rates, measuring, reading landscape plans and math calculations. Credits: 2, Hours: (2/0/0/0), Prereq: AGH-102; Arts & Sciences Elective Code: B

Course Descriptions

AGH-211 Advanced Turfgrass Management (3)

Presents management techniques used in high-maintenance turf areas. Students receive advanced instruction in fertilization, pesticides, etc. Credits: 3, Hours: (3/0/0/0), Prereq: AGH-112; Arts & Sciences Elective Code: B; Comments: Second-year student

AGH-220 Plant Identification Suite I (3)

Studies the identification and use of a set of annual, herbaceous perennial and woody ornamental shrubs and trees currently used in Midwestern landscape horticulture. Includes plant identification using botanical nomenclature, specific cultural requirements and how each is used in landscape design. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-221 Principles of Horticulture (3)

Introduces students to the field of horticulture. Students learn how to apply scientific principles to commercial horticultural practices and the improvement of those practices. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-233 Plant Propagation I (3)

Introduces students to techniques used in reproducing plants through sexual and asexual methods. Seedlings, vegetative cuttings, grafts and buddings are practiced in the laboratory. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGH-236 Plant Material Maintenance (3)

Studies pruning, fertilizing, staking and other maintenance practices utilized in tree and shrub care. Emphasis is placed on proper planting and transplanting procedures. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-238 Soil and Water Conservation (3)

Studies the different components of soil, soil forming factors, soil erosion and soil conservation. Introduces the student to surveying techniques and use of soil survey reports. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGH-240 Plant Identification Suite II (3)

Studies the identification and use of a set of annual, herbaceous perennial, and woody ornamental shrubs and trees currently used in Midwestern landscape horticulture. Includes the identification of plants using botanical nomenclature, the specific cultural requirements of each plant and how the plant can be used in landscape design. Second of a two-course sequence. Credits: 3, Hours: (2/2/0/0), Prereq: AGH-220; Arts & Sciences Elective Code: B

AGH-253 Insects and Diseases (3)

Identifies common insects and diseases of horticulture crops and plant material. Control measures are discussed including chemical controls and integrated pest management. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGH-262 Fruit and Vegetable Science (3)

Introduces the student to the production of Midwestern fruit and vegetables with an emphasis on cultural practices, variety selections and storage.

Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGH-275 Commercial Plant Production (3)

Covers production of greenhouse plants, nursery plants and nursery operations. Involves design, management, and harvesting for field and container growing operations. Also surveys related growing operations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student.

AGH-279 Botany for Horticulture (2)

Examines basic plant material anatomy, physiology and taxonomy. Emphasis is placed on plant material used in landscape and turf fields. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

AGH-282 Pesticide Application Certification-Horticulture (1)

Reviews materials and testing procedures used to certify pesticide applicators. Concentration is provided on core testing. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGH-293 Landscape Business Operations (2)

Introduces marketing, merchandising, advertising and business analysis as it relates to landscape business. Specialty management techniques and systematic business approaches are explored. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student.

AGH-300 Hardscape Installation Techniques (3)

Elevates students beyond basic hardscape installation. Studies contemporary design and installation trends. Provides hands-on experience with the latest construction materials. Includes opportunities for professional certifications in product installation. Credits: 3, Hours: (2/2/0/0), Prereq: AGH-144, CON-134; Arts & Sciences Elective Code: B

AGH-301 Sustainable Site Management (2)

Covers the latest topics in environmentally-sound landscape practices. Introduces green building, on-site water management strategies and habitat preservation. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

AGH-302 Advanced Landscape Design (3)

Builds on the fundamentals of landscape design. Includes large scale commercial and recreational projects, as well as detailed hardscape designs. Studies the industry's latest design trends. Includes opportunities for professional certification. Credits: 3, Hours: (2/2/0/0), Prereq: AGH-152, AGH-156; Arts & Sciences Elective Code: B

AGH-400 Athletic Field Maintenance (3)

Involves the design, preparation, and maintenance of athletic fields for various sports. Includes the study of various playing surfaces, drainage systems and specialized equipment used on athletic fields. Course includes field trips to local athletic complexes. Credits: 3, Hours: (2/2/0/0), Prereq: AGH-112; Arts & Sciences Elective Code: B

AGH-405 Golf Course Maintenance (3)

Involves the theory of design, installation and maintenance of specialized turf and other areas commonly found on golf courses. Student is provided with experience maintaining an on-campus

golf green, fairway and tee. Course includes field trips to local golf courses. Credits: 3, Hours: (2/2/0/0), Prereq: AGH-112; Arts & Sciences Elective Code: B; Comments: Second-year student

AGH-411 Grounds Computer Applications (3)

Covers uses of computers in the grounds and golf course fields. Emphasis is on introductory irrigation design/management, business management and grounds course management software. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGH-425 Grounds Maintenance (3)

Introduces maintenance practices used in sports complexes, parks and recreation areas, and commercial and industrial grounds. Pesticide certification requirements are also covered. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGH-460 Design Capstone (2)

Provides second-year design students with a complete design project. Requires students to utilize skills acquired throughout the program, including examining soils and fertility, construction techniques and plant material characteristics. Credits: 2, Hours: (1/2/0/0), Prereq: AGH-152, AGH-156, AGH-302; Arts & Sciences Elective Code: B

AGH-948 Special Projects (1-3)

Involves individualized study programs or projects supervised by instructional staff. Students resolve special interests/needs through research, experimentation or other related methods. Credits: 1, Hours: (1-3/0/0/0), Arts & Sciences Elective Code: B

AGM: AG-Mechanics

AGM-103 Agricultural Electrical (3)

Builds on electrical skills learned in Fundamentals of Electricity with emphasis on electrical circuits and subassemblies found in most tractors, skid loaders and combines. Concentrates on the circuits in interior and exterior lights, dash, wiper motors, temperature controls, electric hydraulic controls, electric transmission controls, and on-board computers. Credits: 3, Hours: (2/2/0/0), Prereq: DSL-143; Arts & Sciences Elective Code: B

AGM-113 Hydraulics I (3)

Introduces the basic laws and theories of fluid power. Includes operation and testing of pumps, valves, cylinders and motors commonly found in vehicles and equipment. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGM-124 Technical Procedures for Power Mechanics Technicians (3)

Identifies the general knowledge and procedures used by power technicians. Covers tool selection, general shop safety, fire safety and forklift operation. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGM-403 Combine Operation & Adjustment (2)

Introduces combine operation and safety. Includes hands-on, in-the-field machine operation

and adjustment. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGM-404 Combine Servicing (4)

Emphasizes repairing and reconditioning combines and chopper units. Includes basic hydraulic, electric, power train, monitor, and chassis adjustments. Credits: 4, Hours: (0/8/0/0), Coreq: AGM-403; Arts & Sciences Elective Code: B

AGM-405 Ag Engines (3)

Introduces diesel engines commonly used in the ag industry. The design of engine components and subassemblies is examined with an emphasis on why certain design features are used. Correct procedures for testing and servicing ag engines are explained and demonstrated. Credits: 3, Hours: (2/2/0/0), Prereq: DSL-355; Arts & Sciences Elective Code: B

AGM-406 Fundamentals of Power Transfer (3)

Includes an introduction to basic drive trains including clutches, manual transmissions, propeller shafts, rear axle assemblies and planetary gears. Emphasizes operation, diagnosis, repair and maintenance procedures. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGM-409 Agricultural Diagnosis (13)

Approaches diesel and gas-powered engine diagnosis and overhaul from a hands-on perspective. Students repair real farm equipment with minimal instructor supervision. Emphasizes extensive engine testing, troubleshooting, repairing, inspecting and assembling. Credits: 13, Hours: (3/20/0/0), Prereq: AGM-103, AGM-124, AGM-405, AGM-406, AGM-422, AGM-440, DSL-143, DSL-355; Coreq: AGM-414; Arts & Sciences Elective Code: B

AGM-414 Fundamentals of Air Conditioning (2)

Provides a comprehensive introduction to air conditioning in diesel powered vehicles. Students gain a basic understanding of theory, diagnostic practices and procedures essential to air conditioning servicing. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGM-419 Machinery Servicing (3)

Allows students to recondition used farm equipment such as planters, sprayers, disks and other tillage equipment. Does not include the engine-powered part of the machine. Includes testing and diagnosis of electronic monitoring systems. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGM-422 Diesel Fuel Systems (4)

Covers diesel fuel systems in relation to the engine itself. Diagnosis and testing or troubleshooting take place using special testing tools. Particular fundamentals are covered in compression testing, pump timing, engine component testing, and injector removal testing and repair. Credits: 4, Hours: (2/4/0/0), Prereq: DSL-355; Arts & Sciences Elective Code: B

AGM-440 Power Shift Transmissions (3)

Covers operation, theory, diagnosis and overhaul of fluid-driven equipment. Includes power shift, hydrostatic- and hydraulic-assist transmissions. Also includes torque converters. Credits: 3, Hours: (1.5/3/0/0), Prereq: AGM-406; Arts & Sciences Elective Code: B

AGM-932 Internship (1-5)

Involves employment allowing the student practical, on-the-job training with a business related to the student's instructional program. Student is required to prepare a training plan and other reports. Credits: 1-5, Hours: (0/0/0/4), Arts & Sciences Elective Code: B

AGN: AG-Natural Resources/Forestry

AGN-105 Applications of Natural Resources (3)

Explores software, hardware and applications used in the natural resource field. Emphasizes desktop publishing, GPS/GIS and interpretive applications. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGN-132 Plant Management for Parks (3)

Emphasizes the establishment and maintenance of plant materials typically encountered in state, county and city park systems. Covers establishment procedures and proper maintenance practices for basic turf species, trees, shrubs and groundcovers utilized in park systems. Focuses on maintenance practices including mowing, pruning, fertilization, pest control and proper plant placement. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGN-140 Native Plants (3)

Identifies plant materials existing in natural woodlands, roadsides and prairies. Special emphasis is placed on prairie forbs. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-220 Avian Wildlife (3)

Includes training in identification and management of nesting and game birds of the upper Midwest. Environmental requirements and relationships are included. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-223 Aquatic Wildlife (3)

Studies the identification of fish, amphibians and reptiles native to Iowa. Emphasis is placed on habitat requirements and management concerns. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-226 Mammalian Wildlife (3)

Provides training in identification and management of upper Midwest mammals. Environmental requirements and relationships are stressed. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-235 Park and Recreation Administration (3)

Examines the organization and administration of park systems and recreational programs. Current issues in park management are covered. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Must be a second-year student

AGN-240 Natural Resources Interpretation (3)

This course develops skills in all facets of interpretation. Nature walks, public presentations, displays, news releases and photography are

incorporated into interpretive exercises. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-244 Wildlife Management (3)

Students learn proper wildlife management through carefully planned and maintained reserves, preserves and refuges. Management techniques presented include those for game, non-game and aquatic animals. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-248 Natural Resources Appreciation (3)

Surveys the nonliving natural resources of Iowa. Examines how park and recreation agencies integrate these resources into their overall programs. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-250 Park Maintenance Programs (3)

Includes development and analysis of maintenance programs for buildings, campgrounds, lake areas and related recreational facilities. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Second-year student

AGN-260 Wildland Firefighter Training (3)

Covers the four training segments required for wildland firefighter certification: S-130 reviews basic wildland firefighting skills, S-190 studies fire behavior and the environmental factors that affect fire behavior, L-180 addresses human factors on the fireline, and I-100 studies the wildland firefighting management system. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGN-270 Watershed Assessment and Management (3)

Focuses on the basic concepts of watershed processes, including how water, sediment and nutrients are transported downstream in the drainage network. Describes the primary components of streams and how stream hydrology and water quality can be altered by human activities. Discusses strategies for watershed assessment and implementing best management practices. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGN-300 Rain Gardens and Bioretention Cells (3)

Addresses the use of rain gardens and bioretention cells for stormwater quality management and landscape beautification. Covers function, design, landscape positioning, installation, and maintenance of rain gardens and bioretention cells. Focuses on integrating rain gardens and bioretention cells into site planning and design, as well as installing and maintaining them on Iowa landscapes. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGN-310 Rainwater Harvesting Systems (3)

Demonstrates use of rainwater collection systems for irrigation, and household, commercial and industrial use. Covers the history, current trends, geographic potential, benefits, design, installation and maintenance of both simple and complex rainwater capture systems. Examines how to integrate rainwater harvesting systems into site planning and design, as well as how to install, maintain and maximize the potential benefits of the sustainable practice. Credits: 3,

Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGP: AG-Precision AG

AGP-329 Introduction to GPS (3)

Studies fundamental processes of Global Positioning Systems with an emphasis on agriculture applications. General technical aspects of GPS satellites, differential correction and hardware will be covered. Agricultural mapping, navigation, VRT and yield monitoring will be discussed. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGP-333 Precision Farming Systems (3)

Provides a background in the tools of precision farming, GPS, GIS and VRT. Introductory use of each of these tools in a precision farming system and how they are applied on the farm are covered. Hands-on activities with local data will provide a practical experience in the use of these tools. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGP-405 Ag Applications of GIS (3)

Provides an overview of the various applications of geographic information systems (GIS). Covers basic interface, views, themes, tables and layouts using ArcView software. Previews basic functions such as query and editing layers. Provides practical experience with hands-on computer exercises in several disciplines, including agriculture, city/government planning or transportation. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGP-420 Geospatial Data Collection (3)

Provides detailed instruction and hands-on use of GPS receivers and dataloggers to collect field data. The process for creating spatial data structure, maintenance of equipment and use of datalogging software is the main focus. Data management and evaluation are also covered. Credits: 3, Hours: (2/2/0/0), Prereq: AGP-333; Arts & Sciences Elective Code: B

AGP-425 Agricultural Spatial Analysis (3)

Provides a background in the analysis of spatial data. Specific topics include transformation and retrieval of data, analytical techniques and spatial modeling. Concepts of multivariate and multitemporal analysis are also discussed. Credits: 3, Hours: (2/2/0/0), Prereq: AGP-405; Arts & Sciences Elective Code: B

AGP-434 Practical Precision Farming for the Producer (3)

Provides an overview of GPS and GIS technology, their uses on modern U.S. crop farms, and how they impact management decisions and activities. Credits: 3, Hours: (2/2/0/0), Prereq: AGP-333; Arts & Sciences Elective Code: B

AGP-435 Advanced Precision Farming Systems-Software (3)

Introduces various precision farming software in real-world applications. Focuses on initial setup, creating management and production lists, saving and unloading data cards, processing field data, and compiling reports and prescription/application maps. Credits: 3, Hours: (2/2/0/0), Prereq: AGP-333; Arts & Sciences Elective Code: B

AGP-436 Advanced Precision Farming Systems-Hardware (3)

Focuses on precision farming hardware components. Students install displays, GPS units and control components, and are required to read and understand technical manuals. Credits: 3, Hours: (1/4/0/0), Prereq: AGP-333; Arts & Sciences Elective Code: B

AGP-440 Ag Applications of Digital Imagery (3)

Provides background in the use of remotely sensed digital imagery for agricultural decision making. Specific topics include types of images, methods of collecting imagery, verification, interpretation and analysis of data. Use of data for decision making is also discussed. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGS: AG-Animal Science

AGS-113 Survey of the Animal Industry (3)

Breeds, basic management and marketing of farm animals. Composition, evaluation and marketing of animal products. Includes live animal demonstrations with cattle for meat and milk, horses, poultry, sheep and swine. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

AGS-214 Domestic Animal Physiology (3)

Studies the comparative anatomy and physiology of the major body systems of cattle, sheep, swine and horses. Includes laboratory exercises involving physiology and anatomy of animals in healthy and diseased states. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

AGS-220 Domestic Animal Physiology Lab (1)

Uses laboratory exercises to compare the anatomy and physiology of animals in healthy and diseased states. Credits: 1, Hours: (0/2/0/0), Coreq: AGS-214; Arts & Sciences Elective Code: A

AGS-279 Livestock Merchandising (2)

Covers the fundamentals of preparing for successful livestock sales, including advertising, photography, livestock preparation, sale guidelines and customer support. Students participate in one to three livestock sales. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

AGS-305 Livestock Evaluation (3)

Examines the selection of breeding and meat animals based upon performance and visual appraisal. Students will use Kirkwood farm laboratory livestock and may include off-campus assignments. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGS-307 Professional Horse Judging (1)

Examines the selection of breeding and show horses based on conformation and performance. Field trips and off-campus evaluation provide judging experiences for students. Oral reasons and judge certification process are covered. Students compete at intercollegiate contests. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

AGS-319 Animal Nutrition (3)

This course covers nutritional principles, digestive systems, composition and nutritional characteristics of common feedstuffs, ration formulation,

and recommended feeding programs for farm animals. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

AGS-338 Livestock Behavior and Welfare (5)

Studies applications of basic animal behavior principles to ensure optimum performance and well-being. The course examines the effects of environment, stress, disease and nutrition on animal physiology and performance. Credits: 5, Hours: (2/6/0/0), Prereq: AGS-113, AGS-214; Arts & Sciences Elective Code: A

AGS-350 Artificial Insemination of Cattle (1)

Develops skills of artificial insemination, heat detection and supportive background knowledge of beef and dairy herds, and discusses recommended nutrition, management and genetics. Credits: 1, Hours: (0.5/1/0/0), Arts & Sciences Elective Code: B

AGS-425 Swine Systems Management (3)

Identifies records needed in swine production and record keeping techniques. Students prepare budgets and cash flows as they relate to swine production. Also, various marketing opportunities and practices are examined and analyzed. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

AGS-441 Livestock Housing and Equipment (3)

Studies the design and management of livestock facilities to limit stress and optimize performance. Students learn methods to minimize the environmental impact of livestock operations. Credits: 3, Hours: (2/2/0/0), Prereq: AGS-214, AGC-130; Arts & Sciences Elective Code: A

AGS-530 Swine Reproduction and Management (5)

Recognizes swine reproductive characteristics and reproductive functions of swine breeding stock, and identifies type and confirmation necessary for economic production. Also deals with breeds, breeding programs, breeding systems, including A.I., and appropriate management techniques. Credits: 5, Hours: (2/6/0/0), Arts & Sciences Elective Code: A

AGS-550 Beef

Breeding/Reproduction/Nutrition (5)

Studies the anatomy and physiology of the female and male reproductive systems. Develops an understanding of proper use of heat synchronization, A.I., super ovulation, embryo transplants and new developments in biotechnology. Also deals with health, heritability and nutritional problems. Credits: 5, Hours: (3/4/0/0), Arts & Sciences Elective Code: B

AGS-551 Beef Science Management (3)

Works with evaluation management by identifying, measuring and selecting commercially important traits of beef cattle. Provides the basic information needed to understand terminology and predict performance through the use of sire summaries. Allows students to improve average performance of offspring by matching genetic potential to feed resources through multiple trait selection. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGS-555 Beef/Cow Calf Production (3)

Includes participation in calving of the Kirkwood Community College herd. Deals with proper nutri-

tion, health, solving O.B. problems and preparation of cow's return to estrus. Also includes records, identification and pasture management. Credits: 3, Hours: (1.5/3/0/0), Arts & Sciences Elective Code: B

AGS-560 Beef Industry and Feedlot Management (5)

Presents an overview and introduction to the entire beef industry. Relates and applies methods of starting cattle on feed and fall management of weaned calves. Deals with feedlot budgeting, determination of 205-day weights, ratios and fall management of the beef cow herd. Credits: 5, Hours: (3/4/0/0), Arts & Sciences Elective Code: B

AGS-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

AGS-948 Special Projects (1-3)

Includes an agreed-to development plan for an applied problem solution. Allows student to pursue exploration and fact gathering of special-interest projects. Student and instructor meet weekly for discussion, observation and evaluation of the project development. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGT: AG-Technology

AGV: AG-Vet-Tech

AGV-101 Veterinary Assisting (3)

Allows students to develop basic clinical skills expected of a veterinary assistant. Topics include basic restraint techniques, bandaging, basic laboratory procedures, basic radiology including safety and animal anatomy as related to patient positioning recognition, aseptic surgical recovery, and client communication. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

AGV-103 Introduction to Veterinary Science (3)

Studies the comparative anatomy and physiology of the major body systems of domestic animals and how anatomy and physiology are altered in disease states. Examines the effects of environment, stress, disease and nutrition on animal physiology and well-being. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-105 Animal Behavior/Kennel Management (5)

Studies basic animal behavior and the influences that modify behavior and kennel management including laws, records and daily operation of kennels. Practical experience is included. Credits: 5, Hours: (3/4/0/0), Arts & Sciences Elective Code: B

AGV-107 Pharmacy Skills (3)

An introductory course in small animal health products. Special emphasis on safe handling, storage, dispensing and use of common veterinary drugs and products. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B; Comments: Will not meet Veterinary Technician Pharmacology requirement

AGV-120 Veterinary Medical Terminology (1)

Focuses on reading and interpreting medical charts and records, and conversing with veterinary professionals. Designed for students to develop a working understanding of the language of veterinary medicine. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGV-126 Animal Anatomy and Physiology I (3)

Beginning anatomy and physiology with veterinary clinical emphasis. Provides the basis for study of conformation, production and pathological processes of diseases of dogs, cats, horses, sheep, goats, cattle, swine and laboratory animals. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGV-127 Animal Anatomy and Physiology II (4)

Studies anatomy and physiologic principles of domestic animals. Continuation of physiological principles in Animal Anatomy and Physiology I. Credits: 4, Hours: (4/0/0/0), Prereq: AGV-126; Arts & Sciences Elective Code: B

AGV-140 Veterinary Pharmacology (3)

Studies medications and products commonly used in veterinary medicine. Credits: 3, Hours: (3/0/0/0), Prereq: AGV-127, AGV-142; Arts & Sciences Elective Code: B

AGV-142 Math for Vet Tech (3)

Covers pharmaceutical mathematics with an emphasis on dosage calculations and fluid therapy as related to veterinary medicine. Course is open to Vet Tech students only. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-143 Canine and Feline Nutrition (3)

Studies the nutritional requirements of dogs and cats with an emphasis on client education and customer service. Students analyze pet foods, identify strengths and weaknesses of commercial diets and gain the basics of therapeutic nutrition. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-144 Fundamentals of Small Animal Nutrition (3)

Covers essential nutrients and the roles of each in an animal's metabolism, with an emphasis on the nutritional management of dogs and cats. Basic clinical and therapeutic nutrition are covered in depth. Includes analysis of many commercial pet foods. Credits: 3, Hours: (3/0/0/0), Prereq: AGV-126, AGV-127; Arts & Sciences Elective Code: B

AGV-146 Large Animal Care (3)

Provides general livestock husbandry, handling and restraint involving horses, cattle, sheep and swine. Includes major breed identification, characteristics, behavior traits, latest humane handling techniques and physical restraint. Credits: 3, Hours: (1/4/0/0), Prereq: AGV-126; Arts & Sciences Elective Code: B

AGV-152 Veterinary Computer Applications (2)

Introduces the student to computer software commonly used in veterinary practice. Students will become proficient in the use of Microsoft Office software and software used in the routine management of veterinary records. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

AGV-153 Veterinary Reception and Administration Skills (3)

Gives the student the skills necessary to function as a receptionist in a veterinary hospital. Focuses on telephone techniques, medical records, legal aspects of veterinary medical records, vaccination protocols, client communication, dealing with death and euthanasia, the admittance and discharge of patients, financial aspects of veterinary practice and basic practice management principles. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-155 Shelter Administration and Computer Applications (3)

Introduces computer software commonly used in animal-related businesses. Highlights Microsoft Office software and software packages used in the routine management of animal shelter and animal control recordkeeping. Stresses front office procedures, and reception and client relations skills. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-158 Veterinary Law and Ethics (3)

Discusses moral, ethical and legal principles applicable to veterinarians and their employees, breeders, kennel operators, pet groomers and others allied to the small animal industry. Considers state, local and federal regulations relating to the industry. Effective client relations and telephone courtesy skills are also stressed. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-161 Animal Nursing I (3)

Introduces the fundamentals of animal nursing. Includes animal handling and restraint, patient admission and history, preparation and administration of vaccines and medications, care of hospitalized patients, introduction to radiology, practice management, client relations and sanitation. Limited to Veterinary Technician students. Credits: 3, Hours: (1/4/0/0), Prereq: AGV-105, AGV-126, AGV-142; Arts & Sciences Elective Code: B

AGV-162 Animal Nursing II (3)

Continuation of Animal Nursing I. Covers foundation material in pre- and post-surgical care, surgical assisting, fluid therapy, dental prophylaxis, anesthesiology, clinical pharmacy and basic nursing skills. Clinic and hospital record keeping are covered with an introduction to practical radiology. Credits: 3, Hours: (0/6/0/0), Prereq: AGV-140, AGV-161, AGC-932; Arts & Sciences Elective Code: B

AGV-163 Animal Nursing III (3)

Continuation of Animal Nursing II. Emphasis is on radiology, record keeping, pharmacology associated with emergency care, inventory control, anesthesiology, dentistry, surgical assistance, and raptor care skills. Credits: 3, Hours: (0/6/0/0), Prereq: AGC-932, AGV-162; Arts & Sciences Elective Code: B

AGV-167 Veterinary Clinic Pathology I (3)

Introduction to veterinary clinical pathology with an emphasis on laboratory procedures commonly performed in private practice. Fecal analysis, basic urinalysis and basic hematology are covered. Proper care and maintenance of laboratory equipment is stressed. Credits: 3, Hours: (2/2/0/0), Prereq: AGV-127; Arts & Sciences Elective Code: B

AGV-168 Veterinary Clinic Pathology II (3)

Basic clinical pathology laboratory procedures including specimen collection and preservation, hematology, and fecal exam preparation. Hematology will include preparation and performance of PCV, Hb, WBC, RBC counts, preparation and staining blood smears, and performance of differential cell counts. Limited to Veterinary Technician students. Credits: 3, Hours: (2/2/0/0), Prereq: AGV-167, AGC-932; Arts & Sciences Elective Code: B

AGV-169 Veterinary Clinic Pathology III (3)

Refinement of hematology and other skills acquired in Veterinary Clinical Pathology II. Additional units include urinalysis, electrocardiography, necropsy, cytology and specialized clinical procedures. Credits: 3, Hours: (2/2/0/0), Prereq: AGC-932, AGV-168; Arts & Sciences Elective Code: B

AGV-171 Large Animal and Poultry Medicine (4)

Common and significant disease and health problems of livestock and poultry. Emphasis on herd/flock health, etiology, clinical symptoms, treatment and prevention. Credits: 4, Hours: (3/2/0/0), Prereq: AGV-140; Arts & Sciences Elective Code: B

AGV-175 Small Animal and Cage Bird Medicine (4)

Common and significant diseases of companion and laboratory animals. Diseases affecting birds and small animals with emphasis on etiology, clinical symptoms, treatment and prevention. Credits: 4, Hours: (3/2/0/0), Prereq: AGV-140; Arts & Sciences Elective Code: B

AGV-179 Lab Animal Medicine (1)

Introduces students to laboratory animals used in research. Practical care with selected animals. Credits: 1, Hours: (0/2/0/0), Prereq: AGV-162, AGV-168; Arts & Sciences Elective Code: B

AGV-190 Animal Welfare and Shelter Management (4)

Develops the skills necessary for day-to-day management of an animal housing facility. Examines development of infectious disease control policies, and cleaning and disinfection protocols. Focuses on the daily operation of an animal housing facility to include population management, cleaning and disinfection, disease and infection control within a facility, animal housing, exercise and space needs, enrichment, temperament assessment and adoption procedures. Credits: 4, Hours: (2/4/0/0), Arts & Sciences Elective Code: B

AGV-191 Animal Behavior and Restraint (3)

Examines animal capture and restraint from a behavioral perspective. Studies species and breed normal behaviors, and common restraint and capture techniques. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-192 Shelter Medicine (3)

Introduces common diseases of animals housed in shelter situations. Focuses on identifying mechanisms of disease transmission, diagnosis, prevention and therapy. Addresses proper handling, storage and administration of common vaccinations. Presents basic principles of first

aid and physical examination. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-193 Vehicle Safety and Operations (1)

Introduces the safe operation of animal control vehicles. Develops proficiency and an understanding of safe and legal operation of trucks and trailers, trucks with small animal boxes, and other related animal control and transport vehicles. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

AGV-194 Disaster Animal Response Training (1)

Familiarizes participants with disaster situations and provides the background necessary to assist an agency in effective emergency animal relief efforts. Covers Incident Command Systems (ICS), animal rescue and transport, community needs, and working with state and national animal rescue groups. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

AGV-195 Large Animal Welfare (3)

Discusses livestock husbandry, handling and nutrition from an animal welfare and animal control perspective. Includes major breed identification and characteristics, behavior traits, humane handling techniques and appropriate housing for cattle, horses, sheep, swine and camelids. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AGV-196 Euthanasia Technician (1)

Introduces acceptable methods of euthanasia based on the AVMA's current guidelines. Presents restraint techniques, administration of selected euthanasia agents, as well as proper handling, record keeping and storage of euthanasia agents. Develops techniques for recognizing and coping with stress and burnout related to euthanasia. Covers laws relating to controlled substances and animal disposal. Successful completion of the course will earn the student certification as a Euthanasia Technician. Credits: 1, Hours: (.5/1/0/0), Arts & Sciences Elective Code: B; Comments: Enrollment limited to Humane Officer Training and Veterinary Technology students

AGV-197 Basic Animal Investigation Techniques (3)

Introduces techniques for conducting animal cruelty investigations and procedures used to strengthen cases and convictions. Includes working with state and local laws, prosecutors and the court system. Students complete a series of case studies of animal cruelty cases. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-133, AGV-190; Arts & Sciences Elective Code: B

AGV-198 Wildlife ID and Management (2)

Introduces the identification, housing, nutrition and general care of wildlife indigenous to Iowa. Covers legal issues related to possession of wildlife, and working with Department of Natural Resources and wildlife rehabilitators. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

AGV-199 Veterinary Forensics (3)

Explores the field of forensic science and its impact on science, society and the criminal justice system as it relates to animal-related laws. Provides a background in basic sciences while educating the Humane Officer Training student in

the realities and limitations of scientific methods when applied specifically to criminal investigations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-201 Pet Grooming I (3)

Emphasis on health care and basics of cats and dogs, introduction to grooming equipment and handling. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

AGV-202 Pet Grooming II (3)

Covers terriers, terrier patterns and terminology. Perfecting basics and feline grooming. Building confidence. Credits: 3, Hours: (1/4/0/0), Prereq: AGV-201; Arts & Sciences Elective Code: B

AGV-203 Pet Grooming III (3)

Introduces the student to poodle patterns and mixed breeds. Teaches the use of clippers, scissoring and finishing the groom. Credits: 3, Hours: (1/4/0/0), Prereq: AGV-202; Arts & Sciences Elective Code: B

AGV-204 Pet Grooming IV (3)

Develops basic skills for entry-level employment. Covers all breed grooming and various business aspects of the grooming industry. Reviews Level I through III and finishing techniques. Credits: 3, Hours: (1/4/0/0), Prereq: AGV-203; Arts & Sciences Elective Code: B

AGV-300 Clinical Veterinary Experience (2)

Studies the practical application of technical veterinary assisting skills while working in private veterinary practice. Focuses on caring for hospitalized patients, admitting and discharging patients, providing general kennel sanitation and record keeping. Credits: 2, Hours: (0/0/0/8), Prereq: AGV-105, AGV-152, AGV-153, AGV-158; Coreq: AGV-101; Arts & Sciences Elective Code: B

AGV-400 Grooming Shop Management I (3)

Covers basic small business concepts for self-employed or independent contractor pet groomers, including financing, regulatory and licensing concerns, business location, insurance, recordkeeping and tax considerations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-401 Grooming Shop Management II (3)

Focuses on day-to-day management of the grooming shop, including competitive analysis, marketing and advertising, client relations, shop safety and cleanliness, and hiring and managing employees. Discusses add-on services and shop management software. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

AGV-948 Special Projects (1-3)

Includes an agreed-to development plan for an applied problem solution. Student and instructor meet on a weekly basis to review progress. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

ANT: Anthropology

ANT-105 Cultural Anthropology (3)

Explores what it means to be human. A comparative, holistic study of group life in various cultures is undertaken. Selected aspects of physical and cultural anthropology perspectives provide the basis for these cross-cultural examinations. Cred-

its: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ANT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

APP: Apparel Merchandising

APP-120 Apparel Visual Merchandising (3)

Offers basic instruction in display construction, the relationship of display to the total promotional program, the role of the visual merchandiser, elements of display design, construction materials and merchandise selection. Students have an opportunity to create merchandise displays. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

APP-130 Principles of Fashion Merchandising (3)

Provides a historical and evolutionary introduction to the field of fashion merchandising: sociological, psychological and economic aspects of fashion; fashion terminology, fashion cycles; and current practices in fashion retailing. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

APP-140 Fashion History (3)

Covers the development of costumes and accessories as a part of a socioeconomic and cultural force from ancient times to the present and its relationship to contemporary fashion trends. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

APP-170 Fashion Trends and Consumer Analysis (3)

Examines diversity among consumers such as ethnicity, gender identity and body satisfaction. Students research current trends and predict the direction of future trends in consumer behavior. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

APP-210 Apparel Textiles (3)

Studies basic fiber properties, yarn processing, fabric construction and fabric finishes. Fabric qualities are analyzed in relation to factors of design, strength, durability and serviceability. Directed laboratory activities provided. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

APP-220 Fashion Show Procedures (3)

Includes the principles of fashion show production: planning, coordinating and directing the fashion show. Credits: 3, Hours: (1/4/0/0), Prereq: APP-130; Arts & Sciences Elective Code: B

APP-240 Fashion Design (3)

Provides fashion sketching information to communicate various apparel styles. Historical review, study of contemporary designers and fashion trends are also presented. Students have an opportunity to develop beginning sketches and a

line of apparel. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

APP-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

APP-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

ARC: Architectural

ARC-100 Architectural Profession (1)

Overviews the professional ethics, human relations and contract procedures in the architectural profession. Emphasizes the players as well as the process and legal/contractual issues involved in a typical construction project. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

ARC-112 Architectural Drafting I (3)

Introduces the fundamentals of sketching through simulated projects encountered in the profession. Includes translating three-dimensional constructions to two-dimensional orthographic sketches, as-builts and details. Explores lettering, line quality, architectural dimensioning and scale reading, organization, drawing revision and sketching. The student is also familiarized with the tools and techniques of the trade. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

ARC-135 American Architecture (1)

Introduces the history of American architecture and its architects. Emphasizes both 20th century and Iowa architecture. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

ARC-185 Architectural Photoshop Techniques (1)

Uses the capabilities of Photoshop to create architectural renderings. Focuses on understanding processes and developing techniques to enhance presentations. Credits: 1, Hours: (1/0/0/0), Prereq: ARC-195 or INT-305; Arts & Sciences Elective Code: B

ARC-195 CAD SketchUp (3)

Introduces the basic concepts of architectural illustration and model building. Explores artistic expression using a variety of techniques, including computer software. Emphasizes development of artistic graphics and models necessary for representing architectural structures as well as locating them in context. Credits: 3, Hours: (2/2/0/0), Prereq: CSC-110 or IND-155, CON-410; Arts & Sciences Elective Code: B

ARC-300 Architectural Sketching I (1)

Introduces the fundamentals of sketching through simulated projects encountered in the profession. Includes translating three-dimensional constructions to two-dimensional orthographic sketches, as-builts and details. Explores lettering, line quality, archi-

tectural dimensioning and scale reading, organization, drawing revision and sketching. The student is also familiarized with the tools and techniques of the trade. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

ARC-301 Architectural Sketching II (2)

Continues the lessons from Architectural Sketching I through additional simulated projects encountered in the profession. Includes translating two-dimensional constructions to three-dimensional sketches and details. Reiterates lettering, line quality, architectural dimensioning and scale reading, organization, drawing revisions and sketching. Credits: 2, Hours: (2/0/0/0), Prereq: ARC-300; Arts & Sciences Elective Code: B

ARC-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

ARC-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

ARC-932 Internship (2)

Provides practical experience in an architectural or construction work environment. Includes employer/supervisor evaluations and instructor visits/interview. Credits: 2, Hours: (0/0/0/128), Prereq: CAD-201, CAD-204; Arts & Sciences Elective Code: B

ART: Art

ART-101 Art Appreciation (3)

Provides an overview of art from a historical, contemporary and aesthetic frame of reference. Recommended for non-Art majors. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ART-133 Drawing (3)

Introduces analysis of visual form and principles of responsive drawing. Includes perspective, chiaroscuro and figure drawing. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-134 Drawing II (3)

Continues skills begun in Drawing. Emphasis on figure drawing from model, various media. Emphasizes development of personal expression and portfolio. Credits: 3, Hours: (2/2/0/0), Prereq: ART-133; Arts & Sciences Elective Code: A

ART-138 Figure Drawing (3)

Familiarizes students with drawing the human figure. Course focuses on observational drawing from the model, emphasizing the activity of drawing from life, refining skills in observation and rendering. Attention is given to formal aspects of drawing, including methods of approach and execution, personal expression and broader expectations vis-a-vis critique. Credits: 3, Hours: (2/2/0/0), Prereq: ART-133; Arts & Sciences Elective Code: A

ART-143 Painting (3)

Introduces oil or acrylic painting. Emphasizes canvas preparation, composition and craftsmanship. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-144 Painting II (3)

Builds on skills learned in Painting with emphasis on development of independent aesthetic judgments. Credits: 3, Hours: (2/2/0/0), Prereq: ART-143; Arts & Sciences Elective Code: A

ART-157 Printmaking (3)

Introduces intaglio, relief and stencil printmaking processes and composition. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-158 Printmaking II (3)

Continues technical development in relief and intaglio techniques; aesthetics stressed. Credits: 3, Hours: (2/2/0/0), Prereq: ART-157; Arts & Sciences Elective Code: A

ART-161 Digital Art (3)

Introduces the computer as a tool for visual communication and creation of various types of art in the Fine Art context. Includes raster- and vector-based image making, digital collage, digital image manipulation, basic animation, digital painting and drawing, blending of traditional and digital art-making, and experimentation in a variety of input and final output methods. Credits: 3, Hours: (2/2/0/0), Coreq: ART-133, ART-301; Arts & Sciences Elective Code: A

ART-163 Sculpture (3)

Introduces techniques and concepts of sculpture using materials such as metal, glass, clay, wood, and plaster. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-164 Sculpture II (3)

Continues the exploration of techniques and concepts of sculptural form. Assignments are geared for progressive development in the individual's ability. Credits: 3, Hours: (2/2/0/0), Prereq: ART-163; Arts & Sciences Elective Code: A

ART-165 Sculpture III (3)

Continues the exploration and development of techniques and concepts of sculptural form. Assignments are geared for progressive development of the individual's ability. May be repeated once for credit. Credits: 3, Hours: (2/2/0/0), Prereq: ART-164; Arts & Sciences Elective Code: A

ART-173 Ceramics (3)

Introduces wheel-thrown forms and hand-building forms. Students examine methods of working with clay. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-174 Ceramics II (3)

Continues the development of wheel-throwing and hand-building skills. Assignments are geared for progressive development of the individual's ability. Credits: 3, Hours: (2/2/0/0), Prereq: ART-173; Arts & Sciences Elective Code: A

ART-175 Ceramics III (3)

Continues the development of wheel-throwing and hand-building skills gained in Ceramics II. Assignments are geared for progressive development of the individual's ability. May be repeated once for credit. Credits: 3, Hours: (2/2/0/0), Prereq: ART-174; Arts & Sciences Elective Code: A

ART-184 Photography (3)

Provides aesthetic, ethical and philosophical frameworks used in understanding the historical and contemporary worlds of photography. Focuses on both film and digital cameras. Highlights principles and elements of design and photographic composition. Photographs are created in a traditional and contemporary setting for portfolio and display. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-185 Photography II (3)

Continues exploration of photographic capture/concept using traditional and digital media. Emphasizes development of personal vision while exploring the grammar of photography. The frame, focus, motion and materials used to produce work provide a framework for dictating the visual outcome. Traditional and digital approaches are combined in the production of student portfolios and displays. Credits: 3, Hours: (2/2/0/0), Prereq: ART-184; Arts & Sciences Elective Code: A

ART-186 Digital Photography (3)

Develops familiarity and proficiency with digital cameras, computers and printers. Studies technical and aesthetic issues in visual communication and digital image capture/presentation. Students complete presentations, critiques online, portfolio and displays. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-203 Art History I (3)

Introduces the history of art chronologically, from the prehistoric period in Europe to the early Renaissance. Cultivates a meaningful recognition of different styles, concepts and concerns through an analysis of selected paintings, sculpture, architecture and other mediums. Emphasizes the thematic issues prevalent in various time periods and geographic/cultural areas. Examines interpretation, concepts, theories, and comparison of styles and techniques through readings, visual presentations, lecture and discussion. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ART-204 Art History II (3)

Introduces the history of art chronologically, from the Renaissance to the 21st century. Cultivates a meaningful recognition of different styles, concepts and concerns through an analysis of selected paintings, sculpture, architecture and other mediums. Emphasizes the thematic issues prevalent in various time periods and geographic/cultural areas. Examines interpretation, concepts, theories, and comparison of styles and techniques through readings, visual presentations, lecture and discussion. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ART-220 Ceramics IV (3)

Provides opportunity for students to do advanced individual projects in sculptural and functional ceramics. Assignments are geared for progressive development of the individual's ability. Technical awareness of glaze materials, glaze formulation, firing techniques and studio operations are covered. Specific objectives are individualized and recorded in a contract signed by instructor and student. May be repeated for credit. Credits: 3, Hours: (2/2/0/0), Prereq: ART-175; Arts & Sciences Elective Code: A

ART-223 Digital Photography II (3)

Improves proficiency with digital SLR cameras, computer applications and printing. Students build on technical and aesthetic issues in visual communication and digital image concept, capture and presentation. Students explore RAW format digital processing and digital photo management applications. Strongly emphasizes digital manipulation. Credits: 3, Hours: (2/2/0/0), Prereq: ART-186; Arts & Sciences Elective Code: A

ART-290 Projects in Photography (1)

Studies photography as a way to communicate or make art. Students propose a personal project that can be created in traditional or digital capture. Work is displayed and weekly meetings mark progress on student project. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

ART-301 Design Fundamentals (3)

Introduces design concepts and fundamental skills through studio exercises. Explores design elements such as shape, value, texture, color, line, space and mass. Students generate creative ideas and employ a variety of media and materials to gain visual sensitivity through practical experience. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-420 Introduction to Glass (3)

Introduces contemporary and historic glass working techniques and concepts. Covers fusing, slumping, bead making, kiln casting and hot glass blowing. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

ART-430 Warm Glass I - Slumping, Fusing, Casting (3)

Investigates contemporary and traditional warm glass working techniques and concepts. Includes the creation of intermediate flat fusing, slumping and solid cast forms. Involves group and individual demonstrations, discussions and critiques. Credits: 3, Hours: (2/2/0/0), Prereq: ART-420; Arts & Sciences Elective Code: A

ART-431 Warm Glass II - Slumping, Fusing, Casting (3)

Explores advanced contemporary and traditional warm glass working techniques and concepts, through lectures, demonstrations, discussions, practice and critiques. Includes flat fusing, slumping, torch working and solid cast forms. Course may be repeated for credit. Credits: 3, Hours: (2/2/0/0), Prereq: ART-430; Arts & Sciences Elective Code: A

ART-440 Hot Glass I - Blowing and Sculpting (3)

Further contemporary and traditional hot glass working techniques and concepts. Consists of group and individual demonstrations, discussions and critiques. Includes the creation of hollow forms, solid forms, functional and non-functional objects using hot glass. Credits: 3, Hours: (2/2/0/0), Prereq: ART-420; Arts & Sciences Elective Code: A

ART-441 Hot Glass II - Blowing and Sculpting Casting (3)

Focuses on advanced contemporary and traditional hot glass working techniques and concepts. Consists of group and individual demonstrations, discussions and critiques. Introduces the application of bases, the use of color, color

manipulation, annealer pick ups, advanced sculpting, and making cane using hot glass. Credits: 3, Hours: (2/2/0/0), Prereq: ART-440; Arts & Sciences Elective Code: A

ART-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

ART-928 Independent Study (1-3)

Allows the student to do readings, papers, research and/or production work under the guidance of an art faculty member. Independent study contract required. Credits: 1-3, Hours: (1-3/0/0/0), Arts & Sciences Elective Code: A

ASL: American Sign Language

ASL-141 American Sign Language I (4)

Provides a beginning interactive course to promote comfort and knowledge in using grammar, syntax, vocabulary, fingerspelling, semantics and non-manual behaviors of American Sign Language in professional, social and everyday normal conversational situations. Emphasizes receptive and expressive skills. Course is taught in American Sign Language. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: A

ASL-171 American Sign Language II (4)

Continues development of American Sign Language grammar, syntax, vocabulary, fingerspelling, semantics and non-manual behaviors. Emphasizes comprehension, production skills and use of language in a cultural context. Course is taught in American Sign Language. This course applies toward satisfaction of Historical/Cultural core for an AA degree. Credits: 4, Hours: (4/0/0/0), Prereq: ASL-141; Arts & Sciences Elective Code: A

ASL-241 American Sign Language III (3)

Expands on previously learned grammar, syntax, sentence structure and vocabulary in more depth. Emphasizes expressive skills through storytelling exercises and use of the language in a variety of situations. This course applies toward satisfaction of Historical/Cultural core for an AA degree. Credits: 3, Hours: (3/0/0/0), Prereq: ASL-171; Arts & Sciences Elective Code: A

ASL-271 American Sign Language IV (3)

Focuses on an expanded awareness of the behaviors, values and issues in Deaf culture through slang and varying levels of formality and socially appropriate language usage. Emphasizes receptive skills by reading signed stories and poetry. This course applies toward satisfaction of Historical/Cultural core for an AA degree. Credits: 3, Hours: (3/0/0/0), Prereq: ASL-241; Arts & Sciences Elective Code: A

ASL-928 Independent Study (1-3)

Allows the student to do readings, papers, research /or other projects under the individual guidance of a staff member. Independent study contract required. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: A;

Comments: Requires approval of supervising professor and dean

ATR: Automation Tech & Robotics

ATR-104 Introduction to Automation (2)

Demonstrates the safe operation of a robot including proper pendent use to create programs, set and change data, and edit existing programs. Focuses on recovering from faults, troubleshooting, and designing real-world applications. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

ATR-108 Introduction to PAC Control (2)

Introduces programmable automation controller (PAC) systems. Explores system installation, commissioning, programming and troubleshooting through lecture, reading and hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ATR-320; Arts & Sciences Elective Code: B

ATR-112 Introduction to Visualization (2)

Introduces Electronic Operator Interfaces (EOI) systems. Explores system installation, commissioning, programming and troubleshooting through lecture, reading and hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ATR-108; Arts & Sciences Elective Code: B

ATR-135 Programming for Advanced Manufacturing (3)

Demonstrates industry-standard application programming. Focuses on taking robotic applications from concept to working applications ready for full-time production. Credits: 3, Hours: (1/4/0/0), Prereq: ATR-104; Arts & Sciences Elective Code: B

ATR-300 Mechanical Drive Systems I (2)

Introduces fundamentals of mechanical drives. Includes couplings, chain drives, pulley drives, motor leveling and alignment. Reinforces concepts and theory covered in lecture and online material with hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: IND-156, IND-167; Arts & Sciences Elective Code: B

ATR-302 Mechanical Drive Systems II (1)

Introduces additional fundamentals of mechanical drives. Includes bearings, gaskets and gear drives. Reinforces concepts and theory covered in lecture and online material with hands-on labs. Credits: 1, Hours: (.5/1/0/0), Prereq: ATR-300, IND-167; Arts & Sciences Elective Code: B

ATR-304 Introduction to Industrial Controls (2)

Introduces industrial control theory. Covers control devices, sensors, schematic symbols, and the use of schematic and wiring diagrams. Considers applications, calibration, print reading and schematic drawing. Reinforces theory and classroom study with practical lab exercises. Credits: 2, Hours: (.75/2.5/0/0), Prereq: ELE-238, IND-156; Arts & Sciences Elective Code: B

ATR-306 Industrial Control Circuits I (2)

Applies theory to practical circuits. Covers creating schematics and wiring diagrams to meet specifications. Requires students to analyze, design, construct and troubleshoot industrial control circuits in the lab. Credits: 2, Hours:

(1/2/0/0), Prereq: ATR-304; Arts & Sciences Elective Code: B

ATR-308 Industrial Control Circuits II (2)

Expands print reading instruction and studies various soft start, VFD control circuits. Emphasizes troubleshooting and designing circuits to meet specifications. Credits: 2, Hours: (1.25/1.5/0/0), Prereq: ATR-306; Arts & Sciences Elective Code: B

ATR-316 Process Control and Instrumentation I (2)

Provides an introduction to control loops and instrumentation technologies. Concepts including commissioning, application, and troubleshooting are explored and emphasized through lecture, reading and hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ATR-108; Arts & Sciences Elective Code: B

ATR-318 Process Control and Instrumentation II (2)

Provides an introduction to integrated control, advanced tuning methods, and instrumentation-specific communication protocols. Concepts including commissioning, practical application, programming best practices, and troubleshooting are explored and emphasized. Credits: 2, Hours: (1/2/0/0), Prereq: ATR-316; Arts & Sciences Elective Code: B

ATR-320 Intermediate PLC and VFD Concepts and Control (2)

Explores advanced variable frequency drive (VFD) and programmable logic controller (PLC) capabilities and functionality. Includes programming best practices along with program and system optimization. Explores and emphasizes concepts through lecture and hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ELT-128; Arts & Sciences Elective Code: B

ATR-322 Industrial Motion Control (4)

Provides an introduction to open- and closed-loop motion control technologies and solutions. Explores commissioning, practical application, programming best practices, optimization and troubleshooting through lecture, reading and hands-on labs. Credits: 4, Hours: (2/4/0/0), Prereq: ATR-108; Arts & Sciences Elective Code: B

ATR-324 Fundamentals of Machine Automation and System Integration (4)

Introduces automated manufacturing systems, material handling systems, and concepts specific to system efficiency and optimization. Explores integration of various automation technologies into existing installations. Explores commissioning, practical application, programming best practices, optimization and troubleshooting through lecture, reading and hands-on labs. Credits: 4, Hours: (2/4/0/0), Prereq: ATR-112; Arts & Sciences Elective Code: B

ATR-326 Automation and Instrumentation Capstone (2)

Utilizes skills and knowledge gained in previous courses to formulate, design and implement a solution comprised of automation and instrumentation technologies. Credits: 2, Hours: (0/4/0/0), Prereq: ATR-318, ATR-324; Arts & Sciences Elective Code: B

AUT: Automotive Technology

AUT-104 Introduction to Automotive Technology (3)

Provides the beginning apprentice technician with an introductory overview of automotive servicing from a maintenance and replacement standpoint. Classroom and hands-on activities emphasize routine maintenance procedures in the care of tires, batteries, lighting, belts, hoses, filters and cooling systems. Presents career information on career pathways, employers, goal setting, skills inventory, student club information and personal plan. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AUT-165 Automotive Engine Repair (5)

Introduces internal combustion engine fundamentals. Covers engine operation, servicing, diagnosis and overhaul. Students disassemble, make precision measurements and reassemble an engine. Emphasizes theories in practical, hands-on applications in classroom and lab exercises. Credits: 5, Hours: (2/6/0/0), Prereq: AUT-104, AUT-611, MAT-715; Arts & Sciences Elective Code: B

AUT-205 Automotive Automatic Transmissions and Transaxles (5)

Introduces Toyota's automatic transmission fundamentals. Covers automatic transmission operation, servicing, diagnosis and overhaul. Students disassemble, make precision measurements and reassemble a Toyota AB60E/F transmission. Focuses on identifying components, operational theory, powerflow and diagnosing several Toyota automatic transmissions and transaxles, through practical hands-on applications in the classroom and lab exercises. Requires students to R&R an automatic transmission or transaxle and perform all NATEF P-1, P-2 and P-3 tasks in the A2 ASE area. Covers specific Toyota units, including A-245E (Simpson Based Gear Train), U250E (Tandem Based Gear Train), U660E (Ravigneaux/Lepelletier Based Gear Train) and the AB60E (Compound Based Gear Train). Safety is required. Credits: 5, Hours: (2/6/0/0), Prereq: AUT-104, AUT-822, MAT-715; Arts & Sciences Elective Code: B

AUT-304 Automotive Manual Drivetrains and Axles (4)

Introduces manual drivetrain fundamentals. Includes manual drivetrain operation, servicing, diagnosis and overhaul. Students disassemble, make precision measurements and reassemble a manual transmission, transaxle, differential and transfer case. Focuses on theories in practical, hands-on applications in both the classroom and lab exercises. Credits: 4, Hours: (2/4/0/0), Prereq: AUT-104, AUT-655, MAT-715; Arts & Sciences Elective Code: B

AUT-404 Automotive Suspension and Steering (4)

Introduces chassis fundamentals. Covers tire and wheel service, in addition to modern electronic steering and suspension systems. Focuses on front and rear suspension system principles, system components and steering geometry as they relate to alignment diagnosis. Students remove and replace steering and suspension

components, and perform wheel alignment procedures. Reinforces theories in a practical hands-on application through lab activities. Credits: 4, Hours: (2/4/0/0), Prereq: AUT-104, AUT-505, MAT-715; Arts & Sciences Elective Code: B

AUT-505 Automotive Brake Systems (5)

Introduces automotive brake hydraulic system fundamentals. Covers brake system operation, servicing and diagnosis. Students machine rotors and drums, inspect disc/drum brakes and diagnose brake system electrical problems. Focuses on advanced braking systems, including antilock, electronic stability control, hill start and hybrid braking systems. Reinforces theories in practical, hands-on classroom and lab exercises. Credits: 5, Hours: (2/6/0/0), Prereq: AUT-822, MAT-715; Arts & Sciences Elective Code: B

AUT-603 Basic Automotive Electricity (3)

Introduces students to basic fundamental electrical and electronics related to the automobile. Topics covered include voltage, amperage, resistance, Ohm's Law and practical application. Series, parallel and series-parallel circuits are also studied. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

AUT-611 Automotive Electricity (5)

Introduces electrical and electronic circuit theory. Covers voltage, amperage, resistance, Ohm's Law and practical application on series, parallel and series-parallel circuits. Emphasizes studying circuits through electrical wiring diagrams and introduces scan tools and digital storage oscilloscopes. Covers diagnosis of electrical circuits with and without multiplex network control. Includes certification as power users of the Snap-On 525D multi-meter. Credits: 5, Hours: (2/6/0/0), Arts & Sciences Elective Code: B

AUT-621 Hybrid Electric Vehicle Fundamentals (3)

Introduces the fundamentals of hybrid electric vehicles. Explores the hybrid power plant, including hybrid batteries, high- and low-voltage systems, inverters, safety procedures, hybrid maintenance and diagnostics. Includes other alternative fuels. Credits: 3, Hours: (1.5/3/0/0), Prereq: AUT-655, either MAT-715 or MAT-076, Residential Voltage Arc Flash; Arts & Sciences Elective Code: B

AUT-655 Automotive Advanced Electricity (5)

Covers automotive electrical systems with an emphasis on network controlled auxiliary systems, including navigation, audio, supplemental restraint and immobilizer theft deterrent. Builds diagnostic skills through extensive use of oscilloscopes and multi-meter for body electrical circuit problems. Covers general servicing of hybrid vehicles. Includes certification as power users of the Snap-On Generation I oscilloscope and component tester. Credits: 5, Hours: (2/6/0/0), Prereq: AUT-611; Arts & Sciences Elective Code: B

AUT-704 Automotive Heating and Air Conditioning (4)

Introduces Toyota/Lexus HVAC fundamentals. Focuses on refrigerant identification, recovery/recycling, evacuation, recharging and leak testing skills. Students remove and install an evaporator/heater core assembly on a Toyota/Lexus vehicle. Focuses on identifying compo-

nents, operational theory, servicing and diagnosis of Toyota/Lexus HVAC systems through practical hands-on applications in the classroom and lab exercises. Includes EPA 609 Technician Certification. Requires all NATEF P-1, P-2 and P-3 tasks in the A7 ASE area. Safety is required. Credits: 4, Hours: (2/4/0/0), Prereq: AUT-822, MAT-715; Arts & Sciences Elective Code: B

AUT-821 Computerized Engine Controls I (5)

Introduces Toyota/Lexus engine control fundamentals. Focuses on identifying components, operational theory, servicing and diagnosis of Toyota/Lexus input sensors, ignition systems, fuel systems and ECU outputs through practical hands-on applications in the classroom and lab exercises. Includes certification as power user of the Snap-On Generation II oscilloscope and component tester. Requires all NATEF P-1, P-2 and P-3 tasks in the A8 ASE area. Safety is required. Credits: 5, Hours: (2/6/0/0), Prereq: AUT-104, AUT-655, MAT-715; Arts & Sciences Elective Code: B

AUT-822 Computerized Engine Controls II (5)

Explores diagnosis of engine performance faults using all 10 modes of OBD II. Covers Types A, B and C engine misfires. Focuses on identifying components, operational theory, servicing and diagnosis of Toyota/Lexus fuel injection, secondary air injection and EVAP systems through practical hands-on applications in the classroom and lab exercises. Includes certification as power user of the Snap-On Generation II scan tool. Students perform all NATEF P-1, P-2 and P-3 tasks in the A8 ASE area. Credits: 5, Hours: (2/6/0/0), Prereq: AUT-821, MAT-715; Arts & Sciences Elective Code: B

AUT-888 Technical Lab I (4)

Simulated automotive repair environment. Learning activities include complaint, cause and correction to customer vehicles. Parts and labor calculations also covered. Credits: 4, Hours: (1/6/0/0), Arts & Sciences Elective Code: B

AUT-889 Technical Lab II (4)

Continues to expose students to an automotive repair environment. Learning activities include complaint, cause and correction to customer vehicles. Parts and labor calculations also covered. Credits: 4, Hours: (1/6/0/0), Prereq: AUT-104, AUT-603, MAT-715; Arts & Sciences Elective Code: B

AUT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

AUT-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

AUT-932 Internship (2)

Builds applied skills through employment, providing practical, on-the-job training at businesses related to instructional programs. Stu-

dents are required to prepare training plans and other reports. Credits: 2, Hours: (0/0/0/128), Prereq: AUT-889; Arts & Sciences Elective Code: B

BCA: Business Computer Applications

BCA-080 College Prep Computer Skills I (2)

Provides basic computer skills instruction to students enrolled in the College Prep Block. Focuses on basic keyboard knowledge and command functions. Credits: 2, Hours: (0/4/0/0), Arts & Sciences Elective Code: D

BCA-085 College Prep Computer Skills II (1)

Provides computer skills instruction to students enrolled in the College Prep Block. Continues instruction using word processing software. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: D; Comments: Placement test

BCA-135 Introduction to Word Processing (3)

Provides instruction in alphabetic and numeric keyboarding and includes exercises designed to increase speed to 45 words per minute with five or fewer errors on five-minute timed writings. Includes instruction in the use of proofreaders' marks and in creating standard business letters, interoffice memos, tables, simple reports and newsletters using Microsoft Word. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

BCA-136 Advanced Word Processing (3)

Begins with a review of basic business correspondence. Instruction includes advanced topics such as mail merge, macros, styles, complex tables, long reports, graphics and online forms. Guided drills are designed to increase speed to 55 words per minute with five or fewer errors on five-minute timed writings. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

BCA-138 Advanced Word Processing Applications (3)

Provides further reinforcement of all concepts learned in Advanced Word Processing. Covers mail merge, macros, styles, complex tables, desktop published documents, online forms and long reports. Includes keying specialized documents, such as agendas, news releases, itineraries and speeches. Guided drills are designed to increase speed to 60 words per minute with five or fewer errors on five-minute timed writings. Students learn to make effective document formatting decisions working independently. Credits: 3, Hours: (2/2/0/0), Prereq: BCA-136; Arts & Sciences Elective Code: A

BCA-179 PowerPoint Multimedia (3)

Develops knowledge of multimedia concepts by studying multimedia software and the hardware components needed to develop and view multimedia productions. Assessment projects are used by students for demonstration of knowledge of multimedia elements (copyright, video, graphics, sound, animation) knowledge of tools (digital camera, video camera, scanner, cams), and knowledge of editing software (sound editing, video editing, graphics editing). Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

BCA-189 Microcomputer Literacy (1)

Introduces the student to the personal computer concepts and basic computer applications. Students gain knowledge and skills in the basic concepts of Microsoft Windows and Word. They also gain experience using the Internet and email. The course introduces students to spreadsheet and presentation software. This introductory course is intended for students with no knowledge or experience using personal computers. Credits: 1, Hours: (0.5/1/0/0), Arts & Sciences Elective Code: B

BCA-205 Database/Spreadsheets (3)

Develops proficiency in the use of database and spreadsheet computer applications. Includes creating and sorting tables, using functions and formulas, creating queries and reports, formatting data, filtering records, and creating charts and graphs. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

BCA-213 Intermediate Computer Business Applications (3)

Extends basic knowledge of Microsoft Word, Access, Excel and PowerPoint. Upon completion of this course students should be able to demonstrate proficiency at the core level of the MOS (Microsoft Office Specialist) certification. Credits: 3, Hours: (2/2/0/0), Prereq: BCA-212 or CSC-110; Arts & Sciences Elective Code: B

BCA-290 Web Design Principles (3)

Discusses the process of website design and production. Focuses on aesthetic design, which is style, theme and layout, as well as functional design, including usability, content and navigation. Incorporates the use of Web authoring software to produce and maintain websites. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-207; Arts & Sciences Elective Code: B

BCA-302 Graphics and Multimedia for the Web (3)

Introduces a number of commercial and open source tools for manipulating graphics, audio and multimedia files for presentation on the web. While not a content creation course, some content editing is covered. Primary emphasis is placed on file types, encoding standards, plug-in issues, file optimization and markup options for various browsers and platforms. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

BCA-304 Emerging Technology Trends (1)

Integrates information technology into students' daily experience and provides opportunities to research and explore emerging technologies for class consideration and discussion. Develops awareness of current legal, societal, ethical, and economic dilemmas and trends driven by ever-changing information technology. Focuses on the importance of keeping abreast of technological changes that affect the office professional. Credits: 1, Hours: (.5/1/0/0), Arts & Sciences Elective Code: B

BCA-320 Content Management Systems (3)

Explores a variety of open-source Web platforms based on Apache/PHP/MySQL technology. Emphasizes content management systems such as WordPress and Drupal, although more specialized systems are also considered. Focuses on deploying, configuring and styling these systems to meet a variety of business and client needs.

Credits: 3, Hours: (2/2/0/0), Prereq: BCA-290; Arts & Sciences Elective Code: B

BCA-800 Web Technologies Capstone (3)

Provides a cumulative experience for students to independently complete a portfolio-quality Web project. Integrates skills acquired in core and emphasis courses with individual strengths to develop comprehensive solutions. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-334; Arts & Sciences Elective Code: B; Comments: Students need to register for this course in the final term of program

BIO: Biology

BIO-104 Introductory Biology With Lab (3)

Intended as a beginning-level course for liberal arts students who are not planning to major in the sciences. The course includes genetics, evolution, ecology, plant and animal reproduction, and biodiversity. Current topics in life science are covered throughout the course. Students are offered a variety of opportunities in laboratory through investigations, discussion, written expression and readings. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

BIO-110 Basic Biological Concepts (3)

Designed for the student with little or no background in biology or chemistry, or as a refresher for the student who has not taken either for many years. Provides a basic foundation for further course work in the biological sciences. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

BIO-112 General Biology I (4)

Serves as an introductory course for biology, science and health science majors. Principles of cellular biology and elementary biochemistry and energy functions are covered; cell division, DNA/RNA and genetics follow. Evolution theory completes the work of the semester. Credits: 4, Hours: (3/2/0/0), Prereq: BIO-110 or CHM-165; Arts & Sciences Elective Code: A; Comments: Besides taking a prerequisite course, proficiency may be demonstrated by a passing score on the Biology Readiness Exam. Contact the Test Center for details.

BIO-113 General Biology II (4)

Continues the study of General Biology I concentrating on organismal biology and ecology. The evolution and diversity of the Monera, Protista, Fungi, Plantae and Animalia are covered, followed by a comprehensive study of ecology. Additional topics include plant anatomy and physiology, and animal systems including, but not limited to, nervous, circulatory, reproductive and immune systems. Credits: 4, Hours: (3/2/0/0), Prereq: BIO-112; Arts & Sciences Elective Code: A

BIO-124 Botany for Non-Majors (4)

Surveys the plant kingdom from bacteria to seed-bearing plants, and studies general anatomy and physiological processes of plants. Initial studies are of plant cells followed by that of vegetative and reproductive organs. Physiological processes of photosynthesis, transpiration, absorption, conduction, respiration, pollination and fertilization are included. Credits: 4, Hours: (3/2/0/0), Arts & Sciences Elective Code: A

BIO-151 Nutrition (3)

Designed to show the relationship between sound nutrition and good health. Topics studied are: energy requirements, carbohydrates, lipids, proteins, vitamins, minerals, metabolism, physical exercise, dieting, weight problems, evaluation of nutritional claims, vegetarianism, and proper nutrition during pregnancy and lactation. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Does not count as a science course for the A.A. degree

BIO-154 Human Biology (3)

Examines human form and function and the relationship of humans to other living things. Fundamental biological principles as they apply to the human are explored. This course is intended for liberal arts students who do not currently plan to major in the biological or health sciences. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

BIO-161 Basic Anatomy and Physiology (3)

Designed for students in the specific health sciences. An overview of human form and function presented in a lecture/laboratory format. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

BIO-168 Human Anatomy & Physiology I w/Lab (4)

Introduces the structure and function of the human body. Organization at the cellular and tissue level and selected organ systems are emphasized. Laboratory activities (which include computer simulations, dissection, and/or human specimens) reinforce current concepts. Credits: 4, Hours: (3/2/0/0), Prereq: One year of recent high school biology/chemistry with a grade of B or higher strongly recommended, or completion of Basic Biological Concepts or other college-level biology course; Arts & Sciences Elective Code: A

BIO-173 Human Anatomy & Physiology II w/Lab (4)

Continues the study of human organ systems. Laboratory activities and dissection, which includes computer simulations and human specimens, correspond to structures and functions investigated. Credits: 4, Hours: (3/2/0/0), Prereq: BIO-168; Arts & Sciences Elective Code: A

BIO-177 Human Anatomy (4)

Covers the gross structure and function of human body systems. Focuses on function as it relates to structure through class and laboratory activities. Laboratory experiences include cadaver study, human specimens, dissection and interactive group work. Credits: 4, Hours: (3/2/0/0), Arts & Sciences Elective Code: A; Comments: Recommend BIO-110 or recent high school science class with a grade of B or above

BIO-180 Human Physiology (4)

Examines the physiological processes associated with human body systems. Topics include biochemistry, metabolism, hormone actions, muscular physiology, neurophysiology, cardiovascular function, renal function, acid/base/electrolyte regulation, nutrient absorption, immune response and reproduction functions. Lab investigates system physiological responses and culminates in a research experience. Credits: 4, Hours: (3/2/0/0), Prereq: BIO-177; Arts & Sciences Elective Code: A

BIO-181 Homeostatic Physiology (3)

Designed for advanced Health Sciences students. This course emphasizes body systems important to maintaining homeostasis in the human. Nerve and muscle tissue, cardiac, respiratory, fluid-electrolyte and endocrine physiology are addressed. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-161; Arts & Sciences Elective Code: B

BIO-182 Basic Microbiology (1.5)

Includes the structures and function of microorganisms, characteristics of pathogenic and non-pathogenic bacteria, infection processes, specifics of the immune response, and principles and applications of asepsis. Credits: 1.5, Hours: (1/1/0/0), Arts & Sciences Elective Code: B

BIO-186 Microbiology (4)

Surveys bacteria, viruses and fungi: their growth characteristics, morphology and pathogenicity. The epidemiology and diagnosis of pathogenic bacteria and an introduction to immunology are also included. Laboratory emphasis is on culturing, identification, aseptic technique and basic immunological assays. Credits: 4, Hours: (3/2/0/0), Prereq: One year of recent high school biology/chemistry with a grade of B or higher is strongly recommended, or completion of Basic Biological Concepts or other college-level biology course; Arts & Sciences Elective Code: A

BIO-189 Microbes and Society (3)

Explores microorganisms and how they have influenced human affairs and the environment. Through lectures, assigned readings, educational films, slides, tapes and discussions students explore the power of selected microorganisms, how they influenced history, demography, fashion, the arts, the economy and, of course, individual lives. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

BIO-190 Introductory Biotechnology (3)

Explores biotechnology and its impact on science and society. Includes basic biological principles, biotech product development, agricultural and medical applications of biotechnology and potential careers. Intended for liberal arts students interested in biotechnology and those interested in the Biotechnology AAS degree. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

BIO-195 Human Evolution (3)

Considers biological evaluations and applications to the history of the human species. Hypotheses and theories concerning the origins of the earth, life, levels of life, the human species and races are examined. Topics include primate classification and relationships, human evolution, anthropological and archeological techniques, the evolution of prehistoric culture, and human migration into North America. Concept-building subject areas include genetic, evolution and paleontology principles. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

BIO-249 Biotechnology Internship (1-3)

Provides practical experience in the field of biotechnology. Students who have completed most or all of their course work in the biotechnology program are given the opportunity to acquire work-related skills through a cooperative effort with local biotechnology companies. Credits: 3, Hours: (0/0/0/12), Prereq: BIO-147, CHM-175;

Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

BIO-400 Lab Methodology (3)

Emphasizes basic laboratory techniques commonly used in the biotechnology field. Includes properly collecting data, making laboratory measurements, preparing solutions and using laboratory instruments. Covers quality control and assurance, and biosafety issues such as blood-borne pathogen training and interpretation of MSDS literature. Lab included. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

BIO-410 Molecular Biology Techniques I (4)

Introduces modern molecular biology techniques utilizing nucleic acids (DNA and RNA). Includes nucleic acid purification, quantitation, cloning and restriction enzyme digests. Advanced techniques include Southern and Northern analysis, polymerase chain reaction (PCR), real-time PCR and DNA sequencing. Stresses proficiency in techniques and proper analysis of results. Lab included. Credits: 4, Hours: (1/6/0/0), Arts & Sciences Elective Code: B

BIO-420 Molecular Biology Techniques II (4)

Introduces modern molecular techniques utilizing biomolecules, emphasizing proteins. Explores basic techniques in protein expression, protein purification, and protein analysis including Western blot analysis. Includes complex techniques relating to biomolecule separation. These methods include a variety of chromatographic methods including: paper, thin layer, gel permeation, gas and high performance liquid chromatography. Students interpret chromatographic results and practice documentation and reporting skills. Lab included. Credits: 4, Hours: (1/6/0/0), Prereq: BIO-410; Arts & Sciences Elective Code: B;

BIO-430 Molecular Genetics (3)

Introduces the fundamental concepts of genetics. Focuses primarily on the modern discoveries of molecular biology and their applications in today's world; however, basic principles of classical (Mendelian) genetics are also discussed. Topics include DNA structure and analysis, DNA replication, transcription, translation, cell cycle regulation with regard to cancer, recombinant DNA technology, genomics, and proteomics. Credits: 3, Hours: (3/0/0/0), Coreq: BIO-410; Arts & Sciences Elective Code: B; Comments: Lab not included. Students apply lab skills in Molecular Techniques I and Molecular Techniques II.

BIO-450 Basic Bioinformatics (3)

Introduces bioinformatics concepts and practice. Includes biological databases, sequence alignment, gene and protein structure prediction, molecular phylogenetics, genomics and proteomics. Emphasizes practical experience with bioinformatics tools, development of basic skills in the collection and presentation of bioinformatics data, as well as basic programming in a scripting language. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-190; Coreq: BIO-410; Arts & Sciences Elective Code: B

BIO-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Course may be taken more than once. Credits: 1, Hours: (1/0/0/0),

Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

BIO-928 Independent Study (1)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (0/2/0/0), Prereq: BIO-104 or BIO-112 or BIO-113 or BIO-168 or BIO-173 or BIO-186; Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

BUS: Business

BUS-101 Orientation to Business Professionalism (1)

Develops students' personal and professional skills in the business world. Focuses on the components of business image including professional dress, networking with business professionals, the art of handshaking, and proper dining, email and meeting etiquette. Students will create employment documents/tools and explore professional organizations. Emphasizes professionalism in the business industry with additional insight on how to be successful as a Kirkwood student. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

BUS-102 Introduction to Business (3)

Focuses on American and global business and introduces the student to each primary facet of operating a business. This course will help the student understand economic, social and political influences that affect business success. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

BUS-149 Small Business Financial Management (3)

Focuses on setting up and customizing accounts, the importance of appropriately categorizing transactions, transferring funds, creating invoices, splitting transactions, scheduling transactions, balancing accounts and creating reports. Covers retail analysis, tax collection and reporting, integrating online bank accounts and managing payroll. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

BUS-151 Introduction to E-Commerce (3)

Introduces the infrastructure and components necessary for a successful e-commerce website in the context of business, payment, security, legal and privacy issues. Includes the basic concepts, tools and techniques of Web Analytics and search engine optimization needed to begin promoting a website and evaluating its success. Includes shopping cart systems, issue tracking and analytics. Credits: 3, Hours: (2/2/0/0), Prereq: BCA-290, any MKT course; Arts & Sciences Elective Code: A

BUS-161 Human Relations (3)

Explores the psychological principles of human behavior, helping students understand themselves and others in the workplace. This course is adapted to students' needs and interests depending on their overall degree programs. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

BUS-182 Introduction to Law (3)

Introduces the student to the broad spectrum of the involvement of business in customary business law topics. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

BUS-185 Business Law I (3)

Surveys the general source of law and structure of the American legal system. Students learn basic principles of tort law, administrative law, constitutional law and contract law with an emphasis on business applications. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

BUS-190 Professionalism: BPA (1)

Develops and recognizes leadership and teamwork utilizing a student professional organization, Business Professionals of America (BPA). Special emphasis is placed on leadership development activities. Students are provided the opportunity to participate in state and national business competitions, earn awards, perform community service and seek local, state and national office. This course may be repeated for credit. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

BUS-192 Professionalism: Business Competition (1)

Develops and recognizes leadership and teamwork skills utilizing a professional organization. Emphasizes leadership development activities. Provides opportunities to participate in business competitions. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

BUS-280 Fundamentals of Lean Process Improvement (3)

Focuses on learning and practicing Lean methods of minimizing waste, increasing efficiency and improving quality within organizations. Provides basic understanding and practical applications of organization techniques (5S), Lean mapping tools, streamlining work processes and problem-solving methodologies (A3). Concludes with a comprehensive capstone project using real-world Lean applications. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

BUS-290 Employment Search and Workplace Success (1)

Provides students with an understanding of the job-seeking process including resumes and interviews. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

BUS-294 Business Administration Capstone (1)

Serves as a capstone for Business Administration majors. Students develop a leadership/employment portfolio to demonstrate achievement of program goals. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

BUS-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

BUS-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a

staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

BUS-932 Internship (1-9)

Provides an opportunity to receive experience through on-the-job training in an approved business establishment. Valuable learning experiences are structured by the program coordinator and the training sponsor. Credits: 1-9, Hours: (0/0/0/4-36), Arts & Sciences Elective Code: A

BUS-949 Special Topics (1-3)

Offers a learning experience in conjunction with a structured work situation. Instruction and readings relate to and supplement the particular job experience. Credits: 1-3, Hours: (0/0/0/4-12), Coreq: BUS-908; Arts & Sciences Elective Code: A

CAD: Computer Aided Drafting

CAD-106 CAD II (3)

Provides advanced instruction in CAD (computer-aided design). Students learn to use complex commands, animation, 3-D drawing, interface CAD with other programs, modify menus, write simple programs, and set up CAD stations with AutoCAD on IBM computers. Credits: 3, Hours: (1/4/0/0), Prereq: CAD-105; Arts & Sciences Elective Code: B; Comments: Previous AutoCAD experience required

CAD-140 Parametric Solid Modeling I (3)

Provides parametric 3-D solid modeling experience using industry-standard software. Covers modeling operations including creating extrusions, cuts, holes, sweeps, blends and revolutions. Basic operations for creating drawings and assemblies are also covered. The software platform utilized shall be Inventor. Credits: 3, Hours: (2/2/0/0), Prereq: CAD-300; Arts & Sciences Elective Code: B

CAD-141 Parametric Solid Modeling II (3)

Provides students experience with parametric 3-D solid modeling using industry standard software. Students learn modeling operations including creating extrusions, cuts, holes, sweeps, blends and revolutions. Basic operations for creating drawings and assemblies are also covered. The software platform utilized shall be Pro E. Credits: 3, Hours: (2/2/0/0), Prereq: CSC-110; Arts & Sciences Elective Code: B

CAD-200 CAD SoftPlan (3)

Introduces object based CAD programs and the process involved in generating a complete set of working drawings. Emphasizes drawing set up, file management, architectural information organization, attention to detail, converting sketches to CAD, modifying CAD drawings and applying problem-solving skills. Credits: 3, Hours: (3/0/0/0), Prereq: ARC-300 and CON-116, and either IND-155 or CSC-110; Arts & Sciences Elective Code: B

CAD-201 CAD REVIT (3)

Introduces a building information modeling CAD program and the process involved in generating a complete set of working drawings. Emphasizes drawing set up, file management, architectural information organization, attention to detail, converting sketches to CAD, modifying CAD

Course Descriptions

drawings and applying problem-solving skills. Credits: 3, Hours: (3/0/0/0), Prereq: ARC-300 and CON-116, and either CSC-110 or IND-155; Arts & Sciences Elective Code: B

CAD-202 Architectural CAD Residential (3)

Presents guided, step-by-step instruction for incorporating CAD into the generation of a complete set of residential working drawings. Focuses on the proper use of basic and advanced CAD skills, organizing information to generate CAD drawings and interpretation of hand drawings to CAD. Credits: 3, Hours: (3/0/0/0), Prereq: CAD-400; Arts & Sciences Elective Code: B

CAD-204 Architectural CAD Commercial (6)

Explores further the processes involved in generating a complete set of commercial working drawings. Explores correct computer usage, code research, blueprint redline and revision, and appropriate graphic representation. Teamwork is also emphasized. Credits: 6, Hours: (2/8/0/0), Prereq: CAD-202; Arts & Sciences Elective Code: B

CAD-206 Architectural CAD Project (6)

Enables the student to develop a set of working drawings on CAD for a commercial project located on the Kirkwood campus. Focuses on correct computer usage, code research, blueprint redline and revision, and appropriate graphic representation. Teamwork is also emphasized. Credits: 6, Hours: (2/8/0/0), Prereq: CAD-204; Arts & Sciences Elective Code: B

CAD-237 Geometric Dimensioning and Tolerancing (3)

Introduces the special symbols used on mechanical drawings. Geometric dimensioning and tolerancing is a means of specifying engineering design and drawing requirements with respect to actual function and relationship of part features. It is a technique that ensures the most economical and effective production of these features for fabrication and inspection. Credits: 3, Hours: (3/0/0/0), Prereq: DRF-141, or both MFG-120 and MFG-130; Arts & Sciences Elective Code: B

CAD-300 AutoCAD for Applied Engineering (2)

Provides instruction in entry-level two-dimensional mechanical CAD drawing creation and editing, program customization, CAD standards, file manipulation/translation, and library creation/usage. Emphasizes mechanical drawings. Discusses basic computer hardware, software and operating systems. Students should be familiar with keyboarding and microcomputer applications. Credits: 2, Hours: (1/2/0/0), Prereq: CSC-110; Arts & Sciences Elective Code: B; Comments: Drafting, mathematics or practical blueprint reading experience required

CAD-310 Inventor for Applied Engineering (1)

Provides parametric 3-D solid modeling experience using the software platform Inventor. Covers the basic operations for creating drawings and assemblies. Emphasizes modeling operations, including creating extrusions, cuts, holes, sweeps, blends and revolutions. Credits: 1, Hours: (.5/1/0/0), Prereq: CSC-110 or IND-155; Arts & Sciences Elective Code: B; Comments: Drafting, mathematics or practical blueprint reading experience required

CAD-320 Parametric Solid Modeling III (2)

Expands ProE software skills learned in Parametric Solid Modeling II. Emphasizes advanced software features typically encountered in the design manufacturing workplace. Includes modeling in assembly mode, sheet metal, family tables, Mapkeys and introductory FEA. Credits: 2, Hours: (1/2/0/0), Prereq: CAD-141; Arts & Sciences Elective Code: B

CAD-400 AutoCAD for Architecture (3)

Provides instruction in two- and three-dimensional architectural CAD drawing creation and editing, program customization, CAD standards, file manipulation/translation, and library creation/usage. Discusses basic computer hardware, software and operating systems. Credits: 3, Hours: (3/0/0/0), Prereq: CSC-110 or IND-155, CON-116 and ARC-300; Arts & Sciences Elective Code: B

CAD-805 CAD Projects (1-3)

Provides for individualized learning under guidance of an appropriate instructor. Application of advanced CAD techniques to a project relative to the student's specific career or field of study. Credits: 1-3, Hours: (0/2/0/0), Prereq: CAD-300 or CAD-400; Arts & Sciences Elective Code: B

CAD-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

CHM: Chemistry

CHM-110 Introduction to Chemistry (3)

Introduces chemistry to those with little or no previous background in chemistry and is preparatory for further course work in chemistry including Intro to Organic & Biochemistry for Nursing students. The course includes a study of chemical structure and bonding, measurements, periodic table, nuclear chemistry weight/volume relationships in chemical reactions, and solution chemistry. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: The lab is optional.

CHM-111 Introduction to Chemistry Laboratory (1)

Laboratory to accompany CHM-110. Credits: 1, Hours: (0/2/0/0), Coreq: CHM-110; Arts & Sciences Elective Code: A

CHM-132 Introduction to Organic and Biochemistry (4)

Introduces structure, nomenclature and reactions in organic chemistry as well as the study of life processes including carbohydrate, protein, lipid, nucleic acid metabolism and the interrelationships involved. Credits: 4, Hours: (3/2/0/0), Prereq: CHM-110; Arts & Sciences Elective Code: A; Comments: One year of high school chemistry recommended

CHM-165 General Chemistry I (4)

Studies the basic principles of inorganic chemistry with emphasis on such concepts as measurements and problem solving, chemical reactions and equations, stoichiometry, atomic structure and nuclear chemistry, periodicity, chemical

bonding, kinetic molecular theory and gas laws, and the structure and properties of matter. Credits: 4, Hours: (3/2/0/0), Prereq: CHM-110, MAT-102, MAT-138 or MAT-708; Arts & Sciences Elective Code: A

CHM-175 General Chemistry II (4)

Studies colligative properties along with thermodynamics and kinetics, chemical equilibrium, electrochemistry, acids, bases and complex ions, and an introduction to organic chemistry. Credits: 4, Hours: (3/2/0/0), Prereq: CHM-165; Arts & Sciences Elective Code: A

CHM-262 Organic Chemistry I (4.5)

Introduces the theory and practice of organic chemistry with emphasis on the chemistry of functional groups. Areas stressed are nomenclature, stereoisomerism, chemical bonding, reaction mechanisms, the characterization of hydrocarbons, alkyl halides and alcohols. The laboratory stresses development of appropriate organic chemistry separation, isolation and synthetic techniques. Credits: 4.5, Hours: (3/3/0/0), Prereq: CHM-175; Arts & Sciences Elective Code: A

CHM-272 Organic Chemistry II (4.5)

Continues the study of ethers, aldehydes, ketones, carboxylic acids and their derivatives, amines and biologically important fats, proteins and carbohydrates. Stresses qualitative organic analysis and spectroscopic methods. Credits: 4.5, Hours: (3/3/0/0), Prereq: CHM-262; Arts & Sciences Elective Code: A

CHM-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean.

CHM-928 Independent Study (1-1.5)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1-1.5, Hours: (0/2-3/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean.

CIS: Computer Information Systems

CIS-121 Introduction to Programming Logic (3)

Introduces students to basic computer programming ideas and foundational principles such as problem decomposition and step-wise refinement. Explores problem solving using well-developed programming logic derived with pseudo code, flow charts and related techniques. Focuses on translating student developed solutions into simple programs for testing using an instructor-selected, high-level programming or scripting language. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

CIS-128 Programming Concepts (3)

Introduces computer programming, including the technical aspects of designing and coding computer programs to accomplish business objectives, and how this technology fits into companies' overall information systems needs. Explores application software development and explains

basic programming logic structures, facilitating successful designing, coding and testing. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

CIS-135 Microcomputer Operating Systems (3)

Introduces and familiarizes students with a variety of PC-based operating systems. The systems include DOS, Windows, UNIX and LINUX. The respective strengths of the operating environments are reviewed, along with the approaches used in providing systems management and software development support capabilities. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

CIS-172 Java (4)

Provides an introduction to object-oriented program and design concepts using the Java programming language. Intended for students without previous object-oriented programming experience. The course covers methods, classes and objects with emphasis on modularity and code reusability. Students code, test, and debug simple applets and applications illustrating understanding of conditionals, iteration, array handling, event processing, string handling, and input-output. Credits: 4, Hours: (3/2/0/0), Prereq: CIS-121; Arts & Sciences Elective Code: A

CIS-176 Java II (4)

Continues Java. This course covers such topics as advanced GUI, exception handling, multithreading, multimedia, files and streams, networking, and data structures. Credits: 4, Hours: (3/2/0/0), Prereq: minimum grade C- in CIS-172, and in either CIS-332 or CIS-307; Arts & Sciences Elective Code: A

CIS-181 Java III (3)

Provides practical application of server-side Java development. Emphasizes meeting business needs, through database integration, web and Internet services, servlets and Java server pages (JSP). Explores developing client software and web interfaces for mobile devices. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-176; Arts & Sciences Elective Code: B

CIS-207 Fundamentals of Web Programming (3)

Presents hypertext markup language and cascading style sheets for encoding Web pages. Introduces Server Side Includes and simple JavaScript for enhancing them. Emphasizes a structured approach to page layout, coding and styling, exposing students to a variety of software tools. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

CIS-280 Client Side Scripting (3)

Covers practical Web client script programming in depth. Emphasizes JavaScript and DOM scripting, but other topics, including the use and modification of open-source scripts and script libraries, are also explored. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-121 or CIS-128, CIS-332 or CIS-307; Arts & Sciences Elective Code: B

CIS-307 Introduction to Databases (3)

Introduces students to database concepts and different software applications used in database management. Covers the design of tables and forms for data entry in a relational database management system. Students maintain the data and design inquiries to produce information for decision making, data analysis and integration

with other software applications. Credits: 3, Hours: (2/2/0/0), Prereq: CSC-110; Arts & Sciences Elective Code: A

CIS-332 Database and SQL (3)

Covers SQL programming and relational database design. Includes entity-relationship diagrams, table normalization and database documentation. Emphasizes writing simple and complex queries for a variety of tasks. Includes other topics related to T-SQL, replication, OLAP, creating and testing stored procedures, triggers, security, and tuning. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-121; Arts & Sciences Elective Code: B

CIS-334 PHP/Apache/MySQL (3)

Introduces PHP, Apache and MySQL open source technologies used to create dynamic, database-driven Web applications. Students create MySQL databases and use server-side scripting language (PHP) to write applications that interact with the database through Apache Web server technology. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-121 or CIS-128, CIS-332 or CIS-307; Arts & Sciences Elective Code: B

CIS-342 PHP/Apache/MySQL II (3)

Continues instruction on PHP programming language for building Web-based structure. Focuses on the object-oriented method of the PHP programming language as students create reusable assets and modular systems for use on a Web site project. Emphasizes SQL query knowledge and application. Develops knowledge of Apache Web server management through work with a local Apache server. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-334; Arts & Sciences Elective Code: B

CIS-504 Structured Systems Analysis (3)

Covers the foundational aspects of system analysis and design, and the role of the systems analyst in a business information systems environment. Teaches the tools, techniques and methodologies used to analyze and design information systems and produce technical solutions for companies' information technology needs. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-332 or CIS-307, CIS-172 or CIS-622; Arts & Sciences Elective Code: B

CIS-570 Introduction to iSeries eServer (2)

An overview of IBM application system/400 architecture and facilities. Topics include operating system concepts and introduction to control language, menu structure, system displays, creation and maintenance of logical and physical files, and data base organization and access. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

CIS-622 .NET Programming I (3)

Introduces the Microsoft .NET architecture, the Visual Studio IDE and object-oriented programming with .NET. Emphasizes building stand-alone desktop projects with graphical user interfaces using WinForm components. Focuses on applying the principles of programming and problem solving within an object-based design and event-driven paradigm. Includes interface design, using common libraries and features of the common language runtime. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-121; Arts & Sciences Elective Code: B

CIS-624 .NET Programming II (3)

Extends students' knowledge of Microsoft .NET and related tools. Emphasizes the use of SQL and ADO.NET for the creation of stand-alone and distributed database applications to solve common business problems. Covers issues related to n-tier design, network communications, error handling and the production of flexible database reports. Credits: 3, Hours: (2/2/0/0), Prereq: minimum grade C- in CIS-622, and in either CIS-332 or CIS-307; Arts & Sciences Elective Code: B

CIS-626 .NET Programming III (3)

Provides a practical introduction to Internet programming with Microsoft .NET. Emphasizes development of websites and web services with ASP.NET and related tools. Focuses on creating multi-tier business web applications. Includes basic ASP.NET web controls and script integration, along with server-side issues such as authentication, state management and database connectivity. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-624; Arts & Sciences Elective Code: B

CIS-802 Programming Capstone Project (3)

Requires application of knowledge gained from programming design and systems analysis classes in the analysis, design, scheduling and implementation of a complete systems development effort. This course should be taken in the student's final semester. Credits: 3, Hours: (2/2/0/0), Prereq: CIS-504, CIS-624; Arts & Sciences Elective Code: B

CIS-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

CIS-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

CLS: Cultural Studies

CLS-125 Language and Society (3)

Introduces basic sociolinguistic principles. Practices methods for discovering and describing socially significant language behavior. Explores correlations between social and linguistic behavior. Analyzes the educational and political implications of sociolinguistic findings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-140 Understanding Cultures: The Mideast (3)

Examines in a cross-cultural context the politics, economics, history, ethnic groups, religions and cultures of the Mideast from Morocco to Afghanistan and Pakistan. Includes study of all aspects of the Arab/Israeli conflict. Students also acquire an understanding of nationalism, tribalism and energy issues in a global context. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-151 Understanding Cultures: Latin America (3)

Examines human spatial and cultural behavior in Latin America by exploring political, economic, religious and social institutions. Theoretical readings are balanced with case studies to enable students to explore theoretical perspectives in a cross-cultural context. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-159 Understanding Cultures: Indigenous Central America (3)

Explores the ethnographic, political, economic and historical contexts of contemporary indigenous life in Central America, with particular emphasis on the indigenous people of Guatemala and Mexico. While contemporary culture is the main focus of the course, students also explore the themes of continuity and change from pre-Hispanic times to the present. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-165 Understanding Cultures: Modern Japan (3)

Begins with a survey of Japanese history and culture to the Meiji Restoration of 1868. Emphasis is on the borrowing and blending of Chinese culture with Japanese culture, dating back to the Tang dynasty in China. Students focus on the Japanese adaptation to the challenges of modernization, with emphasis on accommodating industry and modern systems of government within a traditional Japanese cultural system. Issues include the relationship with China, World War II and the economic expansion of Japan from 1945 to the present. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-167 Understanding Cultures: Modern China (3)

Focuses on the 19th and 20th centuries, a period of confusion, violence and chaos, during which China has undergone a dramatic revolution. Compares how ancient China struggled to adopt the most useful practices of the western enlightenment while keeping its unique identity. Explores this struggle by examining geography, philosophy of Confucianism, and religious and political practices. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-171 Understanding Cultures: Sub-Saharan Africa (3)

Examines the geography, history, economics, social relations, health issues, urbanization, religion and literature of Sub-Saharan Africa. Considers the development of Africa prior to colonization, the impact of colonization, issues facing Africans since independence, and contemporary challenges and opportunities. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-180 American Pluralism (3)

Examines the pluralistic nature of American communities through a critical analysis of the history, literature and culture of one or more of the following cultural groups: African Americans, Asian Americans, European Americans, Hispanic Americans or Native Americans. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-192 Communication and Culture (3)

Examines the implications and impacts of various communication media, especially modern ones,

on human culture and society. Using tools of historical and cultural studies, as well as the interpretive methods of the humanities, students will explore, for example, how new communications media affect interpersonal relations, self concept, democracy, experiences of space/time and human creativity. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CLS-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project learning contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

COM: Communication

COM-222 Communication for Health Care Professionals (3)

Introduces the theories and skills used to analyze and understand communication variables affecting human relationships, such as personal perception, feedback, idea development and non-verbal cues. Builds competencies and skills relevant to various interpersonal contexts within health care settings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

COM-710 Basic Communications (3)

Provides an opportunity for students to improve English language skills. The principles of English grammar, punctuation and style are studied. Emphasis is placed on correct grammar usage, spelling, vocabulary and proofreading/editing skills for the office professional. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-013; Arts & Sciences Elective Code: B

COM-723 Workplace Communications (3)

Emphasizes practical application of theories and principles to develop writing skills essential to encounters in contexts of occupational communications. Includes writing business letters, resumes, memos, instructional materials and reports, and using visual aids, taught through a blend of formal lectures and student participation. Offered for students enrolled in Applied Science and Technology programs. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

COM-744 Oral Communication in the Workplace (3)

Emphasizes the practical application of theories and principles to the development of presentation skills essential to communication encounters in contexts of occupational communications. Helps students become confident presenters by focusing on the preparation and delivery of various workplace presentations. Offered for students in Applied Science and Technology programs. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

COM-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

CON: Construction

CON-116 Architectural Plans and Specs (2)

Introduces the skills and methods for understanding and interpreting construction drawings and technical specifications for residential and commercial buildings. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

CON-134 Surveying and Site Layout (2)

Provides class and laboratory activities to gain knowledge in the use of conventional and laser instruments, building site layout, site investigation, leveling, topographic maps and route surveying. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

CON-190 Residential Construction (3)

Provides introductory lab experience in tool and equipment use, basic residential construction procedures and safety for those with little or no construction experience. Includes foundation systems, floor systems, basic wall construction, roof systems, electrical layout and theory, heating and air handling basics, and plumbing systems. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

CON-237 Construction Project (3)

Focuses on teamwork and leadership by rotating students through being team members and crew leaders in building a construction project. Emphasizes productivity and supervisory tasks. Credits: 3, Hours: (0/6/0/0), Arts & Sciences Elective Code: B

CON-272 Commercial Construction (3)

Provides introductory lab experience in tool and equipment use, and basic commercial construction procedures. Focuses on safety and foundational elements in a variety of systems. Hands-on lab activities include foundations, floor and wall systems, concrete, masonry, plumbing, HVAC and electrical. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

CON-273 Carpentry Lab I (6)

Introduces the tools and terminology used in basic framing and gives students hands-on framing instruction. Focuses on frame walls, windows, doors and other standard structures. Emphasizes correct materials and methods. Credits: 6, Hours: (3/6/0/0), Arts & Sciences Elective Code: B

CON-274 Carpentry Lab II (8)

Continues Carpentry Lab I. Explores the uses of modern construction materials, correct tool usage, accuracy and techniques in a hands-on lab. Continues strengthening basic carpentry skills, then expands to incorporate layout, framing, concrete form building, complex roof structures, stair building, metal stud framing and basic interior trim. Credits: 8, Hours: (4/8/0/0), Prereq: CON-273; Arts & Sciences Elective Code: B

CON-275 Stone Concepts (2)

Provides introductory hands-on skills in the tools, preparation and application of the most commonly used stone products in this area, including Anamosa and Indiana Limestone as well as a variety of man-made stone and rubble. Students develop skills in handling, forming and laying all types of stone and in proper patterns. Included in this course is a historical overview of the an-

cient art of stone masonry and field trips to stone mines. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

CON-311 Building Construction Systems I (3)

Introduces the materials, methods and terminology used in modern construction. Focuses on general knowledge in a broad range of systems and the coordination requirements between those systems. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: A classroom-based discussion course that includes field trips to construction sites

CON-312 Building Construction Systems II - Carpentry (2)

Continues the study of materials, methods and terminology used in modern construction. Focuses especially on mechanical, electrical, and plumbing systems and their coordination with other systems. Also studies the use of charts and tables to evaluate system requirements. Credits: 3, Hours: (3/0/0/0), Prereq: CON-311; Arts & Sciences Elective Code: B

CON-313 Building Construction Systems II (3)

Continues the study of materials, methods and terminology used in modern construction. Focuses especially on mechanical, electrical, and plumbing systems and their coordination with other systems. Also studies the use of charts and tables to evaluate system requirements. Credits: 3, Hours: (3/0/0/0), Prereq: CON-311 or EGR-460; Arts & Sciences Elective Code: B

CON-316 Sustainable Construction Science (3)

Provides an understanding of building science theory and applications in residential and commercial construction. Sustainable design issues such as climate, environment, durability, air and moisture transfer are discussed. Students apply knowledge to traditional building methods as well as newer technologies of construction. Students gain knowledge and resources beneficial to future certifications in LEED, Energy Star and many others. Credits: 3, Hours: (1/0/0/0), Prereq: CON-313; Arts & Sciences Elective Code: B

CON-321 Residential Estimating for Carpentry (2)

Introduces the basic principles and skills necessary to develop estimates for residential projects. Concentrates on calculating material and labor quantities. Introduces techniques for pricing. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: A

CON-322 Residential Estimating for Construction and Architecture (3)

Introduces the basic principles and skills necessary to develop estimates for residential projects. Concentrates on calculating material and labor quantities. Introduces techniques for pricing. Credits: 3, Hours: (2/2/0/0), Prereq: CON-116; Arts & Sciences Elective Code: B

CON-328 Construction Law and Ethics (3)

Introduces construction law and construction contract documents and their legal consequences on the owner, contractor, A/E and subcontractor with an emphasis on the AIA documents. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CON-323 Light Commercial Estimating (3)

Introduces the basic principles and skills needed to develop a complete estimate for light commercial construction projects. Uses spreadsheets and interactive estimating software. Credits: 3, Hours: (3/0/0/0), Prereq: CON-322; Arts & Sciences Elective Code: A

CON-324 Commercial Estimating (3)

Introduces the basic principles and skills needed to develop a complete estimate for commercial construction projects. Uses spreadsheets and interactive estimating software. Credits: 3, Hours: (3/0/0/0), Prereq: CON-322; Arts & Sciences Elective Code: A

CON-330 Construction Capstone (3)

Provides the student an opportunity to complete a detailed estimate and develop a project up to the first day of construction. Students who successfully complete the third party standardized tests can be certified in Project Supervision by the National Center for Construction Education and Research. Credits: 3, Hours: (1/4/0/0), Prereq: CON-335; Arts & Sciences Elective Code: A

CON-331 Construction Materials Science (3)

Applies mathematical processes and formulas to perform complex calculations for loads, states of stress, forces, movement, levers, moment, stability and equilibrium as they apply to residential and commercial building design and construction practices. Credits: 3, Hours: (3/0/0/0), Prereq: CON-116, MAT-716; Arts & Sciences Elective Code: B; Comments: All first-year courses or permission of instructor

CON-335 Construction Planning and Scheduling (2)

Covers class and laboratory activities to control the flow of materials, manpower and equipment on a construction project, with a major emphasis on CPM schedule preparation and monitoring. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A; Comments: All first-year courses or permission of instructor

CON-355 Industrial Framing and Construction (3)

Covers job site/shop safety, construction guidelines and theory, print reading, footing layout and construction, floor systems, basic wall construction, and roof framing layout and calculations. Emphasizes concepts and theory through laboratory exercises and lecture. Credits: 3, Hours: (2/2/0/0), Prereq: MAT-233; Arts & Sciences Elective Code: B

CON-400 Construction Project Management (3)

Introduces the functions of project management in the construction industry. Studies the defining, planning, executing and closing phases of a project. Focuses on teamwork, leadership and problem solving. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

CON-410 Construction Modeling (3)

Introduces construction concepts through computerized model building. Explores various wall systems and the phases of the construction process. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

CON-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guid-

ance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

CON-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

CON-932 Internship (1-6)

Provides full-time work in an approved, construction-related position that includes instructor visitations/evaluations and employer evaluations of performance. Students gain experience in planning and production monitoring. Credits: 1-6, Hours: (0/0/0/4), Arts & Sciences Elective Code: B; Comments: All first-year courses or permission of instructor

CRJ: Criminal Justice

CRJ-100 Introduction to Criminal Justice (3)

Provides an overview of the American criminal justice system and examines the process of justice administration through the agencies of law enforcement, courts and corrections. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

CRJ-101 Ethics in Criminal Justice (3)

Examines the ethical considerations facing the criminal justice practitioner. Includes determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, policy and management issues, professionalism, pride and ethics for practitioners. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-111 Police and Society (3)

Examines police as part of society's official control apparatus. A theory-based course which utilizes a multiple causation model to explain police issues, integrating six core elements: history, role, socialization, culture, function and experience. Students study police history, police role and organization, the making of a police officer, police behavior, stress, the delivery of effective police services and the future of law enforcement. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-120 Introduction to Corrections (3)

Examines the history, theories and practices of penal institutions, both adult and juvenile. Additionally explores penal reform in relation to various objectives of modern penology. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-130 Criminal Law (3)

Reviews the historical development of criminal law and the resulting philosophy of law that has developed. The law-making process, with the societal and political influences, is examined and discussed. Comparisons of common law with contemporary law are analyzed in an attempt to determine what impact historical events and societal changes have had in bringing about

Course Descriptions

change. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-133 Constitutional Criminal Procedure (3)

Studies the development of fundamental principles in constitutional law, integrating a case-by-case study of United States Supreme Court decisions and a broad examination of the judicial legal processes. Coverage includes the nature of judicial review, powers of the Supreme Court, president, Congress and federalism. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-136 Correctional Law (3)

Explores current statutory and case law pertinent to correctional concepts, facilities and related topics. Examines major legal issues: incarceration, probation, parole, restitution, pardon, restoration of rights and related topics. Students identify and discuss legal issues which directly affect correctional systems and personnel. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-141 Criminal Investigation (3)

Presents the basic principles of investigation, both public and private, including: examination of the scene, collecting physical evidence, interrogations and interviews, sketching a scene, report writing, and basic photography. Special methods of investigating certain crimes are explored, and the function of the crime laboratory discussed. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-200 Criminology (3)

Surveys the nature, causes and extent of crime and delinquency; major consideration is given to various explanations from numerous disciplines. Credits: 3, Hours: (3/0/0/0), Prereq: SOC-110; Arts & Sciences Elective Code: A

CRJ-201 Juvenile Delinquency (3)

Analyzes the various components of delinquency: home, school, peer group and community structure. Explores the role of therapeutic and detention centers and the juvenile court, as well as approaches to prevention and treatment. Credits: 3, Hours: (3/0/0/0), Prereq: SOC-110; Arts & Sciences Elective Code: A

CRJ-202 Cultural Awareness for Criminal Justice Practitioners (3)

Expands the student's awareness of both cognitive knowledge and skills necessary to interact effectively with and serve culturally diverse populations. Emphasizes attitudes, competencies, and behavioral issues in interracial and cross-cultural contacts between criminal justice practitioners and a diverse citizenry. Sociological frameworks allow for examination of diversity with respect to race, ethnicity, gender, sexual orientation, poverty, religion, age, disability and language minorities. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100, SOC-110; Arts & Sciences Elective Code: A

CRJ-220 Community-Based Corrections (3)

Studies the principles and practice of corrections as applied in the community setting. Includes examination of theories of corrections that apply to the correctional practices of parole and probation. Also explores alternative treatment programs utilized in community halfway houses,

alternative jails and outpatient facilities. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRJ-222 Correctional Treatment Methods (3)

Examines the history, evolution and development of correctional treatment in the United States and presents an overview of the strategies and various protocols that are used in the rehabilitation and counseling of juvenile and adult criminal offenders who are incarcerated, or assigned to residential facilities through judicial referrals. Institutional and non-institutional programs are reviewed and treatment models discussed. Credits: 3, Hours: (3/0/0/0), Prereq: CRJ-120; Arts & Sciences Elective Code: A

CRJ-232 Community-Oriented Policing and Problem Solving (3)

Utilizes community-oriented policing philosophy and problem-oriented policing methods. Emphasizes active research into crime patterns, to explain them in terms of environmental influences and develop strategies to prevent and/or control crime problems. Credits: 3, Hours: (3/0/0/0), Coreq: CRJ-133; Arts & Sciences Elective Code: A

CRJ-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

CRJ-928 Independent Study (1)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

CRJ-932 Internship (1-6)

Provides placement in a criminal justice agency in a student capacity. Work experience in an agency under supervision of professionals in the field permits students to learn what career opportunities are offered. Credits: 1, Hours: (0/0/3/0), Prereq: CRJ-100; Arts & Sciences Elective Code: A

CRR: Collision Repair/Refinishing

CRR-121 Introduction to Metalworking & Refinishing I (3)

Provides the beginning technician with an introduction to the collision repair industry. Introduces the student technician to shop, personal and environmental safety, and health issues related to automotive collision repair. Establishes procedures and techniques used in metalworking and refinishing, as well as shop equipment, hand and power tool usage. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

CRR-122 Introduction to Metalworking & Refinishing II (3)

Continues concepts learned in Introduction to Metalworking and Refinishing I. Covers metal straightening theory and procedures, body fillers and applications, surface preparation, application of undercoat and topcoat refinish materials, and accessing vehicle specific information. Credits: 3,

Hours: (1/4/0/0), Prereq: CRR-121; Arts & Sciences Elective Code: B

CRR-342 Metalworking II (4)

Continues Metalworking I with students working in the lab on actual autos. Covers most work situations found in auto body repair shops. Credits: 4, Hours: (0.5/7/0/0), Prereq: CRR-820; Arts & Sciences Elective Code: B

CRR-344 Metalworking III (4)

Continues Metalworking II with students working in the lab on actual autos. Covers most work situations found in auto body repair shops. Credits: 4, Hours: (1/6/0/0), Prereq: CRR-342; Arts & Sciences Elective Code: B

CRR-545 Body Straightening and Painting (7)

Emphasizes quality of work and speed of repair. Students learn estimating and total auto rebuilding using frame-straightening equipment. Provides practical application with an emphasis on appearance, completion of work in time schedules, material cost, striping, molding installation and proper procedures without instructor help. Credits: 7, Hours: (1/12/0/0), Prereq: CRR-344; Arts & Sciences Elective Code: B

CRR-820 Metalworking and Refinishing Practices (3)

Covers general body construction along with body alignment and general metal techniques with emphasis on use of body fill material. Provides an overview of glass and trim replacement and also the relationship between body and frame components. Introduces spot matching techniques and spraying complete autos. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

CRR-830 Metalworking and Refinishing I (3)

Continues CRR-820. Lab activities cover general body construction along with body alignment and metal techniques on the use of fill material. Covers an in-depth analysis of glass and trim replacement and the relationship between body and frame components. The course also covers spot painting and matching techniques in addition to spraying complete autos. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

CRR-833 Refinishing II (3)

Continues Metalworking and Refinishing I with an emphasis on working with actual autos. Students practice additional spot painting and matching techniques as well as spraying complete autos. Credits: 3, Hours: (0.5/5/0/0), Prereq: CRR-830; Arts & Sciences Elective Code: B

CRR-837 Refinishing III (3)

Continues Refinishing II with an emphasis on the finer points of refinishing. Students develop skills in two-tones, tape striping, blemish troubleshooting, blending, matching, touch-ups and professional quality gun handling. Credits: 3, Hours: (1/4/0/0), Prereq: CRR-833; Arts & Sciences Elective Code: B

CSC: Computer Science

CSC-110 Introduction to Computers (3)

Familiarizes the student with business, personal and industrial uses of microcomputers. Broad-based overview of microcomputer topics is

presented; concepts of storage media, file organization and data representation are also presented. The fundamentals of computer problem solving and programming are discussed. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

CSC-142 Computer Science (4)

Introduces computer programming including data types, expressions, input/output, control structures, functional and object-oriented programming, and simple data structures. The course emphasizes problem-solving skills through program refinement, documentation and programming style. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-102 or MAT-708; Arts & Sciences Elective Code: A

CSC-153 Data Structures (4)

Continues the study of program design and construction begun in CSC-142. The course emphasizes topics in data structures and practice in their specification, design, implementation and use. Topics include container classes, arrays, lists, stacks, queues, trees, graphs, algorithm analysis, object-oriented programming, data abstraction, and searching and sorting techniques. Credits: 4, Hours: (4/0/0/0), Prereq: CSC-142 or CIS-176; Arts & Sciences Elective Code: A

CSC-160 Software Design and Development (4)

Building on the foundation of basic programming skills acquired in CSC-142, this course emphasizes the design and development of software systems. Topics include user interface programming, graphics and multimedia, networking and concurrency. Long-term projects provide students with experience developing software over an extended time period. Students also gain a general understanding of computer and system organization. Credits: 4, Hours: (4/0/0/0), Prereq: CSC-142; Arts & Sciences Elective Code: A

CSC-175 Computer Organization and Assembly Language Programming (4)

Emphasizes the organization and operation of computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Programming practice with an assembly language provides practical application of concepts presented in class. Credits: 4, Hours: (4/0/0/0), Prereq: CSC-142; Arts & Sciences Elective Code: A

CSC-924 Honors Project (1)

Allows qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

DAN: Dance

DAN-110 Fundamentals of Modern Dance (1.5)

Introduces basic modern dance technique and choreography. Students practice standard movements, and locomotor patterns are introduced to creative concepts. May be repeated for

credit. Credits: 1.5, Hours: (0/3/0/0), Arts & Sciences Elective Code: A

DAN-120 Fundamentals of Jazz Dance (1.5)

Develops modern jazz dance technique and choreography. Students are introduced to the history and concepts of the jazz idiom and practice standard and creative jazz movements and locomotor patterns. May be repeated for credit. Credits: 1.5, Hours: (0/3/0/0), Arts & Sciences Elective Code: A

DAN-130 Ballet (1.5)

Introduces classical ballet technique. Students explore the basic history of ballet. Additionally, students learn the principles and terminology of ballet while striving for a kinesthetic understanding of the art form. May be repeated for credit. Credits: 1.5, Hours: (0/3/0/0), Arts & Sciences Elective Code: A

DAN-928 Independent Study (1.5)

Allows students to continue to develop abilities in modern and/or jazz dance technique. May be taken more than once. Credits: 1.5, Hours: (0/3/0/0), Prereq: DAN-110 and/or DAN-120; Arts & Sciences Elective Code: A

DEA: Dental Assistant

DEA-285 Oral Pathology for Dental Assisting (1)

Introduction to the general principles of pathology. Emphasis is on the specifics of disease entities of local and systemic origin to enable interpretation by the dental auxiliary of the medical and dental history with emphasis on specifics of oral pathology. Terminology is a focus, with descriptions of oral lesions and their treatment. Credits: 1, Hours: (1/0/0/0), Coreq: DEN-120, DEN-130; Arts & Sciences Elective Code: B

DEA-403 Dental Materials (3)

Introduces students to materials utilized in the dental field. Includes handling and preparation of specific materials. Prepares students for clinical procedures. Combines the science of the basic dental materials with manipulative practice. Credits: 3, Hours: (1.5/3/0/0), Arts & Sciences Elective Code: B

DEA-517 Dental Assisting I (3.5)

Learn basic principles of dental assisting including fundamental chair-side concepts and techniques, team delivery systems, and intra-oral skills. Credits: 3.5, Hours: (2/3/0/0), Coreq: DEA-404, DEN-100, DEN-120, DEN-130, HSC-107, HSC-210; Arts & Sciences Elective Code: B

DEA-518 Dental Assisting II (1.5)

Learn principles of dental assisting with focus on intra-oral skill obtainment, sterilization processes and pharmacology. Credits: 1.5, Hours: (1/1/0/0), Prereq: DEA-517; Coreq: DEN-200; Arts & Sciences Elective Code: B

DEA-519 Dental Assisting III (1.5)

Learn principles of dental assisting with a focus on expanded functions, occlusal registrations, gingival retraction, final impressions, temporary restorations, cavity liners, bases, desensitizing agents and bonding. Credits: 1.5, Hours: (0.5/2/0/0), Prereq: DEA-518; Arts & Sciences Elective Code: B

DEA-580 Dental Assisting Clinic I (4)

Acquire technical skills from clinical experiences by applying theoretical concepts in general and specialty dentistry areas at the University of Iowa College of Dentistry, Veterans Medical Center in Iowa City, and in private dental office settings. Credits: 4, Hours: (0.5/0/10.5/0), Prereq: DEA-403, DEA-517, DEN-100, DEN-110, DEN-120, DEN-200, HSC-107, HSC-210; Coreq: DEN-200; Arts & Sciences Elective Code: B

DEA-581 Dental Assisting Clinic II (4.5)

Comprehensive application of dental assisting skills in the private dental office setting. Credits: 4.5, Hours: (1/0/10.5/0), Prereq: DEA-580, DEN-200; Arts & Sciences Elective Code: B

DEA-610 Specialty Dentistry (4.5)

Presents the specialty areas of dentistry including: endodontics, periodontics, orthodontics, oral surgery, pediatric dentistry and geriatric dentistry. Includes procedures, instruments and current concepts for assisting in these areas. Includes expanded functions: dry socket medication, periodontal dressings and pulp vitality testing. Also includes psychological considerations in dentistry. Credits: 4.5, Hours: (4/1/0/0), Prereq: DEA-517, DEN-100, DEN-110, DEN-120; Arts & Sciences Elective Code: B

DEA-702 Dental Office Procedures (2)

Learn dental office related functions including: computer operations, telephone, recall systems, resumes, supply inventory, filing, record keeping, financial arrangements, patient accounts, credit and collection, banking, salaries, tax forms, patient correspondence, and legal and ethical conduct. Credits: 2, Hours: (2/0/0/0), Prereq: DEN-100, DEN-120; Arts & Sciences Elective Code: B

DEN: Dental

DEN-100 Fundamentals of Dentistry (3.5)

Provides the foundations of knowledge necessary to begin a study in the dental field. Introduction to instrumentation, dental specialties and special needs patients are discussed. Introductory oral hygiene instruction and basic radiography are provided. Credits: 3.5, Hours: (2/3/0/0), Coreq: HSC-107, HSC-210, DEN-120, DEN-130; Arts & Sciences Elective Code: B

DEN-110 Dental Terminology (2)

Enlists a comprehensive study of dental terminology for dental program preparation, career entry or review. Explains the composition of dental terms by exploring prefix, root combination and suffix divisions. Discusses common dental procedures, practices and disease processes. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

DEN-120 Dental Anatomy (3)

Introduces students to basics of embryology, histology, terms and anatomy of the oral cavity including a detailed study of crown and root morphology of both primary and permanent dentition. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

DEN-130 Head and Neck Anatomy (1.5)

Utilizes a systems approach to the gross anatomy of the head and neck with emphasis on the maxilla, mandible, oral tissues, neuromuscular and

circulatory function, supporting structures and the temporomandibular joint. Credits: 1.5, Hours: (1/1/0/0), Arts & Sciences Elective Code: B

DEN-200 Preventive Dentistry (2)

Provides an introduction to dental disease, the causes and methods for prevention. An intense focus on dental caries and preliminary information on periodontal disease. Students learn to utilize patient assessment techniques and provide oral health information. Credits: 2, Hours: (1.5/1/0/0), Coreq: DEN-120, DEN-130; Arts & Sciences Elective Code: B

DEN-220 Dental Nutrition (1)

Study of the role of diet upon oral structures and application of the role of dietary analysis to the treatment plan of a dental patient. Emphasis is placed on analysis of the complete diet and preventive recommendations. Credits: 1, Hours: (1/0/0/0), Prereq: DEN-110, DEN-120; Coreq: DEN-200; Arts & Sciences Elective Code: B

DEN-300 Dental Radiography (3)

Provides students with principles and techniques of dental radiography. Students receive practical experience on manikins and selected patients. Credits: 3, Hours: (2/2/0/0), Prereq: DEN-100, DEN-110, DEN-200; Arts & Sciences Elective Code: B

DHY: Dental Hygiene

DHY-134 Therapeutics and Pain Control (2)

Provides students with knowledge of chemotherapeutics used in dentistry and the mechanisms of drugs in the body. Students are then able to understand manifestations of drug administration in dental treatment. Credits: 2, Hours: (2/0/0/0), Prereq: DHY-285; Arts & Sciences Elective Code: B

DHY-140 General and Oral Pathology (2)

An introduction to the general principles of pathology for dental hygienists with emphasis on specifics of oral pathology; building upon and applying biomedical science knowledge to the diagnosis and treatment of oral and maxillofacial diseases. Terminology is a main focus throughout the course. Credits: 2, Hours: (2/0/0/0), Prereq: DEN-120, DEN-130; Coreq: DEN-300, DHY-186; Arts & Sciences Elective Code: B

DHY-173 Dental Hygiene I (4)

Provides an introduction to the clinical portion of the dental profession. Emphasis is on skills necessary for preliminary patient care including health histories, basic instrumentation, and legal and ethical issues. Manikin and patient practice are utilized. Credits: 4, Hours: (2/0/6/0), Arts & Sciences Elective Code: B

DHY-186 Dental Hygiene II (4)

Provides experience in the application of dental hygiene techniques on a variety of patients in a clinical setting. Clinical experience includes oral prophylaxis, fluoride therapy and oral physiotherapy. Didactic training encompasses new clinical skills, assessment, treatment planning and effective communication skills. Credits: 4, Hours: (2/0/6/0), Prereq: DHY-173; Arts & Sciences Elective Code: B

DHY-211 Periodontology (2)

Introduction to the aspects of periodontal disease, the disease process and management of periodontal patients. Emphasis is placed on periodontal instrument techniques and surgery as performed by the dentist. Credits: 2, Hours: (2/0/0/0), Prereq: DEN-120, DEN-200; Arts & Sciences Elective Code: B

DHY-220 Dental Materials (1)

Introduces students to materials utilized in the dental field. Includes handling and preparation of specific materials. Prepares students for clinical procedures to be performed on patients. Credits: 1, Hours: (.5/1/0/0), Prereq: DEN-100, DEN-120; Arts & Sciences Elective Code: B

DHY-250 Community Dental Health (1.5)

Provides concepts of health education and promotion, community dental health, and public health dentistry with an emphasis on assessment, planning, implementation and evaluation of community oral health promotion. Credits: 1.5, Hours: (1/1/0/0), Prereq: DEN-100, DEN-200, DHY-285; Arts & Sciences Elective Code: B

DHY-274 Local Anesthesia for the Dental Hygienist (1.5)

Learn basic concepts for safe and effective administration of local anesthesia, including hands-on preparation in techniques used in the practice of administering local anesthesia. Credits: 1.5, Hours: (0.5/2/0/0), Prereq: DEN-120, DEN-130; Arts & Sciences Elective Code: B

DHY-285 Dental Hygiene III (3)

Emphasis on treatment of patients with moderate dental disease, continued application of diagnostic information and treatment planning by student. Credits: 3, Hours: (1/0/6/0), Prereq: DHY-186; Arts & Sciences Elective Code: B

DHY-296 Dental Hygiene IV (5)

Provides continued development of oral prophylaxis skills. Emphasis is placed on accessory treatment, outside of a routine prophylactic appointment, and on aided scaling procedures. Credits: 5, Hours: (1/0/12/0), Prereq: DHY-285; Arts & Sciences Elective Code: B

DHY-306 Dental Hygiene V (5)

Prepares students for transition to practice. Board preparation material, credentialing, advanced instrumentation and accessory procedure techniques are taught. Current trends in the dental field are discussed. Credits: 5, Hours: (1/0/12/0), Prereq: DHY-296; Arts & Sciences Elective Code: B

DHY-910 Dental Hygiene Clinical Enrichment (1)

Provides focused reinforcement in the clinical portion of the dental hygiene profession, with emphasis placed on skills necessary for patient care. Content includes basic instrumentation and instruction in radiographic techniques. Manikin and patient practice are utilized for learning experience. Successful completion of this course fulfills the requirement to re-enter the second year of the Dental Hygiene program at Kirkwood or the remediation requirement for a clinical board examination. Credits: 1, Hours: (0/0/3/0), Prereq: DHY-173, DHY-186; Arts & Sciences Elective Code: B

DLT: Dental Lab Technology

DLT-152 DLT Oral Anatomy (1)

Study of the anatomical and physiological features, structures and function of the human head that must be considered in the fabrication of dental prostheses. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

DLT-156 Dental Anatomy Lab (2)

Includes waxing of dental tooth surfaces on a stone cast that introduces the basic concepts of occlusion. Credits: 2, Hours: (0/4/0/0), Coreq: DEN-120; Arts & Sciences Elective Code: B

DLT-250 Foundation of Dental Technology (3)

Orients the student to dental technology including infection control, equipment operation, and health and safety. Applies numerous physiochemical principles to the study and manipulations of basic dental materials. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

DLT-251 Introduction to Dentures (5)

Introduction to the fabrication of complete dentures including procedures, equipment and the materials required to replace natural dentition and the associated structures of the maxilla and mandible. Also includes complete denture repairing, relining and rebasing. Credits: 5, Hours: (2/6/0/0), Coreq: DEN-120, DLT-152, DLT-156, DLT-250, DLT-565; Arts & Sciences Elective Code: B

DLT-253 Introduction to Partial Dentures (5)

Applies the basic principles for removable partial denture framework fabrication including classification, components, surveying, designing, waxing, investing, casting and finishing. Credits: 5, Hours: (2/6/0/0), Prereq: DLT-152, DLT-251, DLT-565; Arts & Sciences Elective Code: B

DLT-254 Introduction to Crown and Bridge (5)

Applies techniques of model preparation, articulation and laboratory procedures for construction of full-cast crowns, inlays and bridges. Credits: 5, Hours: (2/6/0/0), Prereq: DEN-120, DLT-152, DLT-156, DLT-250; Coreq: DLT-565; Arts & Sciences Elective Code: B

DLT-350 Fixed Dental Prosthodontics (5)

Advanced fabrication of ceramics and crown/bridge prosthesis to include, but not limited to, multiple unit bridges, acid etch, post and core using porcelain systems to match natural dentition. Credits: 5, Hours: (2/6/0/0), Prereq: DLT-254, DLT-456; Arts & Sciences Elective Code: B

DLT-351 Removable Dental Prosthodontics (5)

Advanced fabrication of complete dentures and partial prosthesis to include intra-oral gothic arch tracings, articulation of teeth in bilateral balanced occlusion, immediate dentures, characteristics and staining techniques, identification in denture bases and fluid resins. Credits: 5, Hours: (2/6/0/0), Prereq: DLT-251, DLT-253; Arts & Sciences Elective Code: B

DLT-353 Dental Technology Industry (2)

Presents ethical, legal and historical aspects of dentistry and dental laboratory technology. Fo-

cuses on basic day-to-day management of a dental laboratory and human relations from a supervisor's point of view. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

DLT-355 Digital Dentistry (2)

Introduces the theory and practice of fabricating dental prosthetics digitally. Explores the theoretical study of CAD/CAM systems as it pertains to open and closed architecture, material selection and the fabrication of final prostheses. Credits: 2, Hours: (1/2/0/0), Prereq: DLT-254, DLT-445; Coreq: DLT-456; Arts & Sciences Elective Code: B

DLT-445 Orthodontics (3)

Identifies malocclusion classifications and incorporates the study of orthodontic materials and use of equipment into the fabrication of basic orthodontic appliances. Credits: 3, Hours: (1/4/0/0), Prereq: DEN-120, DLT-152, DLT-156, DLT-250; Coreq: DLT-565; Arts & Sciences Elective Code: B

DLT-450 Advanced Orthodontics (8)

Comprehensive application of orthodontic and pedodontic appliance fabrication. Emphasizes quality, productivity, specific techniques and procedures, and the ability to interpret work authorizations. Students gain practical experience in a commercial dental laboratory. Credits: 8, Hours: (2/0/18/0), Prereq: DLT-445; Arts & Sciences Elective Code: B

DLT-451 Advanced Fixed Dental Prosthodontics (12)

Comprehensive application of porcelain and crown/bridge prosthesis to include, but not limited to, stress-breaker, telescopic, and laminates using techniques and modifications of porcelain systems to match natural dentition in a variety of situations. Students gain practical experience in a commercial dental laboratory. Credits: 12, Hours: (2/4/24/0), Prereq: DLT-350; Arts & Sciences Elective Code: B

DLT-452 Adv Removable Dental Prosthodontics (12)

Comprehensive application of complete and partial prostheses. Includes overdentures, lingualized occlusion, biomechanical design principles, specific concepts, stress equalizers, quality and productivity improvement and work authorization interpretation. Students gain practical experience in a commercial dental laboratory. Credits: 12, Hours: (2/4/24/0), Prereq: DLT-351; Arts & Sciences Elective Code: B

DLT-456 Introduction to Ceramics (5)

Fabrication of porcelain fused to metal prosthesis to include framework design considerations, porcelain characteristics and limitations, equipment and materials required to replace natural dentition. Credits: 5, Hours: (2/6/0/0), Prereq: DLT-254; Arts & Sciences Elective Code: B

DLT-565 Occlusion (2)

In-depth study of the principles of occlusion and their application to fabrication of dental prosthesis. Credits: 2, Hours: (1/2/0/0), Coreq: DEN-120, DLT-152; Arts & Sciences Elective Code: B

DLT-851 DLT Clinic I (1)

Assigns each student to clinical areas to gain practical experience relating to instructional and manipulative skills provided in the classroom.

Credits: 1, Hours: (0/0/3/0), Prereq: DLT-251, DLT-253, DLT-254, DLT-456; Arts & Sciences Elective Code: B

DRA: Film And Theatre

DRA-101 Introduction to Theatre (3)

Requires no previous experience. Introduces the student to the roles of actor, director, designer, playwright and critic, and provides a brief history of the art. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

DRA-116 Film Analysis (3)

Focuses on the methods and technologies of film art. The emphasis is on analysis of classic narrative films. Subjects for analysis include narrative structure, segmentation, shot-by-shot breakdown, elements of mise-en-scene and montage, auteurs, genres, production considerations, and conventions. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

DRA-117 Film Topics (3)

Offers in-depth study of various topics in film studies. Some topics offered are the study of genre theory, specific genres, film adaptation of literature and drama, moral themes and documentary film. All film topics will study the relationship between the topic and culture, identify operating principles and relevant contextual forces, and apply these concepts to the study of specific films. Course may be repeated for credit. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

DRA-125 Introduction to Play Analysis (3)

Focuses on the reading, discussion, interpretation and analysis of dramatic texts. It is the aim of this course to provide a concentrated study of beginning play analysis through discussion and written analysis. Students gain an understanding of the important role that dramatic analysis plays when mounting a production in the theatre. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

DRA-130 Acting I (3)

Introduces basic acting techniques with emphasis on improvisation, concentration and self-analysis. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

DRA-132 Acting II (3)

Continues training in basic acting techniques with emphasis on creating characters in scripted scenes. Students present individual and group scenes. Credits: 3, Hours: (3/0/0/0), Prereq: DRA-130; Arts & Sciences Elective Code: A

DRA-162 Technical Theatre (3)

Provides information on and experience with the materials, tools, equipment, and techniques of manual drafting, scenery construction and painting, stage lighting, costuming, and make-up. Hands-on experience with each of the areas of study is emphasized. Students are required to work on the technical aspects for one Kirkwood production. The course is designed to produce students who have a working knowledge of the basic techniques of producing a live performance. The course is open to all students. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

DRA-172 Technical Theatre Lab (1)

Provides students credit for work as technicians in one Kirkwood production. A minimum of 24 hours of practical work is required for a passing grade. May be repeated up to six times. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

DRA-200 Introduction to Design for the Theatre (3)

Introduces the language and process of design as applied to theatre. Explores studio applications of elements and principles of design to theatre-specific rendering techniques and design projects. Credits: 3, Hours: (2/2/0/0), Prereq: DRA-162; Arts & Sciences Elective Code: A

DRA-230 Acting Lab (1)

Provides students credit for work as actors in one Kirkwood production. A minimum of 24 hours of practical work is required for a passing grade. May be repeated up to six times. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

DRA-928 Independent Study (1-3)

Allows the student to do readings, papers, research and/or production work under the guidance of a theatre faculty member. Independent study contract required. Credits: 1-3, Hours: (0/2-6/0/0), Arts & Sciences Elective Code: A

DRF: Drafting

DRF-141 Engineering Drawings (2)

Introduces the fundamentals of drafting such as lettering, line quality, orthographic projection, isometric drawing, detail drawing, basic plan drawing, dimensioning and scale reading. Students are familiarized with the tools and techniques of the trade. Emphasis is on developing accuracy, line quality, graphic ability and lettering control. The different assignments focus on skills required in the profession. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

DRF-142 Engineering Design I (3)

Allows students to gain an understanding of drawing mechanical parts used in design. Problem-solving approach is used to work out problems on the drafting board, resulting in a final drawing. Topics selected are: instrument instruction, lettering, geometric construction, sketching, multiview projection, sectional views, calculating weight of a mechanical part, auxiliary views, isometrics, obliques, weld symbols, threads and fasteners, dimensioning and tolerancing. Credits: 3, Hours: (2/2/0/0), Prereq: DRF-141; Arts & Sciences Elective Code: B

DRF-143 Engineering Design II (3)

Introduces the student to special topics in drafting: gears, structural drawing, pipe drawing. A major portion of the semester involves doing an engineering project. The project requires assembly drawings, weld complete, details, bill of materials and weight calculations. This project requires a comprehensive review of the drafting course. Students are also required to do work on the computer. Credits: 3, Hours: (2/2/0/0), Prereq: CAD-300, DRF-141; Coreq: CAD-140; Arts & Sciences Elective Code: B

DSL: Diesel

DSL-143 Fundamentals of Electricity (3)

Covers introduction to electricity, i.e. voltage, amperage and resistance with emphasis on Ohm's Law and its practical application. Meter fundamentals are covered. Series, parallel and series-parallel circuits are studied. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

DSL-156 Truck Electronics (3)

Continues the basic electrical coverage of DSL-143 with an additional emphasis on the types of electrical circuits and subassemblies found in most trucks. Students learn interior and exterior lighting, steering column, dash, wiper motors, temperature controls, power locks and windows, and on-board computers. Credits: 3, Hours: (2/2/0/0), Prereq: DSL-143; Arts & Sciences Elective Code: B

DSL-308 Cooling Systems (2)

Introduces the student to truck cooling systems. The principles of cooling systems and the standard components of cooling systems are examined. Testing and servicing of cooling systems from a truck perspective are explained. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

DSL-345 Truck Engines (3)

Covers the introduction to diesel engines commonly used in the trucking industry. The design of engine components and subassemblies is examined with emphasis on the reasons certain design features are used. Correct procedures for testing and servicing truck engines are explained and demonstrated. Credits: 3, Hours: (2/2/0/0), Prereq: DSL-355; Arts & Sciences Elective Code: B

DSL-355 Fundamentals of Internal Combustion Engines (3)

Covers fundamentals of two- and four-stroke engine operation, servicing and adjustment. Learning activities concentrate on proper disassembly, measuring and reassembly of actual engines. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

DSL-424 EFI Engine Systems (4)

Provides a thorough explanation and hands-on experience in the theory, operation, diagnosis, maintenance and repair of electronic fuel injected diesel engines. Learning activities include the use of testing equipment used to diagnose EFI engines. Lab activities are designed to reinforce the understanding of the operation and maintenance of these engines. Credits: 4, Hours: (2/4/0/0), Prereq: DSL-143, DSL-345, DSL-355; Arts & Sciences Elective Code: B

DSL-543 Truck Clutches (3)

Introduces students to the testing and servicing of clutches found on most trucks. Learning activities include examining, servicing and replacement of clutches. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

DSL-630 Air Brakes and ABS (2)

Covers a basic introduction to air brakes and anti-locking braking systems. Learning activities concentrate on theory, operation, diagnosis, maintenance, and repair of air and anti-lock

brakes found on diesel trucks. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

DSL-642 Steering and Suspension (2)

Includes theory and operation of steering components and servicing. Students learn theory and operation of air ride and spring suspension components on light and heavy duty trucks. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

DSL-802 Trailer Servicing (3)

Involves servicing and minor repair to semi tractor and truck trailers. Learning activities include electrical, power train, brakes, air conditioning and tune-up. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B; Comments: Completion of first-year technical courses.

ECE: Early Childhood Education

ECE-103 Introduction to Early Childhood Education (3)

Gives students a historical and philosophical foundation of the field of early childhood education. Includes an overview of assessment and evidence-based practices. Addresses the influences of family centered practice, inclusion, culture and language. Explores early childhood careers. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ECE-133 Child Health, Safety and Nutrition (3)

Focuses on evidence-based concepts in the fields of health, safety and nutrition and their relationship to the growth and development of the young child ages birth to eight. Blends current theory with problem solving, practical applications and assessments. Includes collaboration with families and assesses the role of culture, language and ability on health, safety and nutrition decisions in early childhood settings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ECE-158 Early Childhood Curriculum I (3)

Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Prepares students to utilize evidence-based, developmentally appropriate practices in the context of children's culture, language and abilities. Emphasizes understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments to support each child in the following areas: literature, dramatic play, art, music, fine and gross motor play. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ECE-159 Early Childhood Curriculum II (3)

Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Prepares students to utilize evidence-based, developmentally appropriate practices in the context of children's culture, language and abilities. Emphasizes understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments to support each child in the following areas: emergent literacy, math, science,

technology and social studies. Credits: 3, Hours: (3/0/0/0), Prereq: ECE-158; Arts & Sciences Elective Code: A

ECE-170 Child Growth and Development (3)

Reviews typical and atypical development of children from conception to adolescence in all developmental domains. Examines interactions between child, family and society within a variety of community and cultural contexts and how each impacts the developing child. Examines theories and evidence-based practices associated with understanding and supporting children. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ECE-221 Infant/Toddler Care and Education (3)

Focuses on care, education and assessment of children from birth to thirty-six months. Prepares students to utilize developmentally appropriate evidence-based practices including responsive caregiving, routines as curriculum, collaborative relationships with culturally, linguistically, and ability diverse children and families, and a focus on the whole child in inclusive settings. Credits: 3, Hours: (3/0/0/0), Prereq: ECE-170 or PSY-121; Arts & Sciences Elective Code: A

ECE-243 Early Childhood Guidance (3)

Focuses on developmentally appropriate evidence-based approaches and positive guidance strategies for supporting the development of each child. Emphasizes supportive interactions and developmentally appropriate environments. Uses assessment to analyze and guide behaviors. Studies impact of families, and each child's culture, language and ability on child guidance. Credits: 3, Hours: (3/0/0/0), Prereq: ECE-170 or PSY-121; Arts & Sciences Elective Code: A

ECE-262 Early Childhood Field Experience (3)

Supervised experience* in selected early childhood settings serving children ages birth through eight. Includes integration of theory, and developmentally appropriate evidence-based practice. Provides an understanding of working with culturally, linguistically and ability diverse young children and families. Emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning and program routines. Credits: 3, Hours: (1/0/6/0), Prereq: ECE-103, ECE-158, ECE-170; Arts & Sciences Elective Code: A; Comments: *Requires a minimum of 108 hours of direct work with children

ECE-290 Early Childhood Program Administration (3)

Addresses the function common to administering quality child care programs, planning, implementation, operating and evaluating. Aspects covered include director responsibilities; policy setting; development; staff, fiscal and facility management; parent involvement; and marketing. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Experience in child care setting, Early Childhood curriculum courses preferred

ECE-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of an honors faculty member. Requires completion of an honors project learning contract. May be taken more than once. Credits: 1,

Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

ECE-928 Independent Study (1-3)

Allows the student to pursue a special concentration of study under the guidance of a faculty member. Requires an independent study contract. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising faculty member and dean

ECN: Economics

ECN-120 Principles of Macroeconomics (3)

Introduces principles of the economizing problem with emphasis on national income and employment analysis. Includes national income accounting, the business cycle, money and banking, fiscal and monetary theory, policy, and economic growth. Recommended for students pursuing a baccalaureate degree. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ECN-130 Principles of Microeconomics (3)

Emphasizes markets, the price system and the allocation of resources, demand and supply, market structures, price and output determination, and income distribution. Recommended for students pursuing a baccalaureate degree. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ECN-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of an honors faculty member. Requires completion of an honors project learning contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

ECN-928 Independent Study (1)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

EDU: Education

EDU-110 Exploring Teaching (3)

Introduces the concerns and activities of beginning teachers. The focus is on developing generic teaching skills applicable from preschool through high school. Microteaching is used to simulate actual teaching situations. Case studies are used to discuss common teaching problems. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

EDU-119 Behavior Management (3)

Develops skills of observation and management of the behavior of others individually and in groups. Students develop strategies for helping others to manage their own behavior. This course meets part of the requirement for the Iowa Paraeducator Generalist Certification. May be repeated one time for credit with permission of coordinator. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

EDU-129 Inclusion and Adaptation (3)

Develops the skills to facilitate the mainstreaming of students with disabilities and work with gifted and talented students in school settings. Students taking the course learn strategies for instructing diverse groups of learners and adapting curriculum and materials. The course includes an overview of the special education system and the evolving relationship with regular education. Issues related to adults with disabilities are discussed. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

EDU-200 Topics in Education (1)

Provides an opportunity for students to study a current issue in education. Topics are selected from the following categories: teaching methods, learning theory, motivation and professionalism. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

EDU-212 Educational Foundations (3)

Examines the impact of social policies on the public education system. Introduces the history and philosophy of education. Students examine current beliefs about education and its effectiveness. Controversial issues are discussed and debated. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

EDU-240 Educational Psychology (3)

Applies psychological concepts to the field of education. Major focus is on cognitive, behavioral and humanistic theories. Areas of emphasis include child and adolescent development, learning theory, memory, motivation, intelligence, instruction and measurement. Credits: 3, Hours: (3/0/0/0), Prereq: PSY-111; Arts & Sciences Elective Code: A

EDU-248 Exceptional Persons (3)

Studies the educational, cultural, and social aspects of children and adults who are exceptional in the context of mental, emotional and physical development. Includes discussion of gifted and talented children in schools. Credits: 3, Hours: (3/0/0/0), Prereq: PSY-111; Arts & Sciences Elective Code: A

EDU-249 Cultural and Linguistic Diversity (3)

Prepares staff to work with culturally and linguistically diverse children, including English language learners, those with language disorders, deaf and hard of hearing students. Includes use of technology, instructional methodology, appropriate translation and interpretation procedures, and communication with team members. Participants work collaboratively and individually to develop projects. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

EDU-259 Vision Impairment Support (3)

Addresses competencies for state paraeducator certification in Level II Vision Impairment Area of Concentration. Prepares paraeducators to support children with vision impairments or blindness, including those with additional disabilities. Studies roles and responsibilities of the paraeducator in understanding the expanded core curriculum and how to integrate support of these skills into the instructional day, how to ensure student access to the core curriculum, strategies to promote independence and self-determination, and professional and ethical guidelines. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

EDU-279 Transition Services (3)

Studies the role of the paraeducator and job coach in assisting teachers in preparing students who receive special education services for the transition from K-12 education to adult life. Studies the continuum of K-12 career and transition programs, as well as the variety of adult services that K-12 graduates may need in the areas of living, learning and working. Addresses issues of self-determination; career assessment; transition to living, learning and working; behavior support; and linkages to adult service providers. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

EDU-805 Literacy Tutor Experience (1-3)

Provides students with an opportunity to spend 30, 60 or 100 hours in a school or other community agency tutoring in reading and other basic skills. In addition, 12 hours of seminar are part of the course. Credits: 1-3, Hours: (0/0/3-9/0), Arts & Sciences Elective Code: A; Comments: Minimum GPA of 2.5 required to take this course

EDU-810 Field Experience (3)

Offers experience in classrooms. Students spend 100 hours per semester at a school working under the supervision of a teacher. Students choose between preschool, elementary and secondary settings. A seminar is part of the course. Credits: 3, Hours: (1/0/6/0), Prereq: EDU-110, PSY-111 and either PSY-121 or EDU-240; Arts & Sciences Elective Code: A; Comments: Minimum GPA of 2.5 required to take this course

EDU-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

EDU-928 Independent Study (1)

Provides readings, papers and basic research or other projects under the individual guidance of the staff members. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean.

EGR: Engineering

EGR-100 Engineering Orientation (1)

Explores engineering career options and engineering disciplines. Students learn problem-solving skills and develop an educational plan of study. Credits: 1, Hours: (1/0/0/0), Prereq: MAT-102 or MAT-708; Arts & Sciences Elective Code: A

EGR-160 Engineering I (3)

Develops skills in modeling and solving engineering problems, data analysis, engineering graphics, and technical communication using computer application software. Credits: 3, Hours: (2/2/0/0), Prereq: MAT-136; Arts & Sciences Elective Code: A

EGR-165 Engineering II (3)

Develops skills in solving engineering problems using the C-programming language. Programming and numerical techniques are directly applied to the engineering discipline. Credits: 3, Hours:

Course Descriptions

(2/2/0/0), Prereq: MAT-136; Arts & Sciences Elective Code: A

EGR-167 Engineering II (4)

Develops skills in solving engineering problems using the C-programming language. Programming and numerical techniques are directly applied to the engineering discipline. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-136; Arts & Sciences Elective Code: A

EGR-170 Materials Science (3)

Covers the different structures of materials and the resulting mechanical, electrical and magnetic properties; phase diagrams; kinetics and materials in engineering design. Credits: 3, Hours: (3/0/0/0), Prereq: CHM-165, MAT-136; Arts & Sciences Elective Code: A

EGR-180 Statics (3)

Covers such topics as vector algebra, forces, couples, equivalent-force couple systems, Newton's laws, friction, equilibrium, centroids, area moments of inertia and applications. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-210; Arts & Sciences Elective Code: A

EGR-280 Dynamics (3)

Emphasizes vector calculus, Newton's laws, kinetics and kinematics of particle motion, multi-particles systems, and rigid bodies and applications. Credits: 3, Hours: (3/0/0/0), Prereq: EGR-180, MAT-216; Arts & Sciences Elective Code: A

EGR-285 Introduction to Electrical Science (4)

Covers DC and AC circuits, Ohm's law, Kirchoff's voltage and current laws. Circuit analysis techniques including Thevenin equivalents, superposition, source transformation, nodal and mesh analysis, transient and steady state response, complex impedance, average power, RMS voltage and current. Credits: 4, Hours: (3/2/0/0), Prereq: MAT-216; Arts & Sciences Elective Code: A

EGR-290 Thermodynamics (3)

Includes basic elements of classical thermodynamics including first and second law; reversibility; irreversibility; Carnot cycle; properties of pure substances, closed simple systems and one-dimensional steady-flow open systems; and engineering applications. Credits: 3, Hours: (3/0/0/0), Prereq: CHM-165, MAT-216; Arts & Sciences Elective Code: A

EGR-380 Mechanics of Deformable Bodies (3)

Introduces basic theory of deformable bodies by analyzing stress/strain relationships in objects subject to axial, transverse, bending, torsion, combined and buckling loads. Elementary theory of material failure also introduced. Credits: 3, Hours: (3/0/0/0), Prereq: EGR-180, MAT-216; Arts & Sciences Elective Code: A

EGR-400 PLTW - Introduction to Engineering Design (3)

Teaches problem-solving skills using a design development process. Focuses on using solid modeling computer design software to create, analyze and communicate product solutions. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: A

EGR-410 PLTW - Principles of Engineering (3)

Using technology systems and manufacturing processes, students find out how math, science, and technology help people. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Prereq: EGT-400; Arts & Sciences Elective Code: A

EGR-420 PLTW - Digital Electronics (3)

Uses computer simulations to teach students the logic of electronics as they design, test and construct circuits and devices. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Prereq: EGT-400, EGT-410; Arts & Sciences Elective Code: A

EGR-440 PLTW - Biotechnical Engineering (3)

Introduces students to the application of biological and engineering concepts related to biomechanics, genetic engineering and forensics. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Prereq: EGT-400, EGT-410; Arts & Sciences Elective Code: A

EGR-450 PLTW - Computer Integrated Manufacturing (3)

Teaches robotics and automated manufacturing concepts by creating three-dimensional designs with modeling software, then producing actual models of student designs. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Prereq: EGT-400, EGT-410; Arts & Sciences Elective Code: A

EGR-460 PLTW - Civil Engineering and Architecture (3)

Introduces teams of students to collaboration on the development of community-based building projects and conceptual design for project presentations. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Prereq: EGT-400, EGT-410; Arts & Sciences Elective Code: A

EGR-900 NSF Technology Seminar (1)

Investigates the skills and responsibilities associated with high technology careers. Students develop a Personal Growth Portfolio. May be repeated four times for credit. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

EGR-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

EGT: Engineering Technology

EGT-124 Strength of Materials (4)

Emphasizes design and analysis of bars, beams, shafts, connectors, columns and other structural members under various loadings. Requires students to determine stress, strain, deflection and required size. Covers thin walled pressure vessels, Poisson effect, thermal stresses, combined loads, eccentric loads and statically indeterminate loads. Demonstrates PC-based software as

analysis and visualization tool. Credits: 4, Hours: (3/2/0/0), Prereq: EGT-125; Arts & Sciences Elective Code: B

EGT-125 Applied Statics (4)

Analyzes forces and moments necessary to produce static equilibrium for bodies at rest. Covers vectors, free body diagrams, the equations of equilibrium, analysis of simple structures (trusses, frames, and simple machines), friction (wedges, screws, belts, rolling wheels), fluid statics, hanging cables, centroids and area moments of inertia. Credits: 4, Hours: (3/2/0/0), Prereq: PHY-190; Arts & Sciences Elective Code: B

EGT-132 Kinematics (4)

Covers terminology, classification, analysis and design of planar mechanisms, stressing graphical techniques with CAD software. Includes position, velocity (relative and instant center methods) and acceleration for a variety of mechanisms typically containing four-bar or slider/crank linkages. Uses computer software (Working Model) for the modeling of mechanisms for visualization. Investigates the kinematics and design of cams and gears in preparation for later course work. Credits: 4, Hours: (2/4/0/0), Prereq: EGT-125; Coreq: CAD-141; Arts & Sciences Elective Code: B

EGT-136 Dynamics (4)

Deepens student understanding of the geometry of motion (kinematics) and the forces that create it (kinetics) through solving problems involving planar motion of both particles and rigid bodies. Analyzes the kinetics of planar motion using Newton's second law, work/energy and impulse/momentum methods. Covers the basics of vibrations, simple harmonic motion and rocketry. Credits: 4, Hours: (3/2/0/0), Prereq: EGT-125; Arts & Sciences Elective Code: B

EGT-146 Hydraulics (3)

Hydraulics is a basic course in the use of hydraulic pumps and systems. Special emphasis is given to pumping, controlling, measuring flows, and design and analysis. Special emphasis is placed on distinguishing between types of valves, pumps, hose and connection arrangements, and flow patterns. Students learn basic graphical symbols for making schematic drawings as well as the terminology for all hydraulics. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

EGT-188 Design Problems (4)

Offers students the opportunity to use their creativity in designing a specific product from scratch. The process will start with a basic concept as a solution to a problem and progress through an analytical stage involving calculations and layout drawings. The project will include final assembly and detail drawings, and a bill of materials. Credits: 4, Hours: (2/4/0/0), Coreq: EGT-194; Arts & Sciences Elective Code: B

EGT-194 Machine Design (5)

Focuses on problems involving the size, shape and material requirements of machine parts. Various loading conditions are applied to the machine components. Students analyze plates, shafts, weldments, fasteners, springs, wire rope and bearings. Credits: 5, Hours: (4/2/0/0), Coreq: EGT-188; Arts & Sciences Elective Code: B

EGT-400 PLTW - Introduction to Engineering Design (3)

Teaches problem-solving skills using a design development process. Focuses on using solid modeling computer design software to create, analyze and communicate product solutions. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

EGT-410 PLTW - Principles of Engineering (3)

Using technology systems and manufacturing processes, students find out how math, science, and technology help people. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

EGT-420 PLTW - Digital Electronics (3)

Uses computer simulations to teach students the logic of electronics as they design, test and construct circuits and devices. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

EGT-440 PLTW - Biotechnical Engineering (3)

Introduces students to the application of biological and engineering concepts related to biomechanics, genetic engineering and forensics. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

EGT-450 PLTW - Computer Integrated Manufacturing (3)

Teaches robotics and automated manufacturing concepts by creating three-dimensional designs with modeling software, then producing actual models of student designs. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

EGT-460 PLTW - Civil Engineering and Architecture (3)

Introduces teams of students to collaboration on the development of community-based building projects and conceptual design for project presentations. This course was developed by Project Lead the Way. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

EGT-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

ELE: Electrical Technology**ELE-233 Electrical Safety and Shop Methods (1)**

Focuses on basic safety for electrical trades. Studies general shop safety, the effect of electricity on the human body, and safe handling of batteries, toxic and non toxic liquids and vapors. Covers basic electrical soldering techniques, and constructing and soldering splices. Credits: 1, Hours: (.6/.8/0/0), Arts & Sciences Elective Code: B

ELE-235 Electrical Theory, Measurement and Circuits (3)

Covers electrical theory, terminology, symbols, abbreviations and calculations. Focuses on using a variety of electrical meters to measure circuit parameters. Reinforces theory and classroom study with practical lab exercises. Credits: 3, Hours: (1.5/3/0/0), Prereq: ELE-233, MAT-230; Arts & Sciences Elective Code: B

ELE-238 AC, Magnetism, Transformers and Relays (1)

Expands existing study of AC theory and focuses on calculating AC sine waves. Introduces magnetic induction, transformer theory and magnetic relays. Reinforces theory and classroom study with practical lab exercises. Credits: 1, Hours: (.5/1/0/0), Prereq: ELE-233, MAT-230; Arts & Sciences Elective Code: B

ELE-400 Basic Photovoltaic Systems for Installers (3)

Prepares students for NABCEP certification with the use of various tools and techniques for solar electric component operation and interconnection. Standard practices in site assessments, system design and sizing. Studies a range of PV system operations and fundamentals of mechanical and electrical practices in accordance with the National Electrical Code and NABCEP. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

ELT: Electronics**ELT-100 Introduction to PLC Wiring and Troubleshooting (1)**

Provides an introduction to system wiring as well as hardware and software troubleshooting tools and techniques. Concepts are explored and emphasized through lecture, reading and hands-on labs. Credits: 1, Hours: (.5/1/0/0), Prereq: ELT-101; Arts & Sciences Elective Code: B

ELT-101 Introduction to PLC Programming and Basic Discrete Control (1)

Provides an introduction to PLC ladder-logic programming concepts, guidelines and programming best practices, as well as processors scan and basic discrete control. Explores and emphasizes concepts through lecture, reading and hands-on labs. Credits: 1, Hours: (.5/1/0/0), Prereq: ELT-105; Arts & Sciences Elective Code: B

ELT-105 Introduction to Programmable Logic Controllers (2)

Provides an introduction to programmable logic controller (PLC) systems. Introduces system installation, commissioning, troubleshooting, and basic programming. Concepts are explored and emphasized through lecture, reading and hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ATR-308; Arts & Sciences Elective Code: B

ELT-127 Introduction to Intermediate PLC Instruction and Function (1)

Provides an introduction to timing and counting functions as well as compare functions and data manipulation. Concepts are explored and emphasized through lecture, reading and hands-on labs. Credits: 1, Hours: (.5/1/0/0), Prereq: ELT-100; Arts & Sciences Elective Code: B

ELT-128 Introduction to PLC Programming and Control (2)

Provides an introduction to various programmatic control schemes, basic sequential control basic system integration. Concepts are explored and emphasized through lecture, reading and hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ELT-105; Arts & Sciences Elective Code: B

ELT-137 Introduction to Solid State Motor Control Wiring and Troubleshooting (1)

Provides an introduction to system wiring as well as hardware and software troubleshooting tools and techniques. Concepts including system components, operational theory and functionality are explored and emphasized through lecture, reading and hands-on labs. Credits: 1, Hours: (.5/1/0/0), Prereq: ELT-128; Arts & Sciences Elective Code: B

ELT-146 National Electrical Code and Electrical Wiring (5)

Covers electrical codes and wiring techniques that are essential to the installation of electrical wiring. Local and National Electrical Codes are used to complete electrical wiring diagrams for a residential structure. Practical experience is provided by laboratory exercises designed to familiarize the student with electrical wiring components, wiring techniques, and the tools of the trade. Credits: 5, Hours: (3/4/0/0), Prereq: ELE-238; Arts & Sciences Elective Code: B

ELT-179 Electronic Board Soldering (1)

Teaches the identification, selection and safe use of appropriate soldering tools and equipment. Covers the technology and techniques of proficient soldering and inspection of through-hole components, dual-inline package integrated circuits and surface mount components to printed circuit boards (PCBs). Demonstrates proper desoldering of through-hole and SMT components. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

ELT-224 Motors and Transformers (5)

Provides theory and hands-on experience with electric motors and transformers. Learning activities include reading, lecture and labs. Covers DC, three-phase and single-phase motors in depth, and studies three-phase and single-phase transformers, applications and connections. Credits: 5, Hours: (4/2/0/0), Prereq: ELE-238, MAT-233; Arts & Sciences Elective Code: B

ELT-255 Programmable Logic Controllers (6)

Covers basic and advanced programming of the most popular programmable controllers used in industrial automation. Basic ladder logic programming, timers, counters, data manipulation, data compare, temperature control and analog operations are covered. Troubleshooting and installation are also included. Credits: 6, Hours: (3/6/0/0), Prereq: ELT-211; Arts & Sciences Elective Code: B

ELT-277 Electronic Practices (3)

Presents DC current, voltage, energy, power, resistance, capacitance, inductance and semiconductor theory in a practical laboratory setting. Focuses on lab safety, component identification, schematic reading and the use of equipment to measure prototype circuits. Includes extensive laboratory sessions requiring schematic reading, constructing circuits, using soldering and solder-less breadboard, and utilizing lab equipment

Course Descriptions

to measure and troubleshoot circuits. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

ELT-299 Introduction to LabView (3)

Introduces LabView, including modular programming, loops, charts, arrays, clusters, case and sequence structures, strings and file I/O. Presents Windows operating system basics, word processing and Excel software. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

ELT-304 Introduction to Electrical Circuits (4)

Studies the theory and application of electricity. Includes electrical safety, shop methods, electrical theory and circuit analysis. Laboratory experiments enhance learning of theories studied and provide hands-on experience with electrical test instruments and soldering equipment. Credits: 4, Hours: (3/2/0/0), Prereq: MAT-745; Arts & Sciences Elective Code: B

ELT-309 Digital Circuits (3)

Presents the analysis and design of digital circuits. Introduces Boolean algebra as a tool for working with basic gates, flip-flops, latches, and adders and timers. Laboratory and computer-simulation exercises enhance understanding. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-517; Arts & Sciences Elective Code: B

ELT-341 Electric Circuits II (5)

Adapts DC circuit analysis techniques to the AC realm. Examines the fundamental concepts of passive filters and frequency response. Includes computer simulations and extensive laboratory sessions. Credits: 5, Hours: (4/2/0/0), Prereq: ELT-345; Arts & Sciences Elective Code: B

ELT-345 Electric Circuits I (5)

Presents fundamental DC concepts (i.e., current, voltage, polarity, energy, power), describes methods for analyzing DC electric circuits, studies resistive-inductive and resistive-capacitive circuits, and introduces the fundamental concepts of AC electricity. Includes computer simulations and extensive laboratory sessions. Credits: 5, Hours: (4/2/0/0), Prereq: College-level math course and Electronic Practices; Arts & Sciences Elective Code: B

ELT-396 Communications Electronics (4)

Provides students the theoretical background necessary for working with systems used in today's communication industry. Focuses on signal representations, transmission of, modulation of, and coding of both analog and digital signals; system block diagrams, operation and application of the phase-locked loop, and propagation of electromagnetic waves in guided media and free space. Communication Systems I and II complement this theory class with extensive laboratory examples. Credits: 4, Hours: (4/0/0/0), Prereq: ELT-518; Arts & Sciences Elective Code: B

ELT-398 Communications Systems I (3)

Covers projects related to building and measuring the active filters; and the design, build and test of balance, FM, and AM modulators and semomodulators. Includes the investigation and application of phase-locked loops and digital communication links using a variety of modulation techniques. Credits: 3, Hours: (1/4/0/0), Prereq: ELT-396; Arts & Sciences Elective Code: B

ELT-399 Communications Systems II (4)

Continues Communications Systems I laboratory work related to the design, build and test of digital and analog communications links. Focuses on the measurement of antennas, transmission lines, the propagation of electro magnetic waves and waveguides, through lectures, comprehensive laboratory activities, lab report writing and computer simulations. Credits: 4, Hours: (1/6/0/0), Prereq: ELT-398; Arts & Sciences Elective Code: B

ELT-400 Local Loop (3)

Introduces students to the construction and maintenance of the local loop. Learning activities include termination and equipment for both residential and commercial applications. Other topics covered include voice data, analog and digital circuits. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-443; Arts & Sciences Elective Code: B

ELT-401 Advanced Electrical Circuits (4)

Continues Introduction to Electrical Circuits and expands to include AC theory, inductors, capacitors, transformers, three-phase, networks and magnetism. Reinforces concepts and provides experience and troubleshooting opportunities through lab exercises. Credits: 4, Hours: (3/2/0/0), Prereq: ELT-304, MAT-102; Arts & Sciences Elective Code: B

ELT-402 Introduction to Communication Systems (3)

Provides an introduction to the telecommunications industry, including regulating bodies and standards. Technical concepts covered include color code, wire types, terminals and enclosures, connectors and splicing. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

ELT-408 Structured Cabling System (3)

Introduces the components used in connecting electrical communication devices and systems. Students work with twisted pairs to construct cables used in communication networks. Laboratory experiments are designed to give the student practical experience with cabling and termination. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-427; Arts & Sciences Elective Code: B

ELT-427 Telephony Circuits I (3)

Covers the theory of telephony circuits. Emphasis is placed on how a telephone functions; analog-to-digital conversion; multiplexing; and transmission of voice, data and video signals. Lab activities reinforce lecture topics. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-402; Arts & Sciences Elective Code: B

ELT-428 Telephony Circuits II (3)

A continuation of ELT-427. This course expands the analysis of voice, video and data communication circuits. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-427, ELT-460; Arts & Sciences Elective Code: B

ELT-438 Data Acquisition & Analysis (2)

Provides students with the knowledge required to specify, evaluate and use a wide variety of digital data acquisition systems in laboratory and field applications. Reinforces basic principles of sampling and digitizing theory with practical examples from everyday testing operations. Emphasizes the interaction between test design, data acquisition and analysis. Credits: 2, Hours: (2/0/0/0), Pre-

req: ATR-308, ELT-105; Arts & Sciences Elective Code: B

ELT-443 Multiplexing I (3)

Introduces the concepts of switching networks and multiple-user communication lines. Topics include common channel signaling, public packet switched networks, integrated digital networks and synchronized optic networks. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-455; Arts & Sciences Elective Code: B

ELT-455 Transmission Circuits I (3)

Explores in detail the methods of transmitting and receiving voice, data and video signals. The course includes fiber optic, microwave, satellite and data networking forms of transmission. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-428; Arts & Sciences Elective Code: B

ELT-460 Fiber Optics (3)

Covers the theory and application of fiber optic principles and devices. Topics include performance comparisons of specific systems, noise analysis and receive sensitivity. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-408; Arts & Sciences Elective Code: B

ELT-500 LAN Design & Protocols (3)

Provides the student with a basic understanding of networking. Topics include OSI model and industry standards, networking topologies, IP addressing with a subnet mask, networking components and basic network design. Credits: 3, Hours: (2/2/0/0), Prereq: NET-154; Arts & Sciences Elective Code: B

ELT-506 Router Basics (3)

Introduces students to routers, setup, configuration and management of using routers in a network environment. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-500; Arts & Sciences Elective Code: B

ELT-517 Active Devices I: Transistor Amplifiers (6)

Presents an analytical approach with laboratory and computer-simulation exercises to the design and troubleshooting of transistor amplifiers. Topics include BJTs, FETs, small signal/power amplifiers and frequency response. Credits: 6, Hours: (4/4/0/0), Prereq: ELT-277; Coreq: ELT-341, MAT-746; Arts & Sciences Elective Code: B

ELT-518 Active Devices II: Operational Amplifiers (3)

Presents an analytical approach with laboratory and computer-simulation exercises to the design and troubleshooting of operational amplifier circuits. The four basic types of negative feedback are extensively examined. Topics include voltage amplifiers, comparators, analog-to-digital conversion, waveshaping and active filters. Credits: 3, Hours: (2/2/0/0), Prereq: ELT-517; Arts & Sciences Elective Code: B

ELT-616 Microprocessors I (4)

Studies counters, shift registers, memory, storage, digital signal processing and microprocessors. Credits: 4, Hours: (3/2/0/0), Prereq: ELT-309; Arts & Sciences Elective Code: B

ELT-621 Microprocessors II (4)

Introduces software engineering through a combination of C programming language, robotics and version control software. Extensive laboratory sessions using C and robotics will enhance

understanding. Credits: 4, Hours: (3/2/0/0), Prereq: ELT-616; Arts & Sciences Elective Code: B

ELT-798 Fundamentals of Hydraulic and Pneumatic Systems (5)

Focuses on proper usage and application of, as well as the theory and physics behind, hydraulic and pneumatic systems and controls. Introduces the various components used in each type of system, electro-hydraulic components, electro-pneumatic components and component selection. Students design, assemble and troubleshoot various types of hydraulic and pneumatic control systems and components. Credits: 5, Hours: (2/6/0/0), Prereq: ELT-211, MAT-109; Arts & Sciences Elective Code: B

ELT-845 Design Projects (4)

Provides students experience in individually designing subsystems and in working as part of a design group where each student has specific responsibilities toward achieving the overall goal of designing, building, troubleshooting and testing a complex electronic system. Credits: 4, Hours: (3/2/0/0), Coreq: ELT-521; Arts & Sciences Elective Code: B

ELT-853 Air Conditioning and Refrigeration II (10)

Covers domestic and light commercial refrigeration, air conditioning, heating systems and heat pumps in theory and labs. Provides students with extensive experience in system troubleshooting. Credits: 10, Hours: (8/4/0/0), Prereq: ELT-852; Arts & Sciences Elective Code: B

ELT-860 Heating, Vent, and Air Conditioning Systems and Controls (6)

Provides the student with working knowledge of commercial air handling units and heating/cooling systems. Pneumatic environmental controls application, calibration and troubleshooting are also covered in theory and laboratory exercises. Credits: 6, Hours: (4/4/0/0), Prereq: ELT-853; Arts & Sciences Elective Code: B

ELT-880 Telecommunications Internship (3)

Provides an on-site job experience for the student. Students are exposed to telecommunications equipment and systems in a typical work environment. Credits: 3, Hours: (0/0/0/12), Arts & Sciences Elective Code: B

ELT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

ELT-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

EMS: Emergency Medical Services

EMS-200 Emergency Medical Technician (8)

Prepares students to work for fire and ambulance services. Focuses on treatment of illness and injury, basic airway management, and automated defibrillation. Course can be taken for personal knowledge or to enhance marketability in other healthcare professions. This 152-hour course is the entry-level career certification course in Emergency Medical Services. Credits: 8, Hours: (7/1/1.5/0), Arts & Sciences Elective Code: B; Comments: Current certification in CPR for health care providers is required

EMS-300 Advanced Emergency Medical Technician (8)

Prepares students for the National Registry practical and written examinations for State of Iowa certification. Focuses on prehospital emergency care fundamentals, and advanced airway and cardiac management skills. Requires 72 hours of clinical internship at hospitals, ambulance services or fire departments. Credits: 8, Hours: (6/1/4.5/0), Prereq: EMS-200; Arts & Sciences Elective Code: B; Comments: Current certification in CPR for health care providers and active EMT certification are required

EMS-641 Introduction to Paramedicine (3)

Provides an overview of paramedic roles and responsibilities and the emergency medical service system. Includes discussion of medicolegal and ethical issues in EMS, agents of trauma and disease, and career opportunities for paramedics. Provides discussion and demonstration of proper documentation in EMS, emergency vehicle operations, and non-patient care aspects of EMS. Credits: 3, Hours: (3/0/0/0), Prereq: EMS-200; Arts & Sciences Elective Code: B; Comments: Need to hold a current EMT-B Iowa Certification

EMS-642 Pharmacology for Paramedicine (3)

Provides an introduction to drug classifications, mechanism of action and metabolism. Discusses indications, contraindications, dosages, routes of administration and side effects of drugs administered by the paramedic. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-161, MAT-731; Arts & Sciences Elective Code: B

EMS-643 Cardiorespiratory Paramedicine (3)

Provides lecture, discussion and case-based teaching in the pathophysiology, recognition, and advanced life support of cardiovascular and respiratory emergencies and shock. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-181, EMS-641, EMS-642; Arts & Sciences Elective Code: B

EMS-644 Paramedic Clinical I (3)

Provides opportunities for observation and supervised participation in the delivery of advanced life support in pre-hospital and emergency department settings. Credits: 3, Hours: (0/0/9/0), Prereq: BIO-181, EMS-641, EMS-642; Coreq: EMS-645; Arts & Sciences Elective Code: B

EMS-645 Paramedic I (2.5)

Provides scenario-based teaching and student practice in techniques of assessment and management of patients with cardiovascular and respiratory emergencies. This course includes ACLS certification. Credits: 2.5, Hours:

(0.5/4/0/0), Prereq: EMS-641, EMS-642; Coreq: EMS-643, EMS-644; Arts & Sciences Elective Code: B

EMS-646 Paramedic Clinical II (4)

Provides opportunities for observation and supervised practice of patient assessment and management in various settings. Credits: 4, Hours: (0/0/12/0), Prereq: EMS-644; Coreq: EMS-647, EMS-648, EMS-649; Arts & Sciences Elective Code: B

EMS-647 Paramedic II (3.5)

Provides demonstration and scenario-based practice of assessment and management of trauma, medical, psychological, pediatric, geriatric and obstetric patients. Includes PALS and PHTLS certification. Credits: 3.5, Hours: (1/5/0/0), Prereq: EMS-645; Coreq: EMS-646, EMS-648, EMS-649; Arts & Sciences Elective Code: B

EMS-648 Special Patient Populations in Emergency Medical Services (4)

Provides lecture-discussion and case-based teaching of EMS, assessment and management of emergencies specific to pediatric, geriatric, disabled and obstetric patient populations. Includes GEMS certification. Credits: 4, Hours: (4/0/0/0), Prereq: EMS-643; Coreq: EMS-646, EMS-647, EMS-649; Arts & Sciences Elective Code: B

EMS-649 Trauma and Environmental Emergencies (4)

Provides lecture-discussion and case-based teaching in the kinematics of trauma, pathophysiology of shock and trauma, and techniques of trauma management. Discussion of identification and management of environmental emergencies including heat and cold, barotrauma, altitude, radiation, hazardous materials and drowning emergencies. Includes PEPP certification. Credits: 4, Hours: (4/0/0/0), Prereq: EMS-643; Coreq: EMS-646, EMS-647, EMS-648; Arts & Sciences Elective Code: B

EMS-650 Medical and Psychological Emergencies (4)

Lecture and case-based teaching in the pathophysiology, recognition and advanced life support assessment and management of emergencies involving the nervous, endocrine, renal, and gastrointestinal systems. Assessment and intervention in psychological emergencies. Includes AMLS certification. Credits: 4, Hours: (4/0/0/0), Prereq: EMS-643, EMS-648; Coreq: EMS-651, EMS-652; Arts & Sciences Elective Code: B

EMS-651 Paramedic Fieldwork (4)

Provides opportunities for guided paramedic practice and evaluation in the pre-hospital setting. Students are expected to achieve increasing independence as paramedic level practitioners. The student must complete a prescribed number of patient contacts as team leader. Credits: 4, Hours: (0/0/12/0), Prereq: EMS-646; Coreq: EMS-652; Arts & Sciences Elective Code: B

EMS-652 Paramedic Clinical III (4)

Provides an opportunity for guided paramedic practice and evaluation in hospital clinical environments. Credits: 4, Hours: (0/0/12/0), Prereq: EMS-646; Coreq: EMS-650, EMS-651; Arts & Sciences Elective Code: B

EMS-653 Paramedic III (1)

Provides an opportunity for scenario-based skill and assessment practice in biweekly lab sessions that prepare the student for the NREMT paramedic practical examination for certification. Credits: 1, Hours: (0/2/0/0), Prereq: EMS-647; Coreq: EMS-650, EMS-651, EMS-652; Arts & Sciences Elective Code: B

END:

Electroneurodiagnostic

END-100 Introduction to Electroneurodiagnostics (2.5)

Provides an introduction to basic electroencephalographic concepts and techniques. Instrumentation is demonstrated in the classroom and hands-on experience is provided in the laboratory. Credits: 2.5, Hours: (1/3/0/0), Coreq: BIO-161, HSC-107, HSC-117, HSC-210, HSC-211; Arts & Sciences Elective Code: B

END-200 Applied Electronics and Instrumentation (1.5)

Includes electronics and instrumentation associated with the conventional electroencephalograph: the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-hertz filter), the writer unit, electrical output, electrical safety and standards for clinical electroencephalographs. Also covers ambulatory monitoring and digital electroencephalography. Credits: 1.5, Hours: (1/1/0/0), Coreq: BIO-181, END-310, END-330; Arts & Sciences Elective Code: B

END-310 Electroneurodiagnostic Technical Science (7)

Provides theory and application of electrical concepts, recording techniques, data analysis and description. Credits: 7, Hours: (2/6/6/0), Prereq: BIO-168, END-100; Coreq: BIO-181, END-200, END-330; Arts & Sciences Elective Code: B

END-330 Electroneurodiagnostic Clinical Science (2)

Introduces students to electroneurodiagnosis, neurophysiology, functional neuroanatomy, normal and abnormal conditions, and correlates. Includes electroencephalographic signs of cerebral disorders. Studies specific neurological disease entities; integrates EEG patterns for cerebral disorders and diagnosis. Credits: 2, Hours: (2/0/0/0), Prereq: BIO-168, END-100; Coreq: BIO-181, END-200, END-310; Arts & Sciences Elective Code: B

END-400 Evoked Potentials I (1)

Provides evoked potential instrumentation: EP history, signal averaging, statistics, A/D converter, signal averages, amplifiers, filters and stimulators. Includes recording evoked potentials from volunteers and observing the effect of different variables. Credits: 1, Hours: (1/0/0/0), Prereq: END-200, END-310, END-330; Coreq: END-810; Arts & Sciences Elective Code: B

END-420 Evoked Potentials II (2)

Provides introduction in somatosensory, visual and brainstem auditory evoked responses. Laboratory sessions provide practical application and evaluation of EP data. Credits: 2, Hours:

(1/2/0/0), Prereq: END-400, END-810; Coreq: END-830; Arts & Sciences Elective Code: B

END-810 Electroneurodiagnostic Clinic I (6)

Focuses on clinical application of basic EEG techniques according to lab protocol under direct supervision of staff. Record review with physicians and correlative seminars are included. Credits: 6, Hours: (1/0/15/0), Prereq: END-200, END-310, END-330; Coreq: END-400; Arts & Sciences Elective Code: B

END-830 Electroneurodiagnostic Clinic II (7.5)

Provides continued clinical recording techniques including a broad patient population and procedure range. Record review with physicians and correlative seminars are included. Credits: 7.5, Hours: (1/0/19.5/0), Prereq: END-400, END-810; Coreq: END-420; Arts & Sciences Elective Code: B

END-850 Electroneurodiagnostic Clinic III (5.5)

Provides clinical practice in performing electroencephalograms, evoked potentials, intraoperative monitoring and epilepsy. Record and review with physicians and correlative seminars are included. Credits: 5.5, Hours: (1/1/12/0), Prereq: END-420, END-830; Coreq: END-870; Arts & Sciences Elective Code: B

END-870 Sleep Technology (6.5)

Provides clinical practice in polysomnography using appropriate techniques according to protocol. Record and review with physicians and correlative seminars are included. Credits: 6.5, Hours: (1/1/15/0), Prereq: END-420, END-830; Coreq: END-850; Arts & Sciences Elective Code: B

ENG: English Composition

ENG-013 Basic Writing (3)

Provides group instruction in basic writing skills: writing to communicate with the reader, sentence and paragraph structure, proofreading for spelling, grammar and punctuation errors. Students in this course should not have previous or concurrent enrollment in Elements of Writing, Composition I and II, College Writing or Workplace Communication. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

ENG-027 Basic Essay Writing (1)

Introduces students to the concept of writing papers using the five paragraph organization approach. Students in this course should not have previous or concurrent enrollment in Elements of Writing, Composition I and II, College Writing, or Workplace Communication. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: D

ENG-059 College Prep Writing (3)

Provides students with basic skills instruction in a traditional group setting. The curriculum includes two hours of reading and one hour of writing per week. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

ENG-070 Personal Achievement Writing (1-2)

Designed to assess a student's writing strengths and weaknesses. The student receives instruction on an individualized basis in the areas of skill needs while building on skills already mastered. The course is divided into two parts: knowledge about language and experience using the lan-

guage. The course helps prepare the student to take Elements of Writing and may also be supplemental support for students enrolled in Composition I, Composition II, Workplace Communication or other writing courses. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: D

ENG-075 Personal Achievement Reading (1-2)

Designed to measure the student's present reading skills and from that measurement provide an individualized program for the improvement of skills. The course is divided into three main areas: pronunciation, vocabulary and comprehension. The reading materials utilized are related to the student's interests. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: D

ENG-101 Elements of Writing (3)

Develops students' fluency in communication and clarity in thinking through writers' notebooks, expository writing, analytical reading and listening. Students use structured assignments to explore personal goals and values, exercising skills needed for reasoning and writing across the curriculum. Credits: 3, Hours: (3/0/0/0), Prereq: Qualifying placement score; Arts & Sciences Elective Code: A

ENG-105 Composition I (3)

Develops expository writing with emphasis on organization, supporting details, style, vocabulary and library research skills. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-101 or qualifying placement score; Arts & Sciences Elective Code: A

ENG-106 Composition II (3)

Teaches precise and responsible use of research tools. Requires critical analysis of reading materials, audience and self when communicating content material. Develops students' ability to use effective and ethical arguments. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105; Arts & Sciences Elective Code: A

ENG-108 Composition II: Technical Writing (3)

Provides concepts, principles and practice of writing and analyzing documents in business, science (including health occupations) and industry. Research emphasized. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

ENG-120 College Writing (5)

Develops expository writing with emphasis on substance, organization, supporting details, style and vocabulary. Teaches precise and responsible use of research tools. Requires critical analysis of reading materials in curriculum content areas, current issues and literature. Develops students' ability to use ethical and logical argument. Credits: 5, Hours: (5/0/0/0), Prereq: ENG-101 or qualifying placement score; Arts & Sciences Elective Code: A

ENG-150 Fundamentals of English Grammar (3)

Reviews English grammatical structure and examines advanced grammatical patterns for both native and non-native speakers of English. Provides practice in using English grammar fluently in writing, reading and speaking. Emphasizes grammar in application and linguistic analysis of grammar. (3/0/0/0), Arts & Sciences Elective Code: A

ENG-221 Creative Writing (3)

Offers students an opportunity to do advanced work in writing short story, poetry, literary nonfiction or play writing. Emphasizes regular workshops with attention to content issues, structures, forms and styles of particular genres. Students read and comment on other students' works as well as published material. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

ENG-225 Creative Writing: Poetry (3)

Offers a writing workshop devoted to students' poetry. Class time devoted to responding to and revising work, reading and discussing published poetry, and exploring various forms of the poem. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

ENG-233 Creative Writing: Short Fiction (3)

Offers a writing workshop focused on students' attempts and successes in writing 500- to 3,500-word short stories. Seventy-five percent of class time devoted to drafting, reading and responding to peers' drafts; 25 percent devoted to reading and discussing published short stories and the elements of fiction as they apply to crafting stories. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105, ENG-120; Arts & Sciences Elective Code: A

ENG-235 Creative Writing: Playwriting/Screenwriting (3)

Offers a writing workshop for students' playwriting or screenwriting. Class time devoted to reading and responding to students' work, and discussing published and produced plays and screenplays. Homework devoted to drafting and revising and to reading and responding to published and produced plays and screenplays. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

ENG-238 Creative Writing: Nonfiction (3)

Offers a writing workshop for students' nonfiction: personal essays, memoir, nature writing, literary journalism, or other subgenre of the craft. Class time devoted to reading and responding to classmates' work, discussing published nonfiction and the writing craft. Homework devoted to drafting and revising, and to reading and responding to published nonfiction in a variety of subgenres. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

ENG-240 Advanced Creative Writing (3)

Offers students an opportunity to do advanced work in fiction, poetry and literary nonfiction, with an eye toward getting something published. Students respond to each other's writing and enlarge their knowledge of the publishing industry. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-221 or ENG-225 or ENG-233 or ENG-235 or ENG-238; Arts & Sciences Elective Code: A

ENG-245 Advanced Creative Writing: Short Fiction (3)

Provides a writing workshop approach to working on students' short fiction. Seventy-five percent of class time is devoted to reading and responding to other students' work and discussing the responses; 25 percent of class time is devoted to discussing already published work. All critiquing based in either New Critical/Elements of Fiction discourse or Reader Response. Credits: 3, Hours:

(3/0/0/0), Prereq: ENG-221 or ENG-233; Arts & Sciences Elective Code: A

ENG-275 Editing a Literary Magazine (3)

Provides practical experience in reading and editing literary manuscripts (nonfiction, fiction and poetry). Students design and edit hypothetical magazines using actual student manuscripts and work on preparing an issue of Cedar Valley Divide, Kirkwood's student art and literary magazine. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

ENG-290 Literary Magazine Layout and Production (3)

Provides practical experience working on an editorial team to produce a student art and literary magazine, Kirkwood's Cedar Valley Divide (CVD). Focuses on designing and editing the magazine using Adobe InDesign and Photoshop software; coordinating with submitters, independent publishers and printers; and establishing and meeting deadlines to successfully publish the CVD by semester's end. Credits: 3, Hours: (2/2/0/0), Prereq: ENG-275; Arts & Sciences Elective Code: A

ENG-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of an honors faculty member. Requires that student meets honors eligibility criteria. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

ENG-928 Independent Study (1-3)

Provides opportunity for independent writing projects under the guidance of a faculty member. Credits: 1-3, Hours: (1-3/0/0/0), Prereq: ENG-105, ENG-221; Arts & Sciences Elective Code: A; Comments: Permission of instructor.

ENV: Environmental Science

ENV-115 Environmental Science (3)

Examines environmental issues from a scientific perspective. Topics examined include ecosystems, energy, global warming, ozone depletion, air pollution, water resources, population growth and biodiversity. Students are required to analyze environmental problems and draw conclusions. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ENV-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

ENV-928 Independent Study (0.5)

Provides students an opportunity to further their studies in environmental science. After consultation with instructor, readings, papers and basic research or other projects may be assigned. Credits: 0.5, Hours: (0.5/0/0/0), Arts & Sciences Elective Code: A; Comments: College-level biology

or environmental science course or permission of instructor

ESI: Intensive English Second Language

ESI-006 L1 ELA Reading & Vocabulary (3)

Begins the study of English reading and vocabulary development for non-native speakers who have little to no English. Emphasizes reading skills in informal settings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

ESI-007 L1 ELA Listening and Conversation (3)

Begins the study of conversation and listening skills in English for non-native speakers who have little to no English. Emphasizes communicative speaking and negotiative listening in informal language settings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

ESI-010 L1 ELA Phonetics and Pronunciation (3)

Begins the study of English segmentals and intonation for non-native speakers who have little to no English. Emphasizes the use of phonetic alphabet. Focuses on using segmentals and intonation, in informal language settings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

ESI-011 L1 ELA Grammar (4)

Begins the study of the basics of English grammar for non-native speakers of English. Focuses on using English grammar fluently in writing, reading and speaking. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: D

ESI-014 L1 ELA Writing (2)

Provides practice in the basic formation of the English alphabet. Focuses on writing at the sentential level for non-native speakers who have little to no English. Increases the use of vocabulary in writing. Familiarize the student with keyboarding. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: D

ESI-016 L2 ELA Writing (2)

Provides practice in the basic formation of English sentences, paragraphs and reports for non-native speakers of English. Provides practice in structure, and in using English vocabulary in writing. Credits: 2, Hours: (2/0/0/0), Prereq: ESI-014; Arts & Sciences Elective Code: D

ESI-018 L2 ELA Grammar (4)

Provides practice in the basics of English grammar for non-native speakers of English. Focuses on using English grammar fluently in writing, reading and speaking. Credits: 4, Hours: (4/0/0/0), Prereq: ESI-011; Arts & Sciences Elective Code: D

ESI-019 L2 ELA Listening Skills and Culture (3)

Provides beginning-level practice in conversation and listening skills in English for non-native speakers of English. Emphasizes speaking and listening in formal and informal language settings. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-007; Arts & Sciences Elective Code: D

ESI-021 L2 ELA Phonetics and Pronunciation (3)

Provides practice in English segmentals and intonation of the English language for non-native speakers at the beginning level. Focuses on using segmentals and intonation, in formal and informal language settings. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-010; Arts & Sciences Elective Code: D

ESI-023 L2 ELA Reading and Vocabulary (3)

Provides practice in reading and vocabulary development at the beginning level for non-native speakers of English. Emphasizes reading skills in academic settings. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-006; Arts & Sciences Elective Code: D

ESI-037 L3 ELA Writing (2)

Continues practice in the formation of English sentences, paragraphs and reports for non-native speakers of English at a beginning intermediate level. Builds students' writing structure skills, and use of English vocabulary in writing. Credits: 2, Hours: (2/0/0/0), Prereq: ESI-016; Arts & Sciences Elective Code: D

ESI-038 L3 ELA Grammar (4)

Continues practice in English grammar for non-native speakers of English at the beginning intermediate level. Focuses on using English grammar fluently in writing, reading and speaking. Credits: 4, Hours: (4/0/0/0), Prereq: ESI-018; Arts & Sciences Elective Code: D

ESI-039 L3 ELA Listening Skills, Conversation and Culture (3)

Continues practice in conversation and listening skills in English for non-native speakers of English at the beginning intermediate level. Emphasizes speaking and listening in formal and informal language settings. Exposes students to English culture and cultural expectations. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-019; Arts & Sciences Elective Code: D

ESI-040 L3 ELA Phonetics and Pronunciation (3)

Continues practice in English segmental and intonation of the English language for non-native speakers at the beginning intermediate level. Provides practice in using segmentals and intonation, in formal and informal language settings. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-021; Arts & Sciences Elective Code: D

ESI-042 L3 ELA Reading and Vocabulary (3)

Continues practice in reading and vocabulary development at the beginning intermediate level for non-native speakers of English. Emphasizes reading skills in academic settings. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-023; Arts & Sciences Elective Code: D

ESI-062 L4 ELA Culture and Conversation (3)

Continues practice in conversation in English for non-native speakers of English at the advanced intermediate level. Focuses on speaking, in formal and informal language settings. Exposes students to English culture and cultural expectations in conversation and oral interaction. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-039; Arts & Sciences Elective Code: D

ESI-063 L4 ELA Writing (3)

Continues practice in the formation of English sentences, paragraphs, and reports for non-native speakers of English at an advanced intermediate level. Provides practice in writing structure, and using English vocabulary in writing. Emphasizes academic report structure and conventions. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-037; Arts & Sciences Elective Code: D

ESI-064 L4 ELA Grammar and Usage (3)

Continues practice in English grammar for non-native speakers of English at the advanced intermediate level. Provides practice in using English grammar fluently in writing, reading and speaking. Emphasizes grammar in applications. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-038; Arts & Sciences Elective Code: D

ESI-068 L4 ELA Reading and Vocabulary (3)

Practice in reading and vocabulary development at the advanced intermediate level. Emphasizes more subtle vocabulary and comprehension for academic settings. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-042; Arts & Sciences Elective Code: D

ESI-069 L4 ELA Presentations (3)

Prepares non-native speakers of English for academic communication skills, including presentations. Provides opportunity to practice academic skills, emphasizing presentation and other skills, at the advanced intermediate level. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-040; Arts & Sciences Elective Code: D

ESI-090 L5 ELA Culture and Conversation (3)

Continues practice in conversation in English for non-native speakers of English at the beginning advanced level. Provides practice in speaking in formal and informal language settings. Exposes students to English culture and cultural expectations in conversation and oral interaction. Credits: 3, Hours: (3/0/0/0), Prereq: ESI-062; Arts & Sciences Elective Code: D

ESI-093 English Language Acquisition Special Topics (1-12)

Develops English language skills in a classroom setting, in reading, writing, communication, grammar and/or for special purposes. Credits: 1-12, Hours: (1-12/0/0/0), Arts & Sciences Elective Code: D

EXS: Exercise Science

EXS-280 Exercise Physiology (4)

Defines exercise through the study of neuromuscular physiology, metabolism, exercise endocrinology, cardiometabolic response, environmental adaptation and optimized physical performance. Examines physiological response to various modes of exercise through laboratory activities and culminates with an original research project. Intended for students pursuing health-related careers, health pre-professional programs or those who have an interest in the effects of exercise on the human body. Credits: 4, Hours: (3/2/0/0), Prereq: BIO-173 or both BIO-177 & BIO-180; Arts & Sciences Elective Code: A

FIN: Finance

FIN-101 Principles of Banking (3)

Presents the fundamentals of bank functions in a descriptive fashion so that beginning bankers can view their chosen profession in a broad perspective. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

FIN-110 Money and Banking (3)

Presents a fundamental treatment of how money functions in the U.S. and world economies. Topics include the concept of money supply and the role the bank plays as a money creator and participant in the nation's payment mechanism. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIN-121 Personal Finance (3)

Provides a comprehensive examination of the concepts and principles of personal finance and offers solid strategies for successful management and planning. Students learn planning, analyzing and controlling financial resources, and develop the knowledge and skills necessary to take advantage of favorable financial opportunities, resolve personal financial problems, achieve self-satisfaction and strive towards financial security. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

FIN-130 Principles of Finance (3)

Examines the tools and techniques used in the world of finance. Students are introduced to basic financial concepts such as time value of money, asset valuation, risk analysis and return on investment. Evaluation and decision-making techniques are used as they pertain to financial management in various business situations. Credits: 3, Hours: (3/0/0/0), Prereq: ACC-152, MAT-140; Arts & Sciences Elective Code: A

FIR: Fire Science

FIR-110 History and Philosophy of the Fire Service (2)

Provides students with an understanding of where the fire service has come from so they can better help steer fire service into the future. Instructional units are facilitated through a guided self-study format. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

FIR-124 Building Construction (3)

Examines structural reactions to fire. Studies building codes and their relationship to the architectural strength of various designs. Covers how construction and design are key factors when inspecting buildings, preplanning fire operations and functioning at emergencies. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-127 Fire Behavior and Combustion (3)

Studies how the chemical and physical aspects of fuels, the combustion process and the products of combustion affect how fire is caused, spread and extinguished. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-130 Fundamentals of Fire Prevention (3)

Covers the techniques, procedures, regulations and enforcement of codes (fire, building, life safety) in various occupancies. Communication

with the property owner on changes to meet code requirements are presented. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-140 Firefighter I - Unit I (2)

Helps firefighters or potential firefighters prepare for Firefighter I Certification. Topics include basic firefighting tactics, fire behavior, safety, forcible entry, hose handling, ladders, protective clothing, SCBA Rescue and Ventilation. Completing Skills I does not meet all criteria for testing for FFI Certification. Attendance is mandatory at all sessions. Equivalent to the 24-hour Basic Attack Course. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

FIR-141 Firefighter I - Unit II (2)

Continues to build on skills taught in Firefighting Skills I. Students learn new skills and advance their previous skills for preparation for the Firefighter I Exam. Topics include fire alarm communication, fire department organization, fire hose, fire stream, water supplies, forcible entry and ventilation, ladders, organization, personal protective equipment and safety. Attendance for all sessions is mandatory. Class is graded on P/F (Pass/Fail) basis. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

FIR-142 Firefighter I - Unit III (3)

Builds on skills developed in Firefighting Skills I and II. Provides the student with knowledge of the topics covered on the Firefighter I written exam. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-146 Firefighting Tactics and Strategy (3)

Studies methods of coordinating personnel, equipment and deploying apparatus on the fire ground. Practical methods of controlling and extinguishing structural and other types of fires are discussed. Includes simulation exercises. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-150 Fire Detection and Suppression Systems (3)

Covers the identification of system elements, the proper type for the occupancy as per code, fire department operations at premises, and inspection practices to ensure the system is operating and installed as required. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-180 Chemistry of Hazardous Materials (3)

Covers properties of chemistry in fire service. Types of chemicals, processes and legal requirements are discussed as they pertain to use, storage and transportation of chemicals. Credits: 3, Hours: (2.5/1/0/0), Prereq: MAT-102; Arts & Sciences Elective Code: B

FIR-183 Hazardous Materials Management (3)

Discusses the properties of chemically active substances related to hazardous materials. Identifies and demonstrates techniques, methods and strategies to mitigate haz-mat incidents. Covers state and federal laws as they relate to management of hazardous materials. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-201 Firefighter II (3)

Continues as the second level of standards-based certification available to candidates. Focuses on the basic principles of firefighting as

they relate to Fire Fighter Professional Qualifications. Covers topics included in the Firefighter I program, and allows the candidate to participate in certification testing to obtain Firefighter II certification based on NFPA 1001, 2002 edition. Credits: 3, Hours: (2.5/1/0/0), Prereq: FIR-289; Arts & Sciences Elective Code: B

FIR-213 Principles of Emergency Services (3)

Studies fire service nomenclature, career opportunities in fire protection, organization and function of fire protection services, laws and regulations affecting the fire service, and fire departments as part of local government. Includes job shadowing with career firefighters. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-280 Instructional Techniques for Fire Service Training (3)

Covers concepts and techniques for conducting periodic company-level or small-unit training. The course emphasizes teaching principles applicable to in-service fire and rescue service skills training. Course meets NFPA standard 1041, 1992 version - covers objectives for Fire Instructor I and II as specified in this standard. Successful completion of this course allows the student to meet Iowa Fire Instructor I and Iowa Fire Instructor II course requirements as specified by the certifying agency - Fire Service Institute or Iowa State University. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-289 Firefighter I - Unit IV (2)

Prepares and guides the student for the department assignments necessary to become certified as Firefighter I. Requirements include giving a public education presentation and reviewing standard and safe operating procedures of a department. Course also includes CPR certification. Students must pass the Firefighter I exam through the Fire Service Institute to become certified. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

FIR-330 Fire Service Company Officer (3)

Introduces the basic principles and history related to national firefighter life safety initiatives. Focuses on the need for cultural and behavioral change across the emergency services. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FIR-400 Fire & Emergency Services Safety & Survival (3)

Introduces the basic principles and history related to national firefighter life safety initiatives. Focuses on the need for cultural and behavioral change across the emergency services. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FLC: Foreign Language - Chinese

FLC-141 Elementary Chinese I (4)

Develops functional abilities in the Chinese (Mandarin) language. Focuses on using Mandarin Chinese in linguistically, socially and culturally appropriate ways. Covers listening, speaking, reading, writing and cultural aspects of communication. Open to students with little or no previ-

ous study of Chinese. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: A

FLC-142 Elementary Chinese II (4)

Builds on language skills learned in Elementary Chinese I. Expands functional abilities in the Chinese (Mandarin) language and encourages improved use of Mandarin Chinese in linguistically, socially and culturally appropriate ways. Focuses on listening, speaking, reading, writing and cultural aspects of communication. Credits: 4, Hours: (4/0/0/0), Prereq: FLC-141; Arts & Sciences Elective Code: A

FLC-241 Intermediate Chinese I (4)

Concentrates on communicating Chinese (Mandarin) by practicing authentic language tasks to improve skills in reading, writing, speaking and listening. Focuses on building understanding of Chinese culture and extends students' language use beyond contexts of elementary discourse. Course activities are conducted in Chinese. Credits: 4, Hours: (4/0/0/0), Prereq: FLC-142; Arts & Sciences Elective Code: A

FLC-242 Intermediate Chinese II (4)

Continues development in Chinese (Mandarin) communication, building upon cultural and linguistic skills. Focuses on practicing authentic language tasks to improve reading, writing, speaking and listening skills. Builds intermediate proficiency with extended discourse and expanding topics. Course activities are conducted in Chinese. Credits: 4, Hours: (4/0/0/0), Prereq: FLC-241; Arts & Sciences Elective Code: A

FLF: Foreign Language - French

FLF-141 Elementary French I (4)

Introduces the 5 Cs of second language acquisition (communication, cultures, connections, comparisons and communities) by developing the fundamental communicative skills of listening, speaking, reading and writing, and providing the opportunity to examine the practices and products of various francophone cultures. Making comparisons and connections between the French and English language, practices, products and people is an important course component. Open to students with little or no previous study of French. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: A

FLF-142 Elementary French II (4)

Continues to develop the 5 Cs of second language acquisition (communication, cultures, connections, comparisons, and communities) by improving the fundamental communicative skills of listening, speaking, reading and writing acquired in Elementary French I. Examines the practices and products of francophone cultures. Includes discussion of the comparisons and connections that exist between various francophone cultures and language and our own. Credits: 4, Hours: (4/0/0/0), Prereq: FLF-141; Arts & Sciences Elective Code: A

FLF-241 Intermediate French I (4)

Develops the 5 Cs (communication, cultures, connections, comparisons and communities) by providing intensive practice in the fundamental communicative skills of listening, speaking, reading and writing, with a methodic study of

Course Descriptions

different cultural contexts and a review of the basic grammar. Examines the cultural practices and products of francophone countries. Credits: 4, Hours: (4/0/0/0), Prereq: FLF-142; Arts & Sciences Elective Code: A

FLF-242 Intermediate French II (4)

Continues to develop the 5 Cs (communication, cultures, connections, comparisons and communities) by expanding the repertoire of realia (movies, readings, Internet explorations) and class activities. Provides continuous practice in developing the communicative skills and encourages group discussion about everyday subjects as well as the practices and products of francophone cultures. Credits: 4, Hours: (4/0/0/0), Prereq: FLF-241; Arts & Sciences Elective Code: A

FLF-924 Honors Project (1)

Allows a qualified student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

FLF-928 Independent Study (1-3)

Provides for individualized learning beyond courses offered on a regular basis. Students work directly with a faculty member on furthering proficiency in several different areas of the student's own choosing, e.g., reading comprehension, aural/oral proficiency, understanding of civilization and culture, etc. Credits: 1-3, Hours: (1-3/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

FLG: Foreign Language - German

FLG-141 Elementary German I (4)

Develops fundamental skills in German language. Emphasis is on acquiring the proficiency to communicate with the native speaker in everyday situations. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: A

FLG-142 Elementary German II (4)

Continues Elementary German I. Credits: 4, Hours: (4/0/0/0), Prereq: FLG-141; Arts & Sciences Elective Code: A

FLG-241 Intermediate German I (4)

Develops the students' ability to communicate in German in a culturally authentic mode. Students learn about the culture of the German-speaking world through authentic materials, discussions of how language and culture function in their own lives, and through activities designed to build skills in reading, writing, speaking and listening. Credits: 4, Hours: (4/0/0/0), Prereq: FLG-142; Arts & Sciences Elective Code: A

FLG-242 Intermediate German II (4)

Develops the students' ability to communicate in German in simple to complex language in a culturally authentic mode. Students build upon cultural analysis skills developed in Intermediate German I, to further develop language and cultural competencies. Uses digital video and has a large Web-based component. Expands basic

communicative skills in speaking, listening, reading and writing. Credits: 4, Hours: (4/0/0/0), Prereq: FLG-241; Arts & Sciences Elective Code: A

FLS: Foreign Language - Spanish

FLS-118 Spanish for Professionals: Hospitality (3)

Introduces the Spanish language with a special focus on culinary arts and hospitality. Covers vocabulary, grammar, reading and listening comprehension, and emphasizes oral communication in culinary and hospitality settings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

FLS-128 Conversational Spanish (3)

Develops conversational skills in the Spanish language. The emphasis is in acquiring proficiency in communicating in Spanish in work situations. Includes activities that promote basic Spanish grammar, specialized and everyday vocabulary and basic understanding of Latin American culture. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

FLS-141 Elementary Spanish I (4)

Develops fundamental skills in the Spanish language. Emphasis is on acquiring the proficiency to communicate with the native speaker in everyday situations. Includes activities that promote an understanding and knowledge of the Spanish-speaking peoples and their culture. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: A

FLS-142 Elementary Spanish II (4)

Allows the student to communicate with others on subjects of daily common experience in most informal and a limited number of formal conversations on activities related to family, work, health, friends, leisure activities, social life, environment, etc. The vocabulary used in this course is non-specialized, containing everyday words as well as frequently used expressions, all within a cultural context. Cultural facts from Hispanic and Latin American cultures will also be presented in the classroom. Credits: 4, Hours: (4/0/0/0), Prereq: FLS-141; Arts & Sciences Elective Code: A

FLS-241 Intermediate Spanish I (4)

Provides practice of language beyond the controlled situations of the elementary course. Develops fundamental skills in Spanish through activities aimed at expressing original ideas and conveying messages in correct Spanish with the aid of authentic resources. Class activities offer advanced training in listening, speaking, reading, writing, and understanding the cultures of Spanish-speaking countries. Grammar study includes a review of previously introduced topics as well as new ones. Credits: 4, Hours: (4/0/0/0), Prereq: FLS-142; Arts & Sciences Elective Code: A

FLS-242 Intermediate Spanish II (4)

Enables students to continue to develop all communication skills, using primarily materials from literature, contemporary newspapers and magazines aimed at providing a better understanding of the Hispanic and Latin cultures and pertinent current issues. Class activities include

pronunciation exercises, some grammar review and class discussion that promotes spontaneous conversation. Credits: 4, Hours: (4/0/0/0), Prereq: FLS-241; Arts & Sciences Elective Code: A

FLS-266 Advanced Spanish: Latin American and Spanish Culture (3)

Develops communication skills through the study of the history, literature and cultures of the Spanish-speaking countries of the world. May emphasize a specific area (Spain, Mexico, Central America, South America) or explore common aspects of all or several areas. Conducted in Spanish. May be repeated (elective credit second time). Credits: 3, Hours: (3/0/0/0), Prereq: FLS-232; Arts & Sciences Elective Code: A

FLS-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

FLS-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

GEO: Geography

GEO-115 Human Geography (3)

Emphasizes the application of geographic principles to contemporary social, economic and political problems. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

GEO-121 World Regional Geography (3)

Surveys the world, region by region, emphasizing physical characteristics, patterns over time and population concerns. Examines current geographical issues, including economics, politics, socio-cultural affairs and environmental factors. Studies sub-regions: their uniqueness, their future, how people shape environments and how environments shape cultures. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

GEO-162 Geography of Iowa (3)

Emphasizes the application of geographic principles to the development of Iowa political, social, cultural, environmental and economic structures. Studies regions of Iowa and rural-urban issues. Introduces theory and methodology of geography. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

GIS: Geographic Information Systems

GIS-110 Survey of Geographic Information Systems (3)

Introduces the applications of geospatial technologies, including Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Explores global reference and coordinate systems, maps and generalization, as well as types of maps. Studies the basic components and

operation of GPS and GIS to develop an awareness of how they are used for data collection, analysis and decision-making in business, government and industry. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Understanding of basic computer literacy concepts and experience using Windows operating system and applications software. CSC-110 Intro to Computers is recommended.

GIS-112 Introduction to ArcGIS (3)

Provides an overview of the applications of geographic information systems (GIS). Focuses on ArcView, the software used to create, analyze, and display spatial data in a geographic information system. Hands-on computer exercises provide practical experience in several disciplines including city/government planning, site location and transportation. Credits: 3, Hours: (2/2/0/0), Coreq: CSC-110; Arts & Sciences Elective Code: B

GIS-120 Geospatial Data Collection (3)

Provides detailed instruction and hands-on use of GPS receivers to collect field data. Students locate and download data from multiple sources and understand the steps necessary to use the data in GIS software. Introduces spatial analysis, remote sensing and Landsat imagery, raster data and map algebra. Credits: 3, Hours: (2/2/0/0), Prereq: GIS-110, GIS-112; Arts & Sciences Elective Code: B

GIS-122 Governmental GIS (3)

Introduces mapping concepts employed in city and county offices. Students learn to read legal documents, to use coordinate geometry in order to enter parcel data and how to import CAD files into GIS. Includes the use of topological relationships and GIS in land, transportation and environmental operations of local, county, state and federal government offices. Credits: 3, Hours: (2/2/0/0), Prereq: GIS-110, GIS-112; Arts & Sciences Elective Code: B

GIS-130 Remote Sensing (3)

Introduces students to working with remotely sensed data. Students study how Landsat imagery is created to develop an understanding of how to read the images. Uses imagery software to analyze images, classify pixels, and understand how remotely sensed data is used in monitoring and managing the earth's resources. Credits: 3, Hours: (2/2/0/0), Prereq: GIS-110, GIS-112; Arts & Sciences Elective Code: B

GIS-210 Mapping for Decision Making (3)

Provides a background in analyzing spatial data to make decisions. Students assemble data layers, discern patterns in the layers, construct maps necessary to analyze the data, and arrive at new information. Credits: 3, Hours: (2/2/0/0), Prereq: GIS-110, GIS-112; Arts & Sciences Elective Code: A

GIS-212 Managing GIS Projects (3)

Covers the steps necessary to develop and follow a project through to completion. Includes theories of management, tracking data and verifying that the completed task meets its intended purpose. Students work in teams to develop a project from start to finish. Credits: 3, Hours: (2/2/0/0), Prereq: GIS-110, GIS-112, GIS-122; Arts & Sciences Elective Code: A

GIS-214 Internet Mapping Services (3)

Introduces practical applications of Internet Mapping Services. Presents principles of cartography, data management and upkeep. Focuses on the uses of maps as user interfaces, the interactive elements of online maps, and creating and implementing online maps for specific audiences. Credits: 3, Hours: (2/2/0/0), Prereq: GIS-110, GIS-112, GIS-122; Arts & Sciences Elective Code: B

GIS-220 GIS Field Study (1-3)

Introduces the field of remote sensing. By analyzing remotely-sensed data in the lab and traveling to the site location, students describe the difference between real phenomena and how it is represented on a Landsat image. Uses aerial photography, topographic maps and Lidar Landsat imagery. Field work locations are determined annually by the GIS staff. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

GIS-240 GIS Projects (3)

Provides realistic experience in working on a GIS project. Students work with actual clients to complete a GIS project. Covers project communication, documentation and accuracy. Students conduct themselves as GIS professionals, meeting all necessary deadlines and goals communicated by the client. Credits: 3, Hours: (3/0/0/0), Prereq: GIS-110, GIS-112, GIS-122; Arts & Sciences Elective Code: B

GLS: Global Studies

GLS-110 Global Leadership (1)

Develops global perspectives and valuable skills necessary to effectively work in a global environment. Focuses on comparing and contrasting patterns of work-related and service practices in students' home countries versus the US. Students develop leadership, personal responsibility, communication, conflict resolution and negotiation skills. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

GLS-120 Education Experience Abroad (3)

Provides a structured cross-cultural experience, including pre-departure cultural orientation, in-country immersion experience and culminating project. Includes history, religion, geography, philosophy, literature, anthropology, culture, fine arts, food, language and other relevant topics. Includes a short-term study abroad experience with additional fees for travel. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

GRA: Graphic Communications

GRA-101 Survey of Graphic Communications (3)

Introduces the graphic communication industry, including traditional layout and design techniques, electronic/traditional publishing, bindery operations and Internet design basics. Introduces the fundamental processes used in the graphic communication industry. Covers two-dimensional design concepts and production preparation. Explores current graphic design computer applications, as well as the Apple OS as it relates to its interaction with printers, servers and design.

Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

GRA-127 Illustrator I (3)

Introduces Adobe Illustrator and its application in graphic communication. Learning activities include Adobe Illustrator tools as they apply to object (vector) based files, as well as Adobe Illustrator filters and layers. Students learn basic drawing and tracing techniques, creating line art, logos and learning how to simplify art work through stylizing. Creative use of type is also explored. Students learn how to set up color for reproduction. They also learn how to save and manage files created using these programs, as well as how these files interact with page layout and paint (raster) programs. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-101; Arts & Sciences Elective Code: B

GRA-128 Illustrator II (3)

Continues to explore vector drawing tools as they apply to object based files using the program Adobe Illustrator. Learning activities include more advanced drawing techniques, creating art of medium to high quality, and continue learning how to simplify artwork through stylizing. Students learn how to set up color for reproduction. They also learn how to save and manage files created using these programs, as well as how these files interact with page layout and paint (raster) programs. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-127, GRA-131; Arts & Sciences Elective Code: B

GRA-131 Digital Layout (3)

Provides working knowledge of the InDesign page layout program and its use in creating effective page layouts combining graphics and type. Topics include the toolbox and tool usage, importing and editing text and graphics, master pages, use of styles, text and paragraph formatting, general layout and design concepts, printing operations, importing graphics and setting up text styles, columns and grids. Students create various single- and spot-color documents including fliers, newsletters and other printed material. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-101; Arts & Sciences Elective Code: B

GRA-132 Digital Layout II (3)

Expands knowledge of page layout programs using InDesign, including page setup, text and graphic frames, links management, use of spot and process colors within publications, how to color separate files, general layout and design concepts, and printing operations. Continues use of master pages, use of styles, text and paragraph formatting and effective use of type and graphics. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-128, GRA-131; Arts & Sciences Elective Code: B

GRA-140 Digital Imaging (3)

Introduces electronic image editing software using Photoshop. Concepts covered include basic scanning techniques for grayscale and line art images; proper manipulation procedures required for various output sources, including input and output resolutions, file size, multiple file-saving formats, simple image enhancements and creating duo-tones; and creative application of Photoshop. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-101; Arts & Sciences Elective Code: B

GRA-141 Digital Imaging II (3)

Introduces color correction theory and practices, image enhancements using third-party plug-ins, effective use of layers, paths, adding type to images and color correction controls to create visually effective images. Strong emphasis is placed on properly preparing images for printing and publishing. Use of Photoshop for Web page design is also explored. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-140; Arts & Sciences Elective Code: B

GRA-152 Web Design II (4.5)

Provides students with the knowledge to design a Web page using DHTML and other resources to incorporate animation and interactivity on their Web pages. Also covered are building forms and utilizing JavaScript on Web pages. Students are responsible for designing all elements of their own Web page. Credits: 4.5, Hours: (3/3/0/0), Prereq: GRA-140, CIS-207; Arts & Sciences Elective Code: B

GRA-153 Web Media II (3)

Continues Web content development and interactivity using Flash, Illustrator and Photoshop as the primary tools. Explores intermediate video editing and enhancement using Adobe Premier and After Effects. Requires working through Web content scenarios and developing Web design layouts, navigation interactivity, Web animations and multimedia applications. Interactive content and design are used in students' final Graphic Communication portfolio. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-127, GRA-131, GRA-140; Arts & Sciences Elective Code: B

GRA-192 Production Techniques (4.5)

Provides real and realistic hands-on experience, building on skills learned to date. Covers pre- and post-production project issues for both print and Web. Emphasizes managing multiple projects and deadlines, and working with other people, in part through a storefront scenario. Students work with actual clients in a team-based (company) operation, present packaging design and production, then practice design, output and proofing options. Students develop and present an analog portfolio of their graphic design and production skills. Credits: 4.5, Hours: (3/3/0/0), Prereq: CIS-207, GRA-128, GRA-132, GRA-140, GRA-195; Arts & Sciences Elective Code: B

GRA-195 Introduction to Web Media (3)

Provides introductory skills in Web content development and interactivity using Flash, Illustrator and Photoshop as the primary tools. Students work through textbook-based Web content scenarios to develop Web design concepts, layouts, navigation and interactivity, as well as Flash-based Web animations. Students develop interactive content and design to be used in their final (GRA-151) Web Design project. Credits: 3, Hours: (2/2/0/0), Prereq: GRA-127, GRA-131; Arts & Sciences Elective Code: B

GRA-199 Graphic Communication Job Shadowing (1)

Provides an opportunity to receive experience through job shadowing sessions with an approved graphic communications business. Students receive valuable learning experience in area businesses. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

GRA-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

GRA-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

HCM: Hospitality, Culinary, Management

HCM-100 Sanitation and Safety (2)

Studies basic principles of bacteriology, food borne illness, sanitation, workplace safety, personal hygiene, food security, health regulations and inspections. Emphasizes the importance of sanitary equipment and facilities, and pest control. Students must complete the National Restaurant Association Educational Foundation certification exam to pass this course. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

HCM-109 Kitchen Essentials (1.5)

Familiarizes students with standard operating procedures, employee practices and the tools and equipment used in a commercial food service operation. Students practice skills in work simplification, equipment operation and cleaning, recipe writing and standardization. Emphasizes food sanitation, personal hygiene and safety in the kitchen. Credits: 1.5, Hours: (.5/2/0/0), Coreq: HCM-100, HCM-260; Arts & Sciences Elective Code: B

HCM-117 Bakery Basics (3)

Provides theory on basic baking methods and lab experience in preparing bakery products. Emphasizes yeast products, quick breads, pies, cakes, pastry doughs, custards, puddings and cookies. Stresses bakery procedures, scaling techniques, weighing, measuring, use and care of equipment, sanitation and safety, work simplification, costing and the production of high quality baked products. Credits: 3, Hours: (1/4/0/0), Prereq: HCM-109; Coreq: HCM-100, HCM-260; Arts & Sciences Elective Code: B

HCM-122 International Breads (3)

Provides expanded theory on bread baking, and additional lab experience in preparing yeast and quick bread products. Includes identification of special ingredients, traditional shaping techniques, costing and selection of ingredients, preparation procedures, use and care of bakery equipment, sanitation and work simplification. Introduces the history and traditional uses of breads. Credits: 3, Hours: (1/4/0/0), Prereq: HCM-117, HCM-125, HCM-126; Arts & Sciences Elective Code: B

HCM-123 International Pastries (3)

Provides additional theory and lab experience in preparing pastries representative of cultural traditions of the world. Stresses bakery proce-

dures, use and care of equipment of bakery equipment, sanitation, safety, work simplification, costing and production of high quality pastry items. Includes research into cuisines of the world and associated pastries. Credits: 3, Hours: (1/4/0/0), Prereq: HCM-117, HCM-126; Coreq: HCM-125; Arts & Sciences Elective Code: B

HCM-125 Basic Cake Decorating (1)

Provides instruction for the beginning cake decorator. Emphasizes practical border work, cake writing, figure piping, flowers, wedding cake assembly and airbrushing. Students utilize decorator's tools, practice basic decorating design, techniques and develop artistic creativity. Equipment required. Credits: 1, Hours: (0/2/0/0), Prereq: HCM-100; Arts & Sciences Elective Code: B

HCM-126 Science of Baking (2)

Introduces food science principles as applied to baking and pastry arts. Explores the functions of bakery ingredients using scientific methods. Students create, compare and revise recipes with an emphasis on quality, nutrient content and cost. Introduces sensory evaluation of food. Credits: 2, Hours: (1/2/0/0), Prereq: HCM-100; Arts & Sciences Elective Code: B

HCM-127 Advanced Cake Decorating (1)

Provides advanced skills in the art of cake decorating, including fondant icing and its use in the baking industry; designing tiered and multi-leveled cakes; and making decorations and floral arrangements with gum. Credits: 1, Hours: (0/2/0/0), Prereq: HCM-125; Arts & Sciences Elective Code: B; Comments: Equipment needed.

HCM-130 Plated Desserts (1)

Provides experience in the preparation of fine dining style-plated desserts. Students rotate through different dessert components making sauces, pastries, mousses, fillings, cakes, and ice creams. Students learn how to work with chocolate, pastillage, cooked sugar and pastry garnishes, adding extra dimension to desserts. Each week the class focuses on new desserts, learning how to plate and serve sweet works of art. Credits: 1, Hours: (0/2/0/0), Prereq: HCM-117; Arts & Sciences Elective Code: B

HCM-133 Fabrication I (1.5)

Studies the fabrication of meats including beef, pork, poultry and fish in a lab setting. Stresses proper cooking methods for various cuts, and the importance of cooking and yield tests. Emphasizes proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 1.5, Hours: (.5/2/0/0), Prereq: HCM-100, HCM-138, HCM-260; Arts & Sciences Elective Code: B

HCM-134 Fabrication II (1.5)

Studies the fabrication of meats including lamb, veal, seafood, duck, quail, pheasant and offal in a lab setting. Stresses proper cooking methods for various cuts, and the importance of cooking and yield tests. Emphasizes proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 1.5, Hours: (.5/2/0/0), Prereq: HCM-133; Arts & Sciences Elective Code: B

HCM-138 Food Fundamentals (3)

Studies the composition of foods and the scientific principles involved in food preparation. Emphasizes basic food handling competencies and cookery techniques. Students work with herbs, spices, dairy, eggs, fruits, vegetables, starches, stocks, sauces and soups, learning to produce quality products. Focuses on the development of proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 3, Hours: (1/4/0/0), Prereq: HCM-147; Coreq: HCM-100, HCM-260; Arts & Sciences Elective Code: B

HCM-140 Fabrication (3)

Studies the fabrication of meats including beef, pork, poultry, lamb, fish and seafood in a lab setting. Stresses proper cooking methods for various items and cuts, and the importance of cooking and yield tests. Emphasizes proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 3, Hours: (1/4/0/0), Prereq: HCM-161; Arts & Sciences Elective Code: B

HCM-147 Culinary Techniques (1.5)

Introduces fundamental cookery methods in a blended lab and theory environment. Explores the theory behind cookery methods before applying that theory when producing various dishes. Introduces moist heat, dry-heat and combination cookery methods. Emphasizes knife skills and the use and care of kitchen equipment, sanitation, safety, kitchen procedures, cost control and efficient work methods. Credits: 1.5, Hours: (.5/2/0/0), Prereq: HCM-109; Coreq: HCM-100, HCM-260; Arts & Sciences Elective Code: B

HCM-161 Stocks and Sauces (1.5)

Develops student understanding of and practical skills in the production of stocks, sauces and a variety of condiments. Emphasizes modern and classical sauce techniques. Develops general kitchen production skills through repeated performance. Reinforces proper use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 1.5, Hours: (.5/2/0/0), Prereq: HCM-100, HCM-138; Arts & Sciences Elective Code: B

HCM-166 Culinary Arts (4)

Emphasizes advanced culinary competencies while rotating through various stations in a full-service, operating restaurant kitchen. Requires hands-on food preparation experience at breakfast, lunch and dinner in the restaurant. Emphasizes proper kitchen procedures, kitchen management, team work, use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 4, Hours: (2/0/6/0), Prereq: HCM-140, HCM-181, HCM-269; Arts & Sciences Elective Code: B

HCM-181 International Cuisine (4)

Introduces various international cuisines and their ingredients, preparation methods and cultural influences. Provides further practical experience in preparing quality food, and practice in following standard recipes to prepare a variety of dishes with varying degrees of difficulty. Students work individually and produce their own work independent of others in the class. Emphasizes critical thinking skills as students evaluate their completed dishes. Reinforces proper kitchen procedures, care and use of equipment, sanitation,

safety, cost control and efficient work methods. Credits: 4, Hours: (1/6/0/0), Prereq: HCM-138, HCM-140; Arts & Sciences Elective Code: B

HCM-190 Bakery Essentials (1)

Familiarizes students with standard operating procedures, and the tools and equipment used in a commercial bakery. Students practice skills in: work simplification, mixing techniques, ingredient identification, equipment operation and cleaning, recipe writing and standardization. Emphasizes food sanitation, personal hygiene and safety in the bakery. Credits: 1, Hours: (0/2/0/0), Coreq: HCM-100; Arts & Sciences Elective Code: B

HCM-204 Service Techniques (3)

Defines and describes points of service in restaurant and banquet functions. Discusses sales techniques, cash handling standards, methods of customer satisfaction, and other topics related to the smooth operation of any restaurant or catered event. Requires hands-on experience at breakfast, lunch and dinner in a full-service restaurant. Emphasizes proper service procedures, cost control and efficient work methods. Credits: 3, Hours: (1/0/6/0), Prereq: HCM-100; Arts & Sciences Elective Code: B

HCM-213 Service Management (Lab) (4)

Allows students to perform as supervisors and managers in the dining areas. Requires management techniques and theories in working with others to create a successful restaurant environment, under the direction of professional staff. Emphasizes computer application in analyzing food and beverage costs, labor costs and other operating costs as applied to The Class Act restaurant. Credits: 4, Hours: (2/0/6/0), Prereq: HCM-100, HCM-204, HCM-260; Arts & Sciences Elective Code: A

HCM-227 Menu Planning (1)

Studies the principles of menu marketing and management. Focuses on writing and analyzing menus for various population groups, types of food service facilities and service styles, then designing a menu cover. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

HCM-231 Nutrition (2)

Reviews basic nutritional concepts in relation to current health concerns and the food service industry. Includes practice in recipe and menu modification to improve nutrition. Upon successful completion of a national test, students are certified by the National Restaurant Association Educational Foundation. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

HCM-251 Purchasing, Receiving and Inventory (2)

Studies principles in purchasing, receiving, issuing and inventory management. Emphasizes cost management techniques. Students practice skills in a clinical lab experience supervised by the purchasing manager. Credits: 2, Hours: (1.5/0/1.5/0), Prereq: HCM-100, HCM-260; Arts & Sciences Elective Code: B

HCM-256 Cost Control and Merchandising (3)

Defines and describes the cost control process in a foodservice operation. Emphasizes cost control methods in the purchasing, receiving, storage, production and service stages. Practices specification writing, recipe costing, menu pricing

and product yield tests. Offers basic instruction in bakery merchandising, and opportunities to create bakery product displays. Credits: 3, Hours: (3/0/0/0), Prereq: HCM-260; Arts & Sciences Elective Code: B

HCM-260 Hospitality Math (3)

Reviews the fundamentals of mathematics, including calculating percent, ratios, decimals, fractions, weights and measures, and introductory algebra concepts. Emphasizes application of mathematical fundamentals to a variety of culinary and hospitality use. Includes equivalencies, recipe costing and conversion, calculating food and labor cost percentages, baker's percentages, yield conversions, and selling prices. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

HCM-268 Baking for Dietary Restrictions (2)

Provides fundamental knowledge necessary to accommodate baking for customers with restrictive dietary needs, including diabetes, celiac intolerance, heart conditions and common allergies. Focuses on comparing, revising and producing recipes in a lab environment, with an emphasis on evaluating product quality and ingredients relative to special needs baking. Credits: 2, Hours: (1/2/0/0), Prereq: HCM-100, HCM-117, HCM-122, HCM-123, HCM-126, HCM-260; Arts & Sciences Elective Code: B

HCM-269 Garde Manger (lab/lec) (1.5)

Introduces basic cold food preparation and presentation, including sandwiches, salads, salad dressings and simple cold appetizers. Emphasizes proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 1.5, Hours: (.5/2/0/0), Prereq: HCM-100, HCM-138; Arts & Sciences Elective Code: B

HCM-273 Advanced Garde Manger (3)

Studies advanced techniques in cold food preparation and presentation techniques. Emphasizes chaudfroid, aspics, pates, galantines, ballotines, terrines, hors d'oeuvre, charcuterie and food decorating. Focuses on proper kitchen procedures, use and care of equipment, sanitation, safety, cost control and efficient work methods. Credits: 3, Hours: (1/4/0/0), Prereq: HCM-140, HCM-181, HCM-269; Arts & Sciences Elective Code: B

HCM-279 Hospitality Accounting (3)

Provides an understanding of basic accounting concepts and procedures relevant to hotel and food service operations. Includes recording transactions, understanding financial statements, managing inventory, payroll problems, occupancy issues and other special topics. Credits: 3, Hours: (3/0/0/0), Prereq: HCM-260; Arts & Sciences Elective Code: B

HCM-290 Wedding Cake Decorating (1)

Provides theory and experience in designing and preparing traditional and contemporary multi-layered wedding cakes. Includes the process of taking cake orders from customers, and procedures required for delivery and set up of wedding cakes. Studies current trends related to wedding cake production. Credits: 1, Hours: (0/2/0/0), Prereq: HCM-100, HCM-125; Arts & Sciences Elective Code: B

HCM-295 Professional Production (4)

Provides an opportunity to receive on-the-job training with the professional bakers at The Hotel at Kirkwood Center. Maximizes exposure and training depth through learning experiences related to the production demands of the commercial outlets of The Hotel. Credits: 4, Hours: (1/0/9/0), Prereq: HCM-100, HCM-122, HCM-123, HCM-125, HCM-126, HCM-260; Arts & Sciences Elective Code: B

HCM-310 Hospitality Law (3)

Reviews legal subjects relevant to the hospitality industry. Emphasis on government regulations, food and liquor liability, patron rights and safety, employer/employee rights and responsibilities, the court system, and business management. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

HCM-315 Wine, Beer and Spirits Basics (3.5)

Identifies characteristics of alcoholic beverage classifications including wine, beer and spirits. Describes fermentation, brewing and distillation. Reviews alcoholic service basics and beverage control laws. Weighted toward wine, this class introduces wine classifications, characteristics, tasting and pairings with food. Credits: 3.5, Hours: (2.5/2/0/0), Arts & Sciences Elective Code: B

HCM-317 Advanced Wine, Beer and Spirits (3)

Expands upon knowledge and enhances skills acquired in prerequisite to improve students' ability to critically taste wine, beer and spirits. Emphasizes the relationship between food and alcoholic beverages. Introduces mixology and bar management. Credits: 3, Hours: (2/2/0/0), Prereq: HCM-315; Arts & Sciences Elective Code: B

HCM-321 Introduction to Hospitality Industry (1)

Develops an understanding of the hospitality industry and career opportunities in close cooperation with the college's Career Services department. Students create an education and career portfolio. Credits: 1, Hours: (1/0/0/0), Coreq: HCM-324; Arts & Sciences Elective Code: B

HCM-324 College Orientation (1)

Provides group orientation and activities for hospitality students enrolled in applied science programs. Reviews program requirements, along with department and college policies and procedures. Focuses on academic planning, identifying campus resources and being a successful student at Kirkwood. Includes introduction of academic and career portfolio development. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

HCM-326 Basic Hospitality Communications (3)

Allows students to improve English writing skills (grammar and mechanics), listening skills, phone and e-mail etiquette, and basic customer service skills. Enhances skills through exercises applicable to the hospitality industry. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-013; Arts & Sciences Elective Code: B

HCM-330 Hospitality Personnel Management (3)

Introduces the functions of human resource management, including, planning, communicating, recruiting, hiring, training, coaching, counseling, discipline, performance evaluation, termination and labor relations. Emphasizes the legal issues related to managerial decisions, motivation and managing diversity. Students are certified by the National Restaurant Association Educational Foundation upon successful performance on the national test. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

HCM-340 Hospitality Events and Catering (FOH) (3)

Applies and refines, in a rigorous practical setting, competencies mastered in previous course work within the Culinary Arts program. Students must demonstrate front-of-the-house management skills as they plan, produce and successfully execute college catering events. Emphasizes quality product and service, financial performance, teamwork and customer satisfaction, along with demonstrated mastery of refined competencies. Credits: 3, Hours: (1/0/6/0), Prereq: HCM-213, HCM-227; Arts & Sciences Elective Code: B; Comments: Students must be flexible to attend class during the day, evenings and weekends

HCM-342 Hospitality Events and Catering (BOH) (3)

Applies and refines, in a rigorous practical setting, competencies mastered in previous course work within the Culinary Arts program. Students must demonstrate back-of-the-house management skills as they plan, produce and successfully execute college catering events. Emphasizes quality product and service, financial performance, teamwork and customer satisfaction, along with demonstrated mastery of refined competencies. Credits: 3, Hours: (1/0/6/0), Prereq: HCM-117, HCM-166, HCM-227, HCM-231; Arts & Sciences Elective Code: B; Comments: Students must be flexible to attend class during the day, evenings and weekends

HCM-402 Culinary Competition (2)

Emphasizes skills and techniques for preparing foods for culinary competitions. American Culinary Federation culinary guidelines are followed. Students prepare showpieces and platters, and participate in culinary shows and competitions. Credits: 2, Hours: (0/4/0/0), Prereq: HCM-181; Arts & Sciences Elective Code: B

HCM-404 Culinary Travel Studies (1-3)

Focuses on the history, culture and cuisine of a specific geographic region, with the major emphasis on cuisine. This course is offered for variable credit and includes a study tour of a specific geographic region. May be repeated for credit. Credits: 1-3, Hours: (1-3/0/0/0), Arts & Sciences Elective Code: B

HCM-530 Culinary Capstone (1)

Integrates the skills, knowledge, professional qualities and attributes required by the industry. Requires students to create a multi-course menu and demonstrate proficiency in a number of crucial functions, including ingredient preparation, fabrication, sauce production, application of classical cooking methods, mathematical decision-making, cost control, sanitation and nutri-

tional analysis. Credits: 1, Hours: (.5/1/0/0), Prereq: HCM-166, HCM-227, HCM-231, HCM-273; Coreq: HCM-342; Arts & Sciences Elective Code: B

HCM-596 Uniformed Services (2)

Defines and describes the various positions within the uniform services department of a hotel. Provides hands-on experience by a rotation through various stations: bell stand, valet parking, door attendant and concierge. Credits: 2, Hours: (1/0/3/0), Prereq: HCM-600; Arts & Sciences Elective Code: B

HCM-597 Front Office Management (4)

Presents a systematic approach to front office procedures by detailing the flow of business through the entire guest cycle. Examines the various elements of effective front office management including forecasting and revenue management, front office planning and operation, and management of human resources. Requires students to perform various duties throughout the front office. Prepares the student for an externship at a select-service hotel or rooms division position at a full-service property. Credits: 4, Hours: (2.5/0/4.5/0), Prereq: HCM-600, HCM-601; Arts & Sciences Elective Code: B

HCM-599 Engineering and Risk Management (1)

Provides exposure to various mechanical systems within a hotel, including fire suppression, heating and cooling, geothermal, kitchen and laundry equipment, surveillance systems, communication systems, alarm systems and guestroom security equipment, such as locks. Discusses guest protection and internal security for asset protection. Explores risk management and loss prevention issues and outlines OSHA regulations that apply to lodging properties. Credits: 1, Hours: (1/0/0/0), Prereq: HCM-597, HCM-602; Arts & Sciences Elective Code: B

HCM-600 Introduction to Lodging Operations (2)

Provides students with an overview of the lodging industry and how its functions are organized and operated. Each of the seven traditional disciplines is introduced: general management, hotel sales, financial control, rooms operations, food and beverage operations, human resources, and physical plant maintenance. Business ethics and effective communication are also emphasized. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

HCM-601 Housekeeping and Laundry Operations (3)

Provides students with the principles of housekeeping management and laundry operations in the hotel industry. Emphasizes direct day-to-day operations, from big-picture management issues such as inventory and human resources, to technical details for cleaning each hotel area. Gives students the opportunity to learn first-hand the duties of hotel room attendants and to work in the hotel laundry. Credits: 3, Hours: (1.5/0/4.5/0), Coreq: HCM-600; Arts & Sciences Elective Code: B

HCM-602 Introduction to Food and Bar Operations (3)

Focuses on the management of food and beverage operations in lodging establishments. In-

cludes stewarding, banquets, restaurant, beverage and room service. Prepares students for internships in lodging operations. Credits: 3, Hours: (3/0/0/0), Prereq: HCM-600; Arts & Sciences Elective Code: B

HCM-603 Hotel Sales and Catering (3)

Examines sales department activities related to group and transient business. Includes developing leads, building relationships, closing the sale, servicing groups and account follow-up/maintenance. Discusses group meeting trends and practices. Explores the discipline of revenue management to determine the applicability of revenue maximization strategies and their operational aspects. Students will be given the opportunity to experience a professional sales and catering department first-hand by working with The Hotel Sales & Catering staff. Credits: 3, Hours: (2/0/3/0), Prereq: MKT-110, HCM-932; Arts & Sciences Elective Code: B

HCM-614 Leadership in Hospitality (3)

Examines the profound difference between management and leadership in the hotel industry. Utilizes case studies to explore power and empowerment, quality management, high-performance teams, ethics and various management philosophies. Requires utilization of competencies mastered in previous course work within the Hotel Management program as students participate in The Hotel's Manager on Duty (MOD) program. Students must be flexible in assuming MOD shifts which will encompass evenings, weekend and overnights. Credits: 3, Hours: (2/0/3/0), Prereq: HCM-597, HCM-602, HCM-932; Arts & Sciences Elective Code: B

HCM-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

HCM-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

HCM-932 Internship (0.5-4)

Provides an opportunity to receive on-the-job training at The Hotel at Kirkwood Center. Maximizes exposure and training depth through learning experiences structured by the program coordinator and training sponsor. May focus on one position/department or may be structured to encompass numerous areas within the hotel. Credits: .5-4, Hours: (0/0/0/32-256), Prereq: HCM-597, HCM-602; Coreq: HCM-213, HCM-599; Arts & Sciences Elective Code: B

HCM-932 Internship (0.5-4)

Provides an opportunity to receive on-the-job training at The Hotel at Kirkwood Center. Maximizes exposure and training depth through learning experiences structured by the program coordinator and training sponsor. May focus on one position/department or may be structured to encompass numerous areas within the hotel. Credits: .5-4, Hours: (0/0/0/32-256), Prereq:

HCM-597, HCM-602; Coreq: HCM-213, HCM-599; Arts & Sciences Elective Code: B

HCM-933 Hotel Externship (1-4)

Provides an opportunity to receive on-the-job training at an approved hotel. Maximizes exposure and training depth through learning experiences structured by the program coordinator and the training sponsor. May focus on one position/department or may be structured to encompass numerous areas within the hotel. Credits: 1-4, Hours: (0/0/0/4-16), Prereq: HCM-597, HCM-602; Arts & Sciences Elective Code: B

HCM-934 Internship Seminar (2)

Provides an opportunity to receive experience through on-the-job-training at The Hotel at Kirkwood Center. Maximizes exposure and training depth through learning experiences structured by the program coordinator and training sponsor. Rotation typically includes time in Guest Services, and Housekeeping and Laundry, but arrangements may be made to encompass other areas within The Hotel at Kirkwood Center. Credits: 2, Hours: (2/0/0/0), Prereq: HCM-597, HCM-602; Coreq: HCM-935; Arts & Sciences Elective Code: B

HCM-935 Hotel Internship (1)

Provides an opportunity to receive on-the-job training at The Hotel at Kirkwood Center. Maximizes exposure and training depth through learning experiences structured by the program coordinator and training sponsor. May focus on one position/department or may be structured to encompass numerous areas within The Hotel. Credits: 1, Hours: (0/0/0/4), Prereq: HCM-597, HCM-602; Coreq: HCM-934; Arts & Sciences Elective Code: B

HCR: Heating and Air Conditioning

HCR-410 Electrical Applications I (3)

Covers general knowledge of basic electrical applications used by industry. Use of basic electrical equipment including multimeters is stressed. Topics include current, voltage, resistance, symbols and basic AC and DC circuits. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

HCR-450 Electrical Apps for HVAC II (3)

Continues the coverage of electrical applications used by HVAC installers. Students learn a more thorough explanation of voltage and current, including basic measuring techniques and safety concerns. Motors and transformers in their typical applications are also included. Credits: 3, Hours: (2/2/0/0), Prereq: HCR-410; Arts & Sciences Elective Code: B

HCR-600 Pipe Joining Methods (3)

Covers the correct techniques to use when joining pipes. Students learn correct techniques for making a solder joint, a brazed joint and a threaded joint. Alternative techniques are also taught, including flare, crimp and compression. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

HCR-605 HVAC Installation I (5)

Provides a comprehensive introduction to designing and installing HVAC systems. Students

learn sheet metal fabrication and installation, basic principles of heat transfer, and the basic refrigeration cycle applied to air conditioning. Credits: 5, Hours: (2/6/0/0), Arts & Sciences Elective Code: B

HCR-610 HVAC Installation II (7)

Provides a comprehensive introduction to designing and installing HVAC systems. Other topics covered include refrigerant handling procedures, gas piping and sizing, chimney and vent calculations, and the uniform mechanical code. Credits: 7, Hours: (3/8/0/0), Prereq: HCR-605; Arts & Sciences Elective Code: B

HCR-710 Fundamentals of Plan and Print Reading (2)

Covers the fundamentals of blueprints and floor plans used for common layouts. Includes dimensions, specifications and interpretation of details found on typical sets of plans. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

HCR-932 Internship (1-3)

Focuses on providing the student practical experience in an HVAC related work environment. Includes employer/supervisor evaluations and instructor visits/interview. Credits: 1-3, Hours: (0/0/0/4-12), Arts & Sciences Elective Code: B

HIS: History

HIS-121 Ancient Mediterranean World (3)

Surveys the cultural, religious, political and social heritage of the ancient Near Eastern people as the foundation of Western civilization. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-122 Europe in the Age of Monarchy (3)

Explores the social, cultural, intellectual, economic and political foundations of Western civilization in Europe from the Middle Ages to Absolutism and Constitutionalism. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-123 Europe in the Age of Revolution (3)

Studies four revolutions - the Scientific, French, Industrial and 19th Century Liberal revolutions - that changed the traditional Western society into the modern world. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-124 Europe in the Age of Nationalism (3)

Examines themes of modern European civilization. Emphasis is on the development of nationalism, the rise of Communism and Fascism, and the changes in the present society. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-135 Modern World Military History (3)

Examines the development of modern warfare from the Napoleonic Era to the present, using a multi-disciplinary approach. Focuses on how national and international politics, technology, social issues, economics, religion, and ideology shape military policy, expectations, outcomes and cultural expressions. Concentrates on key conflicts throughout multiple regions to illustrate the evolving dynamics of strategy and tactics. Discusses warfare's different forms: conventional, guerrilla and nuclear. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-151 U.S. History to 1877 (3)

Studies the European background, the colonial experience, the revolutionary period and 19th century history to the Civil War. Includes political, economic and social history of this period as well as the development of American thought. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-152 U.S. History Since 1877 (3)

Studies the period from reconstruction to the present. Emphasis is upon industrialization and its impact; the development of a strong federal government; an aggressive foreign policy; and a growing involvement in an international economy. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-221 Holocaust and Genocide in Memory and Literature (3)

Explores the reasons for the Holocaust and the nature and history of anti-Semitism. Analyzes why the Holocaust/Final Solution occurred in Germany. Studies resistance and both collaboration and resistance between Nazism and foreign countries. Compares the Holocaust aimed at the extermination of the Jews with genocide and extermination of other groups in history. Uses a comparative framework. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-254 American Indian History (3)

Examines American Indian societies from the colonial era to the present, using a cross-cultural framework focusing on six major geographical areas of the United States: New England and the Northeast, the Southeast, the Great Lakes region, the Plains, the Southwest and the Northwest. Emphasizes American Indian cultures, including religion and socio-political structure. Examines American Indian responses to federal Indian policy, including removal, allotment and termination, as well as present-day issues related to revitalization. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-291 History of Science (3)

Covers major aspects of the history of science from the early modern period into the 20th century. As this is a history course, not a science or technology course, the emphasis is on the historical backgrounds of various scientific ideas. The course focuses on some of the major figures in the development of modern Western science including Newton, Darwin, Faraday and Einstein. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HIS-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contact. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

HIS-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

HIT: Health Information Technology

HIT-220 Introduction to Medical Coding (2.5)

Studies basic disease and procedural coding of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM). Credits: 2.5, Hours: (2.5/0/0/0), Coreq: BIO-168, HIT-360, HSC-115; Arts & Sciences Elective Code: B

HIT-240 Advanced Coding and Classification (3)

Continues more complex concepts of disease and procedural coding of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM). Introduces procedural coding utilizing the Current Procedural Terminology, 4th Edition (CPT-4) classification system. Includes practical application of coding inpatient and outpatient records. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-168, HIT-220; Coreq: BIO-173; Arts & Sciences Elective Code: B

HIT-280 CPT-4 Coding (3)

Continues more complex concepts of procedural coding utilizing the Current Procedural Terminology, 4th Edition (CPT-4) classification system. Includes practical application of coding outpatient/ambulatory records. Credits: 3, Hours: (3/0/0/0), Prereq: HIT-240; Arts & Sciences Elective Code: B

HIT-291 Reimbursement Methods (2.5)

Introduces prospective payment systems for inpatient health care (Diagnosis Related Groups-DRG) and ambulatory health care (Ambulatory Patient Classifications-APC). Explores Local Coverage Determination (LCD) and the Resource Based Relative Value System (RBRVS). Focuses on fraud and abuse issues, coding compliance, and the National Correct Coding Guide. Includes practical application of diagnosis and procedural coding as well as DRG and APC assignment. Credits: 2.5, Hours: (2.5/0/0/0), Prereq: HIT-240; Arts & Sciences Elective Code: B

HIT-350 Health Information Systems (2.5)

Provides an overview of the use of automated information systems in the health care delivery system. Introduces terminology and essential concepts of health information systems and management of data. Examines data integrity and privacy/security issues affecting the access to and use of patient information. Credits: 2.5, Hours: (2.5/0/0/0), Prereq: CSC-110, HIT-360; Arts & Sciences Elective Code: B

HIT-360 Introduction to Health Information Technology (3)

Provides an overview of the health information management profession, and the development, content and analysis of medical records in health care settings. Students will learn the importance of health information management in reimbursement and different classification systems. Includes legal issues in medical records, patient confidentiality, form construction and design, numbering systems, indexes, and registries. Explores health information storage and retention systems and computerization of health records. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

HIT-420 Legal Aspects of Health Information (2)

Includes use of the medical record as a legal document, release of information, consents, the medical record in legal proceedings and an overview of current health legislation. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

HIT-431 Quality Improvement (3)

Focuses on quality assessment and performance improvement in health care settings and the role of health information management professionals in quality improvement, utilization management, credentialing and risk management. Simulations of quality assessment and utilization management functions, the role of peer review organizations and their impact on health information are included. Credits: 3, Hours: (3/0/0/0), Prereq: HIT-360; Arts & Sciences Elective Code: B

HIT-450 Health Statistics (2)

Emphasizes abstracting of medical records and computer input of data. Includes basic arithmetical and statistical principles, hospital statistics and formulas, vital and public health data sources. Discusses presentation of data and data quality. Credits: 2, Hours: (2/0/0/0), Prereq: HIT-360, MAT-731; Arts & Sciences Elective Code: B

HIT-490 Health Management and Supervision (3.5)

Provides basic principles of personnel supervision including developments and considerations vital to the performances of supervisors in today's health care environment. Credits: 3.5, Hours: (3.5/0/0/0), Prereq: HIT-552; Arts & Sciences Elective Code: B

HIT-495 Medical Office Management (2.5)

Present concepts and procedures in relation to medical office management, phone etiquette, patient scheduling, patient medical recordkeeping, manual and computerized bookkeeping, and ordering of office supplies. Credits: 2.5, Hours: (2.5/0/0/0), Arts & Sciences Elective Code: B

HIT-550 Professional Practice Experience I (2.5)

Combines the theory of health information management with supervised practice in selected health care settings. Introduces the student to the Health Information Management/Medical Record department, its specific health information systems, filing systems, numbering systems, indexes, registries, etc., including health care provider specific coding practices. Coordinated by the college. Credits: 2.5, Hours: (0.5/0/6/0), Coreq: HIT-220, HIT-360; Arts & Sciences Elective Code: B

HIT-551 Professional Practice Experience II (1)

Combines the theory of health information management in a physician's office. Provides practical application in specific health information systems, filing systems, numbering systems and provider specific coding practices. Coordinated by the college. Credits: 1, Hours: (1/0/0/0), Prereq: HIT-550; Arts & Sciences Elective Code: B

HIT-552 Professional Practice Experience III (3)

Combines the theory of health information management in selected health care settings with experiences in health information systems, quality assurance, coding of diseases and procedures, and medical record management. Credits: 3,

Hours: (0/0/9/0), Prereq: HIT-551; Arts & Sciences Elective Code: B

HIT-553 Professional Practice Experience IV (3)

Combines the theory of health information management in selected health care settings. Provides practical application in specific health information systems, filing systems, numbering systems, indexes, registries, etc., including provider specific coding practices. Coordinated by the college. Credits: 3, Hours: (3/0/0/0), Prereq: HIT-552; Arts & Sciences Elective Code: B

HSC: Health Sciences

HSC-103 Studies in Health Sciences (0.5-3)

Provides readings, papers, seminars and basic research or other projects/assignments under the individual guidance of a faculty member. Credits: .5-3, Hours: (.5-3/0/0/0), Arts & Sciences Elective Code: B; Comments: Permission of instructor, coordinator

HSC-107 Professionals in Health (2)

Presents skills and characteristics expected for professional preparation and employability. Provides an overview of the health industry as it relates to health and safety regulations. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

HSC-115 Medical Terminology (4)

A comprehensive study of medical terminology as the language of medicine. Analyzes words by dividing them into component parts. Relates the medical terms to the structure and functional pathology of diseases and current medical procedures. Emphasizes word usage, abbreviations, pronunciation and spelling. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: B

HSC-117 Basic Medical Terminology (2.5)

Introduces basic word structure and terminology pertaining to body systems. Includes spelling, pronunciation and word usage. Provides a basic overview of disease process, symptoms, anatomy, special procedures, pharmacology and abbreviations. Credits: 2.5, Hours: (2.5/0/0/0), Arts & Sciences Elective Code: B

HSC-142 Elements of Pharmacology (1)

Introduces essential concepts of pharmacology including drug legislation, terminology and pharmacy therapy in the clinical management of patient care. Provides an overview of the different drug classifications and their actions and use. Credits: 1, Hours: (1/0/0/0), Prereq: None; Coreq: HSC-115; Arts & Sciences Elective Code: B

HSC-168 Nurse Aide (3.5)

Meets the training requirements for nurse aides in long-term care facilities. Emphasizes achieving basic knowledge and demonstrating skills to provide safe, effective care. Credits: 3.5, Hours: (2.25/1/2.25/0), Arts & Sciences Elective Code: B

HSC-191 Professional Roles I: Communication and Technology (2)

Assists those pursuing a nursing career with foundational communication techniques necessary to work and succeed in health care. Includes concepts based on the nurse-patient relationship, interdisciplinary communication and collaboration, crisis and conflict resolution, principles of

teaching and learning, informatics/technology, medical terminology and documentation. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

HSC-195 Professional Roles II: Professional Identity and Engagement (2)

Provides knowledge and develops skills for the advancement of the professional nursing role in health care. Includes concepts based on legal and ethical implications, the health care environment, nursing process and health promotion. Emphasizes safe practice based on quality and safety education for nurses' (QSEN) competencies throughout the concepts discussed. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

HSC-205 Exploration of Healthcare Careers (3)

Explores all aspects of health care and careers in the field. Focuses on understanding basic wellness, and growth and development of the human being. Includes field trips to an emergency room at a local hospital, a surgical center, a free healthcare clinic, a dental clinic, an outpatient OT/PT/speech center, administrative offices at a nursing home and a laboratory. Covers the past, present and future of health care. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

HSC-210 Health Skills I (1)

Introduces basic patient care skills: infection control techniques, measuring and recording vital signs, and body mechanics. Laboratory practice and skill achievement is required. Credits: 1, Hours: (0.5/1/0/0), Arts & Sciences Elective Code: B

HSC-217 Introduction to Pathology (3)

Introduces the study of pathology. Includes description, etiology, signs and symptoms, diagnostic procedures, current medical treatment, progress and prevention of disease in each body system, with emphasis on basic concepts and terminology. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-161; Arts & Sciences Elective Code: B

HSC-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

HSV: Human Services

HSV-100 Mandatory Reporting Preparation (1)

Educates students in the identification, reporting and follow-up to child abuse, dependent adult abuse and elder abuse allegations. Develops skills in reporting and documenting allegations for abuse. Students must successfully complete computer-based testing. Required by State of Iowa for working in agencies with dependent persons. Course is designed specifically for students in Human Services, Allied Health and Early Childhood, but is open to any interested student. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

HSV-101 Human Services Career Orientation (3)

Introduces the value base of human services and evaluates problems that can be encountered in working with people when these values conflict with client needs. Introduces the framework of the human services approach, specifically formation of individual values, systems analysis, problem solving and conflict resolution. Concepts of systems analysis are accompanied by applications of these concepts to problems. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HSV-110 Human Service Policy and Programs (3)

Investigates the relationship between social service programs and related social issues in the context of cultural conditions. Introduces historical trends in human services and acquaints students with current human services available to various client groups. Credits: 3, Hours: (3/0/0/0), Prereq: HSV-101; Arts & Sciences Elective Code: A

HSV-120 Observation Skills (3)

Focuses on learning the distinction between inference and behavior, and recording behaviors in a systematic way. Course also includes learning the importance of environment as an influence on human behavior. Closely related competencies to be addressed are writing behavioral objectives and contracts. Credits: 3, Hours: (3/0/0/0), Prereq: HSV-101; Arts & Sciences Elective Code: A

HSV-131 Basic Problem Solving Skills (3)

Includes an overview of various intervention techniques. Students learn principles of communication, interviewing and conflict resolution and then practice the techniques in role played videotape situations. Credits: 3, Hours: (3/0/0/0), Prereq: HSV-101; Arts & Sciences Elective Code: A

HSV-200 Adaptation Strategies (3)

Examines the values, skills and issues of working with people with disabilities in vocational, residential, social/recreational and other community settings. Focuses on exploring, researching and understanding the relationships between consumers, families, support staff, community-based agencies and other community systems. Encourages students to develop the skills to utilize adaptation strategies necessary to promote independence, participation and success among all age groups. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HSV-201 Loss, Trauma and Resilience (3)

Examines loss as a part of life and the impact of trauma on individuals, families, and communities. Studies processes of resilience including grieving and growth. Discusses cultural influences and ethical issues. Explores social services and theories of helping as resources for survivors. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HSV-282 Health and Psychosocial Rehabilitation (3)

Focuses on an overview of health, substance abuse and mental health issues of individuals. Students develop skills in identification, planning, assessment, treatment/interventions, and the development of social support systems and community resources. Students apply their

knowledge of integrated practice in a discipline-specific project. Credits: 3, Hours: (3/0/0/0), Prereq: HSV-101; Arts & Sciences Elective Code: A

HSV-287 Counseling Theories and Techniques (3)

Provides further reinforcement and expands topics introduced in Basic Problem Solving. Includes goals of psychosocial rehabilitation, mental health disorders and their diagnosis, and categories and classification of Axis I Psychiatric Disorders. Describes the process of making appropriate client referrals, locating community human service resources and agencies, and creating and implementing service plans for health care issues. Credits: 3, Hours: (3/0/0/0), Prereq: HSV-101, HSV-131, HSV-282; Arts & Sciences Elective Code: A

HSV-292 Substance Abuse and Treatment (3)

Examines alcohol and drug issues and the implications of having an addiction. Includes theories of the addictive process, prevention and treatment options, and specific counseling and therapeutic skills used with individuals in inpatient and outpatient settings. Focuses on the impact of the family unit, social systems and the greater community. Students apply their knowledge of integrated practice in a discipline-specific project. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HSV-800 Human Services Field Experience and Seminar (3-6)

Places students in a human services agency for 220 hours. Encourages students to gain deeper insight through a field experience seminar. Students can objectify their experience through discussion with other students and the instructor. Credits: 3-6, Hours: (.5-1/3-6/3-6/0), Arts & Sciences Elective Code: A; Comments: Completion of Human Service classes. Minimum GPA of 2.5 required to take this course.

HSV-813 Alcohol and Drug Counselor Field Experience and Seminar I (6)

Places the student in a Substance Abuse Treatment facility for a total of 250 hours. A weekly seminar maximizes student experience through insight from the other students and the instructor. These insights enable the students to objectify their experiences. Credits: 6, Hours: (1/0/15/0), Coreq: HSV-292; Arts & Sciences Elective Code: A; Comments: Meets part of the practicum requirement for the Iowa Board of Certification. Minimum GPA of 2.5 required to take this course.

HSV-814 Alcohol and Drug Counselor Field Experience & Seminar II (6)

Places the student in a Substance Abuse Treatment facility for a total of 250 hours. Follows and builds on Alcohol & Drug Counselor Field Experience and Seminar I. A weekly seminar maximizes student experience through insight from the other students and the instructor. These insights enable the students to objectify their experiences. Credits: 6, Hours: (1/0/15/0), Arts & Sciences Elective Code: A; Comments: Meets part of the practicum requirement for the Iowa Board of Certification. Minimum GPA of 2.5 required to take this course.

HSV-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

HSV-928 Independent Study (1-3)

Allows the student to pursue a special concentration of study under the guidance of a faculty member. Requires an independent study contract. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising faculty member and dean

HUM: Humanities

HUM-105 Working in America (3)

Introduces students to the humanities through an interdisciplinary study of work. By examining works of art, literature, music, philosophy, religion, history and anthropology, this course explores human labor in the past, present and future in an attempt to understand how work shapes human nature and culture. Focus will be on the meanings and values of students' work experiences. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HUM-116 Encounters in Humanities (3)

By asking a series of questions about various examples of human activity (literature, philosophy, history, visual arts and music), teaches a method of inquiry for use in understanding and appreciating the humanities. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HUM-123 U.S. Film History (3)

Tracks the development of film art in the United States from its earliest silent years to the modern era. Identifies and explores the contributions of American filmmakers and the influences of the American film industry and American culture on cinema as an art form. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HUM-124 World Film History (3)

Tracks the development of film art in countries other than the United States from the primitive era to the modern era. Identifies and explores the contributions of major world filmmakers and the influences of the various film industries and cultures as reflected in the films of these specific countries. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HUM-142 Popular Culture (3)

Introduces students to the study of popular culture. Analyzes the way in which human beings interact with popular culture, both as individuals and as part of the larger society. The course also examines a wide variety of popular texts to illustrate the ways in which they reflect and perhaps shape cultural values. Through this process, students develop skills for the critical analysis of advertising, television programs, comic books, and interactive multimedia, among other forms of popular culture. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HUM-190 Culture and Technology (3)

Introduces students to the relationships between technology and culture through an interdisciplinary study of the humanities. The course examines these relationships through works in the humanities, for example art, literature, music, philosophy, religion, history, film and anthropology. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HUM-200 International Study in Humanities (3)

Provides students with the opportunity to pursue studies in such areas as history, art, politics, music, literature, and foreign language. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

HUM-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

IND: Industrial Technology

IND-119 Industry Orientation (1)

Presents information relating to careers and jobs that may result from the completion of the HVAC installer program. Topics include job specific information provided by employers and visits to actual work settings. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

IND-155 Microcomputer Applications (2)

Covers several applications for microcomputers in business and industry. Included are operating systems, data management, communications, word processing and peripheral devices. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

IND-156 Microcomputers for the Trades (2)

Introduces personal computer concepts and basic computer applications. Covers basic concepts of MS Windows, Office, CAD, Angel, Amatrol and other software used in the IMT, EPDT and AIT programs. This course is intended for students with no knowledge or experience using personal computers. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

IND-167 Torqueing and Tensioning (1)

Focuses on proper use of torque wrenches to apply appropriate torque and tension on bolts. Reinforces concepts and theory covered in lecture with hands-on labs. Credits: 1, Hours: (.5/1/0/0), Arts & Sciences Elective Code: B

IND-175 Advanced Alignment (1)

Introduces intermediate fundamentals of shaft alignment using dial indicators and laser alignment. Reinforces concepts and theory covered in lecture and online material with hands-on labs. Credits: 1, Hours: (.5/1/0/0), Prereq: ATR-302; Arts & Sciences Elective Code: B

IND-187 Predictive Maintenance (2)

Covers all facets of predictive maintenance, including thermal imaging vibration analysis and trend analysis. Reinforces concepts and theory covered in lecture and online material with

hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ATR-302; Arts & Sciences Elective Code: B

IND-191 Preventative Maintenance (2)

Covers all facets of preventative maintenance, including scheduling, data collection, administration and actual performance of PMs. Reinforces concepts and theory covered in lecture and online material with hands-on labs. Credits: 2, Hours: (1/2/0/0), Prereq: ATR-302; Arts & Sciences Elective Code: B

IND-196 Fundamentals of Hydraulic and Pneumatic Systems (5)

Focuses on proper usage and application of, as well as the theory and physics behind, hydraulic and pneumatic systems and controls. Introduces the various components used in each type of system, electro-hydraulic components, electro-pneumatic components and component selection. Students design, assemble and troubleshoot various types of hydraulic and pneumatic control systems and components. Credits: 5, Hours: (2/6/0/0), Prereq: ELE-238, MAT-233; Arts & Sciences Elective Code: B

INT: Interior Design

INT-126 Introduction to Interior Design (3)

Introduces the field of interior design, design elements, systems, principles and theories. Applications of the principles of design and concept development to two and three dimensional design projects. Focuses on the process of design and helps students apply their knowledge to space planning and furniture layout projects. Develops design vocabulary relative to interior design. Studies team work structures and dynamics. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

INT-128 Historical Interiors and Architecture (3)

Provides a complete survey and evaluation of interiors and architecture throughout history, as well as furnishings, art and decorative arts. Focuses on identifying, recognizing and evaluating significant historical periods, design, architecture, and art relating to interior design. Covers use of correct terminology and vocabulary associated with the history of interior design. Credits: 3, Hours: (3/0/0/0), Coreq: INT-126; Arts & Sciences Elective Code: B

INT-129 SketchUp for Interior Design (3)

Introduces the basic concepts of Interior design illustration and digital model building. Explores artistic expression using a variety of techniques through computer software. Emphasizes development of artistic graphics and models necessary for representing interiors as well as locating them in context. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

INT-132 Theories and Visual Applications (3)

Addresses the application of design and color theories through sketching, manual drawing and rendering, and use of technology. Covers various types of project delivery methods and media to produce presentation drawings and documents. Focuses on creation of visual presentations and verbal presentation techniques. Demonstrates creative thinking and problem solving through presentation of a variety of ideas. Credits: 3,

Hours: (2/2/0/0), Prereq: ARC-300, INT-126, INT-129; Arts & Sciences Elective Code: B

INT-206 Residential Design I (4)

Introduces residential design and specialties, such as kitchen, bath and lighting design. Applies NKBA guidelines and principles of lighting design to small/medium scale projects. Focuses on identifying and selecting appropriate FFE items specific to kitchen, bath and lighting design projects. Covers use of appropriate terminology to describe kitchen, bath, and lighting design projects, as well as human factors and ergonomics. Credits: 4, Hours: (4/0/0/0), Prereq: ARC-185, CAD-201, INT-132; Arts & Sciences Elective Code: B

INT-207 Commercial Design I (4)

Introduces commercial space planning, with an emphasis on restaurant, retail, hotel and entertainment design. Explores sustainable and acoustic design solutions. Demonstrates industry specific guidelines and sustainability guidelines. Credits: 4, Hours: (4/0/0/0), Prereq: ARC-185, CAD-201, INT-132; Arts & Sciences Elective Code: B

INT-211 CAD REVIT for Interior Design (3)

Emphasizes basic skills of 3D, BIM (Building Information Modeling) as applied to interior design projects through simulated, real work exercises, focuses on CAD related information, attention to detail, and converting existing (non-Revit) drawings to full Revit computer models. Credits: 3, Hours: (3/0/0/0), Prereq: CAD-201; Arts & Sciences Elective Code: B

INT-216 Residential Design II (4)

Focuses on refinement of creative and theoretical problem solving skills with respect to large scale residential design, with an emphasis on whole home design and different styles of homes. Explores aging in place, accessibility, universal design, and furniture design and construction. Emphasizes selection, interpretation and application of anthropometric data and universal design principles. Credits: 4, Hours: (4/0/0/0), Prereq: minimum grade C- in INT-206; Arts & Sciences Elective Code: B

INT-217 Commercial Design II (4)

Refines creative and theoretical problem solving skills with respect to large scale commercial design, with an emphasis on office design and systems furniture, as well as educational and health care environments through medium scale projects. Emphasizes factors relating to health, safety and welfare of users. Focuses on concepts, theories, materials, systems and occupants. Credits: 4, Hours: (4/0/0/0), Prereq: minimum grade C- in INT-207; Arts & Sciences Elective Code: B

INT-218 Professional Practice and Development (3)

Examines the business of interior design, documents, ethics and project management. Explores interior design job opportunities, with a focus on creating professional goals, portfolios, resumes and professional documents. Students perform an internship search during this course. Credits: 3, Hours: (3/0/0/0), Prereq: minimum grade C- in both INT-206 and INT-207; Arts & Sciences Elective Code: B

INT-300 Textiles for Interior Design (3)

Studies fibers, yarns, fabrics, finishes and regulations used in commercial and residential interior textile products. Evaluates fabric properties according to variables of end-use serviceability and product categories. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

INT-304 Historical Interiors II (3)

Surveys the progression of architecture, decorative arts and furniture styles from classical antiquity through the rococo period of Europe. Projects and study stress the identification and coordination of these periods. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

INT-311 Global Perspectives in Interior Design (3)

Combines collaborative effort and hands-on teamwork to focus on national and global design issues, and human factors through exposure to contemporary issues, historical architecture and design, varying dynamics, other cultures, and different economic groups. Requires field study and travel. Credits: 3, Hours: (3/0/0/0), Prereq: INT-126; Arts & Sciences Elective Code: B

INT-312 Interior Design Topics (1-3)

Examines current topics related to interior design. Can include, but is not limited to, interior photography, sustainability, furniture construction and other contemporary topics. Credits: 1-3, Hours: (1-3/0/0/0), Prereq: ARC-185, CAD-201, INT-132; Arts & Sciences Elective Code: B

INT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

INT-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

INT-932 Internship (0.5-4)

Provides an opportunity to receive interior design work experience through on-the-job training in an approved work setting. This internship will be approved by the Interior Design coordinator and will be evaluated with a letter grade. Credits: 0.5-4, Hours: (0/0/0/2-16), Arts & Sciences Elective Code: A

ITP: Interpreting

ITP-954 Practicum and Seminar (6)

Application of concepts and skills learned in the classroom in community or educational interpreting situations under the guidance of a mentor interpreter. This on-the-job experience occurs as the final phase of the program. In the seminar portion of the course, students discuss roles and responsibilities of the interpreter, current professional topics, and application of the Code of Ethics. Students will keep logs, journals, and develop a portfolio. Credits: 6, Hours: (2/0/12/0), Prereq: ITP-221; Arts & Sciences Elective Code: A; Com-

Course Descriptions

ments: ITP-221 must be completed with a grade of C or better.

LIT: Literature

LIT-105 Children's Literature (3)

Provides a broad overview of children's literature, with emphasis upon work done by American writers and illustrators. Students use standard techniques of literary analysis to critique the works explored in the course. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-158 Literature of the African Peoples (3)

Provides an introduction to the literature and culture of persons of African descent. Readings include fiction and nonfiction authors from Africa, the Caribbean and the United States. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-203 Forms of Literature: Story Cycle (3)

Explores, through story cycles and critical theory, the questions: What is a story cycle? How are they crafted, read and interpreted? How are they different from or similar to other forms of literary expression? How does form affect interpretation? Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-204 Forms of Literature: Nonfiction (3)

Focuses on literary nonfiction - essays, memoirs, profiles or criticism - that aspires not only to inform, but also to employ language aesthetically and prompt reflection on experience. Students will explore, through literature and critical theory, the following questions: What is literary nonfiction? How are works of literary nonfiction crafted, read and interpreted? How are they different from and similar to other forms of literary expression? How does form affect interpretation? Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-205 Forms of Literature: Drama (3)

Focuses on the study of dramatic literature. Students will practice a method of reading and interpreting plays, exploring the following questions: What is drama? How are works of drama crafted, read and interpreted? How are they different from and similar to other forms of literary expression? How does form affect interpretation? Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-206 Forms of Literature: Fiction (3)

Explores, through short stories, novels, films and critical theory, the following questions: What is fiction? What are its common elements? How does understanding these elements and the ways they interconnect affect our understanding of how fiction is crafted, read and interpreted? How is fiction different from or similar to other forms of literary expression? Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-207 Forms of Literature: Poetry (3)

Focuses on the study of poetry. Students will practice reading and interpreting poems, exploring the following questions: What is poetry? How are poems crafted, read and interpreted? How are they different from and similar to other forms

of literary expression? How does form affect interpretation? Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-208 Forms of Literature: New Media (3)

Explores online and computer-based literature. Employing relevant literary theory, students study traditional literature (poetry, fiction, nonfiction, drama) and compare those forms to new media literary forms like hyperfiction and hyperpoetry. Questions include the following: What is new media literature? How does it compare with traditional genres? What makes it qualify as literature? How does literary form affect interpretation? Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-209 Forms of Literature: Film Adaptation (3)

Focuses on the relationship between literary works (fiction, drama, nonfiction, poetry or graphic literature) and their adaptations to film. Students explore the adaptation of literature to film; how the elements of plot, character, setting, point of view, symbol and theme are adapted or altered from literature to film; and how film adaptations influence our understanding of both literature and film. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-222 Literature and Culture: American Dreams (3)

Explores a variety of expressions of self and society in America through established fiction, autobiography, journals, letters, photographs and other cultural artifacts. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-224 Literature and Culture: Women and Work (3)

Through reading literature along with social documents by women and men, the course explores gender identity and work issues for women in traditional and nontraditional gender roles - as domestic angels, factory workers or professionals. Materials may include autobiographies, letters, films, short fiction, poetry, drama, novels and other artifacts. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-225 Literary Themes: Beyond Bartleby: Images of Business and Labor in Literature and Film (3)

Explores images and issues of business and labor as they manifest in major fiction and nonfiction texts. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A; Comments: Admission to the Advance program

LIT-226 Literary Themes: Literature and the Search for Identity (3)

Explores the theme of identity in literature - short stories, novels, poems, plays and nonfiction. May use ideas and approaches from literary criticism, psychology, philosophy and religion to illuminate the importance of stories in structuring human experience and establishing a sense of our own identities. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-227 Literature and Culture: World Poetry (3)

Explores non-Western traditional and contemporary poetry of Asia, Africa, the Middle East, Latin America and the Caribbean. Studies the forces that shape the creation as well as the experience of poetry in these cultures, such as politics, gender, religion, technology, etc. Students learn to compare literary expression across cultures and to place the Western tradition in a larger context. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

LIT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of an honors faculty member. Requires that students meet honors eligibility criteria. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

LIT-928 Independent Study (1-3)

Provides readings, papers and/or research projects in literature under the guidance of a staff member. Credits: 1-3, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

LIT-945 Selected Topics (1-3)

Offers specialized study in interest areas. Areas may include special courses in mythology, American culture, adolescent literature or other concentrations. Credits: 1-3, Hours: (1-3/0/0/0), Prereq: ENG-105 or ENG-120; Arts & Sciences Elective Code: A

MAP: Medical Assistant

MAP-123 Administrative Medical Office Procedures (3)

Presents the principles of administration for the medical office including facility and supply management, telephone and appointment techniques, managing records, and medical bookkeeping. Credits: 3, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

MAP-142 Medical Insurance and Legalities (3)

Provides a working knowledge of basic medical insurance programs, forms utilized and the record keeping of insurance claims. Also includes medical ethics and legalities related to medicine. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-161, HSC-115; Arts & Sciences Elective Code: B

MAP-210 Medical Lab (3.5)

Provides basic principles and skills in hematology, urinalysis, venipuncture, blood chemical exams, and quality control as applied to the medical office. Credits: 3.5, Hours: (1.5/4/0/0), Prereq: BIO-161, HSC-107, HSC-115, HSC-210, MAP-123; Arts & Sciences Elective Code: B

MAP-260 Basic Electrocardiology (1)

Provides instruction in electrocardiography including psychological and physical preparation of a patient for an ECG: paper set-up and operation of equipment, mounting of tracings and troubleshooting to obtain acceptable tracings. This course does not include complex interpretation and diagnosis of cardiac rhythms. Credits: 1, Hours: (0.5/1/0/0), Prereq: BIO-161, HSC-107, HSC-115, HSC-210, MAP-123; Arts & Sciences Elective Code: B

MAP-312 Medical Assistant Clinical Procedures (3)

Includes basic clinical skills used in a medical office: preparing for the patient's visit; assisting the physician and patient during examination and treatment, including minor surgery; positioning, microbiology and sterilization; X-rays; physical therapy; nutrition; and administration of injected medications as applied to the medical office. Credits: 3, Hours: (1.5/3/0/0), Prereq: BIO-161, HSC-107, HSC-115, HSC-210, MAP-123; Arts & Sciences Elective Code: B

MAP-501 Math for Medications (1)

Provides a basic mathematical background for an understanding of measurement systems and the calculation of dosages of oral and parenteral medications for medical assisting. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MAP-513 Medical Assisting Pharmacology (3)

Provides a basic background in the classification of drugs, their sources, uses and legal implications. Discusses characteristics of typical drugs, side effects, precautions, interactions and patient education. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-161, HSC-115; Arts & Sciences Elective Code: B

MAP-618 Medical Assisting Externship (7)

Offers supervised practical experience in medical offices, clinics and other medical care settings. Credits: 7, Hours: (2/0/15/0), Prereq: MAP-123, MAP-210, MAP-312, MAP-513, MAP-142, MAP-260, MAP-501; Arts & Sciences Elective Code: B; Comments: All Medical Assisting technical courses.

MAS: Masonry**MAS-118 Masonry Safety (1)**

Provides instruction on masonry construction safety and health topics for entry-level workers. Credits: 1, Hours: (.5/1/0/0), Arts & Sciences Elective Code: B

MAS-129 Masonry Scaffold Builder and User (2)

Provides instruction on how to correctly construct 4'-0", 5'-0" and 6'-0" tubular masonry scaffolding in a safe manner. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

MAS-215 Masonry Tools and Equipment I (2)

Provides knowledge and use skills of basic manual masonry tools and equipment covering selection, use, maintenance and repair. Includes measuring devices, builders' levels and transits, trowels and other mortar tools, basic masonry cutting and shaping tools, levels, squares, mortar mixing, and material handling equipment. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

MAS-217 Masonry Lab I (8)

Provides introductory, intensive hands-on skills in construction of masonry structures including handling and identification of materials. Develops skills in handling and laying masonry units, mixing mortar, finishing joints. Includes introduction and practice in basic masonry walls and the activities required to construct them. Credits: 8, Hours: (4/8/0/0), Arts & Sciences Elective Code: B

MAS-218 Masonry Tools and Equipment II (2)

Extends knowledge and use skills of masonry tools and equipment covering selection, use, maintenance and repair. Includes power tools and equipment such as masonry drilling tools and equipment, masonry fastening devices, power fasteners, masonry and concrete cutting devices and equipment, scaffolding and ladders. Credits: 2, Hours: (2/0/0/0), Prereq: MAS-215; Arts & Sciences Elective Code: B

MAS-222 Masonry Lab II (9)

Provides advanced, intensive hands-on skills in construction of masonry structures. Improves skills in handling and laying masonry units, mixing mortar, and finishing joints. Includes introduction and practice in complex masonry walls, flashings, reinforcement, finishing and cleaning. Credits: 9, Hours: (4/10/0/0), Prereq: MAS-217; Arts & Sciences Elective Code: B

MAS-800 Masonry Pre-Lab Experience (2)

Provides hands-on experience using masonry tools, supplies and equipment. May take place on-campus or off-campus. Appropriately prepares students for their first Masonry Lab. Credits: 2, Hours: (0/4/0/0), Arts & Sciences Elective Code: B

MAS-920 Field Experience (3)

Provides capstone masonry construction experience. Includes final evaluation covering masonry skills, work habits, skills in working with others and ability to contribute to the success of the project. Credits: 3, Hours: (0/0/0/12), Prereq: MAS-218, MAS-222; Arts & Sciences Elective Code: B

MAT: Mathematics**MAT-052 Pre-Algebra (3)**

Introduces basic algebra concepts and reviews basic math. Includes fractions, decimals, proportions and percents. Introduces integers, exponents, simple equations and graphing. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

MAT-059 Introduction to Technical Mathematics (2)

Prepares the student for the study of technical mathematics. Concentrates on algebraic skills and other related math skills. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: D

MAT-062 Elementary Algebra (3)

Includes the properties of the real numbers, equations and inequalities in one variable, formulas, applications, operations and factoring of polynomials, exponents, and graphing linear equations. This course presumes a proficiency in fractions, decimals and signed numbers. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

MAT-076 Preparation for College Mathematics (3)

Provides students with the knowledge necessary for success in college-level mathematics courses. Emphasizes active computer-based learning supported by instructor guidance and small group lectures. Includes signed numbers, fractions, decimals and percents, geometry and measurement, and algebraic expressions and equations. May include linear equations and inequalities,

polynomials and factoring. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

MAT-095 Personal Achievement Math (1-2)

Individualized course of instruction in basic math. Topics include: whole numbers, fractions, decimals, ratio and proportion, and percent. Additional topics may include pre-algebra, metric system and technical math. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: D

MAT-102 Intermediate Algebra (4)

Includes equations, inequalities, systems of equations, matrices, functions, graphs, polynomials, rational expressions, exponents, radicals and logarithms. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-707, or MAT-076 through Module 7; Arts & Sciences Elective Code: B

MAT-107 Survey of Mathematics (4)

Provides an overview of topics that include: sets, real number systems, ratios, proportions, percentages, geometry, algebra and functions. The course is for students with a minimum of one year of high school algebra and who intend to take Statistical Ideas or Mathematics and Society. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: B; Comments: One year high school algebra or placement test.

MAT-109 Industrial Maintenance Math Fundamentals (3)

Demonstrates mathematical principles to enable students to understand and apply course material covered throughout the Industrial Maintenance Technology program. Improves math fundamentals that are used throughout the rest of the program. Includes metric prefixes and conversions, exponents, scientific notation, percentages, dimensional analysis, ratio and proportions, areas, volumes, and algebraic expressions. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-062; Arts & Sciences Elective Code: B

MAT-115 Mathematics and Society (3)

Introduces selected areas of mathematics in familiar settings and develops students' conceptual and problem-solving skills. The course includes a study of mathematical concepts selected from statistics, probability, game theory, growth patterns and coding information. Other topics may be included. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102 or MAT-107 or MAT-707; Arts & Sciences Elective Code: A

MAT-117 Mathematics for Elementary Teachers (3)

Designed to deepen students' understanding of the mathematics they will teach to elementary school children. Includes methods of problem solving, measurement, geometry, place value, arithmetic operations in a variety of algorithms and the relationships between these algorithms. Students also explore concepts using manipulatives. This course was developed for elementary education majors who choose a specialization different from mathematics, but is not limited to those students. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102 or MAT-707; Arts & Sciences Elective Code: A

MAT-120 College Algebra (3)

Uses a problem-solving approach to illustrate how algebra can model and solve real-world problems. Emphasizes linear, exponential and logarithmic functions. This liberal arts course is not prepara-

Course Descriptions

tion for calculus. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102 or MAT-708 or MAT-707 through Module 10; Arts & Sciences Elective Code: A

MAT-136 Trigonometry and Analytic Geometry (5)

Examines trigonometric functions, graphs, identities and applications. Includes conic sections, polar coordinates, parametric equations, vectors, planes and surfaces. Credits: 5, Hours: (5/0/0/0), Prereq: MAT-138; Arts & Sciences Elective Code: A

MAT-137 Applications of Geometry (1)

Begins with a review of right angle trigonometry as it applies to the machinist and continues with additional trig (both right angle and oblique angle) and geometry concepts. Emphasizes practical application of the mathematical concepts to the planning and programming skills required for CNC programs. Credits: 1, Hours: (1/0/0/0), Prereq: MAT-736; Arts & Sciences Elective Code: B; Comments: Equivalent industrial math experience may be taken in lieu of prerequisite.

MAT-138 College Algebra with Limits (4)

Examines polynomial, rational, radical, exponential and logarithmic functions and equation solutions. Includes matrices, sequences, series and introduces limits. This course is intended for all students who will eventually take any calculus course. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-102 or MAT-708; Arts & Sciences Elective Code: A

MAT-140 Finite Math (3)

Includes methods of solving linear equations and inequalities. Introduces linear programming, matrices, functions, graphs, counting techniques, probability, mathematics of finance and applications. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102 or MAT-708 or MAT-707 through Module 10; Arts & Sciences Elective Code: A

MAT-149 Linear Algebra (3)

Includes matrix and vector arithmetic, using matrices to solve systems of linear equations, eigenvalues and eigenvectors, diagonalization of matrices, and an introduction to subspaces of Euclidean space. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-210; Arts & Sciences Elective Code: A

MAT-150 Discrete Math (3)

Introduces concepts in discrete mathematics as applied to computer science. Includes logic, methods of proof, sets, functions, relations, counting techniques, discrete probability, permutations and combinations, graphs and trees. Emphasizes connections between discrete math and programming concepts. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102 or MAT-708 or MAT-707 through Module 10; Arts & Sciences Elective Code: A

MAT-155 Statistical Ideas (3)

Designed for students who are not majoring in mathematics or the sciences. The course provides an overview of the basic ideas needed by consumers of statistics and can also provide a helpful framework for a more detailed study of the subject. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102 or MAT-107 or MAT-707; Arts & Sciences Elective Code: A

MAT-157 Statistics (4)

Focuses on descriptive statistics (mean, median, mode, standard deviation and variance) and introduces correlation and linear regression. Emphasizes inferential statistics and probability distributions as applied to confidence intervals, hypothesis testing of mean and standard deviation, and applications to business and other fields. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-102 or MAT-707 or MAT-155; Arts & Sciences Elective Code: A

MAT-162 Business Statistics (4)

Introduces statistics, primarily for business majors. Investigates methods of collection, organization, presentation, analysis and interpretation of quantitative data as tools in effective business decision-making. Computer applications are used to assist in visualizing and analyzing data. Covers descriptive statistics, probability, confidence intervals and hypothesis testing for one and two samples, regression, correlation and chi-square. Additional topics may be covered, including ANOVA. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-138 or MAT-140 or MAT-155 or MAT-157; Arts & Sciences Elective Code: A

MAT-165 Business Calculus (3)

Studies the techniques of differential and integral calculus likely to be encountered in an undergraduate course in business economics. Applications are emphasized in these areas. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-138; Arts & Sciences Elective Code: A

MAT-210 Calculus I (4)

Includes limits, derivative, differentiation, the differential elementary applications of calculus and introduction to integration. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-136; Arts & Sciences Elective Code: A

MAT-216 Calculus II (4)

Continues Calculus I and includes study of the integral, integration, application of integration, techniques of integration and infinite series. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-210; Arts & Sciences Elective Code: A

MAT-219 Calculus III (4)

Continues Calculus II and includes study of vector functions, function of several variables, multiple integrals and vector fields. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-216; Arts & Sciences Elective Code: A

MAT-227 Differential Equations With Laplace (4)

Studies exact equations, separable equations, linear equations, physical applications, series solutions, systems of linear differential equations and methods of approximating the solutions to first-order equations. Laplace transforms are introduced and used to solve differential equations. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-216; Arts & Sciences Elective Code: A

MAT-230 Maintenance Math I (2)

Reviews mathematical principles and fundamentals that enable students to understand and apply course material throughout the Industrial Maintenance, Energy Production and Automation programs. Covers metric prefixes, conversions, exponents, scientific notation, engineering notation, ratios, proportions and algebraic expres-

sions. Credits: 2, Hours: (2/0/0/0), Prereq: MAT-052 or MAT-707; Arts & Sciences Elective Code: B

MAT-233 Maintenance Math II (2)

Reviews mathematical principles and fundamentals that enable students to understand and apply course material throughout the Industrial Maintenance, Energy Production and Automation programs. Covers dimensional analysis, area, volume, binary and electrical formulas. Credits: 2, Hours: (2/0/0/0), Prereq: MAT-230; Arts & Sciences Elective Code: B

MAT-700 Basic Math (3)

Covers basic business skills such as computing with whole numbers, fractions, decimals, percents, and simple exponents and radicals. Includes evaluating formulas, such as interest formulas and geometric measurements, and solving percent problems. Familiarizes students with ratio and proportion as a problem solving tool, the metric system, dimensional analysis, basic algebra with signed numbers and solving first degree equations. Introduces basic statistics, reading tables and graphs, and calculating averages and weighted means. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MAT-707 Algebra Mastery 1 (3)

Continues modules from MAT-076, including linear equations and inequalities, polynomials, factoring, and systems of linear equations and inequalities. May cover radical expressions and equations, exponential and logarithmic functions, and rational expressions and equations. Emphasizes active, computer-based, individually-paced learning supported by instructor guidance and small-group lectures. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-076; Arts & Sciences Elective Code: B

MAT-708 Algebra Mastery 2 (3)

Continues modules from MAT-077, including rational and radical expressions and equations, exponential and logarithmic functions, and quadratic equations. Emphasizes active, computer-based, individually-paced learning supported by instructor guidance and small-group lectures. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-707 or MAT-076 through Module 8; Arts & Sciences Elective Code: B

MAT-715 Industrial Math I (3)

Covers basic math skills such as addition, subtraction, multiplication and division of whole numbers, decimals and fractions. Covers specifically dimensional analysis and significant digit concepts. Also gives practice and solving stated problems and covers introductory algebra concepts. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MAT-716 Industrial Math II (3)

Covers basic algebra as it relates to fundamental equations, ratios and proportion, and percentages. Covers applied geometry as it relates to finding length, area, volume, etc. Also covers basic right angle trigonometry and gives more practice in solving stated problems. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-700; Arts & Sciences Elective Code: B

MAT-719 Applied HVAC Math (3)

Provides instruction in basic math skills such as addition, subtraction, multiplication, and division of whole numbers and fractions. Includes ratio and proportion, percent and percentage, computed measure, and heat load calculations. Covers specific math concepts related to HVAC and terminology technicians will encounter in the field. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-700; Arts & Sciences Elective Code: B

MAT-731 Introduction to Math (2)

Reviews basic arithmetic operations and problem solving, including whole numbers, fractions, decimals, ratio and proportion, and percent as they apply to health professions. Covers computations, evaluating formulas with signed numbers and radicals, and exponents, as well as practical applications of the Metric, Troy and Apothecaries' systems of measurement. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B; Comments: Placement test.

MAT-732 Introduction to Math (3)

For Respiratory Therapy and END students only. Reviews basic math concepts, including whole numbers, fractions, decimals, ratio and proportion, percents, the metric system, geometric shapes and graphs. Covers basic algebra topics, such as integers, expressions, scientific notation, equations, application problems, graphing straight lines and slopes, and variation. Overviews percent solutions, concentration problems, preparing solutions and dosage problems. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B; Comments: Placement test.

MAT-735 Machinist Mathematics I (2)

Begins with a review of fractions and decimals as they are used to solve shop problems. Students are introduced to the problems involving powers and roots, tapers and angles. Use of the calculator is introduced, along with handbook tables and formulas. Introduces the student to metric conversion and more advanced applied math involving calculations of area, volume and weight of material. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

MAT-736 Machinist Mathematics II (1)

Continues Machinist Mathematics I. Introduces students to more advanced practical mathematics. Includes metric conversion, area and volume calculation, temperature conversion and expansion of metals. Right angle trigonometry is introduced along with calculations that relate to numerical control programming. Credits: 1, Hours: (1/0/0/0), Prereq: MAT-735; Arts & Sciences Elective Code: B

MAT-737 Applied Plumbing Math (3)

Provides instruction on the applied mathematics used in the plumbing and pipefitting industries. Reviews addition, subtraction, multiplication, division of whole numbers and fractions, and measurement conversions. Includes pipefitting dimensions and diameters, fitting allowances or make-up dimensions, 90, 60, 45 and 22 1/2 degree piping offsets, parallel offsets and rolling offsets. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-700; Arts & Sciences Elective Code: B

MAT-738 Plumbing Math Concepts (1)

Provides instruction on plumbing trade calculations including British Thermal Units (BTUs), heat transfer, heat loss and heat gain, latent and sen-

sible heat, volume, weight and surface area calculations, percentage calculations, water and head pressure calculations, Boyle's Law, and the applications of Boyle's Law. Credits: 1, Hours: (1/0/0/0), Prereq: MAT-737; Arts & Sciences Elective Code: B

MAT-739 Pipe Fitters Math (3)

Provides practical math skills intended for the pipe welder apprentice, journeyman or supervisor. Students complete a series of math exercises commonly used in pipefitting. Trigonometry review to complex rolling offsets are covered. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102 or MAT-765; Arts & Sciences Elective Code: B

MAT-745 Technical Mathematics I (4)

Covers applied geometry, functions and their graphs, trigonometry, systems of linear equations, operations with algebraic expressions, solving quadratic equations, and logarithms and exponentials. Stresses applied problems from the engineering field, as well as using scientific calculators as problem-solving tools. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: B

MAT-746 Technical Mathematics II (4)

Includes logarithms and exponentials, solving nonlinear equations, variation, sequences, binomial theorem, trig identities, analytic geometry and statistics. Introduces the fundamental concepts of calculus, including limits, the derivative, definite and indefinite integrals and applications of each. Emphasizes solving problems relevant to the mechanical engineering field. Credits: 4, Hours: (4/0/0/0), Prereq: MAT-745; Arts & Sciences Elective Code: B

MAT-755 Fabrication Math I (2)

Covers basic math skills such as addition, subtraction, multiplication and division of whole numbers, decimals and fractions. Introduces linear measurement with emphasis on common measurement tools and techniques, scientific calculators, handbook tables, formulas, basic algebraic concepts, metric conversion, and applied problems of calculating area, volume, mass and weight. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

MAT-756 Fabrication Math II (2)

Continues Fabrication Math I. Introduces students to more advanced practical mathematics, including plane geometry and trigonometry, by resolving real industry problems. Credits: 2, Hours: (2/0/0/0), Prereq: MAT-755; Arts & Sciences Elective Code: B

MAT-764 Welding Mathematics I (2)

Covers basic mathematic skills needed for layout design, fabrication and blueprint reading. Addition, subtraction, multiplication, and division of fractions and decimals is covered with special emphasis on their application. Geometric principles and linear measurement units are included to assist in understanding and utilizing basic shop skills. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

MAT-765 Welding Mathematics II (3)

Covers basic algebra as it relates to fundamental equations, ratios and proportions, and percentages. Also covers basic right angle trigonometry and provides for additional practice in solving stated problems. Credits: 3, Hours: (3/0/0/0),

Prereq: MAT-764; Arts & Sciences Elective Code: B

MAT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

MAT-928 Independent Study (1)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (0/4/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

MFG: Manufacturing

MFG-120 Machine Trade Printreading I (1)

Introduces students to the importance of prints in industry. Covers the alphabet of lines and principles of sketching. Continues with an introduction to orthographic projection, auxiliary views, detail and assembly drawings, dimensions and tolerances, and sectional views. Title block information is covered along with materials lists, drawing notes and drawing change systems. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MFG-130 Machine Trade Printreading II (1)

Continues Machinist Trade Printreading I. Covers geometric dimensioning and tolerancing and the interpretation of advanced prints, including numerical control programming and documents. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MFG-135 Fabrication Print Reading I (2)

Introduces students to the importance of blueprints in industry. Covers topics such as the alphabet of lines, orthographic projection, auxiliary views, detail and assembly drawings, dimensions and tolerances and sectional views. Basic fabrication, machining, and welding prints are covered. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

MFG-136 Fabrication Print Reading II (2)

Continues Fabrication Print Reading I. Covers advanced print reading topics dealing with sheet-metal fabrication, welding and machining. Geometric dimensioning and tolerancing are included. Credits: 2, Hours: (2/0/0/0), Prereq: MFG-135; Arts & Sciences Elective Code: B

MFG-140 Geometric Dimensioning and Tolerancing (1)

Presents information concerning the special symbols used in geometric dimensioning and tolerancing. These symbols are a language used to communicate the ideas and intent of the designer to the people who manufacture the parts or the person who inspects the finished part. Credits: 1, Hours: (1/0/0/0), Prereq: MFG-120, MFG-130; Arts & Sciences Elective Code: B; Comments: Appropriate work experience may be taken in lieu of prerequisite course work

MFG-145 Light Machining for Maintenance Trades (4)

Covers machine/shop safety, machine theory, blueprint reading, tolerances, tooling selection,

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machine feed and speed, and proper usage of manual knee mills and manual lathes. Emphasizes print reading, mill and lathe usage, and machine maintenance, in a hands-on lab setting. Credits: 4, Hours: (2/4/0/0), Arts & Sciences Elective Code: B

MFG-202 Manufacturing Processes (2)

Introduces students to modern manufacturing processes. Learning activities introduce special symbols used on mechanical drawings. Credits: 2, Hours: (0/4/0/0), Prereq: DRF-142, DRF-143; Arts & Sciences Elective Code: B

MFG-213 Basic Machine Theory (5)

Covers theory of operation of machining tools, metallurgy as it applies to manufacturing, identification and elementary heat treatment of steel. Safety is taught as it applies to each machine process. Proper terminology of the machinist trade is emphasized. Credits: 5, Hours: (5/0/0/0), Arts & Sciences Elective Code: B

MFG-215 Advanced Machine Theory (3)

Continues Basic Machine Theory. Covers more advanced principles in setup and operation of lathes, mills and grinders. Introduces carbide lathe tools, milling cutters, and emphasizes productivity and accuracy. Covers theory of basic shaper setup and operation, and an introduction to basic turret lathe setups. Shop safety, cooperation and communication continue to be stressed. Credits: 3, Hours: (3/0/0/0), Prereq: MFG-227; Arts & Sciences Elective Code: B

MFG-222 Machine Operations I (4)

Covers lab use of basic measuring tools, layout and inspection tools, and bench work. Safe operation of machine tools and heat treating equipment is taught. Emphasis is on following blueprints and holding tolerances through the use of a variety of processes to produce a product. Credits: 4, Hours: (0/8/0/0), Coreq: MAT-735, MFG-120, MFG-213; Arts & Sciences Elective Code: B

MFG-227 Advanced Machine Operations I (4)

Continues MFG-222. More complex prints are used to introduce additional machine tool processes. Credits: 4, Hours: (0/8/0/0), Prereq: MFG-222; Coreq: MAT-735, MFG-120; Arts & Sciences Elective Code: B

MFG-228 Machine Operations II (4)

Covers advanced setup and operation of lathes, mills and grinders using different materials and cutters. Productivity and safe operation are emphasized. Credits: 4, Hours: (0/8/0/0), Prereq: MFG-227; Coreq: MAT-736, MFG-130, MFG-215; Arts & Sciences Elective Code: B

MFG-230 Advanced Machine Operations II (4)

Continues MFG-228. Use of carbide cutters is emphasized. Productivity and safety continue to be emphasized, along with more complex prints and setups. Credits: 4, Hours: (0/8/0/0), Prereq: MFG-228; Coreq: MAT-736, MFG-130, MFG-215; Arts & Sciences Elective Code: B

MFG-259 Measurement, Materials & Safety (NIMS) (3)

Explores basics of machining, raw materials, use of hand tools, safety and maintenance. Includes measurement techniques, materials, safety, machine tool math, quality control and maintenance.

Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

MFG-279 CNC Machine Operations (4)

Provides a basic understanding of CNC codes commonly used in a machine shop. Focuses on computer-based and hands-on training in code writing and CNC machine setup and operation, while producing various related projects. Credits: 4, Hours: (1/6/0/0), Arts & Sciences Elective Code: B

MFG-281 CNC Punch Press Operations (NIMS) (3)

Introduces basic operations of a CNC turret press. Covers basic and advanced tooling, programming using G&M code and CAM software. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (1/4/0/0), Prereq: MFG-259, MFG-286; Arts & Sciences Elective Code: B

MFG-283 Laser Cutting Operations (2)

Introduces basic theories and practices of machine operation, shop procedures, material properties and material handling. Covers programming and editing and adjusting parameters. Students perform inspections and routine machine maintenance. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

MFG-285 Applied Metallurgy (2)

Covers the basic theory of metals and their characteristics, including hardness, brittleness, durability, resistance to corrosion, machinability and welding. Teaches basic metallurgy techniques and operational sequences to produce quality parts and products efficiently and effectively. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

MFG-286 Job Planning, Benchwork & Layout (NIMS) (3)

Produces the basics of hand tools, understanding drawings, manual machines and layout. Focuses on interpretation of drawing information, description of basic symbols, and notation and interpretation of basic GD&T feature control frames. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

MFG-287 Manual Press Brake Operator (NIMS) (3)

Introduces basic lathe operations. Covers manual hydraulic down acting press brake practice, tooling, bending principles and applied mathematics. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Prereq: MFG-259, MFG-286; Arts & Sciences Elective Code: B

MFG-288 Water Jet Operations (2)

Introduces basic theories and practices of machine operation, shop procedures, material properties and material handling. Covers programming and editing and adjusting parameters. Students perform inspections and routine machine maintenance. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

MFG-289 Automated Production Methods for AMET (3)

Introduces automation as it applies to machining, fabrication and welding. Covers automation feeding, automatic cycle repetition, robots and other equipment-oriented concepts. Studies theory of system concepts, such as mass production, batch processing and just-in-time processing. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

MFG-291 CNC Mill Operator (NIMS) (3)

Introduces basic milling operations. Covers manual and CNC milling practices, tooling, machining practices and applied mathematics. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

MFG-292 CNC Lathe Operator (NIMS) (3)

Introduces basic lathe operations. Covers manual and CNC lathe turning practices, tooling, machining practices and applied mathematics. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

MFG-297 Milling Machine Operations (NIMS) (3)

Introduces basic and advanced manual milling operations. Covers manual milling machine practices, tooling, machining principles and applied mathematics. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

MFG-298 Surface Grinding Operations (NIMS) (2)

Introduces basic surface grinding operations. Covers precision surface grinding practices, grinding wheel identification, proper grinding techniques and grinding safety. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 2, Hours: (1/2/0/0), Prereq: MFG-259, MFG-286; Arts & Sciences Elective Code: B

MFG-299 Turning Operations (Turning Between Centers - NIMS) (3)

Introduces basic and advanced lathe operations dealing with turning parts between centers. Focuses on general lathe practices, lathe tool grinding, lathe nomenclature, proper use of lathe tooling as applied to turning between centers and lathe safety. Emphasizes teamwork, critical

thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

MFG-302 CNC Fundamentals (3)

Introduces computer numerical control as it relates to CNC lathes and milling machines. The use of microcomputers and related software is covered. Emphasizes input language, codes, machine setup and operation, inspection of parts, and communication with peripherals. Credits: 3, Hours: (1/4/0/0), Prereq: MFG-227, MFG-215; Arts & Sciences Elective Code: B

MFG-311 Intermediate CNC (6)

Continues the introductory course adding canned cycles, looping, sub-routines and interpretation of programs written by others. Internal machining on the lathes is covered. More complex parts and production of multiple parts will be undertaken. Credits: 6, Hours: (1/10/0/0), Prereq: MFG-302 or appropriate industrial experience; Arts & Sciences Elective Code: B

MFG-313 Advanced CNC (6)

Allows students to progress from the trainers to the full-size industrial CNC machines. Conversational programming is introduced, and advanced projects involving mating parts and short production runs are undertaken. Students are introduced to computer-assisted programming as it applies to CAD/CAM. Routine and preventive maintenance procedures are learned. Credits: 6, Hours: (0/12/0/0), Prereq: MFG-311 or appropriate industrial CNC programming experience; Arts & Sciences Elective Code: B

MFG-317 Automated Production Methods (5)

Covers computer-assisted programming and introduces students to automation as it applies to machining operations. Automatic machine feeding, automatic cycle repetition, robots and other equipment-oriented concepts are studied. System concepts such as mass production, batch processing and just-in-time processing are covered from a theoretical view. Credits: 5, Hours: (1/8/0/0), Prereq: MFG-313; Arts & Sciences Elective Code: B

MFG-318 Introduction to Fabrication Practices (5)

Introduces basic theories and practices used in precision sheet metal fabrication, including layout, shearing, punching and bending. Students apply theory concepts through practical lab projects, with emphasis on shop safety, cooperation and communication. Credits: 5, Hours: (2/6/0/0), Arts & Sciences Elective Code: B

MFG-324 Turning Operations (Turning in a Chuck - NIMS) (3)

Introduces basic and advanced lathe operations dealing with turning parts in different types of chucks. Covers general lathe practices pertaining to turning in a chuck, lathe tool grinding, lathe nomenclature, proper use of lathe tooling as applied to turning in a chuck and lathe safety. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

MFG-332 CNC Mill Program and Setup (NIMS) (3)

Introduces basic CNC vertical milling operations. Focuses on setup and operation practices pertaining to CNC milling and programming language using G&M codes. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Prereq: MFG-259, MFG-286, MFG-291, MFG-297; Arts & Sciences Elective Code: B

MFG-334 CNC Lathe Program & Setup (NIMS) (3)

Introduces basic CNC horizontal lathe turning operations. Covers setup and operation practices pertaining to CNC turning and programming language using G&M codes. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 3, Hours: (2/2/0/0), Prereq: MFG-259, MFG-286, MFG-291, MFG-297; Arts & Sciences Elective Code: B

MFG-339 CNC Press Brake Operator (NIMS) (2)

Introduces CNC controls and programming as related to a CNC press brake. Covers advanced concepts in tooling, bending principles and applied mathematics dealing with a hydraulic down acting CNC press brake. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 2, Hours: (1/2/0/0), Prereq: MFG-259, MFG-286; Coreq: MFG-287; Arts & Sciences Elective Code: B

MFG-341 CNC Lathe Operations (NIMS) (2)

Continues CNC lathe turning (program and setup). Covers advanced concepts pertaining to CNC turning and programming language using G&M codes and CAM software. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 2, Hours: (1/2/0/0), Prereq: MFG-259, MFG-286, MFG-292, MFG-299, MFG-324, MFG-334; Arts & Sciences Elective Code: B

MFG-343 CNC Milling Operations (NIMS) (2)

Continues CNC milling (program and setup). Covers advanced concepts pertaining to CNC vertical and horizontal milling machines and programming language using G&M codes and CAM software. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 2, Hours: (1/2/0/0), Prereq: MFG-259, MFG-286, MFG-291, MFG-297, MFG-332; Arts & Sciences Elective Code: B

MFG-348 EDM Wire Operations (NIMS) (1)

Introduces basic and advanced operations dealing with a CNC Electrical Discharge Machine (EDM). Covers basic and advanced EDM theory and concepts, programming using G&M code and CAM software. Emphasizes teamwork, critical thinking and problem solving through hands-on

experience and practical applications. This course aligns with NIMS (National Institute of Metalworking Skills) standards. Credits: 1, Hours: (.5/1/0/0), Prereq: MFG-259, MFG-286; Arts & Sciences Elective Code: B

MFG-390 Introduction to Automated Fabrication Practices (7)

Introduces CNC through water jet and turret punch techniques. Emphasizes equipment operation, programming, safety and maintenance, offline programming and troubleshooting. Credits: 7, Hours: (2/10/0/0), Prereq: MFG-318; Arts & Sciences Elective Code: B

MFG-391 Intermediate Automated Fabrication Practices (7)

Continues MFG-390. Focuses on complex problem solving and application, with emphasis on communications with respect to machines, computers or offline program systems. Introduces the laser cutter to demonstrate various cutting methods. Credits: 7, Hours: (2/10/0/0), Prereq: MFG-390; Arts & Sciences Elective Code: B

MFG-392 Advanced Automated Fabrication Practices (7)

Focuses on computer assist software for programming, and the steps of metal fabrication. Students complete multiple projects from start to finished product. Credits: 7, Hours: (2/10/0/0), Prereq: MFG-391; Arts & Sciences Elective Code: B

MFG-420 Jig and Fixture Design (2)

Covers theory of design and machining practices as they relate to jigs and fixtures used in manufacturing facilities. Introduces students to the importance of jig and fixture classification and to their uses in modern machine tools. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

MFG-500 Statistical Process Control (1)

Covers the current transformation methods of industry and business toward a complete quality control system. Includes management theory on quality, productivity and controlled charting techniques. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MFG-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

MFG-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

MGT: Management

MGT-101 Principles of Management (3)

Applies current techniques and methods to the management functions of planning, organizing, leading and controlling. Focuses on critical analysis, development and effectiveness of organiza-

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tional processes. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MGT-121 Project Management Basics (3)

Defines project management and examines the role of the project manager. Emphasizes on-the-job project management knowledge areas and processes. Practical applications and case studies are used to reinforce and apply concepts to real life situations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MGT-124 Project Management Tools (3)

Continues MGT-121, focusing on traditional project management tools and emerging project management technologies. Students develop a project plan, define and sequence tasks, identify critical path, allocate resources, estimate risks and maintain a budget. Uses popular project management software, such as MS Project and MS Excel. Credits: 3, Hours: (2/2/0/0), Prereq: MGT-121; Arts & Sciences Elective Code: B

MGT-130 Principles of Supervision (3)

Introduces the management functions of planning, organizing, leading and controlling. Focuses on technical supervision skills and human relations skills needed to develop a productive work team, and conceptual skills to group interdependent organizational processes. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MGT-137 Developing Leadership Skills (1)

Designed to give valuable suggestions on communicating effectively using coaching, counseling, delegating and performance reviews to develop subordinates. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MGT-139 Effective Team Building for Managers (1)

Participants learn the basics of team management, how to motivate team members, how to improve the communication process and understand the principles of leadership. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MGT-140 Time Management in the Workplace (1)

Focuses on high performance work times, being effective vs. being efficient, time wasters and solutions to them. Students also learn organizational skills, how to set goals, plan and prioritize. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MGT-145 Human Relations in Management (3)

Emphasizes the importance of proper attitudes towards self, others and organization values. Stresses the development of a good self-concept and the relationship this has to energy levels, emotions, verbal and nonverbal communication. Prepares students to understand how to deal with conflict and how to be a productive member of a work group. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MGT-155 Integrated Project Management (3)

Allows students to practice managing a variety of projects from initiation to completion. Students demonstrate technical and applied knowledge gained in their field, as well as critical thinking, diverse perspectives and communication skills.

Credits: 3, Hours: (3/0/0/0), Prereq: MGT-124; Arts & Sciences Elective Code: B

MGT-158 Office Supervision and Management (3)

Develops vocabulary and knowledge needed to examine sound principles and successful practices used by office managers to effectively and efficiently manage an office. This course provides students an opportunity to hone essential soft skills while exploring human resource issues. In addition, students design and implement an etiquette training module. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MGT-170 Human Resource Management (3)

Includes managerial philosophy of human resource administration, emphasizing the study of the personnel functions of recruiting, interviewing, selecting, placement, training and evaluating. Also addresses the issues of diversity in a dynamic environment. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MGT-171 Human Resource Strategies and Tools (3)

Includes the application of tools and techniques in the following HR functions: talent acquisition, total rewards, employee and labor relations, training/development, and workplace safety. Credits: 3, Hours: (3/0/0/0), Prereq: CSC-110, MGT-101, MGT-170; Arts & Sciences Elective Code: B

MGT-205 Introduction to Global Trade (3)

Addresses the complications associated with business operations in today's global economy. Focuses on applying knowledge gained through business core courses of management, marketing, accounting, operations, and finance with particular attention on global business operations. Translates theory into practice and helps students learn the terminology and systems that support international trade. Emphasizes understanding the language of trade for documents and movement of goods and services while meeting corporate needs within environmental constraints and corporate goals. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MGT-206 Global Business Skills (3)

Focuses on fundamental global business skills needed in today's global business environment. Includes a basic understanding of globalization as it impacts the business environment, close examination of culture as it relates to business, ethical decision making in the cross-cultural environment, and culturally appropriate techniques for international business settings. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MGT-300 Introduction to Entrepreneurship (3)

Examines the feasibility of a new business concept and the fundamentals of organizing a small business. Students measure their potential as an entrepreneur, identify business opportunities, examine entry strategies, understand the advantages and disadvantages of buying a business and evaluate the value of that business. Focuses on realizing business strengths, weaknesses, opportunities and threats. Implements the planning process through feasibility and business

plans. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MGT-301 Management Capstone (3)

Emphasizes current trends in management and upper-level management concepts such as planning, organizing, leading and controlling. Provides a career component that focuses on employment tools, tips, preparation and industry exploration. Credits: 3, Hours: (3/0/0/0), Prereq: MAT-102, MGT-101, MGT-145; Arts & Sciences Elective Code: B

MGT-305 Business Plans for Entrepreneurs (3)

Focuses on small business strategies by developing a business plan and studying successful small businesses. Incorporates finance, marketing, sales, organizational structure, and strategic management and decision making. Addresses the unique entrepreneurial experience of conceiving, evaluating, creating, managing and potentially starting a business. Credits: 3, Hours: (3/0/0/0), Prereq: MGT-300; Arts & Sciences Elective Code: B

MGT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

MGT-928 Independent Study (1-4)

Taken concurrently with a standard course in the student's area of specialty. Special projects and/or individual readings are assigned by the program coordinator or an individual staff member. Projects must be approved before the beginning of the semester in which the work is to be done. Credits: 1-4, Hours: (1-4/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

MIL: Military

MIL-100 Foundations of the U.S. Air Force I (1)

Introduces the U.S. Air Force and Air Force Reserve Officer Training Corps (AFROTC). Features the history and structure of the Air Force, its capabilities, career opportunities, installations, and core values while developing team building, communication and leadership skills. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MIL-101 Foundations of the U.S. Air Force II (1)

Continues Foundations I. Provides more information about the U.S. Air Force and Air Force Reserve Officer Training Corps (AFROTC). Features the history and structure of the Air Force, its capabilities, career opportunities, installations, and core values while developing team building, communication and leadership skills. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MIL-104 Army ROTC Leadership & Personal Development (1-3)

This is the first semester in a four-semester sequence that is the "basic course" of Army ROTC. This course introduces cadets to the military personal challenges and competencies that are

critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of the ROTC program, its purpose in the Army, and its advantages for the student. No military obligation is associated with participation in the course. Credits: 1-3, Hours: (1-3/0/0/0), Arts & Sciences Elective Code: A

MIL-105 Army ROTC Introduction to Tactical Leadership (1-3)

This is the second semester in a four-semester sequence that is the "basic course" of Army ROTC. The course builds on the foundations of officership that were developed in the first semester class. This course overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Cadre role models and the building of stronger relationships among the cadets through common experience and practical interaction are critical aspects of the experience. No military obligation is associated with participation in the course. Credits: 1-3, Hours: (1-3/0/0/0), Prereq: MIL-104; Arts & Sciences Elective Code: A

MIL-111 AFROTC Leadership Lab I (1)

Develops knowledge of what is required to be an Air Force officer by honing leadership skills through hands-on experience and performing various tasks at the University of Iowa AFROTC Detachment. Faculty supervise all labs, but students plan and conduct all events. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MIL-112 AFROTC Leadership Lab II (1)

Develops knowledge of what is required to be an Air Force officer by honing leadership skills through hands-on experience and performing various tasks at the University of Iowa AFROTC Detachment. Faculty supervise all labs, but students plan and conduct all events. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MIL-200 The Evolution of USAF Air & Space Power I (1)

Presents general aspects of air and space power through historical perspectives. Covers the time from the first balloons and dirigibles to the Space Age global positioning systems of the Persian Gulf War. Historical examples define the Air Force's capabilities and missions, and demonstrate the evolution of today's USAF air and space power. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MIL-201 The Evolution of USAF Air & Space Power II (1)

Continues Evolution I. Presents additional information on the general aspects of air and space power through historical perspectives. Covers the time from the first balloons and dirigibles to the Space Age global positioning systems of the Persian Gulf War. Historical examples define the Air

Force's capabilities and missions, and demonstrate the evolution of today's USAF air and space power. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MIL-204 Army ROTC Innovative Team Leadership (1-3)

This is the third semester in a four-semester sequence that is the "basic course" of Army ROTC. The course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in leadership labs. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure, and duties, and basic aspects of land navigation and squad tactics. No military obligation is associated with participation in the course. Credits: 1-3, Hours: (1-3/0/0/0), Prereq: MIL-105; Arts & Sciences Elective Code: A

MIL-205 Army ROTC Tactical Leadership (1-3)

This is the final semester in a four-semester sequence that is the "basic course" of Army ROTC. The course examines the challenges of leading tactical teams in the complex contemporary operating environment (COE). The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. No military obligation is associated with participation in the course. Credits: 1-3, Hours: (1-3/0/0/0), Prereq: MIL-204; Arts & Sciences Elective Code: A

MIL-211 AFROTC Leadership Lab III (1)

Develops knowledge of what is required to be an Air Force officer by honing leadership skills through hands-on experience and performing various tasks at the University of Iowa AFROTC Detachment. Faculty supervise all labs, but students plan and conduct all events. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MIL-212 AFROTC Leadership Lab IV (1)

Develops knowledge of what is required to be an Air Force officer by honing leadership skills through hands-on experience and performing various tasks at the University of Iowa AFROTC Detachment. Faculty supervise all labs, but students plan and conduct all events. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

MKT: Marketing

MKT-110 Principles of Marketing (3)

Studies the process of planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to create the exchanges that satisfy individual and organizational goals. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MKT-130 Social Media in Business (3)

Outlines the fundamentals of social media marketing in business. Addresses strategies for integrating a solid social media plan with traditional marketing plans and/or organizational goals for utilizing social media, and determining the best social media platforms. Credits: 3, Hours: (3/0/0/0), Prereq: MKT-110; Arts & Sciences Elective Code: B

MKT-135 Content Marketing (3)

Outlines the fundamentals of creating online marketing content that support social media marketing strategies. Addresses strategies for customizing creative content that meets ROI objectives, developing and maintaining online professional presence through optimization of content and appropriate business communications for various platforms. Credits: 3, Hours: (3/0/0/0), Prereq: MKT-110, MKT-130; Arts & Sciences Elective Code: B

MKT-140 Principles of Selling (3)

Provides basic skills needed to sell goods and services in a marketing economic system. Students learn about careers in selling, buyer behavior, product knowledge and selling concepts. Emphasis is on problem solving. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MKT-150 Principles of Advertising (3)

Acquaints students with the philosophy of advertising, historical concepts, and practical applications of advertising at the local and national levels. Includes media and media selection, copywriting, and layout, with an emphasis on product selection for advertising. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MKT-160 Principles of Retailing (3)

Studies retailing and its functions in a free enterprise system. All facets of retail operation are considered including planning, organization, personnel, facilities, control, pricing, buying, selling and promotion. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MKT-168 Buying and Merchandising Strategies (3)

Studies buying and merchandising principles as they apply to management. Decision-making and critical thinking skills are developed in buying, inventory control and pricing. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

MKT-180 Customer Service Strategies (1)

Designed to help students target their customers and develop appropriate services. Discusses the use of effective customer services as a competition tool. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

MKT-190 International Marketing (3)

Covers the theoretical and practical concepts of international marketing. A clear delineation of marketing functions in domestic and international business is stressed. Other topics covered include cultural dynamics of the global markets, political and legal environment and multinational markets. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MKT-195 Marketing Management (3)

Examines the marketing process from product conception to production and delivery. Empha-

Course Descriptions

sizes marketing plan development, situation analysis, marketing strategies and product management for both new and current products. Utilizes a capstone simulation project to develop and enhance marketing and management skills. Credits: 3, Hours: (3/0/0/0), Prereq: MKT-110; Arts & Sciences Elective Code: A

MKT-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

MKT-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

MMS: Mass Media Studies

MMS-101 Mass Media (3)

Surveys the field of mass communications. Takes the theoretical position that mass communication is a social system, considering the functions, structure and performance of the individual medium, as well as the auxiliaries. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MMS-104 Introduction to Electronic Production (2)

Presents basic principles and techniques used in audio and video production. Emphasizes studio operation, including how to operate cameras and studio switchers, and how to serve as floor director. Includes audio techniques such as operation of audio console and use of prerecorded music. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

MMS-131 News Reporting (3)

Involves an in-depth study of objective news reporting and advocacy journalism as well as training in writing leads, the news story, interviewing, copyright and editing. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Ability to type 30 wpm required

MMS-133 News Media Convergence (3)

Introduces skills required for print, broadcast and Web journalism. Students develop skills that include identifying news, interviewing and event coverage, researching, reporting, writing print and broadcast material and converting it to the Web. Final versions of stories will be evaluated for publication in the Communique, broadcast on KSP News and posted to the Kirkwood Student Media Web site. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of program coordinator

MMS-155 Visual Reporting (2)

Introduces communication with photo graphics, editing and combining words and photographs for newspapers, magazines and brochures. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: A

MMS-200 Advanced Audio (2)

Teaches recording, editing and audio production techniques. Students conduct interviews and create music sound tracks. Credits: 2, Hours: (1/2/0/0), Prereq: MMS-104; Arts & Sciences Elective Code: A

MMS-215 Broadcast Writing and Performance (3)

Emphasizes scripts and commercial writing skills. Students will announce and perform before microphones and cameras. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MMS-220 Advanced Television (2)

Designed to teach students the proper operation of remote video and audio equipment. Course emphasizes script writing and videotape editing. Final projects will be televised on Kirkwood's cable channel. Credits: 2, Hours: (1/2/0/0), Prereq: MMS-104; Arts & Sciences Elective Code: A

MMS-240 Promotions and Public Relations (3)

Teaches students how to plan an effective promotional campaign by identifying target audiences, understanding the effect of mass communication media and preparing materials for media campaigns. Includes principles of design and layout. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MMS-920 Field Experience (3)

Provides on-the-job training in the media field. Credits: 3, Hours: (0/0/9/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor/coordinator

MMS-928 Independent Study (1-3)

Allows the student to pursue a special concentration of study under the guidance of a faculty member. Requires an independent study contract. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising faculty member and dean

MMS-948 Special Projects (1)

Provides opportunity to carry out a media project under professional direction. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

MTR: Medical Transcription

MTR-102 Professionalism in Medical Transcription (2)

Provides an overview of the career through lectures, job shadowing and a tour, with an emphasis on professional issues and confidentiality. Credits: 2, Hours: (2/0/0/0), Coreq: HSC-115; Arts & Sciences Elective Code: B

MTR-113 Medical Transcription (2.5)

Develops skills of transcribing various medical reports with an emphasis on the proper use of medical terminology. Introduces transcription systems and management techniques. Confidentiality in the completion of medical reports is stressed. Credits: 2.5, Hours: (2.5/0/0/0), Coreq: HSC-115, MTR-102; Arts & Sciences Elective Code: B

MTR-150 Career Medical Transcription (6.5)

Includes transcribing physician-dictated reports with an emphasis on developing accuracy, speed

and medical knowledge for transcription of medical reports. Correct usage of grammar, punctuation, editing and proofreading skills are emphasized along with professionalism and confidentiality. Credits: 6.5, Hours: (6.5/0/0/0), Prereq: MTR-113; Arts & Sciences Elective Code: B; Comments: All Medical Transcription courses

MUA: Music - Applied

MUA-101 Applied Voice (1-2)

Provides weekly applied lessons and guided instruction in tone production, technique, musicianship and performance practice. Students advance their skills through weekly lessons and regular practice of fundamental techniques, repertoire and performance. This course is not intended for students who wish to pursue transfer study in music. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is 2 credits. May be repeated for credit. Credits: 1-2, Hours: (1-2/0/0/0), Arts & Sciences Elective Code: A

MUA-119 Class Piano (1)

Introduces a wide range of basic functional performance skills enabling students to utilize the piano/keyboard for enjoyment and as a stepping stone for further piano studies. Includes sight-reading, harmonization, repertoire, accompanying, transposition, improvisation and other creative activities. Students with a transfer interest in music, and no prior piano skills should enroll in this course. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

MUA-147 Applied Instrumental (1-2)

Provides weekly applied lessons and guided instruction in tone production, technique, musicianship and performance practice. Students advance their skills through weekly lessons and regular practice of fundamental techniques, repertoire and performance. This course is not intended for students who wish to pursue transfer study in music. One weekly 30-minute lesson is one credit. One weekly 60-minute lesson is 2 credits. May be repeated for credit. Credits: 1-2, Hours: (1-2/0/0/0), Arts & Sciences Elective Code: A

MUA-300 Applied Euphonium (2)

Instruction intended for advanced students and those with a transfer interest in music. Provides weekly one hour applied lessons, and a weekly performance seminar. Includes guided instruction in tone production, technique, musicianship and performance practice. Students advance their skills through weekly lessons, seminar, and regular practice of fundamental techniques and solo repertory. May be repeated for credit. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

MUA-301 Applied Bassoon (2)

Instruction intended for advanced students and those with a transfer interest in music. Provides weekly one hour applied lessons, and a weekly performance seminar. Includes guided instruction in tone production, technique, musicianship and performance practice. Students advance their skills through weekly lessons, seminar, and regular practice of fundamental techniques and solo repertory. May be repeated for credit. Credits: 2,

Course Descriptions

3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MUS-120 Music Theory I (3)

Studies the notation of pitch and rhythm, meter, major and minor key relationships, melodic structure, intervals, triads, two-part counterpoint, the basics of four-part harmony and instrument transposition. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MUS-121 Music Theory II (3)

Studies seventh chords (spelling, quality, inversions, Roman numerals and figures) and the use of all inversions of diatonic seventh chords in four-part harmony, melodic phrase structures and the harmonization of melody, the concepts of modulation and tonicization (secondary-dominant function chords), and binary and ternary forms. Credits: 3, Hours: (3/0/0/0), Prereq: MUS-120; Arts & Sciences Elective Code: A

MUS-127 Great Composers (3)

Examines composers and musical compositions specific to the Western classical music tradition. Uses the case studies of nearly 30 specific composers and works to answer these questions: Is there such a thing as a "masterpiece of music" and, if so, why do these masterpieces endure? Expands the student's knowledge of classical masterworks and their creators, and offers a broader appreciation of the historical and cultural significance of classical concert music through listening exercises, class discussions and attending live performances. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MUS-135 Music Theory Lab I (1)

Supports the objectives in MUS-120 by developing skills in ear training (aural identification of scales, intervals and chords), dictation (rhythmic, melodic and harmonic), and sight singing. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

MUS-136 Music Theory Lab II (1)

Continuation of Music Theory Lab I. Supports the objectives in MUS-121 by developing skills in ear training (aural identification of scales, intervals and chords), dictation (rhythmic, melodic and harmonic) and sight singing. Credits: 1, Hours: (0/2/0/0), Prereq: MUS-135; Arts & Sciences Elective Code: A

MUS-140 Concert Choir (1)

Serves students with ability and desire to sing in a mixed-voice group. May be repeated for credit. Credits: 1, Hours: (0/0/3/0), Arts & Sciences Elective Code: A

MUS-145 Concert Band (1)

Introduces new literature each semester to extend the experience of the student's learning to read and play different styles and tempos. This group is open to community members and does not require an audition. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

MUS-150 Chamber Ensemble (1)

Students practice and perform traditional literature for trios, quartets and other small groups. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

MUS-157 Vocal Jazz Ensemble (1)

Provides auditioned members an opportunity to sing a variety of jazz styles from traditional to contemporary arrangements. May be repeated for credit. Credits: 1, Hours: (0/5/0/0), Arts & Sciences Elective Code: A

MUS-163 Instrumental Jazz Ensemble (1)

Explores various styles of jazz from traditional to contemporary through a performance-oriented class. May be repeated for credit. Credits: 1, Hours: (0/0/0/4), Arts & Sciences Elective Code: A

MUS-165 Jazz Combo (1-2)

Explores various styles of jazz in a small group setting and emphasizes improvisational techniques. This course must be taken for a grade, may not be challenged and is transferable. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: A

MUS-191 Jazz Improvisation (2)

Studies theoretical principles and techniques used in the jazz idiom. Provides opportunity for application of music theory at the performance level to include scales, chord progressions, melodic patterns and rhythmic elements. Recommended for both instrumentalists and vocalists. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

MUS-193 Jazz Improvisation II (2)

Continues the study as outlined in Jazz Improvisation. Credits: 2, Hours: (2/0/0/0), Prereq: MUS-191; Arts & Sciences Elective Code: A

MUS-207 Introduction to Film Music (3)

Familiarizes students with the major genres of film and notable film composers from the early twentieth century to the present. Analyzes movie soundtracks to discover how film composers influence the mood of the film, affect the development of characters and propel the narrative. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MUS-208 American Popular Music & Jazz (3)

Examines the evolution of American popular music styles and jazz genres from their early stages to the present. Emphasizes important individual works, composers and performers of jazz, rock, folk, blues and others. Enlarges the use of basic music vocabulary, improves aural perception of style and genre, and encourages a fuller understanding of how popular music and jazz enrich life, function in society and reflect cultural diversity. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MUS-209 Topics in Western Music History (3)

Examines style periods, composers and works of Western art music from c. AD 600 to the present, and explores the issues that influenced their composition. Through reading, listening and discussion, the course builds a basic musical vocabulary, improves aural perceptions of form and genre, and encourages a deeper appreciation for music as cultural expression and personal enrichment. Music reading is helpful, but not necessary. Intended for students with strong interest in music. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MUS-220 Music Theory III (3)

Studies plainchant and modal theory; early polyphony in 2, 3 and 4 voices; inventions and fugues; borrowed, Neapolitan and augmented sixth harmonies; harmonic and melodic variations; sonata form and rondo form. Examines and analyzes music from the medieval period through the early Romantic era. Credits: 3, Hours: (3/0/0/0), Prereq: MUS-121; Arts & Sciences Elective Code: A

MUS-221 Music Theory IV (3)

Studies enriched and chromatically altered harmonies and enharmonic modulation; instrument transposition and the orchestral score; the materials of Impressionism; tonality in the 20th century; and atonality, set theory and twelve-tone structures. Examines and analyzes music from the 1820s to the present. Credits: 3, Hours: (3/0/0/0), Prereq: MUS-220; Arts & Sciences Elective Code: A

MUS-235 Music Theory Lab III (1)

Supports the objectives in MUS-220 by developing advanced skills in ear training (aural identification of scales, intervals and chords), dictation (rhythmic, melodic and harmonic) and sight singing. Credits: 1, Hours: (0/2/0/0), Prereq: MUS-136; Arts & Sciences Elective Code: A

MUS-236 Music Theory Lab IV (1)

Continuation of Music Theory Lab III. Supports the objectives in MUS-221 by developing advanced skills in ear training (aural identification of scales, intervals and chords), dictation (rhythmic, melodic and harmonic) and sight singing. Credits: 1, Hours: (0/2/0/0), Prereq: MUS-235; Arts & Sciences Elective Code: A

MUS-259 Intro to MIDI (3)

Presents an overview of and practical experience music-related hardware and software products. Introduces Musical Instrument Digital Interface (MIDI), along with digital audio and its application to composition, orchestration, recording, performance and education. Includes drum programming, plug-ins, loops, soft synths, instrument patch maps, MIDI/Audio editing and file conversion. Emphasizes sequencing software and synthesizers to produce music projects. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Knowledge of basic music fundamentals required.

MUS-263 Advanced MIDI (3)

Emphasizes advanced Musical Instrument Digital Interface (MIDI) topics and explores, in detail, MIDI and digital audio components. Includes sample libraries, groove clips, soft synths, MIDI/audio/video synchronization, electronic keyboards and signal processors. Students create original compositions and music projects of increasing complexity with Sonar sequencing and Finale notation programs. Credits: 3, Hours: (3/0/0/0), Prereq: MUS-259; Arts & Sciences Elective Code: A

MUS-268 Audio Production I (3)

Studies the history, theory and techniques of audio production. Focuses on the fundamentals of sound: what it is, how it is created and how we perceive it. Studies capturing, editing, mixing and mastering audio using a variety of analog and digital equipment, and computer software such as Pro Tools, Logic Pro, Sonar and SAW. Credits:

3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

MUS-269 Audio Production II (3)

Continues the study of the history and theory of audio production. Expands on the fundamentals of sound by working with diverse musical ensembles and events. Studies advanced recording, mixing and mastering techniques in a variety of hands-on, real world situations. Credits: 3, Hours: (2/2/0/0), Prereq: MUS-268; Arts & Sciences Elective Code: A

MUS-284 Songwriting (2)

Develops skills in melody, harmony and arranging, as well as creative approaches to musical composition, lyric writing and an individual writing style. Students focus on both songwriting and performance, culminating in a portfolio of their original songs. Emphasis is on computer music technology. Students complete a portfolio of several songs that typify various current practices of contemporary songwriters. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A; Comments: Basic music fundamentals, familiarity with basic computer skills. Requires permission of instructor.

MUS-286 Sound Reinforcement (3)

Continues the study of the history and theory of audio production, as it relates specifically to live sound engineering. Applies the knowledge of live sound engineering while working with diverse musical ensembles and events, in a variety of hands-on, real world situations. Credits: 3, Hours: (2/2/0/0), Prereq: MUS-268; Arts & Sciences Elective Code: A

MUS-298 Performance Seminar for Musicians (1)

Provides the opportunity to develop and improve performing techniques required of all musicians. Emphasizes student performances, development of repertoire and discussion of performance style. Required of all music majors and open to all students enrolled in applied lessons. May be taken four times for credit. Credits: 1, Hours: (0/2/0/0), Coreq: Any applied music lesson MUA-300 through MUA-319; Arts & Sciences Elective Code: A

MUS-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

MUS-928 Independent Study (1-2)

Allows the student to pursue a special concentration of music study under the guidance of a faculty member. Requires an independent study contract. Credits: 1-2, Hours: (0/2-4/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising faculty member and dean

NET: Computer Networking

NET-122 Computer Hardware Basics (3)

Introduces the operation of a modern personal computer from a hardware point of view. Students learn about the basic components of a

computer and develop troubleshooting skills for advanced courses. Some of the areas covered include system boards, storage drives, memory and power supplies. In addition, some software topics, such as operating systems, are presented. Low-level laboratory exercises enhance and reinforce understanding of the material covered. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

NET-137 Advanced PC Concepts (3)

Follows and builds on the prerequisite, Computer Hardware Basics. The first half of the course is spent reviewing, but also going into more depth on the topics covered in the beginning hardware course. The second half of the course deals primarily with software considerations (such as BIOS, drivers and operating systems) necessary to understanding how modern PCs work. Throughout the course, tie-in to A+ certification topics is done for the benefit of those who plan to take the Comp-TIA exam. Credits: 3, Hours: (2/2/0/0), Prereq: NET-122; Arts & Sciences Elective Code: B

NET-154 Networking Basics (3)

Introduces the foundations of networking, including concepts, terminology and practical experience, to explore entry-level career opportunities in IT and networking. Provides a hands-on approach to learn and use networking tools as they apply to home and small businesses. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

NET-165 Network Plus (3)

Prepares users for a basic introduction to networking, and can also be used to prepare for CompTIA's Network+ certification exam. Presents current networking hardware and software along with the skills necessary to succeed in the field of networking. Covers protocols, network design and implementation, and troubleshooting and support. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

NET-174 LAN Administration (3)

Focuses on the hardware and software requirements of a client-server network, the installation process, workstation configuration and configuration of the user environment using a current network operating system. Includes workstation and server configuration, network printing setup, creation and management of network user accounts, security, scripting, directory structures, and file server management and monitoring. Introduces network administrator duties, such as network configuration and system support. Credits: 3, Hours: (2/2/0/0), Prereq: NET-321; Arts & Sciences Elective Code: B

NET-184 Wide Area Network (WAN) Basics (2)

Introduces the student to concepts used to connect multiple local area networks to form a wide area network. Topics include routing, hardware used to connect network segments, leased telephone lines, dial-up telephone lines and other transmission media. Credits: 2, Hours: (2/0/0/0), Prereq: NET-236; Arts & Sciences Elective Code: B

NET-192 Network Cabling (3)

Introduces students to the advanced concepts of network infrastructure. Students learn what types of media are used and the concepts about the manufacture and installation of that media. Addi-

tionally, students work with copper media in installation, trim-out and finishing. Other topics include infrastructure standards, request for proposals and basic electrical theory. Credits: 3, Hours: (2/2/0/0), Prereq: NET-236; Arts & Sciences Elective Code: B

NET-235 CCNA Cisco 1 (3)

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. Focuses on the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations to provide a foundation for the curriculum. Covers building simple LANs, performing basic configurations for routers and switches, and implementing IP addressing schemes. Credits: 3, Hours: (2/2/0/0), Prereq: NET-154 or NET-165; Arts & Sciences Elective Code: B

NET-236 CCNA Cisco 2 (3)

Describes the architecture, components, and operations of routers and switches in a small network. Covers configuring a router and a switch for basic functionality, troubleshooting routers and switches, and resolving common issues with RIPV1, RIPV2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Credits: 3, Hours: (2/2/0/0), Prereq: NET-235; Arts & Sciences Elective Code: B

NET-237 CCNA Cisco 3 (3)

Describes the architecture, components, and operations of routers and switches in a larger and more complex network. Covers configuring routers and switches for advanced functionality, troubleshooting routers and switches, and resolving common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Develops knowledge and skills needed to implement DHCP and DNS operations in a network. Credits: 3, Hours: (2/2/0/0), Prereq: NET-236; Arts & Sciences Elective Code: B

NET-238 CCNA Cisco 4 (3)

Discusses the WAN technologies and network services required by converged applications in a complex network. Enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Covers configuring and troubleshooting network devices and resolving common issues with data link protocols. Develops the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Credits: 3, Hours: (2/2/0/0), Prereq: NET-237; Arts & Sciences Elective Code: B

NET-321 Windows Networking (3)

Allows students to design and build LANs with various versions of Microsoft Windows workstation software. Students learn software and hardware requirements, operating system installation, operation and maintenance, and networking techniques. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

NET-323 Windows Network Management (3)

Explains administrative duties for Windows Server 2003. Includes installing, configuring and maintaining client and server operating systems, monitoring performance and supporting users, evaluating different versions of Server 2003, exploring services such as DHCP, Clustering, Remote Access, DNS, Virtual Private Networking,

Course Descriptions

and learning to implement security using permissions, encryption and policies. Credits: 3, Hours: (2/2/0/0), Prereq: NET-561; Arts & Sciences Elective Code: B

NET-338 Directory Concepts (3)

Covers basic network design, how directory services are used to manage users, and how to pick servers based on proper utilization. Students learn basic elements and design of both Novell E-directory, Microsoft active directory and related LDAP directory services. Additionally, students are introduced to server concepts including system requirements, volume management and security. Credits: 3, Hours: (3/0/0/0), Prereq: NET-321; Arts & Sciences Elective Code: B

NET-348 System Automation and Scripting (3)

Explores system automation through the use of scripts. Focuses on designing and implementing scripts that parse event logs, configure hardware, software and networking components. Credits: 3, Hours: (2/2/0/0), Prereq: NET-561 and either MAT-102 or MAT-708; Arts & Sciences Elective Code: B

NET-400 Linux Networking (3)

Focuses on Linux GUI. Introduces Linux installation, navigating the Linux GUI, creating Linux users and groups, setting up Linux file and directory permissions, managing the Linux file system, using the Linux control panel to customize the system, configuring the Linux network, and developing basic command line and DNS skills. Credits: 3, Hours: (2/2/0/0), Prereq: NET-321; Arts & Sciences Elective Code: B

NET-561 Directory Administration (3)

Continues Directory Concepts. Focuses on implementation of Active Directory using Windows Server, and eDirectory using NetWare 6.x. Includes configuration and management of organizations, users, groups, printers, file systems, and many other directory service objects. Introduces virtualization concepts and students deploy software in a virtual environment. Credits: 3, Hours: (2/2/0/0), Prereq: NET-174, NET-338; Arts & Sciences Elective Code: B

NET-571 Server Configuration (3)

Emphasizes managing Linux in a multi-server enterprise environment. Introduces enterprise-level skills in integrating Linux servers in a multiple server environment, configuring advanced network services such as FTP, VPNs, remote management, Web services, DNS, DHCP, LDAP Directory Services, logical volume management, scripting and advanced software installation. Other services may include e-mail and LAMP package management. Credits: 3, Hours: (2/2/0/0), Prereq: NET-338, NET-400; Arts & Sciences Elective Code: B

NET-572 VMware Certified Advanced Professional (VCAP) (3)

Emphasizes security, advanced troubleshooting and performance management for VMware Virtual Infrastructure. Prepares students for the VMware Certified Advanced Professional (VCAP) Data Center Administrator exam. Credits: 3, Hours: (2/2/0/0), Prereq: NET-599, NET-616; Arts & Sciences Elective Code: B

NET-599 Information and Storage Management (3)

Emphasizes advanced storage architectures, protocols and systems, including Network-Attached Storage (NAS), iSCSI Storage Area Networks (SAN), Fibre Channel Networks, Internet Protocol SANs (IPSAN) and Content-Addressable Storage (CAS). Prepares student for the EMC Proven Professional Associate Certification exam. Credits: 3, Hours: (2/2/0/0), Prereq: NET-174, NET-235, NET-400; Arts & Sciences Elective Code: B

NET-600 Network Security Basics (3)

Introduces students to basic network security concepts. The non-vendor specific course includes general security concepts, authentication, attacks, secure communications and Internet security. Additional topics include perimeter defense and intruder detection. This course begins student preparation for the Security+ exam. Credits: 3, Hours: (2/2/0/0), Prereq: NET-174, NET-235; Arts & Sciences Elective Code: B

NET-616 VMware VCP (3)

Emphasizes virtual network design and implementation, in an enterprise environment. Includes basic storage area networks, high availability design, virtual system management, virtual switching and virtualization security. Covers the vSphere 5.0 VMware Certified professional (VCP) exam domains. Credits: 3, Hours: (2/2/0/0), Prereq: NET-236; Arts & Sciences Elective Code: B

NET-618 Network Defense & Remote Access Configuration (3)

Focuses on network defenses and defensible networks. Includes basic network defense topologies, basic DMZ configuration, basic intrusion detection configuration and logical security management (proper address assignment, software configuration). Examines identity management systems, such as directory services, to provide authentication, authorization and auditing for sound security management. Includes basic remote access configuration. Credits: 3, Hours: (2/2/0/0), Prereq: NET-600, NET-630; Arts & Sciences Elective Code: B

NET-619 Network Attacks: Detection, Analysis & Countermeasures (3)

Provides students the opportunity to attack computer networks to test their defenses and teaches them how to analyze attacks. Topics include attacks and attack analysis, intrusion detection and analysis, and advanced defense countermeasure configuration using firewalls, routers and intrusion detection systems. Credits: 3, Hours: (2/2/0/0), Prereq: NET-618; Arts & Sciences Elective Code: B

NET-630 Cyber Law and Ethics (3)

Covers basic laws and ethical behavior associated with network security. Topics include discussions about current common practices used to secure networks as well as test them, and the potential these methods can have in creating a secure network environment. Also included are discussions about HIPAA and Sarbanes-Oxley laws, and the impact they have on information technology practices. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

NET-680 TCP/IP for Networking (3)

Introduces students to the concepts of the TCP/IP suite of protocol. Students learn IP addressing, dynamic host configuration protocol, domain name services, universal naming conventions and how this protocol is used to connect to the Internet. Credits: 3, Hours: (2/2/0/0), Prereq: NET-236; Arts & Sciences Elective Code: B

NET-785 Fundamentals of Desktop Support (3)

Introduces the concepts of supporting personal computers as a career. Students improve their proficiency in providing personal computer support by troubleshooting real-life scenarios including specification/management considerations, and customer service skills. Lab may include students volunteering at not-for-profit organizations upgrading computers and computer peripherals. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

NET-850 Special Topics for PC Technicians (3)

Focuses on the two intertwining themes of today's networking technician: the history/future of computer technology and the social implications of that technology. Projects, expert speakers and possibly field trips are used to help explore such diverse topics as ethical computing, computer career trends, encryption and security, the wireless world, and the human face of computing. Credits: 3, Hours: (2/2/0/0), Prereq: NET-122; Arts & Sciences Elective Code: B

NET-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

NET-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

OTA: Occupational Therapy Assistant

OTA-100 Foundations of Occupational Therapy (3)

Introduces the philosophical, ethical and theoretical concepts of the current practice of occupational therapy. Provides an overview of the role of the OT and OTA in the processes of patient evaluation, intervention planning, implementation and discharge. Addresses human diversity in relation to occupation. Presents note writing and goal development. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

OTA-150 Occupational Therapy Assistant Medical Terminology (1.5)

Introduces medical terminology, including prefixes, suffixes, root words, and combined forms. Presents medical terminology specific to the practice of the OTA. Credits: 1.5, Hours: (1.5/0/0/0), Coreq: OTA-100, OTA-207; Arts & Sciences Elective Code: B

OTA-200 Community Health and Special Populations (4)

Provides knowledge and instruction for the intervention, prevention, and maintenance that create optimal occupational performance in individuals and populations. Clinical observation experience is included. Credits: 4, Hours: (3/2/0/0), Prereq: OTA-851; Arts & Sciences Elective Code: B

OTA-205 Occupational Therapy Assistant Management (2)

Includes the basic principles of management for the OTA. Topics include levels of authority and responsibility, supervisory process, performance appraisals, and policies and procedures. Discusses state and professional association regulations and legal/ethical issues. Explores reimbursement systems and their impacts on health care, as well as public policy and professional advocacy. Covers resume writing, interviewing and employability skills. Credits: 2, Hours: (2/0/0/0), Prereq: OTA-850, OTA-851; Arts & Sciences Elective Code: B

OTA-207 OT Methods I (3)

Introduces methods and techniques used in OT. Provides knowledge and skill in the use of activity analysis, task analysis, occupational performance and application of the OT framework. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

OTA-208 Occupational Development (2.5)

Presents normal physical and psychosocial development processes which affect an individual throughout his/her lifespan. Emphasizes integration of physical, psychosocial, cognitive, social and cultural aspects of occupational development. Credits: 2.5, Hours: (2.5/0/0/0), Coreq: OTA-100, OTA-207, PSY-111; Arts & Sciences Elective Code: B

OTA-211 Pathophysiology for the OTA (4)

Presents clinical disorders and diseases commonly treated in the field of occupational therapy. Covers pathology, etiology, diagnosis, signs, symptoms and prognosis. Credits: 4, Hours: (4/0/0/0), Prereq: OTA-100, OTA-207 and either BIO-161 or BIO-168/173 or BIO-177/180; Arts & Sciences Elective Code: B

OTA-212 Functional Kinesiology (3)

Provides a basic understanding of normal body movement as related to skeletal, muscular and neurological systems. Focuses on muscle origin, insertion and action, joint structure, anatomical palpation, human gait, and movement analysis during functional activities and daily life skills. Credits: 3, Hours: (2/2/0/0), Prereq: OTA-100, OTA-207 and either BIO-161 or BIO-168/173 or BIO-177/180; Arts & Sciences Elective Code: B

OTA-306 OT Methods II (3)

Presents evaluations and treatment methods for individuals used in occupational therapy. Emphasizes the instruction and adaptation of daily living skills, feeding and eating, functional mobility, adaptive equipment, compensatory techniques and documentation of the intervention process. Credits: 3, Hours: (2/2/0/0), Prereq: OTA-207; Arts & Sciences Elective Code: B

OTA-308 Physical Dysfunction I (4)

Presents theory and evaluation for physical and cognitive occupational dysfunction. Credits: 4,

Hours: (3/2/0/0), Prereq: OTA-100, OTA-211, OTA-212; Arts & Sciences Elective Code: B

OTA-309 Physical Dysfunction II (4)

Presents application of intervention approaches for individuals and groups with physical and cognitive occupational dysfunction. Credits: 4, Hours: (3/2/0/0), Prereq: OTA-308; Arts & Sciences Elective Code: B

OTA-405 Psychosocial Dysfunction (4)

Presents diagnosis, symptomology and etiology of psychosocial dysfunction. Discusses theory, evaluation, and interventions for individuals and groups with psychosocial occupational dysfunction. Provides knowledge of OT and OTA role delineation in psychiatric settings. Credits: 4, Hours: (4/0/0/0), Prereq: OTA-208; Coreq: OTA-211; Arts & Sciences Elective Code: B

OTA-406 OT Methods III (3)

Presents information on the evaluation and treatment methods for work, leisure, wheelchair selection, seating and positioning, psychosocial, cognitive and perceptual activities. Presents the fabrication of splints, low vision, assistive technology, physical agent modalities and use of orthotics. Credits: 3, Hours: (2/2/0/0), Prereq: OTA-306; Arts & Sciences Elective Code: B

OTA-409 Professional Development (3)

Explores state and professional association regulations and requirements, licensure and certification exam preparation, OT/OTA role delineation, and job search and references. Seminars focus on best practices and professional preparation. Credits: 3, Hours: (3/0/0/0), Prereq: OTA-850; Arts & Sciences Elective Code: B

OTA-410 Pediatric Interventions for the OTA (2)

Provides knowledge and skills for the assessment, intervention planning and treatment for the unique needs of the pediatric population. Credits: 2, Hours: (2/0/0/0), Prereq: OTA-208, OTA-306; Arts & Sciences Elective Code: B

OTA-411 Geriatric Interventions for the OTA (1.5)

Provides knowledge and skills for assessment and intervention of the geriatric population. Credits: 1.5, Hours: (1.5/0/0/0), Prereq: OTA-208, OTA-306, OTA-309; Arts & Sciences Elective Code: B

OTA-850 Occupational Therapy Assistant Fieldwork I-A (1)

Provides opportunities to develop observational, interpersonal, and communication abilities. Includes involvement with individuals and populations with psychological and sociological occupational dysfunction. Credits: 1, Hours: (0.5/0/1.5/0), Prereq: OTA-100, OTA-207, OTA-208, and either OTA-150 or HSC-115 or HSC-117; Coreq: OTA-309; Arts & Sciences Elective Code: B; Comments: Requires all first semester courses be completed

OTA-851 Occupational Therapy Assistant Fieldwork I-B (1)

Fieldwork and seminar experiences provide opportunities to develop observational, interpersonal and communication abilities. Experience includes evaluation and intervention of physical and cognitive occupational dysfunction. Credits: 1, Hours: (.5/0/1.5/0), Prereq: OTA-208,

OTA-211, OTA-212, OTA-306; Arts & Sciences Elective Code: B

OTA-852 Occupational Therapy Assistant Fieldwork II-A (6)

A supervised Level II fieldwork experience emphasizing physical dysfunction, psychosocial or specialty practices in occupational therapy. Provides experience developing the responsibilities expected of an entry-level occupational therapy assistant. Credits: 6, Hours: (0/0/18/0), Prereq: OTA-851; Coreq: OTA-409; Arts & Sciences Elective Code: B

OTA-853 OTA Fieldwork I-C (2.5)

Fieldwork and seminar experiences provide opportunities to develop observational, interpersonal and communication skills. Credits: 2.5, Hours: (1.5/0/3/0), Prereq: OTA-850; Arts & Sciences Elective Code: B

OTA-854 Occupational Therapy Assistant Fieldwork II-B (6)

A supervised Level II fieldwork experience emphasizing physical dysfunction, dysfunction, psychosocial or specialty practices in occupational therapy. Provides experience developing the responsibilities expected of an entry-level occupational therapy assistant. Credits: 6, Hours: (0/0/18/0), Prereq: OTA-852; Coreq: OTA-409; Arts & Sciences Elective Code: B

PEA: Physical Education Activity

PEA-110 Badminton I (1)

Introduces the basic skills (forehand, backhand, service), strategy and rules of badminton. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-117 Bowling I (1)

Develops the basic skills necessary for a beginning bowler. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-134 Golf I (1)

Develops the basic skills necessary for a beginning golfer. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-136 Karate/Self Defense I (1)

Provides an introduction to karate and self-defense via basic attack and defense techniques, prearranged sparring, forms and developing an appropriate physical awareness and philosophical attitude. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-150 Powerwalking (1)

Introduces fitness walking and jogging as a life-time endeavor to improve health and fitness. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-154 Racquetball I (1)

Introduces students to the rules, strategies and shots involved in the game. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-174 Tennis I (1)

Introduces the basic skills (forehand, backhand, service), strategy and rules of tennis. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-176 Volleyball I (1)

Instructs students in the basic rules and fundamentals of volleyball including on-court participation. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-187 Weight Training I (1)

Provides the student with the basics of weight conditioning, as well as a general workout opportunity. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEA-287 Weight Training II (1)

Provides further experiences in weight conditioning, such as circuit training and variation in the training regime. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A

PEC: Coaching Officiating

PEC-111 Techniques and Theory of Coaching (2)

Introduces the philosophical and ethical issues in athletic coaching. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-116 Athletic Development and Human Growth (2)

Assists students in understanding some of the basic concepts of sports psychology. Consists of improving human skill, enhancing group effort and understanding the reduction of stress. Encompasses some of the diverse topic areas important to both psychologists in general and those focused on athletic feats. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-126 Athletic Injury Prevention (2)

Introduces conditioning programs and training methods that tend to prevent athletic injuries. Provides basic skills in injury evaluation and acquaints the student with treatment procedures while providing practical experience in taping techniques. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-140 Theory of Coaching Softball (2)

Studies the theory and practice of coaching softball. Emphasis on skill development and playing strategy with consideration given to rules and teaching pedagogy so that the game may be effectively coached. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-144 Theory of Coaching Baseball (2)

Introduces the coaching profession with specific emphasis on baseball fundamentals, strategy, organization, public relations and coaching psychology. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-148 Theory of Coaching Basketball (2)

Introduces the coaching profession with specific emphasis on basketball fundamentals, strategy, organization, public relations and coaching psychology. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-150 Theory of Coaching Volleyball (2)

Introduces the theory and practice of coaching volleyball. Emphasis on volleyball fundamentals, playing strategy, organization, public relations and coaching psychology. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-160 Sports Officiating (2)

Teaches the fundamentals, techniques, rules, procedures and professional attitudes required of officials in two major sports. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PEC-220 Techniques of Teaching Individual and Dual Sports (2)

Teaches the techniques required in a variety of sports, i.e. racquetball, tennis and golf, as well as teaching methodologies involved. Observation of physical education classes at the elementary, junior and senior high school level is an integral part of the course. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: A

PEC-221 Techniques of Teaching Team Sports (2)

Teaches the techniques required in a variety of sports, i.e. basketball, softball and volleyball, as well as teaching methodologies involved. Observation of physical education classes at the elementary, junior and senior school high level is an integral part of the course. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: A

PEH: General Physical Education & Health

PEH-111 Personal Wellness (3)

Emphasizes the importance of personal responsibility in health and wellness. Focuses on personal decisionmaking in cardiovascular fitness, muscular fitness, nutrition and weight control, as well as aging and health. Improving and maintaining quality of life through health and healthy decisions is an ongoing theme throughout this course. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PEH-155 Exercise Psychology (3)

Provides an overview of the theories and practices related to engagement in physical activity. Emphasizes motivational theories of behavior and behavior changes as they relate to exercise and health behaviors. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PEH-162 Introduction to Physical Education (3)

An overview of the foundations, philosophies, history and principles of physical education. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PEH-191 Sports Nutrition (3)

Examines nutrition's effect on health and human performance, including the study of supplementation and specific diets. Focuses on the role of nutrition in disease prevention, special population activity and general performance enhancement. Credits: 3, Hours: (3/0/0/0), Prereq: BIO-112 or BIO-151 or BIO-168 or BIO-180; Arts & Sciences Elective Code: A

PEH-210 Elementary Physical Education (3)

Introduces teaching methods and experience in elementary activities. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PEH-255 Principles of Sport Management (3)

Provides an overview of the theories and practices related to management and leadership in the fitness and sports industries. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PEH-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

PEV: Intercollegiate Physical Education

PEV-115 Varsity Baseball (1)

Designed to give credit for knowledge and skills gained through varsity sports baseball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-121 Varsity Basketball, Men (1)

Designed to give credit for knowledge and skills gained through varsity sports basketball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-122 Varsity Basketball, Women (1)

Designed to give credit for knowledge and skills gained through varsity sports basketball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-140 Varsity Golf (1)

Designed to give credit for knowledge and skills gained through varsity sports golf participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-160 Varsity Softball (1)

Designed to give credit for knowledge and skills gained through varsity sports softball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-170 Varsity Volleyball (1)

Designed to give credit for knowledge and skills gained through varsity sports volleyball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A;

Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-215 Varsity Baseball II (1)

Designed to give credit for knowledge and skills gained through varsity sports baseball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-221 Varsity Basketball II, Men (1)

Designed to give credit for knowledge and skills gained through varsity sports basketball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-222 Varsity Basketball II, Women (1)

Designed to give credit for knowledge and skills gained through varsity sports basketball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-240 Varsity Golf II (1)

Designed to give credit for knowledge and skills gained through varsity sports golf participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-260 Varsity Softball II (1)

Designed to give credit for knowledge and skills gained through varsity sports softball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PEV-270 Varsity Volleyball II (1)

Designed to give credit for knowledge and skills gained through varsity sports volleyball participation during an academic year. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Students may earn one credit per year for each varsity sport in which they participate. Students in multiple varsity sports may earn four credits total in Varsity sports participation courses.

PHI: Philosophy

PHI-101 Introduction to Philosophy (3)

Investigates some of the fundamental issues in human existence - for example human nature, the nature of reality, the good life, how and what we know, the existence of God(s), justice and freedom, and free will and determinism - through readings and discussions of seminal philosophical texts in Western or non-Western traditions. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-105 Introduction to Ethics (3)

Investigates major issues and theories in Western or non-Western moral thought. The adequacies of ethical theories such as egoism, utilitarianism, virtue ethics, the ethics of care, and duty ethics are explored through discussions of topics such as those found in medicine, the media, the environment, social justice, education, gender relations, war, business and family life. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-111 Basic Reasoning (3)

Introduces both formal and informal aspects of reasoning and argument including principles of deductive reasoning, inductive reasoning, informal fallacies and critical thinking. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-125 Native American Philosophies (3)

Introduces some of the main philosophies of Native Americans. This course includes study of the histories and cultures of Native American groups with a focus on philosophical perspectives. This course examines metaphysics, epistemology, ethics, aesthetics, social philosophy and philosophy of nature of various Native American philosophical traditions, and those views will be contrasted with a variety of Western philosophical traditions. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-126 Chinese Philosophies (3)

Introduces some of the main philosophies of the Chinese tradition. This course includes study of the history and culture of China, especially the Classical Period, with a focus on philosophical perspectives. The majority of time will be spent studying classical Chinese Confucianism, Taoism, Mohism and Legalism, with some emphasis on Chinese Buddhism and Neo-Confucianism. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-130 Philosophy of Human Nature (3)

Investigates some important theories of human nature through discussions of such issues as the mind-body problem, the nature of freedom, social contracts, the roles of nature and nurture, the meaning of life, and happiness. Though the course will consider mainly philosophical texts, it may also include material from disciplines such as biology, literature, psychology and anthropology. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-132 Philosophy of Education (3)

Investigates the nature and purposes of education and the major issues and theories in the philosophy of education. The educational philosophy of thinkers from Plato and Aristotle to

Hobbes and Rousseau to Whitehead, Dewey, Fraire, Hooks, Palmer and Gutman are examined by exploring issues such as democracy and education, models of teaching and learning, testing and assessment, implications of development theories, children's rights, equity issues, and multiculturalism. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-135 Multicultural Ethics (3)

Examines moral perspectives and theories from a variety of cultural contexts, such as Confucian, Hindu, Buddhist, Islamic, and African ethics. Focuses on human rights by examining ethical issues raised by Western and non-Western diversity, such as moral relativism, feminism, war, homosexuality, immigration, and race relations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-150 Social & Political Philosophy (3)

Examines theories of society and the political state, such as paternalism, absolutism, theocracy, democracy, conservatism, liberalism, socialism, feminism and pluralism. Explores public values, such as justice, liberty and equality, as they apply to issues of state power, political obligation, property and class, race, ethnicity, gender/sexuality and the environment. Credits: 3, Hours: (3/0/0/0), Prereq: PHI-101, PHI-105, PHI-111 or PHI-130; Arts & Sciences Elective Code: A

PHI-160 Environmental Ethics (3)

Examines contemporary environmental issues in light of traditional and contemporary ethical thought. Explores concerns such as species extinction, global climate change, ecosystemic degradation, animal rights, and unequal effects of environmental harm on humans. Ethical perspectives include duty ethics, utilitarianism, ethics of care, virtue ethics, deep ecology, ecological feminism, the land ethic, and social ecology. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHI-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

PHI-928 Independent Study (1-3)

Provides readings, papers, study and/or research under the guidance of a faculty member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

PHR: Pharmacy Tech

PHR-170 Pharmacology Technology (7.5)

Provides the knowledge and skills necessary for employment as a pharmacy technician, in a retail, hospital or clinic pharmacy, under the direct supervision of a pharmacist. Includes basic understanding of medications, prescriptions and terminology, pharmaceutical calculations and techniques, record keeping, ethics and jurisprudence, as well as the role of the pharmacy technician. Emphasizes student preparation to make

Course Descriptions

informed, intelligent decisions and assisting the pharmacist with providing medication and other types of health care products to patients. Designed to prepare learners for the National Pharmacy Technician Certification Exam. Credits: 7.5, Hours: (6/1/3/0), Prereq: MAT-102; Arts & Sciences Elective Code: B; Comments: Consists of 96 hours of classroom work, 16 hours of hands-on lab practice and 48 hours of preceptorships in both retail and hospital pharmacies. Requires proficiency in fractions, decimals, percents, proportions, conversions and one-variable f

PHS: Physical Science

PHS-151 Introduction to Astronomy (3)

Centers around a variety of topics including the universe and the earth in space, properties of stars, nuclear energy sources, the solar system, quasars, black holes and life in the universe. Laboratories and observations are incorporated. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: A

PHS-170 Physical Geology (3)

Presents basic concepts in geology, i.e. earth materials and processes, historical geology and geological resources. Constructive and destructive forces involved in shaping the planet are discussed. Plate tectonics and sea-floor spreading serve as a unifying factor for the course. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Either Physical Geology (PHS-170) or Environmental Geology (PHS-175) will satisfy three hours of science core requirements. However, both cannot be counted toward meeting core. If both courses are taken, the second will count as an elective.

PHS-171 Physical Geology Lab (1)

Designed to be taken with PHS-170. Credits: 1, Hours: (0/2/0/0), Coreq: PHS-170; Arts & Sciences Elective Code: A

PHS-175 Environmental Geology (3)

Examines the effects of geological processes and geohazards on human life and activities. Course also concentrates specifically on those geological factors that are key components of modern problems of pollution, waste disposal, construction, economics, etc. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A; Comments: Either Physical Geology (PHS-170) or Environmental Geology (PHS-175) will satisfy three hours of science core requirements. However, both cannot be counted toward meeting core. If both courses are taken, the second will count as an elective.

PHS-176 Environmental Geology Laboratory (1)

Designed to be taken with PHS-175 Credits: 1, Hours: (0/2/0/0), Coreq: PHS-175; Arts & Sciences Elective Code: A

PHS-180 Evolution of the Earth (3)

Considers interdisciplinary principles, techniques and methods essential to the interpretation of the geological history of the earth. The development of plate tectonics and continental drift through geological time and the progression and evolution of life from Pre-Cambrian time to present time are also examined. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PHS-181 Evolution of the Earth Lab (1)

Designed to be taken with PHS-180. Credits: 1, Hours: (0/2/0/0), Coreq: PHS-180; Arts & Sciences Elective Code: A

PHS-928 Independent Study (1)

Provides readings, papers, field or basic research projects for independent work in the geological sciences. Students study under the individual guidance of a staff member. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

PHY: Physics

PHY-120 Introductory Physics (3)

Provides basic work with scientific reasoning and fundamental concepts in classical and modern physics. Lab provides opportunities for measurements and application of concepts. Recommended for students planning to take College or Classical Physics, as well as all liberal arts students desiring an introductory course. Credits: 3, Hours: (2/2/0/0), Prereq: MAT-102 or MAT-707; Arts & Sciences Elective Code: A

PHY-162 College Physics I (4)

Emphasizes introductory physics concepts and methods of scientific reasoning. The first semester of this sequence treats the structure and properties of matter, descriptions of motion, Newton's Laws, conservation laws, rotational motion, fluid statics, fluid dynamics and thermodynamics. Designed primarily for students interested in Pre-Medical, Pre-Dental, Pre-Pharmacy, Pre-Forestry or Pre-Teacher education programs and those who seek to meet science requirements in their professional programs. Credits: 4, Hours: (3/2/0/0), Prereq: MAT-102 or MAT-708; Arts & Sciences Elective Code: A

PHY-172 College Physics II (4)

Continues College Physics I and includes static and current electricity, electromagnetism, wave motion, optics, atomic and nuclear physics. Applications to the life sciences are integrated with material throughout the semester. Credits: 4, Hours: (3/2/0/0), Prereq: PHY-162; Arts & Sciences Elective Code: A

PHY-180 Applied Physics I (2)

Studies Mollier diagrams, psychrometric charts, thermodynamics and gas laws. Demonstrates how these properties of physics apply to the refrigeration cycle, heating, cooling, humidification and dehumidification. Credits: 2, Hours: (1/2/0/0), Prereq: MAT-230; Arts & Sciences Elective Code: B

PHY-182 Applied Physics II (3)

Studies mechanical power transmission, energy converters, fluid power and precision measuring instruments, measurement conversion, air and fluid flow characteristics. Credits: 3, Hours: (2/2/0/0), Prereq: PHY-180; Arts & Sciences Elective Code: B

PHY-190 Physics I (3)

Covers physical concepts needed to understand and practice mechanical engineering. Includes measurement and vectors, statics equilibrium, torque, uniformly accelerated motion, Newton's laws, friction, work, energy and power, and simple machines. Emphasizes problem solving and

teamwork through weekly labs focused on data collection using PC-based data acquisition equipment. Credits: 3, Hours: (2/2/0/0), Prereq: MAT-745; Arts & Sciences Elective Code: B

PHY-192 Physics II (3)

Includes impulse/momentum, rotational motion, dynamics of rotation, fluids, properties of materials and simple harmonic motion, temperature, matter and heat energy, and introductory thermodynamics. Emphasizes problem solving and teamwork through weekly labs focused on data collection using PC-based data acquisition equipment. Credits: 3, Hours: (2/2/0/0), Prereq: PHY-190; Arts & Sciences Elective Code: B

PHY-212 Classical Physics I (5)

Introduces physics using calculus-level mathematics. Designed for students in Engineering, Mathematics and Physics. The first semester of this sequence covers the topics of vectors, linear and rotational kinematics, statics, dynamics, and oscillatory and wave motion. Credits: 5, Hours: (4/2/0/0), Prereq: MAT-210; Arts & Sciences Elective Code: A

PHY-222 Classical Physics II (5)

Continues Classical Physics I. Includes the topics of thermodynamics, static and current electricity, electromagnetism, geometric and wave optics, and a brief introduction to modern physics. Credits: 5, Hours: (4/2/0/0), Prereq: MAT-216, PHY-212; Arts & Sciences Elective Code: A

PHY-230 Technical Physics I (3)

Studies the technical applications of motion, force, momentum, statics, work, rotation and simple machines. Emphasizes concepts through laboratory and lecture. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

PHY-232 Technical Physics II (3)

Studies the technical applications of matter, fluids, heat transfer, gas properties, sound, light and modern physics. Emphasizes concepts through laboratory and lecture. Credits: 3, Hours: (2/2/0/0), Prereq: PHY-230; Arts & Sciences Elective Code: B

PHY-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

PHY-928 Independent Study (1)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (0/2/0/0), Prereq: PHY-120 or PHY-162 or PHY-172; Arts & Sciences Elective Code: A; Comments: Permission of instructor and dean

PLU: Plumbing

PLU-130 Plumbing Theory I (6)

Provides instruction on the basic principles of plumbing system installations. At the conclusion of the course, the student will be able to complete a variety of plumbing-related tasks such as

identify and describe safe work practices; identify and explain the materials, fittings and supports used in a plumbing installation; identify the Uniform Plumbing Code; identify the content covered in each chapter of the UPC and perform basic pipe sizing; create plan and elevation plumbing drawings and sketches; and identify and describe potable water systems, water wells and basic water treatment. Credits: 6, Hours: (4/4/0/0), Arts & Sciences Elective Code: B

PLU-132 Plumbing Theory II (8)

Provides instruction in all aspects of plumbing installations in a residential setting. Students learn to plan, design and install a plumbing drain, a waste and vent system, plumbing fixtures, water distribution systems, natural gas supply piping, venting, and chimney systems in accordance with the Uniform Plumbing Code, state and local amendments. Credits: 8, Hours: (6/4/0/0), Prereq: PLU-130; Arts & Sciences Elective Code: B

PLU-140 Plumbing Practices I (4)

Provides instruction on common pipe joining techniques and common pipe fitting procedures for pressure and drainage weight pipe and fittings. At the completion of the course, the student will be able to identify the common materials used in plumbing and gas piping systems, identify and perform common joining methods used on piping materials, and maintain a job log of time spent and materials used for each of the piping assignments. Credits: 4, Hours: (0/8/0/0), Arts & Sciences Elective Code: B

PLU-142 Plumbing Practices II (4)

Provides instruction for installation of plumbing systems. At the completion of the course, the student will be able to plan, design and install a plumbing drain, a waste and vent system, plumbing fixtures, water distribution systems, natural gas supply piping, venting, and chimney systems in accordance with the Uniform Plumbing Code, state and local amendments. Credits: 4, Hours: (1/6/0/0), Prereq: PLU-140; Arts & Sciences Elective Code: B

PLU-148 Plan and Print Reading for Plumbing (2)

Provides instruction in plan and print reading for plumbing system installations. Combines plan and print reading assignments together with drawing assignments. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

PLU-150 Advanced Plan and Print Reading (2)

Provides instruction on reading, interpreting and understanding standard construction drawings. From a given construction drawing, students develop piping sketches including plan, elevation and isometric views, size drain waste and vent piping by use of the Uniform Plumbing Code and the City of Cedar Rapids amendments, prepare a materials list from a given piping sketch and download and print a variety of manufacturers' product information sheets for fixtures, faucets, fittings and other related items. Credits: 2, Hours: (1/2/0/0), Prereq: PLU-148; Arts & Sciences Elective Code: B

PLU-160 Pipefitting for Maintenance Trades (3)

Covers plumbing and shop safety, plumbing and pipefitting theory, plan and print reading, plumbing code, basic pipe sizing, and identification and use of various piping materials. Emphasizes

plumbing installation, joining methods and repair methods in accordance with Uniform Plumbing Code, along with local and state amendments, in a hands-on lab setting. Credits: 3, Hours: (2/2/0/0), Prereq: MAT-233; Arts & Sciences Elective Code: B

PLU-932 Internship (1-2)

Focuses on providing the student practical experience in a plumbing related work environment. Includes employer/supervisor evaluations and instructor visits/interview. Credits: 1-2, Hours: (0/0/0/4-8), Arts & Sciences Elective Code: B

PNN: Practical Nursing

PNN-104 Metrology (1)

Utilizes the ratio and proportion method for conversion between measurement systems and dosage calculation. Includes calculation of intake and output and learning the abbreviations related to administration of medications. Credits: 1, Hours: (1/0/0/0), Coreq: PNN-138, PNN-139; Arts & Sciences Elective Code: B

PNN-128 Foundations of Nursing I (4.5)

Focuses on the care of adults and older adults with health alterations that require medical interventions. Emphasizes the knowledge, competencies, and skills needed to provide safe and evidence based care for the patient with health alterations. Provides a decision-making framework, through the nursing process, to assist students in developing effective clinical judgment skills. Integrates evidenced-based practice, patient-centered care, cultural sensitivity, interdisciplinary collaboration, safety and professionalism with pathophysiology, pharmacology and nutrition. Credits: 4.5, Hours: (4.5/0/0/0), Prereq: HSC-191 or HSC-169, HSC-195 or HSC-157; Coreq: PNN-180, PNN-190, PNN-195; Arts & Sciences Elective Code: B

PNN-129 Foundations of Nursing II (3.75)

Focuses on the care of adult patients with health alterations that require medical and/or surgical intervention. Provides a decision-making framework, through the nursing process, to assist students in developing effective clinical judgment skills. Integrates pathophysiology, pharmacology and nutrition in the selected disease states, with concepts of evidenced-based practice, patient-centered care, safety and professionalism. Credits: 3.75, Hours: (3.25/1/0/0), Prereq: PNN-128, PNN-180, PNN-190, PNN-195; Coreq: PNN-436, PNN-702; Arts & Sciences Elective Code: B

PNN-138 Introduction to Nursing (2)

Provides the basic concepts related to nursing, such as adaptation, basic nutrition, communication, nursing roles, teaching/learning and health. Students learn the nursing process and issues related to nursing practice on an introductory level. Credits: 2, Hours: (2/0/0/0), Prereq: BCA-189, BIO-168, BIO-173, HSC-107, HSC-135; Coreq: PNN-104, PNN-139, PNN-722; Arts & Sciences Elective Code: B

PNN-139 Practical Nursing I (5)

Introduces the role of provider of care for the adult client with an emphasis on chronic illnesses, including gerontological issues. The areas of pathophysiology, nutrition and pharmacology are

integrated relative to the client problems. Basic nursing skills are practiced in a supervised lab setting. Credits: 5, Hours: (4.5/1/0/0), Prereq: BCA-189, BIO-168, BIO-173, HSC-107, HSC-135; Coreq: PNN-104, PNN-138, PNN-722; Arts & Sciences Elective Code: B

PNN-180 Pharmacology I (1.5)

Provides first semester nursing students enrolled in the Associate Degree and Practical Nursing programs a foundation for pharmacological nursing. Utilizes the nursing process as the framework for presenting concepts and principles of pharmacology and drug administration. Focuses on basic pharmacological calculation concepts for safe medication administration. Credits: 1.5, Hours: (1.5/0/0/0), Prereq: HSC-191, HSC-195; Coreq: PNN-128, PNN-190, PNN-195; Arts & Sciences Elective Code: B

PNN-182 Pharmacology II (1.5)

Provides second semester nursing students enrolled in the Practical and Associate Degree Nursing programs with additional pharmacological tools. Builds on pharmacological nursing using the nursing process as the framework introduced in Pharmacology I. Discusses actions, interactions, adverse effects, nursing implications for drugs for multiple body systems and differences across the lifespan. Progresses with dosage calculation through advanced pharmacological calculations for safe medication administration. Credits: 1.5, Hours: (1.5/0/0/0), Prereq: PNN-128, PNN-180, PNN-195, PNN-701; Coreq: PNN-129, PNN-436, PNN-702; Arts & Sciences Elective Code: B

PNN-190 Health Assessment Across the Lifespan (2.5)

Introduces health history taking, physical assessment and documentation required for professional nursing practice. Integrates focused and comprehensive health assessments, utilizing professional behavior, communication and collaborative teamwork, with collection and analysis of data, which is essential in planning safe and effective care. Emphasizes critical thinking and clinical reasoning skills, health assessment as a systematic and organized examination that provides accurate data in which to form evidenced-based health promotion, education and priority patient centered nursing plans of care. Credits: 2.5, Hours: (2/1/0/0), Prereq: HSC-191, HSC-195; Coreq: PNN-128, PNN-180, PNN-195, PNN-701; Arts & Sciences Elective Code: B

PNN-195 Foundations of Nursing Simulation Laboratory I (1)

Provides students the opportunity to demonstrate skills and care for patients in a supervised setting. Concepts from Foundations of Nursing I will be applied in simulated patient case scenarios. Emphasizes patient safety, application of the nursing process, and development of physical and communication skills. Credits: 1, Hours: (0/2/0/0), Prereq: HSC-191, HSC-195; Coreq: PNN-128, PNN-180, PNN-190, PNN-701; Arts & Sciences Elective Code: B

PNN-436 Nursing Care of the Growing Family (3.25)

Builds on the concepts of previous nursing courses with an emphasis on nursing care with men's and women's health during the reproductive years, including antepartum, intrapartum,

postpartum and newborn periods. Focuses on health promotion, disease prevention and common alterations in health. Discusses care of the well and hospitalized child and family. Includes lab experiences with simulation and in a community based setting. Credits: 3.25, Hours: (3/.5/0/0), Prereq: PNN-128, PNN-180, PNN-190, PNN-195; Coreq: PNN-129, PNN-702; Arts & Sciences Elective Code: B

PNN-533 Practical Nursing II (6)

Presents concepts related to maternal/child health including pediatrics and obstetrics. Medical/surgical and mental health illnesses throughout the lifespan are studied. Principles of growth and development are applied. The areas of pathophysiology, pharmacology and nutrition are integrated relative to the client problems. Basic nursing skills are practiced in a supervised laboratory setting. Credits: 6, Hours: (4.5/3/0/0), Prereq: PNN-104, PNN-138, PNN-139, PNN-722; Coreq: PNN-732; Arts & Sciences Elective Code: B

PNN-701 Foundations of Nursing Clinic I (1.5)

Introduces the application of nursing care concepts in a clinical setting. Provides a decision-making framework in developing effective clinical judgment skills. Applies basic assessment and patient care concepts, including patient centered care, cultural sensitivity, informatics, safe practice and professionalism. Credits: 1.5, Hours: (0/0/4.5/0), Prereq: BIO-151, HSC-157 and HSC-169, and either BIO-168 & BIO-173 or BIO-177 & BIO-180; Arts & Sciences Elective Code: B

PNN-702 Foundations of Nursing Clinic II (1.5)

Provides the opportunity to advance knowledge in the application of the patient care concepts in the clinical setting. Includes integration of pathophysiology, nutrition and pharmacology, as well as the application of the nursing process, refining basic assessment skills, patient-centered care, cultural sensitivity, informatics, safe practice and professionalism. Credits: 1.5, Hours: (0/0/4.5/0), Prereq: PNN-128, PNN-207, PNN-701; Arts & Sciences Elective Code: B

PNN-722 Fundamentals of Nursing Clinical (2)

Focuses on the application of knowledge, psychomotor and affective skills to perform the role of provider of care. Emphasis is on making basic observations and performing nursing cares associated with activities of daily living in long-term care and medical settings. Concepts related to nutrition, pharmacology and pathophysiology are applied. Taken concurrently with Practical Nursing I, Intro to Nursing, and Metrology. Credits: 2, Hours: (0/0/6/0), Prereq: BCA-189, BIO-168, BIO-173, HSC-107, HSC-135; Coreq: PNN-138; Arts & Sciences Elective Code: B

PNN-732 Practical Nursing Clinical II (3)

Focuses on the application of knowledge, psychomotor and affective skills to perform the role of provider of care through observation and implementation of nursing care in various settings. Concepts related to nutrition, pharmacology and pathophysiology are applied. Credits: 3, Hours: (0/0/9/0), Prereq: PNN-104, PNN-138, PNN-139, PNN-722; Coreq: PNN-533; Arts & Sciences Elective Code: B

PNN-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

POL: Political Science

POL-110 Introduction to Political Science (3)

Studies selected concepts, processes, behaviors, institutions and ideologies central to the study of politics. Introduces related topics such as political culture, terrorism and doctrines, including authoritarianism, conservatism, liberalism and totalitarianism, among others. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

POL-111 American National Government (3)

Studies American policy based on a close examination of the processes of decision making. Emphasis is placed on voting behavior and citizen interaction within the system. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

POL-121 International Relations (3)

Analyzes governments in the more developed countries (MDCs) and in the less developed countries (LDCs) and the interaction of these governments in their political, economic and security dimensions. Also analyzes the sources of policy and their theoretical foundations. Problems are examined through current world concerns. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

POL-125 Comparative Government and Politics (3)

Studies the systems of government of several countries taking into consideration citizen participation and policy-making processes. Includes basic theories, methods and concepts of comparative study. Examines similarities and differences of political structures including political parties and executive and legislative institutions. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

POL-150 Introduction to U. S. Foreign Policy (3)

Studies institutions and processes which structure and shape United States foreign policymaking. Surveys historical, military, diplomatic and economic interactions with countries and international governmental and non-governmental organizations. Examines issues such as terrorism, trade, human rights, espionage, intelligence and homeland security. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

POL-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of an honors faculty member. Requires completion of an Honors Project Learning Contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

POL-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1-3, Hours: (1-3/0/0/0),

Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

PRL: Paralegal

PRL-101 Paralegal Studies Orientation (3)

Provides an overview of the American legal system and the practice of law. Introduces students to legal processes; court systems; courses of law; basic legal research methods; and to the nature, ethics and regulation of legal professions. Introduces the substantive law and skill areas students will encounter in subsequent legal assistant courses. Examines the relationship between different kinds of legal systems and between social science and law. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-101; Arts & Sciences Elective Code: A

PRL-105 Legal Ethics (1)

Studies the canons of professional ethics and disciplinary rules applicable to lawyers and legal assistants, together with applicable disciplinary proceedings and court decisions. Credits: 1, Hours: (1/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-110 Fundamentals of Legal Research and Writing (2)

Provides instruction in law library and computer technology resources needed for law applicable to solving legal problems, including research strategies, analysis and application of law, and communicating research results orally and in written legal memoranda. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-111 Advanced Legal Research and Writing (2)

Provides instruction in using computer-based legal research methods to address complex legal research problems and in utilizing research results in appellate briefs and other advocacy legal documents. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101, PRL-110; Arts & Sciences Elective Code: A

PRL-120 Investigation for Paralegals (2)

Provides an overview of the fact-gathering process for paralegals, including principles and techniques of investigation, sources of public and private information, methods for preserving information, and analyzing the probativeness, sufficiency, and admissibility of facts for trial. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101, PRL-110; Arts & Sciences Elective Code: A

PRL-130 Torts (2)

Provides instruction on the principles of tort law, emphasizing skills in reading and interpreting primary and secondary sources of law. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-136 Bankruptcy Law (2)

Teaches the Bankruptcy Act, applicable rules and selected case law and their application to the preparation of a bankruptcy filing. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-140 Business Organization Law (2)

Explores and explains the legal characteristics of proprietorships, corporations, partnerships and other business vehicles, and teaches drafting of articles of incorporation, by-laws, partnership agreements and related business documents. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-145 Secured Transactions (2)

Covers secured transactions in the UCC and introduces negotiable instruments. Presents the Article rules and enables students to understand situations in which security interests are used and enforced. Students use the Secretary of State Web site. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-150 Real Estate Law (2)

Studies the law of real property and surveys the more common types of real estate transactions and conveyances such as deeds, contracts, leases, deeds of trust and studies recording systems and public documents. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-160 Family Law (2)

Provides a study of laws of marriage, divorce, child custody and support, separations, annulments, paternity, adoptions and mental health commitment procedures, and tax aspects of divorce and separation. The emphasis of the course is on the procedural and practical aspects of the laws. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-165 Estate Planning/Administration (2)

Provides a working knowledge of lifetime and testamentary estate planning enabling the student to draft trusts and wills, and to compute tax consequences. Provides understanding of the process of settling estates both within and outside probate court. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-175 Contracts (2)

Provides instruction in the principles of contract law, emphasizing skills in reading and interpreting primary and secondary sources and practicing preparation of contracts. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-176 Civil Litigation (3)

Teaches the rules, processes and paralegal skills for preparing cases for civil trials, including the preparation of complaints, discovery and motions. Credits: 3, Hours: (3/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-180 Employment Law Topics (2)

Surveys selected legal aspects of the employer-employee relationship, such as federal labor laws, civil rights laws, Americans With Disabilities Act, privacy and harassment laws, and human resource management issues. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-181 Workers' Compensation (2)

Teaches the law and procedures, and the paralegal's role involved in representation of claimants for workers' compensation benefits. Credits:

2, Hours: (2/0/0/0), Arts & Sciences Elective Code: A

PRL-189 Criminal Law and Procedure for the Paralegal (2)

Provides an overview of the basic principles of criminal law, as derived from common law, statutory and Constitutional principles, as well as basic criminal procedure in the United States. Contains additional instruction on the Iowa Rules of Criminal Procedure, highlighting differences between Iowa and other jurisdictions. Explores the rules, processes and skills necessary to prepare criminal cases for trial. Credits: 2, Hours: (2/0/0/0), Prereq: PRL-101; Arts & Sciences Elective Code: A

PRL-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

PRL-928 Independent Study (1)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

PRL-932 Internship (3)

Provides an opportunity to use and refine paralegal skills in a work setting with the guidance of legal professionals. Students attend monthly seminars throughout the internship semester to share and gain perspective on their experiences. Credits: 3, Hours: (0/0/9/0), Arts & Sciences Elective Code: A; Comments: Completion of all law courses; permission of instructor.

PSY: Psychology**PSY-111 Introduction to Psychology (3)**

Introduces the scientific study of mental processes and behavior with emphasis on the nervous system, learning and memory, cognition, sensation and perception, motivation and emotion, personality, intelligence, stress, psychological disorders and therapy, and social influence. Stresses roles of both theory and empirical evidence in describing, explaining and predicting behavior. Encourages critical thinking about research methods and ethics. Credits: 3, Hours: (3/0/0/0), Prereq: RDG-130 or Compass Reading 82 or ACT Reading 19; Arts & Sciences Elective Code: A

PSY-121 Developmental Psychology (3)

Introduces physical, cognitive and psychosocial development from a lifespan perspective covering conception until death. Provides an introduction to major theories and classic and contemporary research, and examines normative development as impacted by genes, maturation, experience, cohort, gender, race, social class and culture. Discusses topics including developmental research methods; genetics; prenatal development; infancy; childhood; adolescence; early, middle and late adulthood; and death and bereavement. Credits: 3, Hours: (3/0/0/0), Prereq: PSY-111; Arts & Sciences Elective Code: A

PSY-241 Abnormal Psychology (3)

Describes emotional, cognitive and behavioral disorders using the current edition of the DSM for classification and diagnosis of disorders. Explores assessment, causes and treatments of disorders from a biopsychosocial perspective. Reviews historical and current theoretical perspectives of abnormality, research methods, and legal and ethical issues. Credits: 3, Hours: (3/0/0/0), Prereq: PSY-111; Arts & Sciences Elective Code: A

PSY-251 Social Psychology (3)

Explores how an individual's thinking, feelings and behavior are affected by others. Covers research methods, ethics, and classic as well as contemporary research on topics including social beliefs and judgments, self and person perception, attitude formation and change, prejudice, aggression and conflict, helping and prosocial behavior, interpersonal attraction, gender-related behavior, conformity and deviation, persuasion, and group influence. Credits: 3, Hours: (3/0/0/0), Prereq: PSY-111; Arts & Sciences Elective Code: A

PSY-261 Human Sexuality (3)

Expands upon psychological, cultural, biological, legal and political aspects of human sexuality. Examines research and multiple data sources. Explores topics of media, gender and sexual orientation, sexual anatomy and response, sexual expression and variation, birth control, conception, pregnancy and childbirth, sexual dysfunction and therapy, health and illness, sexually transmitted infections and treatment, sexual coercion, pornography, and prostitution. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

PSY-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contact. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

PTA: Physical Therapist Assistant**PTA-101 Introduction to PTA (2)**

Overviews the physical therapy profession, the education and eventual role of the PTA, and the national organization APTA. Explores emotional reactions to disability and considers communication strategies for patients, family members and other health care workers. Discusses the patient care process and treatment of diverse populations. Includes concepts of self and peer assessment, and goal setting. Students attend three mandatory face-to-face sessions with the remainder of the course material covered online. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

PTA-110 Fundamentals for PTA (3)

Introduces patient care activities for the PTA, including positioning and draping, posture and body mechanics. Covers pre-ambulation activities, including exercise and functional activities, fitting of assistive devices, gait training, and negotiation of architectural barriers. Includes a 32-hour off-campus clinical experience. Credits:

Course Descriptions

3, Hours: (2/2/0/0), Prereq: Minimum C grade in both PTA-120 & PTA-140; Coreq: BIO-168; Arts & Sciences Elective Code: B

PTA-120 Kinesiology (3)

Provides a basic understanding of normal human body movement as related to skeletal, articular, neurological and muscular systems. Addresses movement of arm, levers, torque, center of gravity and base of support as they relate to balance. Covers anatomical palpation, normal posture and gait. Credits: 3, Hours: (2/2/0/0), Coreq: BIO-168, PTA-192; Arts & Sciences Elective Code: B

PTA-140 Functional Motor Development (3)

Presents normal human development as it relates to movement and functional independence. Covers lifetime development of each body system, and the functional implications of changes in these body systems. Discusses the psychosocial issues typical at each stage of the lifespan and useful teaching strategies for physical therapy interventions. Includes a 15-hour off-campus service learning experience. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

PTA-150 Pathophysiology (3)

Presents clinical disorders and diseases commonly treated in physical therapy. Covers pathology, etiology, diagnosis, signs, symptoms and prognosis. Credits: 3, Hours: (3/0/0/0), Prereq: Minimum C grade in PTA-120; Coreq: BIO-173; Arts & Sciences Elective Code: B

PTA-160 PTA Procedures I (3)

Introduces assessment skills and exercise procedures performed by the PTA. Covers theory and application of goniometry, manual muscle testing, palpation and various other assessment techniques with a focus on the upper extremities. Explores basic exercise procedures as they relate to the results of the assessment procedures. Includes laboratory demonstration and practice of each skill. Credits: 3, Hours: (2/2/0/0), Prereq: BIO-168, BIO-173, PTA-110, PTA-120, PTA-150, PTA-192, PTA-193; Arts & Sciences Elective Code: B

PTA-161 PTA Procedures II (3)

Introduces assessment skills and exercise procedures performed by the PTA. Covers theory and application of goniometry, manual muscle testing, palpation and various other assessment techniques with focus on the lower extremities. Explores basic exercise procedures as they relate to the results of the assessment procedures. Includes laboratory demonstration and practice of each skill. Credits: 3, Hours: (2/2/0/0), Prereq: BIO-168, BIO-173, PTA-110, PTA-120, PTA-150, PTA-160, PTA-192, PTA-193; Arts & Sciences Elective Code: B

PTA-192 PTA Modalities I (2)

Prepares the student to use modalities for patient/client management. Presents the science of modalities along with mechanisms of action, physiological processes, indications and contraindications for each modality. Covers patient preparation and assessment, the healing process, pain assessment, superficial and deep heat, cold, intermittent compression pumps/edema management strategies, therapeutic massage, and spinal traction. Includes physiological mechanisms, indications, contrain-

dications, precautions as well as application techniques for each modality. Credits: 2, Hours: (1/2/0/0), Coreq: BIO-168, PTA-120; Arts & Sciences Elective Code: B

PTA-193 PTA Modalities II (3)

Continues study of modalities used for patient/client management. Discusses mechanisms of pain management and incorporates them into patient interventions. Covers ultrasound, diathermy, biofeedback, electrical stimulation (pain, edema, wound care and muscle dysfunction), wound care techniques and hydrotherapy. Includes physiological mechanisms, indications, contraindications, precautions as well as application techniques for each modality. Credits: 3, Hours: (2/2/0/0), Prereq: Minimum C grade in PTA-192; Coreq: BIO-173; Arts & Sciences Elective Code: B

PTA-210 Orthopedics (3)

Provides a review of normal skeletal anatomy. Discusses body joints as they relate to stability, appropriate motion and reasons for dysfunctions. Presents treatment regime options for basic orthopedic surgeries, injuries and dysfunction. Credits: 3, Hours: (2/2/0/0), Prereq: PTA-301; Arts & Sciences Elective Code: B

PTA-230 Rehab for Medical Conditions (3)

Provides application of patient management skills to a variety of general medical conditions. Covers therapeutic exercise directed to specific impairments, as well as special considerations for a variety of diagnoses. Addresses clinical problem solving, patient progression and patient and family education. Credits: 3, Hours: (2/2/0/0), Prereq: PTA-301; Arts & Sciences Elective Code: B

PTA-240 Neurology (3)

Provides an overview of the human nervous system in regards to anatomy, neurodevelopment, and function. Discusses clinical neuropathologies, therapeutic analysis and program planning. Includes pediatric considerations as well as treatment of adult neurological diagnoses. Covers exercise theories including PNF, NDT, Brunnstrom, and motor learning. Credits: 3, Hours: (2/2/0/0), Prereq: PTA-301; Arts & Sciences Elective Code: B

PTA-250 PTA Career Essentials (2)

Discusses basic career principles, including levels of authority and responsibility, supervision, performance appraisals, policies and procedures and ethical and legal guidelines. Includes a review of rules and regulations governing PTA practice in Iowa, and the licensure application and preparation process. Discusses the process of quality assurance, chart audits, varieties of reimbursement systems and their impact on health care delivery. Covers resume writing, interviewing and employment skills, as well as self and peer assessment as a tool for career development and lifelong learning. Students attend two mandatory face-to-face sessions with the remainder of the course material covered online. Credits: 2, Hours: (2/0/0/0), Prereq: PTA-210, PTA-230, PTA-240, PTA-301, PTA-302; Coreq: PTA-431; Arts & Sciences Elective Code: B; Comments: Involves a component of independent study as well as classroom activities

PTA-301 PTA Clinic I (2)

Includes application of new concepts and skills learned in previous PTA course work to hands-on patient care in selected clinical settings. Includes classroom component reviewing concepts of supervision requirements, ethics and legal guidelines, reimbursement and communication as it relates to clinical practice. Credits: 2, Hours: (.5/0/4.5/0), Prereq: BIO-168, BIO-173, PTA-110, PTA-120, PTA-150, PTA-192, PTA-193; Coreq: PTA-160, PTA-161; Arts & Sciences Elective Code: B

PTA-302 PTA Clinic II (2)

Includes application of new concepts and skills learned in previous PTA coursework to direct patient care in selected clinical settings. Includes classroom component reviewing concepts of supervision requirements, ethics and legal guidelines, reimbursement and communication as it relates to clinical practice. Credits: 2, Hours: (.5/0/4.5/0), Prereq: PTA-301; Arts & Sciences Elective Code: B

PTA-431 PTA Clinic III (12)

Applies and develops proficiency in all previous concepts and skills through direct patient care in a full time clinical experience. Credits: 12, Hours: (0/0/36/0), Prereq: PTA-210, PTA-230, PTA-240, PTA-301, PTA-302; Coreq: PTA-250; Arts & Sciences Elective Code: B

PWL: Powerline

PWL-300 Smart Grid Design and Technology (1)

Provides a comprehensive understanding of the emerging Smart Grid "Intelligent Power System" integration to wind, sun and steam power generation. Covers energy storage, advanced power electronics at the T&D distribution levels, networked control systems, automation, system optimization and real-time control. Credits: 1, Hours: (.5/1/0/0), Arts & Sciences Elective Code: B

PWL-325 Electrical Distribution Systems (1)

Encourages understanding and application of overhead and underground three-phase electrical distribution system principles, applications and components. Covers selection of proper conductors, cables and transformers and the importance of distribution system protection, insulation, coordination and overvoltage protection. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

PWL-330 Power Cable Materials and Installation (1)

Covers the design, selection and installation of conductors, insulators, shields and jackets. Emphasizes splicing and terminating standards and practices. Studies cable condition assessment, reliability, ampacity and surge protection. Credits: 1, Hours: (.5/1/0/0), Arts & Sciences Elective Code: B

RCP: Respiratory Therapy

RCP-120 Cardiopulmonary Assessment (1)

Provides the student with the necessary competencies to conduct a general head-to-toe integumentary assessment as well as a more detailed cardiovascular and chest/pulmonary assess-

ment, enabling the student to identify and document any abnormalities. Credits: 1, Hours: (0.5/1/0/0), Coreq: BIO-161; Arts & Sciences Elective Code: B

RCP-210 Introduction to Respiratory Care (2.5)

Provides the theory, equipment operation and application with laboratory exercises in airway management techniques, humidity therapy and bland aerosol therapy. Credits: 2.5, Hours: (1.5/2/0/0), Prereq: minimum grade C- in both BIO-186 and CHM-110; Arts & Sciences Elective Code: B

RCP-220 Respiratory Care I (3)

Provides the theory, equipment operation and application with laboratory exercises in oxygen and other gas therapy; and aerosol drug therapy, with an introduction to respiratory pharmacology and airway clearance modalities. Credits: 3, Hours: (2/2/0/0), Prereq: HSC-107, HSC-210, RCP-210, minimum grade C- in HSC-115; Arts & Sciences Elective Code: B

RCP-300 Respiratory Physiology (4)

Provides the essential concepts of cardiopulmonary anatomy and physiology with an emphasis on pulmonary homeostasis. Credits: 4, Hours: (4/0/0/0), Prereq: BIO-161 or BIO-168/173 or BIO-177/180, and earn minimum grade C- in HSC-115; Arts & Sciences Elective Code: B

RCP-370 Respiratory Pathology I (2)

Provides an introduction to the study of disease with an emphasis on terminology and basic disease processes. Examines common infectious diseases, acute and chronic respiratory diseases, and cardiovascular disorders. Concentrates on etiology, pathophysiology, signs and symptoms. Provides an overview of respiratory care for the surgical patient, as well as specific management of traumatic chest injury and head trauma. Credits: 2, Hours: (2/0/0/0), Prereq: BIO-186, RCP-300; Arts & Sciences Elective Code: B

RCP-380 Respiratory Pathology II (2.5)

Offers an in-depth study of pulmonary disorders relating the respiratory therapist's role in diagnosis, treatment, pharmacologic management and support; provides practice in gathering appropriate information and making prompt and correct patient care decisions. Credits: 2.5, Hours: (2.5/0/0/0), Prereq: minimum grade C- in RCP-370; Arts & Sciences Elective Code: B

RCP-420 Pulmonary Function Testing (2)

Provides theory and operation of equipment in pulmonary function testing with interpretation of test results. Laboratory exercises include gathering data from bedside spirometry, measuring weaning parameters, as well as standard pulmonary function laboratory testing. Credits: 2, Hours: (1/1/1.5/0), Prereq: RCP-220, RCP-300; Arts & Sciences Elective Code: B

RCP-470 Cardiac Monitoring (1.5)

Surveys the theory and application of specialized diagnostic procedures, equipment and monitoring techniques in cardiac medicine. Includes ECG and monitoring leads, basic interpretation and dysrhythmia recognition, thermodilution cardiac output and oxymetry-mixed venous oxygen measurements, pulmonary artery catheters, hemodynamics and clinical application. Credits: 1.5, Hours: (1.5/0/0/0), Prereq: RCP-300, minimum C- grade in RCP-220, and either BIO-161 or

BIO-168/173 or BIO-177/180; Arts & Sciences Elective Code: B

RCP-480 Advanced Cardiac Care (2.5)

Provides theory and laboratory practice in managing specific life-threatening cardiac dysrhythmias resulting from myocardial infarction. Includes review of basic life support, use of mechanical aids to establish an airway and maintain ventilation, ECG monitoring and recognition of life-threatening dysrhythmias, cardiac defibrillation, establishing an intravenous drug access, and initiating appropriate cardiac drug therapy. Credits: 2.5, Hours: (2/1/0/0), Prereq: RCP-735, and minimum grade C- in RCP-470; Arts & Sciences Elective Code: B

RCP-510 Respiratory Care II (6)

Explores the theory, equipment operation and application with laboratory exercises in adult and pediatric/neonatal mechanical ventilation, IPPB and arterial blood gas analysis. Examines the effect of mechanical ventilation on acid base balance. Laboratory emphasis on the operation and application of adult and pediatric/neonatal ventilators. Credits: 6, Hours: (4/4/0/0), Prereq: CHM-110, RCP-220; Arts & Sciences Elective Code: B

RCP-610 Perinatology (2.5)

Explores fetal growth and development, assessment of the high-risk newborn and respiratory care of the perinatal/pediatric patient. Reviews specific medical/surgical pathology in the newborn and pediatric patient. Credits: 2.5, Hours: (2/1/0/0), Prereq: minimum grade C- in both RCP-370 and RCP-510; Arts & Sciences Elective Code: B

RCP-730 Respiratory Care Clinic I (2.5)

Provides students with clinical practice in order to demonstrate proficiency in physical assessment, oxygen therapy, airway care and IPPB skills. Students observe and practice mechanical ventilation and arterial blood gas analysis skills. Credits: 2.5, Hours: (0/1/6/0), Prereq: RCP-210; Coreq: RCP-220; Arts & Sciences Elective Code: B

RCP-735 Respiratory Care Clinic II (6.5)

Provides students an opportunity to maintain proficiency in RC Clinic I skills and demonstrate proficiency in ventilation and arterial blood gas analysis. Provides an opportunity to practice pediatric respiratory care, hemodynamic monitoring and demonstrate proficiency in pulmonary function testing. Students observe diagnostic techniques in ECG, cardiac catheterization lab and bronchoscopy lab. Credits: 6.5, Hours: (0/1/18/0), Prereq: RCP-510, RCP-730; Arts & Sciences Elective Code: B

RCP-740 Respiratory Care Clinic III (6.5)

Provides students an opportunity to maintain proficiency in RC Clinics I and II skills, demonstrate proficiency in pediatric/perinatal respiratory care, practice clinical education techniques and observe management skills. Credits: 6.5, Hours: (0/1/18/0), Prereq: RCP-735; Arts & Sciences Elective Code: B

RCP-850 Respiratory Care III (2.5)

Surveys the theory and application of specialized diagnostic procedures, equipment and monitoring techniques in pulmonary medicine and critical care. Includes bronchoscopy, oximetry, capnography and transcutaneous monitoring. Explores

the elements of pulmonary rehabilitation with laboratory exercises in breathing retraining. Examines the theory and operation of pleural drainage systems. Credits: 2.5, Hours: (2/1/0/0), Prereq: RCP-510; Arts & Sciences Elective Code: B

RCP-890 Respiratory Care Applications (2)

Culminates the learning activities of the previous five semesters of study in respiratory care. Integrates the theory and application of respiratory care to focus on case management, clinical problem solving and clinical simulation. Case discussions will selectively cover the spectrum of cardiopulmonary disorders for both pediatric and adult patients. Credits: 2, Hours: (1/2/0/0), Prereq: RCP-380, RCP-610, RCP-735; Arts & Sciences Elective Code: B; Comments: Must pass RCP-735 with a C- or better to enroll in RCP-890

RDG: Reading

RDG-095 College Reading (3)

Introduces college-level reading skills, including identifying and analyzing factual statements, topics, and supporting details; recognizing, using, developing and outlining relationships; and learning critical reading strategies. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

RDG-130 Effective Reading Strategies (3)

Provides instruction in study skills and reading improvement for college readers. Develops flexibility in students' reading rates and strategies for improving comprehension of standard college texts. Provides practice with library, test taking, time management and vocabulary skills. Recommended to be taken in conjunction with another college-level course. Also recommend: a COMPASS score 71 or above or ACT score of 16 or above. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

REL: Religion

REL-101 Survey of World Religions (3)

Introduces the study of religions and religious phenomena through an examination of several historical and contemporary religions from around the world. Includes a study of some of the following: American Indian traditions, Hinduism, Buddhism, Judaism, Christianity, Islam, Shintoism, ancient and contemporary feminist spirituality, gnosticism, shamanism, Confucianism and Taoism. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-120 Judaism, Christianity and Islam (3)

Introduces the beliefs, values, and practices of Judaism, Christianity and Islam. Both historical and contemporary phenomena are used to develop an understanding of the diversity and complexity of the religious dimension of human life. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-125 Introduction to Islam (3)

Introduces the beliefs, values and practices of Islam. Both historical and contemporary phenomena are used to develop an understanding of the diversity and complexity of the Muslim religion. Attention is also given to critical issues

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within Islam in the modern world. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-130 Introduction to Religions of the East (3)

Introduces some of the religious traditions and systems of belief found in the East. Both historical and contemporary phenomena are used to develop an understanding of the diversity and complexity of the religious dimension of human life. Various forms of some of the following religions are included: Buddhism, Shintoism, Hinduism, Taoism, Jainism and Confucianism. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-140 Religion in the United States (3)

A historical survey of religion in the United States from the colonial period to the present, with emphasis upon the increasing diversity of American religions. Religious developments will be related to the broader cultural aspects of the American experience. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-145 Introduction to Christianity (3)

Introduces the beliefs, values and practices of Christianity. Examines both historical and contemporary phenomena to develop an understanding of the diversity and complexity of the Christian tradition. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-160 Religions of China (3)

Studies some of the main religious systems and traditions of China, both pre-modern and modern. The general rubric used will divide Chinese religious systems into four main categories: Confucian, Daoist, Buddhist and Popular, although some attention will be given to studying the reality that Chinese religion as practiced tends to cross over such artificial boundaries. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-165 Japanese Religions (3)

Covers some of the main religious systems and traditions of Japan, both pre-modern and modern. The general rubric used will divide Japanese religious systems into five main categories: Shinto, Daoist, Buddhist, Confucian and New/Popular, although attention will be given to studying the reality that Japanese religion as practiced tends to cross over such artificial boundaries. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

REL-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

REL-928 Independent Study (1-3)

Provides readings, papers, study and research under the guidance of a faculty member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

SCI: Science

SCI-120 Forensic Science (3)

Explores forensic science and its impact on science, society and the criminal justice system. Focuses on basic concepts in selected areas of chemistry, biochemistry, cell and molecular biology, and anatomy and physiology. This course is designed to educate liberal arts students about basic sciences, and the realities and limitations of scientific methods when applied specifically to criminal investigation. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SCI-122 Forensic Science Laboratory (1)

Focuses on laboratory procedures used in a wide variety of forensic disciplines. Includes the scientific method, identification of body fluids, blood spatter analysis and forensic entomology. Explores the theory of forensic methods along with its limitations. Credits: 1, Hours: (0/2/0/0), Coreq: SCI-120; Arts & Sciences Elective Code: A

SDV: Student Development

SDV-022 Study Strategies (2)

Provides instruction and practice in time scheduling and management, effective use of textbooks, effective study skills, note taking, test-taking strategies and listening skills. Must be enrolled in the College Prep Block. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: D

SDV-027 College Preparation: Study Skills (2)

Introduces college-level study skills. Focuses on practical application of study skills necessary for college success including organization skills, effective goal setting, determining the main idea, and developing effective and efficient study skills. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: D

SDV-052 Supported Education (1-3)

Provides academic support, accommodations and strategies needed to successfully complete the Kirkwood course of study. Develops an individualized education plan and accommodation plans designed to develop effective study skills and self-advocacy skills. Monitors students' progress in Kirkwood courses. Format is primarily individualized instruction. Credits: 1-3, Hours: (0/2-6/0/0), Arts & Sciences Elective Code: D

SDV-057 Teacher Proficiency Test Preparation (1)

Provide individualized instruction to prepare student to pass the Teacher Preparation Proficiency test. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: D

SDV-077 Supported Education - VITAL (3)

Provides academic support, accommodations and strategies VITAL students need to successfully complete the Kirkwood course of study. Develops an individualized education plan and accommodations plan designed to develop effective study skills and self-advocacy skills. Monitors students' progress in Kirkwood courses. Format is primarily individualized instruction. Credits: 3, Hours: (0/6/0/0), Arts & Sciences Elective Code: D; Comments: Concurrent enrollment in VITAL.

SDV-080 Supported Education: Transition (1)

Provides instruction and hands-on skill development to students enrolled in the Prairie Wood Transition Program. Consists of academic classroom instruction, life skills, accommodations and strategies for success in the Transition Program, including campus and community experiences. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: D

SDV-082 College Prep Career Exploration (2)

Teaches students the career exploration process by evaluating their unique combination of personal characteristics, values, needs and goals on the journey to creating an effective and meaningful career and life plan. Credits: 2, Hours: (2/0/0/0), Coreq: ENG-059, RDG-200; Arts & Sciences Elective Code: D; Comments: Part of the 12-credit College Prep block offered Fall semester. Approval of Dean, Learning Services, required.

SDV-084 Academic Prep I (1)

Provides individualized computer-assisted instruction in math, reading, writing and critical-thinking skills to academically prepare students for future course work in their major. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: D

SDV-086 Academic Prep II (1)

Provides individualized computer-assisted instruction in math, reading, writing and critical-thinking skills to academically prepare students for future course work in their major. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: D

SDV-093 College Survival Skills (1)

Transitions first-year, first-semester Student Support Service students into the postsecondary environment via an Internet forum. Students learn about available support services, appropriate social and study skills, and how to use the Internet. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: D

SDV-096 College Prep Writing II (3)

Provides students with basic skill writing instruction in a traditional class setting. This second-semester College Prep block writing course continues the basic writing instruction provided in the first semester. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

SDV-098 College Prep Math (3)

Provides students with basic math skills and instruction in a traditional class setting. This first-semester College Prep block math course provides basic math skills in the areas of fractions, decimals, percent, operation and whole number operations. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

SDV-099 College Prep Math II (3)

Provides students with math skills and instruction in a traditional class setting. This second-semester College Prep block math course provides instruction in the area of order of operation, formulas, equations, ratio and proportion. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: D

SDV-101 How To Be Successful In College (3)

Provides classroom and group instruction on skills needed to be a successful college student. The course includes academic skill building and covers topics such as student responsibility, how to read a syllabus, policies and procedures of the college, and effective goal setting to achieve student success. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SDV-102 How College Works (1)

Explores students' individual strengths, and life and vocational goals, as they identify a college program or major. Emphasizes using self-assessments to identify appropriate career areas, understanding the differences between high school and college expectations, taking and using placement tests for college admission, and managing personal finances to afford a college education. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

SDV-109 College 101 (3)

Directs students' attention to the college academic culture and connects them to resources that will aid in their success. Focuses on developing academic success skills. Includes study and classroom performance strategies, personal development, academic and career planning, and participation in the college culture. This course is designed for incoming freshmen. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SDV-119 Information Literacy (1)

Introduces students to the library research process. Students will learn to systematically and efficiently locate, evaluate and use information through hands-on practice. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

SDV-121 College Prep Seminar (3)

Provides continued instruction on time scheduling and management, organizational skills and effective college-level study skills. Focuses on career development, career choices and academic planning, as well as the use of assistive technology to reach goals. Credits: 3, Hours: (3/0/0/0), Prereq: BCA-080, ENG-013, MAT-700, RDG-200, SDV-027; Arts & Sciences Elective Code: B

SDV-135 Job Seeking Skills (1)

Assists students who will be seeking an internship, or part-time or full-time employment. The areas that will be covered include how to research the job market and companies, writing resumes and cover letters, improving job interviewing techniques, and how to utilize Kirkwood's job search assistance services. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

SDV-170 Career Decision Making (3)

Provides an understanding of the career development process, and assists students in making satisfactory career choices. Includes self-assessment, career information research, decision making and job search strategies. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SDV-175 Tools for Life Seminar (3)

Further the understanding of the interrelationships among individuals, the college, the family, work and society. Develops leadership, study habits, communication skills and decision-making

abilities, especially in education and career areas. Students consider learning as a process. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SDV-178 Stress Management (1)

Studies causes and symptoms of stress (positive and negative), stress management, stress reduction, self-talk and self-esteem. Credits: 1, Hours: (0.5/1/0/0), Arts & Sciences Elective Code: A

SDV-928 Independent Study (1-3)

Broadens students' knowledge of personal skills, talents, interests and strengths. Focuses on researching career information and individually exploring a variety of career options, with assistance from the instructor. Students develop action plans for the future. Credits: 1-3, Hours: (1-3/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor

SOC: Sociology**SOC-110 Introduction to Sociology (3)**

Surveys the basic principles, concepts, research strategies and empirical findings representative of the field today. The course examines the range of sociological thought, identifies areas of specialization within the discipline and establishes a basis for further study in the field. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SOC-115 Social Problems (3)

Examines social problems as consequences of given types of social organization. Students examine research and theory to build an understanding of the definition, existence and persistence of social problems, as well as collective efforts to resolve those problems. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SOC-120 Marriage and Family (3)

Explores contemporary family institutions by studying the family as an ideological, demographic, historic, economic and legal entity. The marital life cycle is documented through current research. Marital dissolution and remarriage are also examined. The course emphasizes the continuities and discontinuities in the family experience of individuals and the society as a whole. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SOC-200 Minority Group Relations (3)

Examines majority-minority group relations utilizing sociological theory and research. Addresses diverse populations with special attention placed on race, ethnicity, gender and other disadvantaged categories in American society. Students will apply basic concepts central to inter-group relations and their implications. Students will consider the consequences of inequality. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SOC-265 Introduction to Lesbian, Gay, Bisexual & Transgender Studies (3)

Introduces students to Lesbian, Gay, Bisexual and Transgender (LGBT) studies. Explores the impact of social, cultural, historical and political factors on LGBT individuals and communities. Studies the social construction of LGBT persons and cultures across time and place, theoretical

debates regarding sexual orientation, identity formation, LGBT people of color, gender roles and gender identity, homophobia, and HIV/AIDS. Includes contemporary LGBT issues in families, education, religion, media and the law. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SOC-284 Sociology of the Environment (3)

Explores the application of the sociological perspective to local, national and global environmental issues, with a particular focus on sustainability. Studies theories and methodologies that guide environmental research and ethical issues. Examines the way complex social structures and processes define, create and interact with the natural environment. Includes research on land use, population, waste disposal, public health, environmental justice, the environmental movement and public policy. Provides students with an opportunity to learn and apply grant writing skills. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SOC-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires that student meet honors eligibility criteria. Requires completion for an honors project contract. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

SOC-928 Independent Study (1)

Provides readings, papers, basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A

SPC: Speech**SPC-101 Fundamentals of Oral Communication (3)**

Studies basic communication theory and practice including communication process, interpersonal relationships, small group interaction and public speaking. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SPC-112 Public Speaking (3)

Studies the fundamentals of public speaking, emphasizing the process of speech preparation and delivery. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SPC-122 Interpersonal Communication (3)

Highlights the role of communication and focuses on becoming effective communicators in personal and professional relationships. Examines how the concepts of self and human behavior influence both interpersonal and intrapersonal communication. Introduces activities and techniques to improve one-on-one and small group communication skills, especially listening, nonverbal communication and conflict resolution. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SPC-132 Group Communication (3)

Examines the theory and techniques used in discussion and group processes. Develops leadership and group skills through frequent practical application in varying group sizes and opportuni-

Course Descriptions

ties. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

SPC-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of an honors faculty member. Requires completion of an honors project learning contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean

SPC-928 Independent Study (1-3)

Provides readings and research opportunities under the guidance of a faculty member. Credits: 1-3, Hours: (1-3/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor

SUR: Surgical Technology

SUR-126 Surgical Technology I (4.5)

Provides an orientation to the surgical technology profession and operating room theories. Introduces surgical technology, standards of conduct, laws and ethics, hospital administration, teamwork, physical environment, safety standards, principles of asepsis, microbiology, cleaning, disinfection, sterilization, emergencies, instrumentation, wound healing, sutures and perioperative management duties. Credits: 4.5, Hours: (4.5/0/0/0), Arts & Sciences Elective Code: B

SUR-128 Surgical Technology I Lab (2)

Applies principles learned in Surgical Technology I in a hands-on laboratory setting. Focuses on basic competencies surgical technologists need to proficiently perform in the operating room setting. Demonstrates basic concepts of aseptic technique, scrubbing, gowning, gloving, transporting, transferring and positioning the surgical patient, surgical preparation and draping. Studies creating and maintaining a sterile field, providing optimal patient care in the surgical setting and basic instrumentation. Credits: 2, Hours: (0/4/0/0), Arts & Sciences Elective Code: B

SUR-225 Surgical Technology II (4)

Provides basic case preparation and surgical procedures necessary to begin operating room experience. Credits: 4, Hours: (3/2/0/0), Prereq: SUR-126; Arts & Sciences Elective Code: B

SUR-322 Surgical Technology II (3)

Builds on knowledge of basic surgical techniques. Studies the role of the surgical technologist in basic surgical procedures. Presents surgical applications in diagnostic, general and OB/GYN procedures, with emphasis on anatomy, physiology, pathophysiology, instrumentation, equipment, procedural steps and patient safety. Credits: 3, Hours: (3/0/0/0), Prereq: SUR-126, SUR-128; Arts & Sciences Elective Code: B

SUR-323 Surgical Technology II Lab (1)

Applies principles learned in Surgical Technology II in a hands-on laboratory setting. Focuses on simulating the three phases of case management and applying them to each surgical specialty. Credits: 1, Hours: (0/2/0/0), Prereq: SUR-126, SUR-128; Arts & Sciences Elective Code: B

SUR-340 Surgical Specialties I (1)

Builds on the knowledge of basic surgical techniques. Develops the role of the surgical technologist in basic surgical procedures. Presents oral, maxillofacial, plastic, reconstructive, and ophthalmic surgical applications, emphasizing anatomy, physiology, pathophysiology, instrumentation, equipment, procedural steps and patient safety. Credits: 1, Hours: (1/0/0/0), Prereq: SUR-126, SUR-128, SUR-322; Coreq: SUR-225, SUR-520; Arts & Sciences Elective Code: B

SUR-341 Surgical Specialties II (3)

Completes the basic surgical procedures learning with applications in orthopedics, ENT, urology, neurosurgery, cardiovascular and peripheral vascular. Emphasizes anatomy, physiology, pathophysiology, instrumentation, equipment, procedural steps and patient safety. Credits: 3, Hours: (3/0/0/0), Prereq: SUR-126, SUR-128, SUR-322; Coreq: SUR-340; Arts & Sciences Elective Code: B

SUR-420 Pharmacology for the Surgical Technologist (2)

Enhances fundamental math skills and provides a summary of basic pharmacology, terminology, drug regulation and drug administration. Examines drugs frequently used in the surgical setting, along with an overview of anesthesia administration and general practice. Credits: 2, Hours: (2/0/0/0), Prereq: SUR-126, SUR-128; Coreq: SUR-322, SUR-323; Arts & Sciences Elective Code: B

SUR-421 Surgical Technology Pharmacology (1)

Provides information needed to calculate and handle drugs in the operating room. Provides an overview of the administration and general practice of anesthesia in surgery. Credits: 1, Hours: (1/0/0/0), Coreq: SUR-225; Arts & Sciences Elective Code: B

SUR-440 Biomedical Sciences for Surgical Technology (2)

Provides a broad base of knowledge for entry-level surgical technologists. Focuses on computers, electricity, lasers, robotics and other fundamental technologies essential to the profession. Credits: 2, Hours: (2/0/0/0), Prereq: SUR-126, SUR-128; Coreq: SUR-322, SUR-323; Arts & Sciences Elective Code: B

SUR-520 Surgical Technology Practicum I (2)

Provides hands-on, first-level clinical experience in the operating room. Credits: 2, Hours: (0/0/6/0), Prereq: HSC-210, SUR-126, SUR-128, SUR-322, SUR-323; Coreq: SUR-340; Arts & Sciences Elective Code: B

SUR-523 Surgical Technology Practicum II (9)

Provides an extensive hands-on clinical experience in all entry-level skills for Surgical Technologists. Credits: 9, Hours: (0/0/27/0), Prereq: BIO-161, SUR-126, SUR-128, SUR-322, SUR-323, SUR-340, SUR-341, SUR-420, SUR-440, BIO-182, HSC-107, HSC-117, HSC-210, MAT-731, SPC-101; Coreq: SUR-520; Arts & Sciences Elective Code: B

UTL: Utilities

UTL-260 High Pressure Boilers (2)

Covers the principles of high pressure boiler operation. Includes steam boiler types, package and field erected boilers, steam systems, feed water systems, fuel systems, pumps, regulators, traps, superheating, de-superheating and pressure reducing systems. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

UTL-270 Boiler and Chiller Inspection and Maintenance (1)

Covers the techniques, procedures and practices for boiler and chiller inspection and maintenance. Includes preventive and predictive maintenance procedures; maintenance of boiler room and heating equipment; water quality maintenance; fire protection and structure; and maintenance of centrifugal, reciprocating, OPAC and modular chillers. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

VIN: Vineyard Management

VIN-105 Introduction to Wine Science (3)

Introduces students to grape varieties grown in the Midwest and used in wine production. Explores the process used to make wine from start to finish through a combination of lecture and lab experiences. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

VIN-106 Introduction to Viticulture (3)

Introduces the common Midwestern grapes used in wine production. Covers establishing and properly managing a producing vineyard through a combination of lecture and lab experience. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

WAT: Water Environmental Technology

WAT-210 Wastewater Treatment: Industrial (4)

Describes common methods and systems used to treat wastes generated by industrial processes. Learning activities include a review of applicable federal and state regulations and pre-treatment requirements. Credits: 4, Hours: (4/0/0/0), Prereq: WAT-307; Arts & Sciences Elective Code: B

WAT-300 Water Analysis (3)

Introduces basic laboratory safety and gravimetric, spectrophotometric electrochemical, titrimetric and microbiological methods. Students learn the procedures for regulatory sampling and safety, and specific analytical procedures for total residue, fluoride, pH, ammonia, acidity, alkalinity, calcium, chloride, hardness and coliform analysis. Along with reading assignments from the text, the course is enhanced with up-to-date photographs, interactive exercises and online links. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

WAT-301 Basic Mechanical Maintenance and Pumps (3)

Covers maintenance and repair procedures for pumps typically found in water/wastewater treatment facilities. Students learn basic con-

cepts of hydraulics, pump curves and energy consumption. General safety concerns are also emphasized. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

WAT-304 Water Treatment I (4)

Explores the rudiments of water treatment. Students learn regulatory monitoring, iron manganese removal, filtration, coagulation, flocculation, fluoridation and disinfection. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises and online links. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: B

WAT-305 Water Distribution Systems (4)

Provides a working knowledge of potable water distribution systems. Students learn about water storage facilities, operation and maintenance of water mains, water quality issues, disinfection and safety. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises and online links. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: B

WAT-306 Wastewater Collection Systems (4)

Provides a working knowledge of wastewater collection systems. Students learn wastewater collection systems safety procedures, sewer inspection and testing, pipeline and maintenance, underground repair, lift stations, equipment maintenance and sewer rehabilitation. Along with reading assignments, the course is enhanced with up-to-date photographs, audio, interactive exercises and links. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: B

WAT-307 Wastewater Treatment I (4)

Explores the rudiments of wastewater treatment. Students learn water pollution control, preliminary and primary treatment, fixed film processes and suspended growth systems. Along with reading assignments from the text, the course is enhanced with up-to-date photographs, audio, interactive exercises and online links. Credits: 4, Hours: (4/0/0/0), Arts & Sciences Elective Code: B

WAT-308 Wastewater Analysis (3)

Using the Internet, students obtain the skills and knowledge to properly monitor the treatment process to conform to compliance regulations. Topics include BOD, COD, ammonia, grease and oil, chlorine and solids analysis. The academic portion of the course, self-study exercises and quizzes are all done over the Internet. The course includes hands-on labs at Kirkwood or proficiencies that an operator can complete on the job. Students are able to enroll at any time, set their own schedule for online studies and interact with the instructor outside of the classroom. Credits: 3, Hours: (2/2/0/0), Arts & Sciences Elective Code: B

WAT-311 Wastewater Treatment II (4)

Describes wastewater treatment methods and concepts that are found in more advanced wastewater treatment facilities such as activated sludge, anaerobic digestion, effluent disposal and reclamation, and nitrogen and phosphorous removal methods. Credits: 4, Hours: (4/0/0/0), Prereq: WAT-307; Arts & Sciences Elective Code: B

WAT-312 Water Treatment II (4)

Describes treatment methods and concepts that are found at advanced water treatment facilities such as softening, demineralization, trihalo methanes, taste and odor control, corrosion control and disposal of process wastes. Credits: 4, Hours: (4/0/0/0), Prereq: WAT-304; Arts & Sciences Elective Code: B

WAT-400 Permits and Administration (1)

Examines many of the supervisory and managerial issues faced by a water/wastewater professional. Students focus on operations management and permit procedures, as well as people skills. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: B

WAT-928 Independent Study (2)

Offers special investigative projects related to water or wastewater plant operations selected by the student with the approval of the department advisor. Credits: 2, Hours: (0/4/0/0), Arts & Sciences Elective Code: B

WAT-932 Internship (3)

Offers a supervised training period in a water or wastewater treatment plant. The student participates in the routine daily operation and maintenance of the host water or wastewater treatment facility. Credits: 3, Hours: (0/6/0/0), Arts & Sciences Elective Code: B

WEL: Welding

WEL-102 Virtual Reality Welding (2)

Provides students the opportunity to demonstrate various techniques using the Lincoln VTECH Virtual Reality Welder. Focuses on understanding and applying the correct techniques and practices used in welding processes. Credits: 2, Hours: (.5/3/0/0), Arts & Sciences Elective Code: B

WEL-105 Welding Principles (2)

Provides students with instruction in welding and cutting principles and their applications. Course includes comprehensive treatment of electrical theory, safety, equipment, electrodes, types of joints and welds, metals and their characteristics, testing and inspection, welding certifications, specifications and codes. This course follows the American Welding Society guidelines. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

WEL-110 Welding Blueprint Reading (2)

Studies basic elements of drawings, orthographic views, structural drawings and welding symbols associated with welding fabrication. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

WEL-113 Welding Blueprint Reading/Pipe (1)

Studies basic blueprint pipe welding symbols, dimensioning for layout and methods of representing a pipe layout. Credits: 1, Hours: (1/0/0/0), Prereq: WEL-110; Arts & Sciences Elective Code: B

WEL-128 Brazing/Soldering (2)

Introduces the techniques and procedures used to braze, braze weld and silver solder. Studies the various methods and procedures of oxyacetylene repair welding of cast iron and nonferrous materials. Aluminum welding techniques are stressed.

Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

WEL-130 Oxyacetylene Welding (2)

Provides instruction in oxyacetylene welding, including the setup and operation of equipment and accessories. Welding procedures for light gauge steel and heavy steel plate in all positions and various joint types are taught. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

WEL-134 Cutting Processes (2)

Develops skills used in oxyacetylene flame cutting, plasma cutting and semiautomatic flame cutting. Students learn about setup, operation and maintenance of equipment. Safety is stressed. Credits: 2, Hours: (0.5/3/0/0), Arts & Sciences Elective Code: B

WEL-146 AWS Bend Test (4)

Covers the testing of welds including the preparation and welding of A.W.S. Welder Certification Guided Bend Tests in all positions using E-7018 electrodes. Students must pass this test to complete the metallic arc welding section of the welding program. Credits: 4, Hours: (1/6/0/0), Prereq: WEL-157; Arts & Sciences Elective Code: B

WEL-156 Welding Skills I (4)

Includes introductory concepts and theories in shielded metal arc welding. Students learn welding techniques for weaving and flat position fillet welds. Oxyacetylene torch and plasma cutter operation are also covered. Credits: 4, Hours: (1.5/5/0/0), Arts & Sciences Elective Code: B

WEL-157 Welding Skills II (4)

Introduces student to stick welding in the horizontal, vertical and overhead positions. Students learn to apply basic techniques to solve advanced welding situations. Credits: 4, Hours: (1/6/0/0), Prereq: WEL-156; Arts & Sciences Elective Code: B

WEL-184 GMAW (3)

Studies the setup and operation of the semiautomatic welding process, using both hard wire and flux core wire. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

WEL-185 Advanced GMAW (3)

Continues the study of gas metal arc welding. Learning activities focus on the welding process as it relates to the welding of stainless steels and aluminum. Flux core welding is included. Credits: 3, Hours: (1/4/0/0), Prereq: WEL-184; Arts & Sciences Elective Code: B

WEL-192 Gas Tungsten Arc Welding (4)

Covers all position welding techniques on ferrous and nonferrous materials using the heliarc welding process. Credits: 4, Hours: (1.5/5/0/0), Prereq: WEL-130; Arts & Sciences Elective Code: B

WEL-199 Introduction to Flux Core (1)

Continues the study of gas metal arc welding. Learning objectives focus on semiautomatic welding process as it applies to flux cored welding. Students weld with both dual shield and self-shielding wires. Students learn the strengths and weaknesses of both processes. Credits: 1, Hours: (0/2/0/0), Prereq: WEL-184; Arts & Sciences Elective Code: B

WEL-208 Introduction to Fabrication (2)

Provides students with hands-on fabrication basics used by welding industries. Covers layout, reading blueprints, applied math, cost estimation, jigs and fixtures, and introduction to shearing, bending, drilling, sawing and other manufacturing process associated with welding fabrication. Credits: 2, Hours: (0/4/0/0), Prereq: MAT-764, WEL-110, WEL-184; Arts & Sciences Elective Code: B

WEL-230 Welding Quality Assurance (3)

Focuses on understanding weld discontinuities and defects, their causes and prevention, and testing and maintaining weld quality. Emphasizes the importance of weld quality, and how quality is achieved through procedures, qualification of those procedures and welder qualification testing. Explores the relationship between weld quality and welding code use. Results of test methods are discussed to reinforce the reasons for testing. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: B

WEL-260 Welding Health and Safety Certificate (2)

Provides basic training and professional certifications in welding workplace health and safety. Credits: 2, Hours: (2/0/0/0), Arts & Sciences Elective Code: B

WEL-270 Automotive Welding Principles (1)

Covers welding safety and basic, all-position MIG welding of fillet and groove welds using 22 through 12 gauge steel. Students learn to heat components for extraction and cutting of metals using the oxy-acetylene and plasma cutting processes. Included are proper techniques for extracting broken bolts and flame cutting nuts from bolts. Credits: 1, Hours: (.5/1/0/0), Arts & Sciences Elective Code: B

WEL-302 Pipe Welding/ SMAW (2)

Provides basic pipe welding techniques in the 2G and 2F positions using E6010 and E7018 electrodes. Basic fit-up and weld-off techniques with fillet welds and groove welds (with and without backing) are learned. Specimens are welded and tested to ASME code standards. Credits: 2, Hours: (0/4/0/0), Prereq: WEL-157; Arts & Sciences Elective Code: B

WEL-304 Pipe Welding/SMAW Fixed Horizontal (3)

Provides advanced pipe welding techniques in the 5G and 5F positions using E6010 and E7018 electrodes. Basic fit-up and weld-off techniques with fillet welds and groove welds (with and without backing) are learned. Specimens are welded and tested to ASME code standards. Credits: 3, Hours: (1/4/0/0), Prereq: WEL-302; Coreq: WEL-305; Arts & Sciences Elective Code: B

WEL-305 Pipe Welding/SMAW Qualification (3)

Provides advanced pipe welding techniques in the 6G and 6F positions using fillet welds and groove welds (with and without backing). Specimens are welded and tested to ASME code standards. Credits: 3, Hours: (1/4/0/0), Prereq: WEL-302; Arts & Sciences Elective Code: B

WEL-306 Pipe Welding/GMAW (3)

Focuses on entry-level skills using the gas metal arc welding process on pipe. Credits: 3, Hours:

(1/4/0/0), Prereq: WEL-184; Arts & Sciences Elective Code: B

WEL-307 Pipe Welding/GTAW (3)

Teaches entry-level skills using the gas tungsten arc welding process on small-diameter, thin-wall steel pipe in all positions. Credits: 3, Hours: (1/4/0/0), Prereq: WEL-192; Arts & Sciences Elective Code: B

WEL-311 Pipe Weld/Heavy Wall GTAW (5)

Teaches entry-level skills using the gas tungsten arc welding process on large-diameter, heavy-wall steel pipe in all positions. Credits: 5, Hours: (1/8/0/0), Prereq: WEL-192; Arts & Sciences Elective Code: B

WEL-331 Welding Fundamentals (2)

Covers basic welding techniques with oxyacetylene and electric welders. Designed for the general tradesperson working in the areas of mechanics and automotive technology. Students are introduced to a variety of welding situations including cutting, brazing and various welding positions on lighter gauges of metal and basic fabrication. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

WEL-333 Auto Collision Welding (2)

Introduces basic welding techniques that can be applied to auto collision repair. Students learn to weld light gauge sheet metal with the GMAW process. Instruction emphasizes the requirements needed to pass the I-CAR Automotive GMA (MIG) Welding Steel Qualification Test. Students also receive instruction in the use of an oxyacetylene torch and a plasma cutter. Credits: 2, Hours: (1/2/0/0), Arts & Sciences Elective Code: B

WEL-360 Production TIG Welding (4)

Focuses on proper weld safety, machine setup and welding techniques for gas tungsten arc welding. Students perform American Welding Society compliant welds on stainless, aluminum and mild steels in the flat and horizontal positions. AWS welder qualifications issued upon successful completion of course. Credits: 4, Hours: (1.5/5/0/0), Arts & Sciences Elective Code: B

WEL-370 Production MIG Welding (4)

Teaches proper weld safety, machine setup and welding techniques for gas metal arc welding using short arc, spray and pulse metal transfer methods. Students perform American Welding Society compliant welds on stainless, aluminum and mild steels in the flat and horizontal positions. AWS welder qualifications issued upon successful completion of course. Credits: 4, Hours: (1/6/0/0), Arts & Sciences Elective Code: B

WEL-400 Welding for Maintenance Trades (4)

Covers welding/shop safety, welding theory, welding blueprint reading, repair welding and several different welding technologies. Emphasizes GMAW, SMAW, STAW, OAC and plasma-arc cutting methods, in a hands-on lab setting. Credits: 4, Hours: (2/4/0/0), Prereq: MAT-233; Arts & Sciences Elective Code: B

WEL-710 Robotic Welding (3)

Covers the fundamental operating principles, weld process controls and optimization strategies

for robotic Gas Metal Arc Welding. Introduces key principles, variables and applications universal to the robotic GMAW process through lecture, demonstration and hands-on exercises. Credits: 3, Hours: (1/4/0/0), Arts & Sciences Elective Code: B

WEL-928 Independent Study (1-3)

Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean

WEL-932 Internship (3-6)

Provides employment in an approved welding-related position. Includes instructor visits/evaluations and employer performance evaluations. Credits: 3-6, Hours: (0/0/0/192-384), Arts & Sciences Elective Code: B

WEL-947 Special Projects (1)

Allows for those needing specific welding training, other than the regular courses, or practice for various weld tests. Also for those needing review or upgrading of methods and skills. Credits: 1, Hours: (0/2/0/0), Arts & Sciences Elective Code: B

WTT: Wind Energy & Turbine Tech

WTT-300 Wind Turbine Construction (3)

Describes the major system attributes of the 2.5 MW Wind Turbine. Provides an overview of the necessary elements to perform a successful installation of the WTG, including specific work instructions, inspection and receiving forms, safety policies and component assemblies. Credits: 3, Hours: (3/0/0/0), Prereq: All required health and safety certificates; Arts & Sciences Elective Code: B

WTT-350 Wind Turbine Commissioning (3)

Introduces skills needed to safely commission a wind turbine. Covers component identification, component functions, electrical system troubleshooting and testing, training on the tools needed to perform system troubleshooting and testing, reading and understanding schematics, pitch system troubleshooting and testing, and safety. Credits: 3, Hours: (3/0/0/0), Prereq: ATR-308, WTT-300; Arts & Sciences Elective Code: B

WTT-400 Wind Turbine Operations (3)

Examines turbine components, design principles, unique features and operating procedures. Provides a decisive understanding of an operating turbine's work flow and explains the interdependency of each of the turbine's systems. Focuses on best practices that minimize wasted man-hours and materials, as well as innovative ideas for cost savings and overall efficiency. Credits: 3, Hours: (3/0/0/0), Prereq: WTT-350; Arts & Sciences Elective Code: B

WTT-450 Wind Turbine Maintenance (4)

Provides maintenance techniques and extensive testing resources used to maintain the wind turbine generator. Scheduling, preventive maintenance, and lubrication specifications are explored. Focuses on best practices that minimize wasted man-hours and materials, as well as

innovative ideas for cost savings and overall efficiency. Credits: 4, Hours: (2/4/0/0), Prereq: WTT-500; Arts & Sciences Elective Code: B

WTT-500 Wind Turbine Troubleshooting (4)

Introduces proven troubleshooting techniques and extensive troubleshooting resources. Explores an operating turbine's work flow and the interdependency of each of the turbine systems. Integrates Remote Monitoring Diagnostic Center (RMDC) and Condition Based Monitoring System (CBMS) technology into the troubleshooting process. Exercises replicate the site work environment as closely as possible. Credits: 4, Hours: (2/4/0/0), Prereq: WTT-400; Arts & Sciences Elective Code: B

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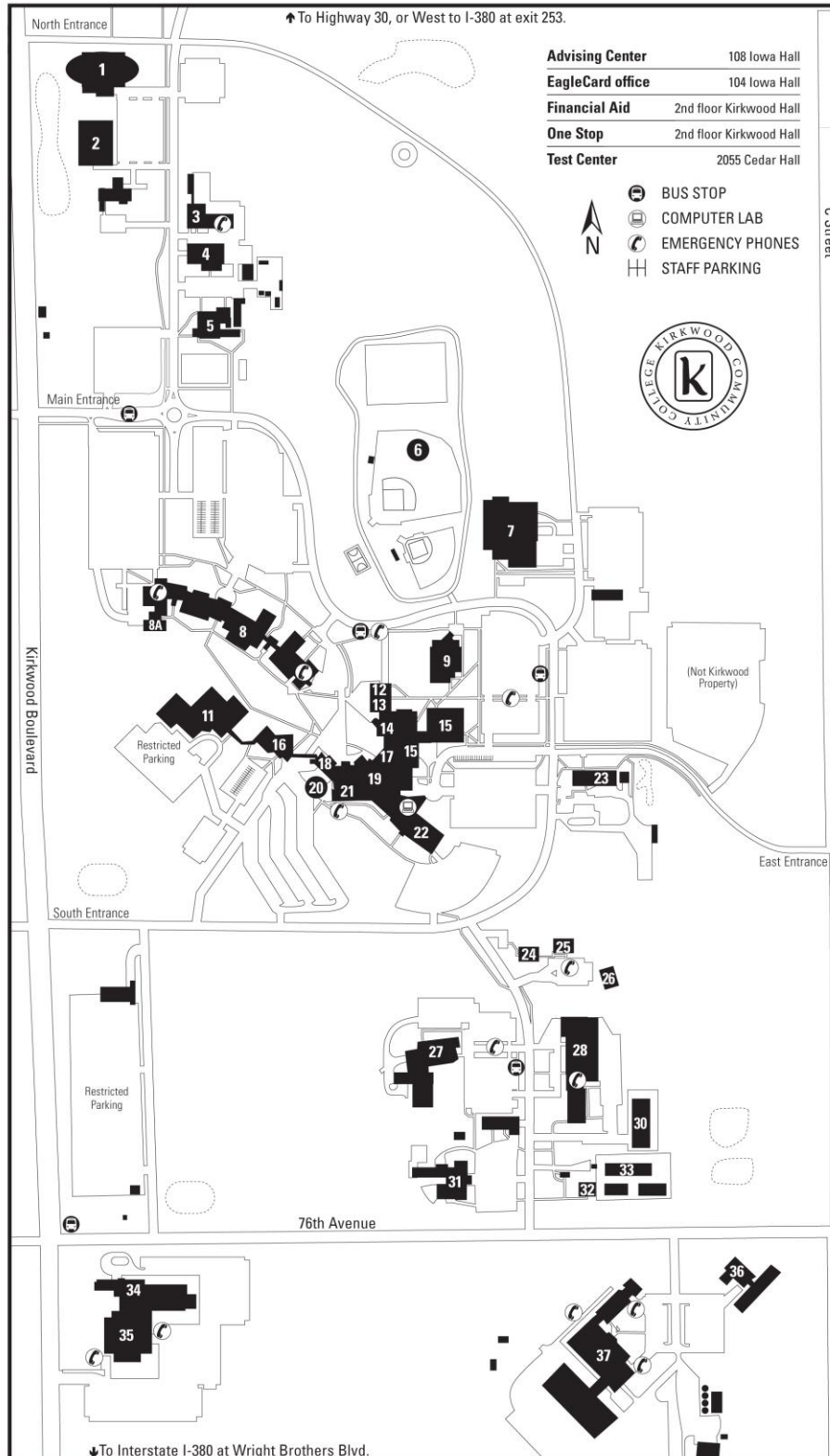
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Kirkwood Main Campus Map

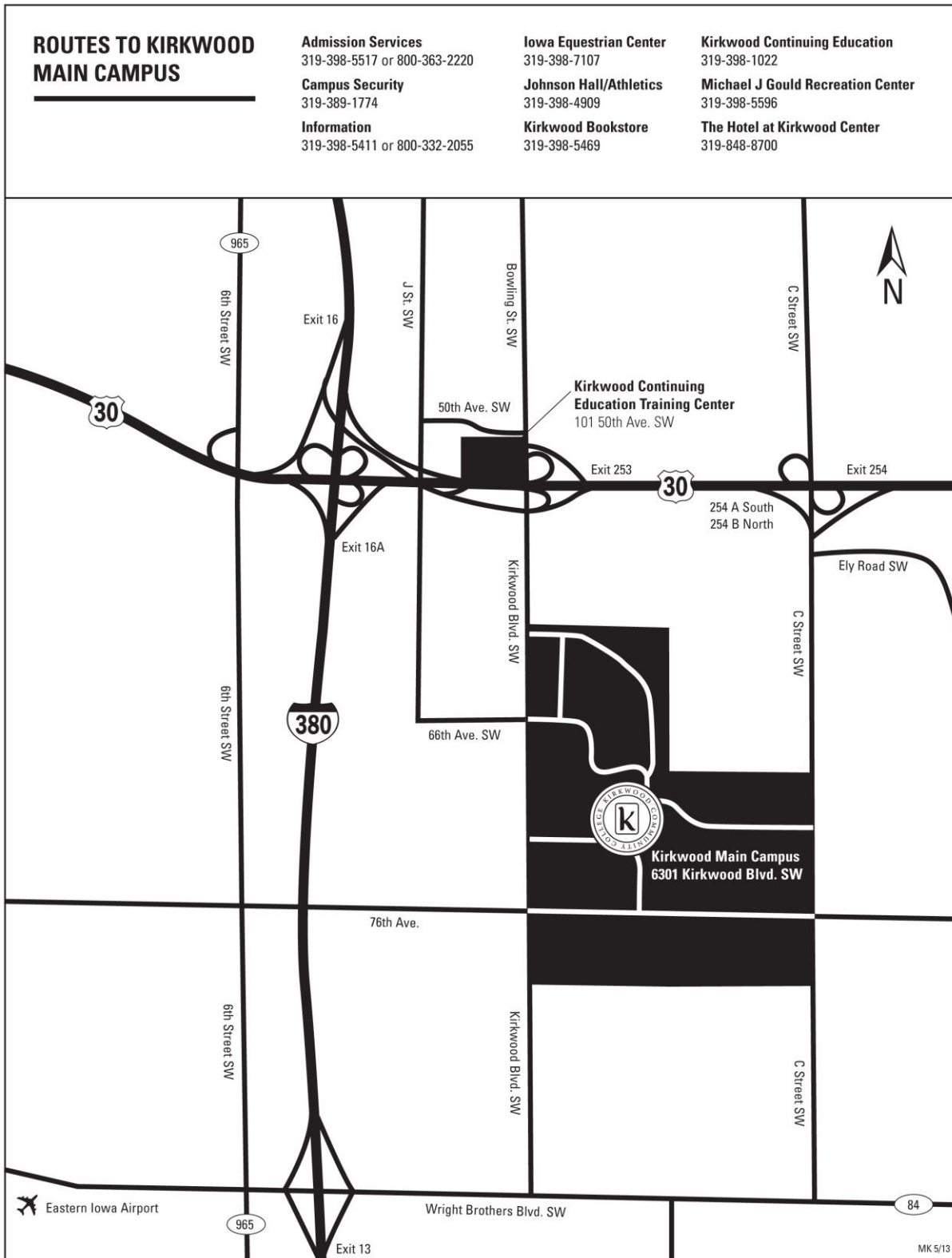
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North of main campus (.6 mile)
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