

College Catalog

2019-2020



**Ellsworth
Community College**

**Marshalltown
Community College**

Iowa Valley Community College District

2019 – 2020 Catalog

Iowa Valley Community College District

3702 South Center Street, Marshalltown, IA 50158

Phone (641) 752-4643 • Fax (641) 752-5909

[IVCCD Website](#)

Ellsworth Community College

1100 College Avenue, Iowa Falls, IA 50126

Phone (641) 648-4611 or (800) 322-9235 • Fax (641) 648-3128

[ECC Website](#)

Marshalltown Community College

3700 South Center Street, Marshalltown, IA 50158

Phone (641) 752-7106 or (866) 622-4748 • Fax (641) 752-8149

[MCC Website](#)

Iowa Valley Grinnell

123 6th Avenue West, Grinnell, IA 50112

Phone (641) 236-0513 or (800) 756-0513 • Fax (641) 236-0036

[IVG Website](#)

Iowa Valley Community College District (which operates Ellsworth Community College, Marshalltown Community College, Iowa Valley Grinnell, and Iowa Valley Continuing Education) is accredited by The Higher Learning Commission ([HLC website](#): ph. (312) 263-0456), the Iowa Department of Education, and the National Alliance of Concurrent Enrollment Partnerships; some individual degree programs are also accredited by agencies specific to those areas of study. IVCCD is a member of the North Central Association of Colleges and Schools. IVCCD has articulation agreements with Iowa's Regent universities and many other colleges in Iowa and the Midwest.

Table of Contents

College Calendar	3
Iowa Valley Community College District	4
Ellsworth Community College	4
Marshalltown Community College.....	4
Iowa Valley Grinnell	4
Statement of General Education	4
Institutional Student Learning Outcomes	4
Libraries.....	5
Educational Equity Policy	5
Smoke-Free Air Act.....	6
Admissions & Enrollment	6
Transfer of Credit	9
Academic Standards & Records	9
Student Honors	10
Student Records	11
Financial Information.....	11
Financial Aid.....	12
Program of Study by Career Interest	14
Career-Technical Degree Requirements	15
Associate of Applied Science	16
Associate of General Studies	16
Associate of Professional Studies.....	16
Diploma	16
Certificate	16
Transfer Degree Requirements.....	44
Associate of Arts	45
Faculty, Administrators & Staff.....	94
INDEX	102

Our Mission - Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, responding to diverse community needs, and building community partnerships.

Our Vision - We will serve our communities as the essential catalyst for educational and economic vitality.

Our Core Values

1. Educational Excellence
2. Leadership & Communication
3. Partnerships
4. Recognition & Success
5. Growth
6. Quality

College Calendar

2019-2020 Academic Year

Fall Semester 2019

August 12 – 23..... Various Unit Workshop Days
August 26..... First Day for Classes
September 2 Labor Day (no classes)
September 20 Last Day to Drop 1st Half Classes with a “W”
October 18 Last Day of 1st Half Classes
October 18 District Workshop Day (no classes)
October 21 First Day for 2nd Half Classes
November 15 Last Day to Drop 2nd Half and All Classes with a “W”
November 27 – 29 Thanksgiving Break Students/Staff (no classes)
December 9 – 13 Final Exams (Monday night classes meet)

Winter Interim* 2019

December 16 Classes Begin
January 7 Classes End

Spring Semester 2020

January 13 First Day for All Classes
January 20 MLK Service/Workshop Day (no classes)
February 7 Last Day to Drop 1st Half Classes with a “W”
March 6 Last Day of 1st Half Classes
March 6 Unit Workshop Day (no classes)
March 9 – 13 Spring Break
March 16 First Day for 2nd Half Classes
April 10 Last Day to Drop 2nd Half and All Classes with a “W”
May 4 – May 8 Final Exams (Monday night classes meet)
May 8 2 pm ECC Graduation
May 8 7 pm MCC Graduation

Summer Session* 2020

May 18 First Day for 1st Half and Full Session Classes
May 25 Memorial Day; College Closed
June 5 Last Day to Drop 1st Half Classes with a “W”
June 19 Last Day of 1st Half Classes
June 22 First Day for 2nd Half Classes
July 10 Last Day to Drop 2nd Half and Full Session Classes with a “W”
July 4 4th of July; College Closed
July 24 Last Day of 2nd Half and Full Session Classes

**Completion dates depend on length of individual classes or programs.*

Iowa Valley Community College District

"The College" refers to Iowa Valley Community College District which operates Ellsworth Community College/ECC, Marshalltown Community College/MCC, Iowa Valley Community College Grinnell/IVG, and Iowa Valley Continuing Education/IVCE.

Ellsworth Community College

Ellsworth Community College in Iowa Falls was founded in 1890 as a business academy to help build the growing needs of the area workforce. In the years since its founding by Eugene S. Ellsworth, the College has established a strong tradition of educational excellence. It has evolved through many transitions in its mission to serve the changing needs of its public. Ellsworth became a four-year college, a music conservatory, and a public junior college before emerging as a comprehensive community college under the jurisdiction of Iowa Valley Community College District in 1968. ECC now serves the needs of Hardin and surrounding counties as well as students from around the state, nation, and world.

ECC's curriculum includes arts & sciences transfer programs as well as many career and technical education programs. The complete listing of the available education programs is on page 14.

Student sports and activities include football, wrestling, basketball, softball, volleyball, baseball, sports shooting, and cheer. Several campus clubs and organizations offer leadership opportunities and social activities. These clubs include Ag Science Club, Art Club, Business Professionals of America, College Democrats, College Republicans, Conservation Club, Criminal Justice Club, Diversity Club, Education Club, Intercollegiate Horse Show Association, International Travel Club, Multicultural Club, Phi Theta Kappa, Social and Behavioral Science Club, Spirit Squad, Student Senate, and Youth for Understanding.

Through the Ellsworth College Foundation and the Ellsworth College Board of Trustees, ECC maintains a strong scholarship program. The College participates in all federal and state financial aid programs making ECC one of the most affordable higher education options in the state of Iowa. ECC's picturesque campus includes the Gentle Student Center, residence halls and apartment style student housing, and historic Bullock Jones Hall. In addition, Calkins Nature Center, approximately four miles from campus, provides students and area residents a 76-acre woodland classroom along the Iowa River as well as an interpretive center which houses the Ellsworth College Museum. The Dale Howard Family Activity Center offers modern recreational, wellness and athletic facilities. On the Robert and Arlene Hamilton campus just south of Iowa Falls, the Agriculture and Renewable Energy Center and the Ellsworth Equestrian Center opened in 2010.

Marshalltown Community College

The Marshalltown Community College campus is located just south of Marshalltown Highway 30. A second campus, Iowa Valley Grinnell, is located in Grinnell and offers MCC college credit courses and continuing education to students in that geographic area.

Student activities include Phi Theta Kappa, Multicultural Club, College Veterans Association, Ecology Club, Filmmakers Club, FROG (Forever Representing Our God), GLBTQ Alliance, Information Technology (IT) Club, STEM Club, and events sponsored by the Student Activities Council and Student Senate. MCC also has cheerleading and intercollegiate basketball, baseball, softball, soccer, and volleyball. MCC's campus includes a library, student center, apartment-style student housing, science laboratories, and an outdoor biology study area. The College participates in federal and state financial aid programs.

Marshalltown Community College was founded in 1927 as Marshalltown Junior College, a part of the Marshalltown Community School District. In 1966, in compliance with laws enacted by the 1965 Iowa Legislature to provide for post-secondary education in the state

of Iowa, the College moved under the jurisdiction of the Iowa Valley Community College District (Merged Area VI).

The College continues to develop its campus on a 209-acre tract on the south side of Marshalltown. The north wing houses many of the career and technical education programs. The center section is the site of most classrooms and laboratories for instruction in the liberal arts and sciences. Physical education facilities (Babe Harder Gym and Student Activities Center), Faust Student Union, and the MCC library are also a part of the central section of campus. The south wing includes facilities for the College's health career programs.

In addition, a conference center on campus is administered by Iowa Valley Continuing Education.

In 2000, the College constructed apartment-style student housing on the east side of campus and installed an outdoor Challenge Course designed for leadership and team-building training programs; funding for the Challenge Course was provided by the Iowa Valley Leadership Class of 2000. The College also remodeled the science labs on campus.

In 2001, the College opened its new front entrance and expanded Student Services offices. The new area includes a lobby/reception space, Admissions Office, Financial Aid Office, Registrar's Office, and Business Office.

The construction of a Building Trades facility on the northwest corner of the campus was completed in 2005.

As the result of a 2006 bond issue, a new Student Activity Center and the Orpheum Theater Center, located in downtown Marshalltown, were constructed. A new welding lab, also part of the bond issue, opened in 2008. A third student housing unit, not part of the bond issue, opened in 2009. The Entrepreneurial & Diversified Agriculture building opened in 2009.

Iowa Valley Grinnell

Iowa Valley Community College Grinnell serves as a satellite campus of Marshalltown Community College and as an outreach center for Iowa Valley Continuing Education that provides ESL and HiSED classes as well as workforce training events.

IVCC Grinnell's credit curriculum includes an arts & sciences transfer program, as well as programs in Business Administration, Automotive Repair Technology, Culinary Arts & Culinary Apprenticeship, Gunsmith Technology and Paralegal (also available wholly online).

The IVCC Grinnell campus includes various lab spaces for programs, a Learning Center, a Video Immersion classroom, a Technology Center, the Brownells Computer Lab, and the Wellborn Student Lounge. Six new learning studios were added in 2008. An off-campus Automotive Technology lab was established in 2015.

Statement of General Education

General education is intended to provide breadth of learning. General education imparts common knowledge, promotes intellectual inquiry, and stimulates the examination of different perspectives, providing students with knowledge, information, and skills essential for successful life in a complex, changing world.

General education relates both to students' technical or professional preparation and to their personal, social, and lifelong learning needs. Most important, inherent in the idea of general education are the love of learning and the idea of civility and respect for all persons.

Institutional Student Learning Outcomes

1. Knowledge and Comprehension
 - Iowa Valley graduates will demonstrate proficiency in acquisition of knowledge and comprehension of information.
 - Rationale: The acquisition of knowledge is integral to all education as it enables students to comprehend and recall knowledge.

2. Critical Thinking and Problem Solving
 - Iowa Valley graduates will demonstrate proficiency in critical thinking and problem solving.
 - Rationale: Students will be able to use critical thinking to interpret information, form logical representations or models of problems, and develop reasoned arguments leading to logical conclusions.
3. Communication
 - Iowa Valley graduates will demonstrate proficiency in oral, written, and visual communication.
 - Rationale: Students will be able to express ideas by using various genres, styles, modalities, and techniques in individual and team environments. They will use various technologies to combine text, data, symbols, and visual imagery appropriate for their purpose and audience.
4. Technology and Information Literacy
 - Iowa Valley graduates will demonstrate proficiency in technology and information literacy.
 - Rationale for Technology: Students will be able to use basic technology and productivity tools, devices, hardware, and software appropriate for their field of study competently, responsibly and effectively to communicate information in various formats.
 - Rationale for Information Literacy: Students will be able to reflect on information, understand how information is produced and valued, and use information in creating new knowledge.
5. Civic Engagement
 - Iowa Valley graduates will demonstrate skills necessary to civically engage with their communities.
 - Rationale: Students will be able to demonstrate civic engagement through development of personal and professional leadership skills, ethical and moral decision-making skills, civic involvement, respect for all persons and cultures, and positive contributions to local and global communities through service.

Libraries

The Ellsworth Community College Osgood Library and the Marshalltown Community College B.J. Harrison Library serve as resources for students, faculty and community members. The library hours during the academic year are below. (Note: Hours are subject to change. Check hours posted on the library doors and websites for the most up-to-date schedule.)

ECC's Osgood Library is open from 7:30 am to 9:00 pm Monday through Thursday, 7:30 am to 3:00 pm on Fridays, and 5:00 to 9:00 pm on Sundays; it is closed on Saturdays. MCC's B.J. Harrison Library is open from 7:30 am to 8:00 pm Monday through Thursday and 7:30 am to 3:00 pm on Fridays; it is closed on Saturdays and Sundays.

Both libraries have shortened hours during the summer sessions. On evenings before and after holidays and during academic holidays, regular library services are suspended. The libraries are closed whenever the campuses are closed.

For Iowa Valley Grinnell (IVG) students: While a physical library is not at the IVG location, library services are accessible through the MCC campus and via online/electronic resources. Materials housed at either library can be requested for IVG student use. Contact library staff for assistance or more information.

Contacting the Libraries – You may stop in, email, or call either library. In Iowa Falls, the ECC Osgood Library is in Kruse-Main Hall; email ecclibrary@iavalley.edu; phone (641) 648-8560. In Marshalltown, the B.J. Harrison Library is in MCC room 304; email mcclibrary@iavalley.edu, phone (641) 844-5690.

Library Services – A staff member is on duty whenever the libraries are open to assist in locating and using resources, and a 24-hour “help desk” chat feature is available on the library web pages. There are tables, seating areas, and conference rooms which offer a

variety of study space. Computer work stations are located in each library for student and public use (ECC Library also houses a computer lab). Also available to students through the library are EBooks, newspapers, career information, a fax machine, and many more services.

Materials Selection – The campus libraries house a variety of materials and resources for both campus and public use (see Electronic Resources and Print Resources sections below). These materials are selected by qualified staff and faculty (in accordance with Board Policy 615) and are reviewed and updated on a regular basis. Questions or concerns regarding library materials can be directed to the library staff.

Electronic Resources – The library subscribes to many online research/reference databases including EBooks. This includes general academic periodical databases, encyclopedias, and the online card catalog. Students are required to log into the databases on the library's website. Most resources are available to students from any computer, both on and off campus. See library website for a list of all databases.

Print Resources – Books and some journals may be found via the library catalog on the website. MCC and ECC share an online catalog, and students may borrow books from either library. Please be aware that borrowed materials from the other library will take a few days to receive.

- **Course Reserves:** Instructors may place some textbooks and other materials on reserve in the library. Reserve items may only be used in the library and if they are being used by many students there may be a two hour time limit.
- **Interlibrary Loans:** In addition to the print materials located in the campus libraries, students also have access to borrowing books through interlibrary loan. Many libraries in Iowa are part of the state interlibrary loan system, which includes state, college, university, medical and public libraries. Interlibrary loans are available free of charge to all students. Plan ahead for this service and allow two weeks for items to arrive.

Computer Access – All ECC and MCC/IVG students may access the Colleges' computer system and internet via a log-in (code assigned to each individual student) and use College computers in the library, computer labs or elsewhere on campus as a student privilege. This privilege is not a student right and it can be revoked if inappropriate computer use is reported.

Computer use is limited to legal use of computers as outlined by state and federal laws. The library computers are dedicated to reference, research, and class projects. To utilize the library computers, students need a basic knowledge of computer applications. The knowledgeable library staff is available to provide assistance. Wi-Fi access is available in the library and throughout the respective campuses. Printing from a laptop is possible through web printing; see library staff for instructions. Web printing is only available in the libraries.

Audiovisual Equipment – Students may use audiovisual and camera equipment for class or activity-related projects if the instructor or sponsor checks out the equipment for the student. A two-day notice would ensure the availability of the equipment when the student needs it. Faculty use is the first priority; students should access equipment through their instructor/sponsor.

Make-up Tests – In coordination with library staff, instructors may bring make-up tests to the libraries for students to complete. Students must provide a photo ID before they will be allowed to take a make-up test. A student ID is the preferred form of identification, but a state-issued ID is allowed. Testing is available most hours the library is open.

Educational Equity Policy

It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity

sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq).

Marshalltown Community College and Iowa Valley Grinnell students who have questions or complaints related to compliance with this policy should contact Dr. Patrick Kennedy, Education Equity Officer, at 641-844-5716 or Patrick.Kennedy@iavalley.edu. **Ellsworth Community College** students who have questions or complaints related to compliance with this policy should contact Dr. Amanda Estey, Education Equity Officer, at 641-648-8633 or Amanda.Estey@iavalley.edu. **Iowa Valley Continuing Education** students who have questions or complaints related to compliance with this policy should contact Jacquie Goodman, Education Equity Officer, at 641-844-5640 or Jacquie.Goodman@iavalley.edu. Complaints may also be filed with the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison St., Suite 1475, Chicago, Illinois 60661-7204 (Ph: 312-730-1560, E: OCR.Chicago@ed.gov) and/or the Iowa Civil Rights Commission at 400 E. 14th St., Des Moines, Iowa 50319 (Ph: 800-457-4416).

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.

Smoke-Free Air Act

IVCCD complies with Iowa's Smoke-Free Air Act of 2008. In conjunction with this, the IVCCD Board of Directors prohibits the use of tobacco in any form (including nicotine simulation or vapor products such as e-cigarettes) on its grounds or in any of its facilities or vehicles. This includes personal vehicles owned or operated by students while on school grounds. Civil penalties can be assessed to those found in violation of this regulation. To register a complaint, contact a District official or the [Iowa Department of Public Health](http://www.iowa.gov) at 1 (888) 944-2247.

Admissions & Enrollment

It is the policy of the College to admit all individuals with either a high school diploma or its equivalent (HSED/GED) and students who wish to transfer from other colleges and universities. High school students who meet the Senior Year Plus requirements may enroll in dual credit courses with permission from the student's high school and the College.

Home-schooled students will be considered for admission on the same basis as traditional high school graduates. Students should submit ACT, SAT, or ACCUPLACER results and descriptive information regarding their high school program of study. Course descriptions or portfolios will be accepted in place of an accredited diploma.

For students without a high school diploma or its equivalent (HSED/GED diploma) who apply for admission to degree or certificate programs, the College uses references, personal interviews, available school records, and/or counselor evaluations to admit and to predict potential success or ability to benefit from the training offered.

Admission to the College, however, does not ensure admission to any specific program of instruction. The College attempts to guide the placement of students on the basis of student interests, counseling, examination, pre-enrollment interviews, and past academic achievement or work experience.

Admission to full-time programs is granted on an ongoing basis as applicants complete required admissions procedures.

Students should contact the Admissions Office or their program of interest for important dates and information.

Students who have formerly attended the College and wish to return after an absence of two terms (not including the summer session) should apply for readmission at the Admissions Office of the campus they plan to enter. Students readmitted after an absence will be required to fulfill current graduation requirements.

Application Process – Applications for admission will not be acted upon until all admission materials and procedures, as outlined here, are completed.

For the College, all materials are to be submitted to the Admissions Office.

Marshalltown Community College, 3700 S. Center St., Marshalltown, IA 50158, (641) 752-7106.

Ellsworth Community College, 1100 College Ave, Iowa Falls, IA 50126, (641) 648-4611.

Complete the "Application for Admission" form and submit it to the Admissions Office. Paper copies of the forms are available from the Admissions Office, as well as from guidance offices of most high schools in the state. The forms are also available online.

Please be aware of these application requirements:

- The information on the application form is required. Cooperation in supplying this information speeds admission. Use full legal name (include previous name(s) if applicable).
- Students applying for full-time admission are required to submit official high school or HSED/GED transcripts.
- Students applying for financial aid must have a high school or HSED/GED transcript on file in the Admissions Office.
- Home-schooled students without a high school diploma or its equivalent (HSED/GED) will be evaluated via references, interviews, available school records, and/or counselor evaluations.
- Students currently enrolled in high school should have a 6th or 7th semester transcript sent and arrange to have a final transcript sent following graduation.
- An official transcript from each college previously attended (if any) must be provided. Faxed transcripts or transcripts issued to students will not be accepted.

ACT, SAT, or Placement Tests – Scores from the ACT, SAT, or placement tests are used in course selection and schedule planning. Students may either submit their ACT and SAT scores to the College or complete the placement test at the College. The placement test is offered to students on a regular basis at the College and can be scheduled by calling the Admissions Office.

New Student Registration – Prior to the beginning of fall and spring semesters, the College provides new student registration sessions. As students are accepted for admission, they are invited to attend the next new student registration sessions. Parents and/or family members are also encouraged to attend the sessions with the students.

Registration activities include evaluation of students' reading, writing and math skills (placement test or ACT); distribution of student handbooks, discussion of orientation materials; appointments with academic advisors; and registration for classes and signing up for Learning Communities. A variety of other pertinent subjects are also covered.

Students with special needs who attend a registration session are encouraged to contact the TRIO Coordinator/Academic Advising Specialist at the College to discuss special needs and resources. Students with mobility problems or vision or hearing needs may ask for registration assistance by contacting the Registrar's Office prior to registration day.

Academic Advising – Upon admission, each full-time/part-time student is assigned an academic advisor who assists in choosing courses to assure graduation, transfer to another college or university, or completion of a career program. Students who are undecided about their major course of study should work closely with the academic advisor to whom they are assigned.

Academic advisors will work closely with students to assist them in accomplishing their educational and career goals and finding appropriate resources to assist with personal, social, and vocational decisions. Advisors will advise students to the best of their abilities; however it is the responsibility of students to make sure that courses and resources selected will meet the requirements for the degree, diploma, or certificate sought.

Students should maintain regular contact with their academic advisor throughout the year and are encouraged to contact their advisor whenever needed.

Registration – Registration consists of program planning, scheduling classes, and paying tuition and fees to the College.

Registration dates are publicized prior to the beginning of each term. Individuals who wish to register after classes have begun must contact the instructor directly.

To register for classes, students must fulfill all requirements of the application process, submit placement test or ACT scores, and consult with an assigned college advisor.

Contact the Registrar's Office or check the College website for more information about online registration.

While every effort is made to ensure the accuracy of information given in this catalog and whereas advisors advise students to the best of their abilities, it is, nevertheless, the responsibility of students to make sure that courses selected will meet the requirements for the degree, diploma, or certificate sought. Students who plan to transfer to another college or university to complete a degree program should contact the transfer college for verification of transferability of their coursework.

Changes in Registration – Students should plan their academic programs carefully so that registration changes are kept to a minimum. When necessary, however, changes may be made according to the following procedures:

Fall/Spring – If a student makes a course change within the first week of a semester, there is no charge for making the change (adding or dropping a class, changing from credit to audit or audit to credit). Students adding a course after the first week of classes require approval by instructor. Students are not permitted to add courses after the 2nd week of classes without specific permission. Drops made by *the student* after the first week of the semester will be listed on the student's transcript with the grade "W" (withdrew). For students not attending, the *student's failure* to "change registration" officially in the Registrar's Office may result in a grade of "F" recorded on the student's transcript for that class or classes. Information on refunds of tuition after dropping classes and the actual refund schedule can be found under Tuition Refund Policy (p. 11) section. If you believe you have an exception to this policy refer to the Student Petition for Waiver to the Drop Policy (p. 7).

Withdrawal from individual courses during fall or spring semesters must occur by the end of the 13th week for 16-week courses and by the end of the 5th week for half-term courses. A withdrawal from all courses can occur up until the Friday prior to finals week. Interim or summer session withdrawals will be similarly apportioned. A student who stops going to class without officially withdrawing will earn an "F."

Information on refunds of tuition when dropping classes and the actual refund schedule can be found in the Tuition Refund Policy section.

Late or Early Start Classes – Some Fall and Spring classes do not conform to the College calendar, such as individual study classes, arranged classes, or other courses that begin earlier or later than the normal beginning date of a term and end earlier or later than the normal ending date of the term. Students may drop such a course one week (five school days) prior to the last scheduled day of the meeting of that course; this requires completion of the appropriate change form. Instructors of "late start" or "early start" classes will inform the student and Registrar's Office of the drop date. It is the student's responsibility to obtain these dates from the instructor.

Changes from Audit to Credit – Students may audit a class on a space-available basis by paying the audit fee (tuition for auditing is the same as credit). Students who audit a course and wish to change their registration to credit status may do so by completing the appropriate change form prior to the last drop date and completing all test, examinations, or other assignments in the course. Students may not change their registration from credit to audit.

Withdrawal From All Classes – Students who find it necessary to withdraw from all of their courses should confer immediately with their advisor or Academic Advising Specialist and complete a Withdrawal form, available from the Registrar's Office. Failure to do so may result in the issuance of failing grades in all classes in which the student is registered. A complete withdrawal from all courses can occur up until the Friday prior to finals week. Interim or Summer session withdrawals will be similarly apportioned. If students withdraw in the first 12% of the term and are not receiving federal financial aid, they are entitled to a refund of tuition based on the Tuition Refund Policy (p. 11) section. Students receiving federal financial aid should refer to the Financial Aid Refund Policy (p. 12) section.

Instructors determine specific class attendance policies. Instructors may consider class participation, examinations, and/or group work when determining grades. It is the responsibility of the student to understand each instructor's policy.

Student Petition for Waiver to the Drop Policy – Due to Extenuating Circumstances – Students who miss the deadline for dropping a course or for receiving a refund of tuition and fees may file an appeal requesting that the deadline in question be waived. In order to appeal, students complete a Student Petition for Waiver form and submit it to the Registrar's Office no later than 20 days from the last day of the course(s) in question. Petitioning students must provide a statement regarding the extenuating circumstances that precluded compliance with the deadlines; documentation must be submitted in support of the petition statement. The student's written statement and supporting documentation, along with any information available within the College (student records, instructor statements, Financial Aid records, etc.) will be reviewed by the Student Petition for Waiver Committee. The student will be notified by mail or email of the decision, and the complete petition packet will be placed in the student's permanent file.

The student has the right to appeal the Committee's decision within a reasonable time frame, typically 30 business days, by resubmitting a Student Petition and providing further documentation or explanation as necessary. The following constitute reasons for an appeal:

- The student's due process rights were substantially violated in the process or procedural errors were made.
- There was not substantial evidence to support the decision reached and/or there is new material evidence that was not available in the original petition.
- Bias of committee or member produced an unfair review or denied due process.

An appeal may be denied for insufficient grounds due to the student has the right to appeal the Committee's decision within a reasonable time frame, typically 30 business days, by resubmitting a Student Petition and providing further documentation or explanation as necessary.

The appeal will be reviewed by the Dean of Academic Affairs or an appointed designee who will render a decision. The student will be notified by mail or email of the final decision, and the complete petition packet will be placed in the student's permanent file.

Auditing Classes – Auditing means students attend a class but do not receive College credit on their transcripts. Students may audit a class upon payment of tuition. A student file will be maintained for those auditing classes and records will show courses audited.

Non-high school students who audit a class will receive a notation on their transcripts. Responsibility for the completion of assignments and tests in an audited class is at the discretion of the instructor and the student.

Students who audit a course may change their registration to credit status by completing the appropriate Change form prior to the last drop date, paying the change fee at the Registrar's Office, and completing all tests and other assignments in the course. Students may not change their registration from credit to audit.

Class Load – A full-time student is one whose load is 12 or more credit hours, during a full 16 week semester. Maximum load for any student without specific approval of the Registrar's Office is 18 credit hours in one semester or 6 credit hours in one interim session, except in specific career programs. Any student wishing to register for more than the maximum load must first obtain approval from the Registrar's Office. Approval will be based on the student's GPA from previous coursework.

The College offers night, Internet, late start, and half-term courses. Each of these options requires the same amount of class time and rigor as full semester courses.

Courses with Prerequisites – Some courses have prerequisites, which students are required to complete first. Students must be able to prove successful completion of the prerequisite(s) coursework before enrolling in courses with prerequisites.

Classification of Students – Students are classified as follows:

- freshman (accumulated 27 credit hours or less)
- sophomore (accumulated 28 credit hours or more)
- non-matriculated – student who would like to take a few classes at the college by is not interested in enrolling in a degree program
- full-time (enrolled for 12 credit hours or more per semester)
- three-fourths-time (enrolled for 9 credit hours, 10 credit hours, or 11 credit hours per semester)
- half-time (enrolled for 6 credit hours, 7 credit hours, or 8 credit hours per semester)
- less than half-time (enrolled for 5 credit hours or less per semester)

Residency – Students enrolling at the College are classified as residents or non-residents for purposes of admission and assessment of tuition and fees. Residency is determined by the student's true and fixed home and place of habitation. The primary determination of residency is the reason for the student's presence in Iowa. If a person comes to Iowa primarily for educational purposes, that person will be considered a non-resident throughout their enrollment at the College.

Students who have been classified as non-residents and believe they should be eligible for resident tuition may apply for reclassification. Students must complete a Request for Residency form and provide written verification to the Registrar's Office that they have been residents within the State of Iowa for at least 90 days prior to the term for which the student is enrolling. Verification must come in the form of at least two or more of the following written documents: an Iowa voter registration card, an Iowa driver's license, an Iowa state income tax return (signed and dated), and Iowa vehicle registration form or other indicators of Iowa residency (apartment lease, utility bills, etc.). The burden of establishing proof of residency is with the student and a student's residency status cannot be reclassified once a semester begins.

An adverse decision by the Registrar's Office may be appealed. The Provost acts as the appeals body for residency questions. The decision of the Provost is final.

Cooperative Education – The College is committed to the concept of cooperative education. Through this program, students may obtain transferable college credits while also gaining experience and insight into career fields by working in cooperating businesses or professional or social agencies.

Some fields offering cooperative education opportunities include accounting, agribusiness, art, business, criminal justice, culinary (as apprenticeship), economics, education, apparel merchandising, government, office careers, psychology, and retail management.

The student and faculty advisor locate potential employers and the student requests interviews. When the student is accepted by one of these employers, the work experience for credit begins.

To be eligible for cooperative education, students must have completed 12 credit hours and have maintained at least a 2.00 grade point average. Eight credit hours of cooperative education may be applied toward the Associate degree; additional credit hours are listed on the student's transcript as elective credits.

Apprenticeship credit are an essential part of the education in the culinary program. Practicums begin in this program from the start and continue through the program, with all credit applied to the Associate degree in culinary arts.

The charge for cooperative education classes is the same as for credit classes.

Advanced Placement (AP) Program – This program allows high school students scoring three or higher on a particular subject exam to have the equivalent courses accepted for credit at the College. In some cases, an academic department may determine that a higher score is required before credit is granted. A list of test/course equivalents is available in the Registrar's Office. Students should contact a high school counselor concerning arrangements for taking the AP exam.

Credit by Examination (CLEP Testing) – Examinations used by the College are those of the College Level Examination Program (CLEP). CLEP offers a wide range of examinations through which students may receive college credit. CLEP does not grant college credit itself, but more than 1,700 educational institutions in all 50 states offer college credit on the basis of CLEP scores.

Applications for the CLEP examinations, as well as further information on the specific tests available, may be obtained by contacting the Admissions Office. The fee must be paid before the examination is taken. Students must achieve a score at the 50th percentile or higher on an exam to be eligible for credit. An exception to this rule is the foreign language CLEP test. A maximum of 30 credits from CLEP may be applied toward graduation.

Department Examinations – The College recognizes that, because of previous education or work experience in a particular field, students may possess skills and knowledge comparable to the levels demanded in particular courses. These students are allowed to challenge such courses through equivalency examinations administered by the College. Therefore, the College has adopted a policy of allowing students either to request a release from certain course requirements or to award college credit in those courses for which they successfully exhibit competence by means of these equivalency examinations.

Conditions for departmental examinations are:

- Students may challenge a course for which an equivalency examination has been adopted and is on file with the Dean of Academic Affairs. The cost for this institutionally-administered proficiency evaluation is \$15.
- Only students who have been admitted to the College may apply for such tests and credits.
- Students must register and pay tuition for the course before taking the exam.
- Students may apply for college credit by successfully passing the equivalency examination. The letter "T" will be entered on the student's permanent record, OR
- Students may choose not to obtain credit hours but simply test out of specific courses for which the equivalency examination exists. These students would then be released from the pertinent requirement.
- The maximum credits allowable will not exceed 30 credit hours and will conform to specific degree requirements of the institution.
- Students may not test more than once for each course.

Credit by examination will NOT be granted:

- if it duplicates a course previously passed or failed;

- if the student does not meet the stated course prerequisite(s) listed in the catalog;
- if the course is a prerequisite to one for which credit has previously been earned.

Fresh Start Policy – Persons who previously attended the College, have a break in attendance of at least 2 consecutive years (4 semesters), and have less than a 1.80 cumulative grade point average may be eligible for a Fresh Start. This policy eliminates the student's previous grade point average while retaining the credits.

Students must complete the Fresh Start Application and submit it to the Registrar's Office that they want to be considered for a Fresh Start.

- Students must earn at least 12 credits after returning before the Fresh Start policy is implemented. Developmental credits do not apply towards this total.
- The Fresh Start policy does not apply to credits attempted or earned at other institutions.
- Original grades affected by Fresh Start will remain on students' transcripts, but will not be included in the grade point average calculation.
- To satisfy graduation requirements, a student must earn 15 credits after being granted a Fresh Start.

Physical Education Exemption – Exemption from physical education requirements can be made to students who present a medical excuse from a licensed physician. The physical education requirement also may be waived for persons with military experience.

Although it is not required for those exempted from physical education requirements, PEH110 Personal Wellness can be taken to provide information on physical fitness, nutrition, and fitness management.

Transfer Applicants – Transcripts of record are given full value if coming from colleges or universities accredited by the Higher Learning Commission or similar regional associations and from accredited community colleges.

Each applicant must submit an official transcript bearing the original seal and signature of the official in charge of records from each college or university which the student attended previously.

Transfer applicants who do not meet the College's academic requirements may be admitted, but will be placed on academic warning.

Transfer applicants under disciplinary suspension at a previously attended college will not be considered for admission until a clearance and a statement of the reason for the suspension are filed from that college. When the applicant has the suspension cleared and a statement of the reason for the suspension on file, the Student Services Committee will consider the student's application for admission.

Transfer of Credit

Acceptance of Career Credits – The College will accept credit earned in its career programs and apply such credit to the Associate of Arts degree on the following basis:

- Credit earned in a career program may be used to fulfill elective credit up to 16 semester hours.
- Career credit may not be used to fulfill core requirements for the AA degree without a waiver from the division involved and the Dean of Academic Affairs.

Acceptance of Military Credit

- Students can receive transfer credit for military experience with an official ACE (American Council on Education) recommendation transcript.
- If a valid DD214 is also provided the student may receive 2 physical education credits and 2 general elective credits.
- A maximum of 30 military related credits (this includes 16 vocational credits) will be applied toward graduation.

Acceptance of Transfer Credit

- Credit from other accredited colleges will be evaluated in terms of the College's degree requirements.
- Transfer credits are accepted only for classes in which the student earned a grade of C- or better.
- Accepted credit GPA does not transfer.
- Pass/fail credits are not accepted for transfer.
- A minimum of 16 of the final 32 credit hours must be completed in residence (completed at an IVCCD College).

Transfer of Credit from the College – Credit earned at the College is transferable at full value to other colleges and universities throughout the country. Students are advised, however, that cumulative grade point averages below 2.00 and individual course grades of "D" may not transfer to many institutions. Credit in certain vocational, technical, and remedial/developmental courses may not transfer to other colleges, except under particular instances. Students should consult their academic advisors for specific information on transfer of credit.

The College offers the first two years of most baccalaureate degree programs. Generally, students can spend two years at the College, earn an Associate of Arts degree, and then transfer to a four-year institution without loss of credit. It is important for students to closely study the graduation requirements listed in the catalog of the transfer college.

The College can assist students in obtaining transfer credit to be used toward degrees in many fields. The complete listing of transfer degrees can be found on page 14.

Academic Standards & Records

Leave of Absence Policy - The Leave of Absence (LOA) is a federally mandated policy for all students who receive Title IV federal financial assistance (Federal Pell Grants, Federal Direct Subsidized or Unsubsidized Loans, Federal Parent Loans and Student Educational Opportunity Grants) who have experienced a situation that will require them to temporarily stop attending classes. LOA refers to the specific time period during a program when a student is not in attendance. Some possible types of LOA eligible for approval include:

- Pregnancy with childbirth imminent.
- Doctor-documented illness or health restrictions for a period of time.
- Documented family emergency.
- Documented religious obligation.
- Other documented emergencies that may interfere with attendance.

The student's request for an LOA must be in writing, signed and dated using the LOA request form and should be applied for in advance of the leave if at all possible. The LOA is a temporary situation and must not exceed a total of 30 days in any 12-month period. The 12-month period begins with the first day of the initial request on the official LOA documented form. The LOA may be voluntary (more prevalent) or involuntary if the campus has banned a student from campus or has determined that a student poses a significant risk to the college. A committee will review the request and notify the student and stakeholders upon approval.

Students are considered to be continuously enrolled while on an LOA. As such, they are not assessed additional charges while they are on the LOA or once they return from the LOA. While students are not charged any additional charges in either case they may not also receive any additional Title IV monies for the period once they have returned. Courses not approved for a leave of absence will result in the student being withdrawn from the course. If a student is granted a leave of absence but does not return to class or complete required coursework, (and does not receive an extended leave) at the end of the leave, the student's withdrawal will be the first date of the leave.

In addition, IVCCD appreciates the important contributions of our students who have served or are currently serving in our

military. Documented military leave and/or medical treatment provided to the VA school certified official will be considered an LOA request. In case of call-ups for service in times of military action, students who are called up may work out with faculty a grade based on the work they have completed or choose to be issued an incomplete grade based on the best scenario for the student's ability to complete the course.

If the student chooses to withdraw due to lengthy military training obligations or extended medical treatment during the semester, they should be directed to the VA School Certified Official's office to proceed with the Military Activation withdrawal or other necessary procedures.

Grading System & Policies – Instructors keep a record of the work of each student and report each student's grade to the Registrar's Office at the close of each mid-semester and semester. Only semester grades become part of the permanent College record.

- A 4.00 Grade Points
- A- 3.67 Grade Points
- B+ 3.33 Grade Points
- B 3.00 Grade Points
- B- 2.67 Grade Points
- C+ 2.33 Grade Points
- C 2.00 Grade Points
- C- 1.67 Grade Points
- D+ 1.33 Grade Points
- D 1.00 Grade Points
- D- 0.67 Grade Points
- F 0.00 Grade Point
- I 0.00 Grade Point – Incomplete – Some portion of work remains unfinished. A student with an incomplete at the end of semester has up to one semester to remove the incomplete. After that time the "I" will be changed to "F" except under extenuating circumstances and with approval of the Dean of Academic Affairs.*

**Granting of incompletes is limited to cases where circumstances merit an extension of time during which a student can complete required coursework and receive a grade. It is the student's responsibility to make arrangements with the instructor to complete requirements using the incomplete grade contract agreement. Incompletes must be completed by the date on the contract agreement.*

The following grades ARE NOT INCLUDED in the calculations of grade point averages.

- W Student withdrew from the course
- N Audited Course (no credit)
- P Passing
- Q No Credit
- T Credit by Examination
- L Credit for Prior Educational or Occupational Experience
- S Satisfactory
- WIP In Progress

- Credit Type
- AP Advanced Placement
 - AR Articulated
 - CL CLEP
 - PF Pass/Fail
 - TR Transfer

Grade Reports – Grade reports are available to all students at the end of each term, provided all financial obligations have been met. Grades can be obtained by checking PawPass.

Students will need to appeal grades within 90 days of receiving them.

Repeating a Course – Courses may be repeated to improve a grade. When a course has been repeated, the higher grade will be computed in the grade point average and the lower grade will still remain on the transcript with an asterisk and not be calculated into the GPA.

Standards of Academic Progress – The primary purpose of the Standards of Academic Progress is to establish a practice by which the faculty and administration can provide assistance to students who experience academic difficulty. The majority of students make satisfactory progress. However, it is the desire of the College to make early identification of students who experience academic difficulty so they may be counseled accordingly.

Students who fail to obtain a cumulative GPA of 2.00 at the end of any semester will be placed on Academic Warning for the next term of enrollment. Students will have their registration placed on hold until they meet with an academic advisor and establish an Academic Improvement Plan. A student on Academic Warning will return to a status of "academic good standing" when the student's cumulative GPA is raised to 2.00 or higher.

A student who earns a cumulative GPA below 2.00 after any term on Academic Warning will be placed on Academic Termination. Students who earn a term GPA of 0.50 or below after any term will be placed on Academic Termination unless the cumulative GPA remains 2.0 or higher. Any student who is terminated for academic reasons has the right to appeal. Appeal forms are available from the Registrar's Office. Forms will be accepted no later than the date indicated on the Appeal Form. The Appeals Committee will review all appeals and respond in writing as soon as a decision is made. A student whose appeal is accepted and reinstated will be placed on Academic Warning.

Graduation Requirements – ECC and MCC award the degrees of Associate of Arts, Associate of Professional Studies, Associate of Applied Science, and Associate of General Studies. Additionally, diplomas and certificates are awarded to students who successfully complete specific vocational-technical programs. Full requirements of the chosen program must be met; adjustments will be made in instances where programs have changed and courses are no longer available.

Application for Graduation – Students who intend to graduate by the end of the summer term must complete an "Application for Graduation" form through the Registrar's Office by March 1st to be included in the commencement program.

Students should meet with their academic advisors by mid-term of the semester preceding the semester in which they plan to graduate. Although faculty advisors will help students plan to meet these requirements, ultimate responsibility rests with the student.

Commencement – Commencement exercises provide formal recognition to students who have applied for a degree or diploma from ECC/MCC. One ceremony is held each year; students completing requirements prior to that commencement, or at the end of the summer term following commencement, may participate in the May ceremony. Students may receive degrees, diplomas or certificates at the end of the fall, spring, or summer terms, upon completion of degree, diploma, or certificate requirements. Degrees, diplomas, or certificates will not be issued for students who have unpaid financial obligations to the College.

Student Honors

Dean's List – Full-time students with semester grade point averages of 3.50 or higher while earning a minimum of 12 credit hours are recognized for their achievements through the Dean's List for that semester. Developmental credit type is not applied in the calculation of the student's grade point average. Unless students request that the Registrar's Office not release their names, the list will be provided for publication by area news media and on the College website(s).

Graduation Honors – The requirement for graduation with honors will be a cumulative grade point average of 3.50 or higher at the time of graduation.

MCC Honors Program – Marshalltown Community College offers an Honors Program which includes courses to stimulate intellectual growth and promote personal and social responsibility. Upon meeting application requirements, participants must earn a minimum cumulative GPA of 3.2 and complete at least 12 semester credits in

honors, through a combination of the following: Honors Seminars, Honors credit for regular College courses, and/or Special Honors Projects. Successful completion of the Honors Program will be noted on the student's official transcript.

Phi Theta Kappa – Phi Theta Kappa is an international honor society that recognizes academic achievement at the community or junior college level. Candidates must be enrolled in degree (non-certificate) programs and must satisfy chapter requirements for membership.

Other Student Honors – Awards are presented to students at annual Honors events. Awards are also presented to outstanding students in various academic areas.

Student Records

Official academic records of enrollment for credit earned by students are retained in perpetuity. All student records used to create, update, and support the official academic transcript shall be retained for five years after students' enrollment at the College. These documents may then be destroyed. After 90 days the student can no longer appeal a recorded grade.

All student financial aid records will be retained for three years following the end of the fiscal year for which funds were awarded. All veterans' records will be retained for three years following the ending date of their last enrollment.

Confidentiality of Records – Copies of Board Policy 501 and the related Guidelines regarding the Act may be obtained via the College website. The following summarizes the provisions of the Act and subsequent amendments:

Students have the right to inspect and review their education records. The College will grant students the right to inspect their education records within 45 days of the request. Students do not have the right to inspect confidential letters and statements of recommendation put in their file prior to January 1st 1975, to parents' financial records, or to confidential letters or recommendations (for which they have signed a waiver) with respect to admission, application for employment, or receipt of an honor.

Students have the right to seek amendment of the content of their education records regarding the accuracy of such records and whether the records are misleading or constitute a violation of their privacy rights. This procedure may involve a hearing on the correction or deletion of allegedly inaccurate, misleading, or inappropriate data and the opportunity for students to insert in their records a written explanation of the contents of the records.

Except as provided for within the Act, personal identifiable information about students in education records cannot be released without written consent. The College may release "directory information" without written consent unless the student specifically requests that such information not be released. Directory information includes the student's name, degree, diploma, any earned certificates and awards, dates of attendance, entrance year and semester, full-time or part-time enrollment status, not enrolled, freshman or sophomore status, program, and hometown (this does not include state, zip code or country). Students may indicate a preference that any or all of this information not be released by submitting a written request to the Registrar's Office within the first 30 calendar days of the beginning of each term or within the first five calendar days for each summer term. If a student elects to have directory information remain confidential, no information will be released without consent.

The College will maintain a record of access to students' education records. This record is accessible only to the student and the staff in the Student Services Office, or as provided for in the Act. The record of access will not apply to access of education records by IVCCD officials (*may include a person employed by IVCCD in an administrative, supervisory, academic, or support staff position; or a member of the Board of Directors; or a contractor, consultant, or volunteer to whom IVCCD has outsourced institutional services or functions, in accordance with the conditions of FERPA*) with a

legitimate educational interest (*if review of the record is needed for the official to fulfill his or her professional responsibilities for IVCCD*) and as otherwise provided in the Act.

Students may request and receive unofficial copies of all or part of their education records. Students can access unofficial transcript copies through their student account. Students have the right to request and receive a response that will explain or interpret their education records.

The College forwards records on request to a school in which a student seeks or intends to enroll, or is enrolled, for enrollment/transfer purposes. Complaints concerning alleged violations of the Act may be made with the College and/or the federal Family Policy Compliance Office of the U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-8520.

Transcripts – To request an academic transcript, the College requires written authorization from the student. The College does not take transcript requests over the phone. Requests will be honored as quickly as possible in order of receipt; however, during peak periods such as registration and end of term, students can expect some delay. Transcripts will not be issued for students who have unpaid financial obligations to the College.

The request form is available online or paper copies are available in the Registrar's Office and at the front desk at IVG. If requesting a transcript sent to more than one institution, students must submit a separate request for each.

Financial Information

Tuition & Fees – After registration, students will receive a tuition invoice by mail. Follow instructions and due dates indicated on the invoice. Delayed payment may result in cancellation of the student's registration. Other fees may be approved after the publication of this schedule.

For ECC and MCC's latest tuition and fees please see the College's websites:

[ECC Website](#)

[MCC Website](#)

Tuition/Fee Policies & Changes – The tuition and fee policies are based on the philosophy that the cost of higher education should be shared by the student, the taxpayers of Iowa Valley Community College District, and the state of Iowa. The Board of Directors of IVCCD reserves the **right to change the tuition and fee schedule**, as well as refund policies, in accordance with state law.

Tuition Refund Policy – Students who find it necessary to add or drop one or more of their classes must complete a Drop/Add form in the Registrar's Office. There will be a partial refund of tuition based on the following schedule:

Percent of Enrollment Period	Refund %
0 – 6%	100%
Over 6 – 12%	50%
Over 12%	0%

If dropping classes in the fall and spring terms, students have the first week of classes to get 100% refund, 50% refund starting the second week and 0% after the end of the second week. The refund periods could be longer depending on the length of the course and are prorated on the above schedule.

Fees are not refundable after the first week of class for a regular semester. Tuition refunds for summer or interim will be prorated accordingly.

The percentage of enrollment period counts calendar days elapsed from start date of a specific class to the date the student completes and returns the Drop/Add form and compares it to the total calendar days for that specific class. That percentage is the "percentage of enrollment period" a student was registered and enrolled in a specific class.

Refunds are based on the date the Drop/Add form is completed, signed, and returned to the Registrar's Office, not the last date of attendance. If you believe you have an exception to this policy refer to the Student Petition for Waiver to the Drop Policy on (p. 7).

Once classes begin, if a class is added at the same time another is dropped, full tuition and fees will be assessed for the added class, with the appropriate refund of tuition credited for the dropped class.

Billing/Payment Plan – By enrolling and signing the Registration form and/or the student payment agreement, a student promises to pay the College all charges incurred.

If, at the end of the first day of a specific term, a student's bill has any unpaid charges (beyond finalized financial aid), the College will assume the student has accepted the terms of the payment plan and the student will be charged a \$25 administrative fee. A \$25 late fee will be assessed for any delinquent payments.

Students will be billed in three equal monthly installments. These billings will be mailed to the student and payments are due by the date specified on the billing. Students are responsible for notifying the College of any address changes.

If a student does not make a scheduled payment when due, the College may, at its option, declare any unpaid balance to be in default and may demand immediate payment of the entire unpaid balance, including charges, interest, late charges, and collection costs.

Until the account is paid in full, a student in default cannot register for the following term, receive an official transcript, and/or receive a diploma if the student is a graduate. Defaulted accounts are handled by an outside collection agency and the student's credit record may be negatively affected.

Returned Payments – A returned payment is any credit card payment, electronic payment, or check made to IVCCD that is returned to the College by a depository bank; this includes insufficient fund checks and stopped payment checks. Upon receiving notification of a returned payment, the Business Office will charge the student for the amount of the returned payment plus a \$25 service fee.

Financial Aid

Students who wish to be considered for all types of state and federal financial aid to assist with College expenses will need to file the Free Application for Federal Student Aid (FAFSA). All students are encouraged to apply. This [application](#) can be completed online. Filing the FAFSA and promptly submitting all other required documents to the Financial Aid Office ensures that the student will be considered for all forms of financial assistance. The College recommends that students complete the FAFSA as early as possible after September to be considered for the maximum amounts of financial aid for the following academic year.

Many types of assistance are available:

Federal Pell Grant

- Federally funded gift aid
- Student must demonstrate need
- Student must be an undergraduate

Federal Supplemental Educational Opportunity Grant (SEOG)

- Federally funded gift aid
- Student must demonstrate exceptional need
- Student must be an undergraduate
- Awards limited to funds available

College Work Study

- Part-time work opportunities
- Federally funded – administered by college
- Student must demonstrate need
- Awards limited to funds available

Iowa Grants

- State-funded for Iowa residents
- Awards limited to funds available
- Student must meet the July 1st FAFSA deadline

Federal Direct Student Loan

- Low interest loan
- Student must demonstrate need (interest subsidized)
- Financial need is not required for unsubsidized loan
- Maximum subsidized loan is \$3,500 per year at freshman level and \$4,500 per year at sophomore level (earned 28+ credits).

There are two types of Direct Loans: subsidized and unsubsidized. Neither loan requires that payments be made to the principal as long as the student is enrolled in six credit hours at an eligible institution. The federal government pays the interest that accrues on the Subsidized Stafford Loan as long as the student is enrolled at least half-time, while the student is responsible for the interest that accrues on the Unsubsidized Stafford Loan while he or she is in school. Repayment on the principal begins for both loans six months after the student drops below six credit hours of enrollment.

Federal Direct Parent Plus Loan

- Loans available to parents of dependent students
- Financial need is not required
- Repayment of principal begins immediately in most cases

Refund Policy – Students who find it necessary to completely withdraw from the College and who are receiving federal financial aid should be aware of how they will be affected. A complete withdrawal is defined as dropping all classes and having no credits earned for the semester. A student receiving federal financial aid who officially withdraws from all classes up to the 60% point in the term may be entitled to a refund. A student's withdrawal date will be determined from the earlier of 1) submitting a completed Withdrawal form to the Registrar's Office and/or 2) mailing or faxing a signed request to withdraw from all classes to the Registrar's Office. The student will earn aid based on the number of calendar days attended, calculated from the beginning of the semester until the official withdrawal occurs (any breaks of 5 days or more will be taken out of the calculation).

Once the percentage of aid earned is calculated, any "unearned" financial aid will be returned to the U.S. Department of Education. If a student's charges exceed the earned portion of financial aid, a refund of the unearned percentage will be applied to institutional charges (except books) to match the "unearned" financial aid. Books must be returned to the College for charges to be lowered in the same manner as the other institutional charges. If books are not returned to the College at the time of withdrawal, students will be assessed the "unearned" portion and required to pay the remainder.

Students who have received a portion of their financial aid for living expenses, travel, etc. may be required to repay unearned funds to the federal government. Any student who owes a grant overpayment must make satisfactory payment arrangements with the Business Office to avoid being turned over to the U.S. Department of Education.

Specific examples of withdrawal calculations are available in the Financial Aid Office. Contact the Financial Aid Office if the student has questions about these regulations.

Refunds for partial reduction in hours will be calculated using the institutional refund policy contained earlier in this section.

Satisfactory Progress Standards for Financial Aid Recipients

Federal and state regulations require that students maintain satisfactory academic progress while pursuing their course of study in order to receive financial aid. Students receiving financial aid will have their academic records reviewed each semester to determine if satisfactory academic progress is being made and that pace toward the completion of a degree, certificate, or diploma is maintained. Satisfactory academic progress standards apply to all work attempted even though a student may not have been receiving financial aid.

Minimum Financial Aid Academic Progress Standards – A minimum 2.0 cumulative grade point average for ALL coursework at the College is required. In addition, a student must complete 67% of ALL credits ever attempted at the College. "Complete" means earning a letter grade higher than an F. In addition to the cumulative standards addressed (grade point average and % of credits

completed), a student will be placed on immediate financial aid termination if he/she earns a semester grade point average of .50 or below unless the cumulative GPA remains 2.0 or higher.

Financial Aid Warning – A student who has received financial aid is placed on financial aid warning when he/she fails to maintain a 2.0 cumulative grade point average or fails to complete 67% of all hours attempted. A student on financial aid warning continues to receive financial aid.

Financial Aid Termination – If a student does not meet the minimum levels by the end of the warning semester, the student is considered to be making unsatisfactory progress and is placed on Financial Aid Termination. Financial Aid Termination means a student is no longer eligible for financial aid. A student may regain eligibility for financial assistance after he/she has brought the coursework up to minimum standards (2.0 cumulative GPA and a completion rate of at least 67% of all hours attempted) at his/her own expense.

Appeal Process – A student may appeal the termination of his/her financial aid to the Financial Aid Office if he/she feels that there are extenuating circumstances (serious illness, injury, death of a relative, etc.). Appeal forms are available on the ECC and MCC websites. **Forms will be accepted no later than the date indicated on the Appeal form.** The Appeals Committee will review all appeals and respond in writing as soon as a decision is made. A student whose appeal is accepted and financial aid eligibility is reinstated will be placed on Financial Aid Probation.

Pace/Maximum Timeframe for Degree Completion – A student will be eligible to receive financial aid while pursuing his/her program of study for 150% of the published length of the program. For example, an Associate of Arts (AA) degree requires successful completion of 64 credit hours. The maximum hours a student could receive financial aid toward the completion of an AA degree would be 96 credit hours (64 x 150% = 96). All coursework (including transfer credits) on a student's academic transcript will count toward the maximum timeframe. A student who exceeds 150% of the published length of a program will no longer be eligible for financial aid.

Repeated classes are allowed for courses where an F or W was received. Students who wish to repeat a previously passed class should meet with the Financial Aid Office to ensure eligibility. Classes that a student chooses to audit will not count toward the hourly requirements. Students taking developmental coursework must be registered for at least one non-developmental course to be receiving financial aid for that term.

Notification – It is the responsibility of each student to track his/her own progress and academic standing. However, the Financial Aid Office will make every effort to notify students of warning/termination status in a timely manner at the end of each semester.

Attendance for Financial Aid Recipients – Students must attend all classes for which they have registered before excess financial aid will be refunded.

Disclaimer: The community college is a dynamic institution, constantly changing, constantly adjusting. The goal is to change with the needs and demands of our constituents (the students, the academic community, the wider community). The result is that in a catalog much of the information, while accurate at the time of printing, will change. IVCCD reserves the unrestricted right in its sole discretion to make changes in this catalog and in any policies, procedures, course offerings, educational programs, class schedules, tuition, fees, or personnel at any time, without notice.

This catalog is published for general information purposes only and does not constitute or establish a contract of any kind between the College and a student or prospective student. The College reserves the privilege to change, without notice, any information in this catalog.

Program of Study by Career Interest

Agriculture, Food & Natural Resources

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Agriculture (Ag Practitioner Track)	Diploma	ECC	17
Agriculture (Ag Science Certificate Track)	Certificate	ECC	17
Agriculture	ASCO	ECC	18
Agriculture (Agribusiness Track)	AAS	ECC	18
Agriculture (Animal Science Track)	AAS	ECC	19
Agriculture (Farm Management Track)	AAS	ECC	19
Agriculture (Precision Ag Track)	AAS	ECC	19
Agriculture (Swine Management Track)	Diploma	ECC	20
Conservation Technology	AAS	ECC	25
Culinary Apprenticeship	AAS	MCC	28
Culinary Arts	AAS	MCC	29
Entrepreneurial & Diversified Agriculture	AAS, Certificate	MCC	31
Entrepreneurial & Diversified Horticulture	Certificate	MCC	31
Equine Management	AAS, Diploma	ECC	32
Equine Science	AAS	ECC	33
Mobile Service Technician	AAS	ECC	40

Arts and Communication

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Broadcasting/Digital Media	AAS	MCC	22
Business Administration	AAS	MCC	22

Business, Management, Administration & Finance

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Accounting	AAS, Diploma	ECC, MCC	16
Business Administration Business Administration	AAS	ECC, MCC	22
Business Administration (Entrepreneurship)	Diploma, Certificate	MCC	23
Business Administration (Small Business Practitioner Track)	Diploma	ECC, MCC	23
Business Administrative and Information Services Assistant	Diploma	ECC, MCC	24
Business Computer Applications	Diploma	ECC, MCC	24
Computer Applications in Business	AAS, Diploma	ECC, MCC	24
Medical Office Practitioner	Diploma	ECC, MCC	39
Customer Service	Diploma	ECC	40
Retail Management	Diploma	ECC	40

Construction

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Construction Commercial Practitioner	Diploma	ECC, MCC	27
Construction Technology	AAS	ECC, MCC	26
Heavy Construction Practitioner	Diploma	MCC	27
Heavy Construction	AAS	MCC	27
Construction Residential Practitioner	Diploma	ECC, MCC	26
Construction Technology Retail	AAS	ECC, MCC	27

Education

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Early Childhood Education	AAS	MCC	30
Early Childhood Education Practitioner	Diploma	MCC	30

Health Sciences

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Dental Assisting	Diploma	MCC	29
Medical Assistant	Diploma	ECC, MCC	38
Medical Office Practitioner	Diploma	ECC, MCC	39
Nursing: Associate Degree Nursing	AAS	ECC, MCC	42
Nursing: Practical Nursing	Diploma	ECC, MCC	42

Human Services

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Paralegal	AAS	IVG	43

Information Technology

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Computer Network Management & Technology	AAS, Diploma	MCC	25

Law, Public Safety & Corrections

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Criminal Justice - Corrections Track	AAS	ECC, MCC	28
Criminal Justice - Law Enforcement Track	AAS	ECC, MCC	28
Paralegal	AAS	IVG	43

Manufacturing & Industrial

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Advanced Manufacturing Technology	AAS	MCC	36
Automotive Repair Technology	AAS, Diploma	IVG	21
Electro-Mechanical Systems Technologist	AAS, Diploma	MCC	30
Gunsmith Technology	AAS	IVG	34
Industrial Maintenance Mechanic	Diploma	MCC	34
Machine Tool Technology Tool & Die	AAS	MCC	34
Machine Tool Technology Trades Practitioner	Diploma	MCC	35
Manufacturing Welding – Construction	Certificate	MCC	36
Manufacturing Welding Practitioner	Diploma, Certificate	MCC	36
Mechanical Design/CAD Technology Track	AAS, Diploma	MCC	38
Mechanical Design/Virtual Reality Technology Career Track	AAS	MCC	38
Natural Gas Advanced Fundamentals	Certificate	MCC	41
Natural Gas Basics	Certificate	MCC	41
Natural Gas Construction Skills	Certificate	MCC	41
Natural Gas Customer Service Skills	Certificate	MCC	41
Natural Gas Technician	AAS	MCC	41
Powerline Advanced Skills Training	Certificate	MCC	43
Powerline Basics	Certificate	MCC	43
Powerline Construction Skills	Certificate	MCC	43
Powerline Technician	AAS	MCC	43
Powerline Troubleshooting Analysis	Certificate	MCC	44
Utility Technician	Diploma	MCC	44

Marketing & Sales

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Marketing	AAS	ECC, MCC	37
Merchandising & Retail Management	AAS	ECC	39

Science, Technology, Engineering & Mathematics

<i>Program of Study</i>	<i>Degree Awarded</i>	<i>Location</i>	<i>Page</i>
Electro-Mechanical Systems Technologist	AAS	MCC	30
Industrial Maintenance Mechanic	Diploma	MCC	34

Career-Technical Degree Requirements

Associate of Applied Science

The Associate of Applied Science (AAS) degree granted by ECC/MCC is designed to meet requirements for entry into career fields for which the programs have been designed.

Purposes of this degree include:

1. Provide a degree goal for students who choose to follow a course of study which is specifically designed to lead to employment upon completion of two years of study.
2. Provide students with entry-level skills appropriate to the career for which they have been preparing.
3. Provide students with increased potential to function in society through study in the general areas of communications, human relations, and natural science.

Requirements for the AAS degree include:

1. Completion of a prescribed two-year career curriculum as outlined in this catalog.
2. A minimum of 16 of the final 32 credit hours must be completed in residence (completed at an IVCCD College).
3. See the page listed after the title for the AAS degree requirements.
4. Minimum cumulative grade point average of 2.00.

Accounting.....	ECC ..MCC.....	16
Advanced Manufacturing Technology	MCC.....	36
Agriculture (Agribusiness Track)	ECC.....	18
Agriculture (Animal Science Track)	ECC.....	19
Agriculture (Farm Management Track).....	ECC.....	19
Agriculture (Precision Ag Track).....	ECC.....	19
Automotive Repair Technology	IVG.....	21
Broadcasting/Digital Media.....	MCC.....	22
Business Administration.....	ECC ..MCC.....	22
Computer Applications in Business	ECC ..MCC.....	24
Computer Network Management & Technology.....	MCC.....	25
Conservation Technology.....	ECC.....	25
Construction Technology Retail.....	ECC ..MCC.....	27
Construction Technology.....	ECC ..MCC.....	26
Criminal Justice – Corrections.....	ECC ..MCC.....	28
Criminal Justice – Law Enforcement	ECC ..MCC.....	28
Culinary Apprenticeship.....	IVG.....	28
Culinary Arts	IVG.....	29
Early Childhood Education	MCC.....	30
Electro-Mechanical Systems Technologist.....	MCC.....	30
Entrepreneurial & Diversified Agriculture.....	MCC.....	31
Equine Management	ECC.....	32
Equine Science.....	ECC.....	33
Gunsmith Technology.....	IVG.....	34
Heavy Construction	MCC.....	27
Machine Tool Technology Tool & Die.....	MCC.....	34
Marketing.....	ECC ..MCC.....	37
Mechanical Design/CAD Technology Track	MCC.....	38
Mechanical Design/Virtual Reality Technology Career Track	MCC.....	38
Merchandising & Retail Management.....	ECC.....	39
Mobile Service Technician.....	ECC.....	40
Natural Gas Technician	MCC.....	41
Nursing: Associate Degree Nursing	ECC ..MCC.....	42
Paralegal	IVG.....	43
Powerline Technician	MCC.....	43

Associate of General Studies

Offered at ECC & MCC (Codes: EAGST & MAGST)

Purposes of this degree include:

1. Provide a degree goal for students who choose to follow an individualized course of study which is not specifically designed for transfer to a 4-year college or university baccalaureate degree program.
2. Provide an attainable associate degree for students who complete career programs of less than 2 years duration.
3. Provide an associate degree for career education students who wish to enroll in selected courses to reach a personal career objective.
4. Provide a degree goal for students whose educational goals shift after initial commitment is made.

Requirements for the AGS degree include:

1. Completion of 62 semester hours of work (minimum 56 non-activities) designed to meet the personal or career goals of the individual student. There are no specific courses required for this degree.
2. A minimum of 16 of the final 32 credit hours must be completed in residence (completed at an IVCCD College).
3. Minimum cumulative grade point average of 2.00.
4. Developmental credit cannot be used towards this degree.

Associate of Professional Studies

Purposes of this degree include:

1. Prepare students for transfer into aligned baccalaureate programs or immediate related employment.

Requirements for the APS Degree include:

1. Minimum cumulative grade point average of 2.00.
2. Consist of between 62 and 68 semester credit hours. Of those, a minimum of 30 semester credit hours must be general education.
3. To include 3 semester credit hours from each of the following areas: speech, mathematics, humanities, social and behavioral science; 6 semester credit hours of writing; and an additional 9 semester credit hours distributed among mathematics, social and behavioral sciences, humanities, and science.
4. The technical component shall consist of a minimum of 16 semester credit hour of coursework accepted by a receiving baccalaureate degree-granting institution as credit toward a specific major or program.
5. A minimum of 16 of the final 32 credit hours must be completed in residence (completed at an IVCCD College).
6. See the page listed after the title for the APS Degree requirements.

Agriculture.....	ECC.....	18
------------------	----------	----

Diploma

Diplomas (not associate degrees) are awarded to students who successfully complete any of the following programs.

Requirements for the diploma include:

1. Completion of 15-48 semester hours of work designed to meet the personal or career goals of the individual student, including three general education credits. See the page listed after the title for the Diploma requirements.
2. Minimum cumulative grade point average of 2.00.

Accounting Practitioner	ECC ..MCC.....	16
Agriculture (Ag Practitioner Track).....	ECC.....	17
Agriculture (Swine Management Track).....	ECC.....	20
Automotive Repair Technology Practitioner.....	IVG.....	21
Business Administration (Entrepreneurship).....	MCC.....	22
Business Administration (Small Business Practitioner Track)	ECC ..MCC.....	23
Computer Applications in Business Practitioner	ECC ..MCC.....	24
Computer Network Management Practitioner	MCC.....	25
Construction Commercial Practitioner	ECC ..MCC.....	27
Construction Residential Practitioner.....	ECC ..MCC.....	26
Dental Assisting	MCC.....	29
Early Childhood Education Practitioner	MCC.....	30
Electrical Maintenance Mechanic	MCC.....	31
Equine Management Practitioner.....	ECC.....	33
Heavy Construction Practitioner	MCC.....	27
Industrial Maintenance Mechanic	MCC.....	34
Machine Tool Technology Trades Practitioner	MCC.....	35
Manufacturing Welding Practitioner.....	MCC.....	36
Mechanical Design/CAD Technology Practitioner	MCC.....	38
Medical Assistant	ECC ..MCC.....	38
Medical Office Practitioner	ECC ..MCC.....	39
Nursing: Practical Nursing	ECC ..MCC.....	42
Utility Technician.....	MCC.....	44

Certificate

Certificates (not associate degrees) are awarded to students who successfully complete any of the following programs:

Requirements for the certificate include:

1. The certificate is awarded upon completion of a state-approved program of study that is designed for entry-level employment and shall consist of a maximum of 48 semester (72 quarter) credit hours. A certificate may be a component of and apply toward subsequent completion of a diploma or associate of applied science or associate of applied arts degree and may be developed in rapid response to the needs of business and industry. A certificate may consist of only career and technical courses and no general education course requirements.
2. Minimum cumulative grade point average of 2.00.

Agriculture (Ag Science Certificate Track).....	ECC.....	17
Business Administration (Entrepreneurship).....	MCC.....	23
Entrepreneurial & Diversified Agriculture	MCC.....	31
Entrepreneurial & Diversified Horticulture	MCC.....	31
Manufacturing Welding - Construction.....	MCC.....	36
Manufacturing Welding	MCC.....	36
Natural Gas Advanced Fundamentals.....	MCC.....	41
Natural Gas Basics	MCC.....	41
Natural Gas Construction Skills	MCC.....	41
Natural Gas Customer Service Skills.....	MCC.....	41
Powerline Advanced Skills Training.....	MCC.....	43
Powerline Basics.....	MCC.....	43
Powerline Construction Skills.....	MCC.....	43
Powerline Troubleshooting Analysis	MCC.....	44

Continuous Progress

Students with interrupted enrollment over a year (missing more than 2 full semesters) will need to fulfill the requirements of the most current catalog.

Accounting

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVACT & MVACT)

The Accounting curriculum prepares the student for employment as an accountant in government, industry and private accounting enterprises. Students who complete this accounting program may expect to enter the job market as payroll accountant, accounts payable and accounts receivable clerk, general bookkeeper or in other private accounting positions. Demand for accountants is stronger than the supply, so students seeking positions with an Associate of Applied Science degree also have good job prospects.

General Education		Credit Hours
Communications (courses approved for AA)		9
Humanities (courses approved for AA)		6
Social/Behavioral Science (courses approved for AA)		6
Math (courses approved for AA)		3
Lab Science (courses approved for AA)		4
Physical Education (courses approved for AA)		2
Total		30
Program Requirements		
ACC121 Principles of Accounting I		3
ACC122 Principles of Accounting II		3
ACC161 Payroll Accounting		3
ACC311 Computer Accounting		3
BCA152 Comprehensive Spreadsheets		3
or		
CSC119 Computer Systems and Applications II	(3)	
BUS291 Employment Portfolio and Career Dev.		2
CSC110 Introduction to Computers		3
Total		20
Electives (select 14 credit hours)		
ACC, ADM, BCA, BUS, CSC, ECN, MAT, MGT, MKT, NET Prefixes		14
Total		14
Total Required Hours		64

Accounting Practitioner

Diploma

Offered at ECC and MCC (Code: EVBKP & MVBKP)

The Accounting Practitioner program is designed to prepare students for entry-level accounting positions. Students learn to analyze and compile business records and prepare financial reports. If a student wishes to continue studying for a second year, he/she may pursue the AA or AAS Degree in addition to this one-year diploma.

General Education		Credit Hours
ECN115 Personal Finance		3
CSC110 Introduction to Computers		3
Total		6
Program Requirements		
ACC111 Intro to Accounting		3
ACC121 Principles of Accounting I		3
ACC122 Principles of Accounting II		3
ACC161 Payroll Accounting		3
ACC311 Computer Accounting		3
ACC907 Coop Field Experience		2
ADM112 Keyboarding		3
or		
CSC120 Computer Systems & Apps III	(3)	
ADM154 Business Communication		3
BCA134 Word Processing		3
or		
BCA178 Presentation Software	(3)	
BCA152 Comprehensive Spreadsheets		3
or		
CSC119 Computer Systems & Apps II	(3)	
BUS291 Employment Portfolio and Career Dev.		2
Total		31
Total Required Hours		37

Agriculture (Ag Practitioner Track)

Diploma

Offered at ECC (Code: EVAGB)

This program is designed to provide applied academic and field experience education for the person who wishes to work in a business or industry closely related to agriculture.

Upon completion, students are awarded the Agricultural Practitioner Diploma.

General Education (select 3 credit hours)		Credit Hours
ENG105 Composition I		3
ENG111 Technical Writing		3
SPC112 Public Speaking		3
SPC122 Interpersonal Communication		3
Total		3
Electives (must select 33 credit hours)		
AGA114 Principles of Agronomy		3
AGA154 Fundamentals of Soil Science		3
AGA211 Grain and Forage Crops		3
AGA284 Pesticide Application Certification		3
AGB235 Introduction to Agriculture Markets		3
AGB320 Farm Machinery Management		3
AGB330 Farm Business Management		3
AGB331 Entrepreneurship in Agriculture		3
AGB336 Agricultural Selling		3
AGB437 Commodity Marketing		3
AGC216 Career Seminar		2
AGC907 Coop Field Experience		4
AGP335 Global Agriculture		3
AGS113 Survey of the Animal Industry		3
AGS226 Beef Cattle Science		3
AGS242 Animal Health		3
AGS319 Animal Nutrition		3
Total		33
Total Required Hours		36

Agriculture (Ag Science Certificate Track)

Certificate

Offered at ECC (Code: EVAGA)

This program is designed to provide applied academic and field experience education for the person who wishes to work in a business or industry closely related to agriculture.

Upon completion, students are awarded the Certificate of Agricultural Science.

Program Requirements (must select 18 credit hours)		Credit Hours
AGA114 Principles of Agronomy		3
AGA154 Fundamentals of Soil Science		3
AGA211 Grain and Forage Crops		3
AGA284 Pesticide Application Certification		3
AGB235 Introduction to Agriculture Markets		3
AGB320 Farm Machinery Management		3
AGB330 Farm Business Management		3
AGB331 Entrepreneurship in Agriculture		3
AGB336 Agricultural Selling		3
AGB437 Agricultural Commodities Trading		3
AGB470 Farm Records, Accounts, Analysis		3
AGC103 Ag Computers		3
AGC216 Career Seminar		2
AGS113 Survey of the Animal Industry		3
AGS226 Beef Cattle Science		3
AGS242 Animal Health		3
AGS319 Animal Nutrition		3
Total		18
Total Required Hours		18

Agriculture

Associate of Professional Studies Degree

Offered at ECC (Code: EPAGR)

Upon completion, students are awarded the Associate of Professional Studies Degree. Students who want to continue their formal education in the transfer area may enroll in classes following requirements for the Associate of Professional Studies degree and the recommendations of the current catalog of the institution to which they plan to transfer.

General Education		Credit Hours
Communications		9
Humanities (recommend PHI101)		3
Social/Behavioral Science (recommend ECN130 and HIS151)		6
SOC115 Social Problems		3
Math (recommend MAT121 and MAT156)		7
Lab Science (recommend BIO112, BIO113 and CHM122)		12
Total		40
Program Requirements		
ACC121 Principles of Accounting I		3
AGA114 Principles of Agronomy		3
AGA211 Grain and Forage Production		3
AGB330 Farm Business Management		3
AGC907 Coop Field Experience		4
AGS113 Survey of the Animal Industry		3
AGS225 Swine Science		3
or		
AGS226 Beef Cattle Science	(3)	(3)
Total		22
Total Required Hours		62

Agriculture (Agribusiness Track)

Associate of Applied Science Degree

Offered at ECC (Code: EVAGM)

Agribusiness combines instruction in the agricultural sciences and business with particular emphasis on business practices and the management of agricultural production. By combining these areas in the curriculum, the program meets agribusiness competencies essential for today's production agriculture, and provides students expertise to allow them to enter management levels in agribusiness firms. In addition, a broad range of elective courses allows the student to structure a program consistent with his/her personal interests and goals. Agribusiness students are also involved in a cooperative education program that provides training, experience, and a first-hand look at various career opportunities. Upon completion, students are awarded the Associate of Applied Science Degree.

General Education		Credit Hours
MAT772 Applied Math		3
SDV108 The College Experience		1
Social/Behavioral Science/Humanities (courses approved for AA)		3
Must select 6 credit hours		
ENG105 Composition I		3
ENG111 Technical Writing		3
SPC112 Public Speaking		3
SPC122 Interpersonal Communication		3
Total		13
Program Requirements		
ACC121 Principles of Accounting I		3
or		
ACC111 Introduction to Accounting		(3)
AGA114 Principles of Agronomy		3
AGA284 Pesticide Application Certification		3
AGB212 Agriculture Law and Taxation		3
AGB235 Introduction to Agriculture Markets		3
AGB330 Farm Business Management		3
AGB336 Agricultural Selling		3
AGB437 Commodity Marketing		3
AGC103 Ag Computers		3
AGC216 Career Seminar		2
AGC907 Coop Field Experience		12
AGP333 Precision Farming Systems		3
Total		44
Electives (must select 12 credit hours)		
AGA154 Fundamentals of Soil Science		3
AGA159 Livestock Nutrient Management		2
AGA211 Grain and Forage Crops		3
AGA290 Spring Field Operations		1
AGC240 Global Agriculture		3
AGM114 Hydraulics I		2
AGM330 Fundamentals of Electricity		3
AGM336 Agriculture Electronic Devices & Sys		3
AGP435 Advanced Precision Farming: Software		3
AGP436 Advanced Precision Farming: Hardware		3
AGS113 Survey of the Animal Industry		3
AGS225 Swine Science		3
AGS226 Beef Cattle Science		3
AGS242 Animal Health		3
AGS270 Foods of Animal Origin		3
AGS305 Livestock Evaluation		3
AGS319 Animal Nutrition		3
AGS331 Animal Reproduction		3
AGS552 Beef Feedlot Production		3
AGS555 Beef/Cow Calf Production		3
DSL837 Commercial Driver's License & Tools		1.5
GIS128 Intro to UAV Systems & Flights		3
PEH142 First Aid		3
Total		12
Total Required Hours		69

Agriculture (Animal Science Track)

Associate of Applied Science Degree

Offered at ECC (Code: EVANS)

The animal science major is designed for students who have an interest in animal production, management, sales, research, and health care. Your course work will focus on domestic animals - beef and dairy cattle, cats, dogs, horses, sheep, swine, poultry, and the services related to these animals.

An animal science degree will prepare you for a wide range of careers in agriculture and veterinary medicine, livestock production, agribusiness and finance, livestock sales and promotion, biotechnology, pre-law and pre-medicine, and international agriculture.

General Education	Credit Hours
MAT772 Applied Math	3
SDV108 The College Experience	1
Social/Behavioral Science/Humanities (courses approved for AA)	3
Must select 6 credit hours	
ENG105 Composition I	3
ENG111 Technical Writing	3
SPC112 Public Speaking	3
SPC122 Interpersonal Communication	3
Total	13
Program Requirements	
AGB330 Farm Business Management	3
or	
ACC111 Introduction to Accounting	(3)
AGC103 Ag Computers	3
AGC216 Career Seminar	2
AGS113 Survey of the Animal Industry	3
AGS242 Animal Health	3
AGS319 Animal Nutrition	3
AGS331 Animal Reproduction	3
AGS907 Co-op Field Experience	4
BIO112 General Biology I	4
BIO186 Microbiology	4
PEH142 First Aid	3
Total	35
Electives (must select 18 credit hours)	
AGA114 Principles of Agronomy	3
AGA159 Livestock Nutrient Management	2
AGB212 Agriculture Law and Taxation	3
AGB235 Introduction to Agriculture Markets	3
AGB336 Agricultural Selling	3
AGB437 Commodity Marketing	3
AGC240 Global Agriculture	3
AGE115 Light Horse Management	2
AGE121 Horse Evaluation	3
AGE140 Introduction to Equine Riding	3
AGE165 Horse Husbandry	2
AGE200 Stable Management	2
AGE204 Equine Anatomy & Physiology	3
AGE207 Introduction to Veterinary Tech.	2
AGE208 Breeding Management	3
AGE220 Young Horse Care and Handling	2
AGS225 Swine Science	3
AGS226 Beef Cattle Science	3
AGS270 Foods of Animal Origin	3
AGS305 Livestock Evaluation	3
AGS505 Swine Unit Maintenance	1
AGS510 Swine Confinement Systems	2
AGS515 Swine Management Skills	1
AGS520 Swine Records and Analysis	3
AGS552 Beef Feedlot Production	3
AGS555 Beef/Cow Calf Production	3
AGS946 Swine Management Seminar	1
BIO146 Genetics	3
BIO190 Introductory Biotechnology	3
DSL837 Commercial Driver's License & Tools	1.5
Total	18
Total Required Hours	66

Agriculture (Farm Management Track)

Associate of Applied Science Degree

Offered at ECC (Code: EVFOP)

Upon completion, students are awarded the Associate of Applied Science Degree.

General Education	Credit Hours
MAT772 Applied Math	3
SDV108 The College Experience	1
Social/Behavioral Science/Humanities (courses approved for AA)	3
Must select 6 credit hours	
ENG105 Composition I	3
ENG111 Technical Writing	3
SPC112 Public Speaking	3
SPC122 Interpersonal Communication	3
Total	13
Program Requirements	
ACC121 Principles of Accounting I	3
or	
ACC111 Introduction to Accounting	(3)
AGB212 Agriculture Law and Taxation	3
AGB235 Introduction to Agriculture Markets	3
AGB330 Farm Business Management	3
AGB437 Commodity Marketing	3
AGC103 Ag Computers	3
AGC216 Career Seminar	2
AGC907 Coop Field Experience	12
AGP333 Precision Farming Systems	3
PEH142 First Aid	3
Total	38
Electives (must select 18 credit hours)	
AGA114 Principles of Agronomy	3
AGA154 Fundamentals of Soil Science	3
AGA211 Grain and Forage Production	3
AGA284 Pesticide Application Certification	3
AGA290 Spring Field Operations	1
AGB336 Agricultural Selling	3
AGC240 Global Agriculture	3
AGC929 Individual Project	3
AGM114 Hydraulics I	2
AGM330 Fundamentals of Electricity	3
AGS113 Survey of the Animal Industry	3
AGS216 Equine Science	3
AGS225 Swine Science	3
AGS226 Beef Cattle Science	3
AGS242 Animal Health	3
AGS270 Foods of Animal Origin	3
AGS305 Livestock Evaluation	3
AGS319 Animal Nutrition	3
AGS331 Animal Reproduction	3
AGS552 Beef Feedlot Production	3
AGS555 Beef/Cow Calf Production	3
DSL837 Commercial Driver's License & Tools	1.5
GIS128 Intro to UAV Systems & Flights	3
Total	18
Total Required Hours	69

Agriculture (Precision Ag Track)

Associate of Applied Science Degree

Offered at ECC (Code: EVPAG)

Precision farming is a high tech concept that relies on advanced technologies to increase efficiency in farming practices. Precision ag allows farmers to collect and use data about unique variations in a field to optimize management with regards to crops, environmental protection and economics.

General Education	Credit Hours
MAT772 Applied Math	3
SDV108 The College Experience	1
Social/Behavioral Science/Humanities (courses approved for AA)	3
Must select 6 credit hours	
ENG105 Composition I	3
ENG111 Technical Writing	3
SPC112 Public Speaking	3
SPC122 Interpersonal Communication	3
Total	13
Program Requirements	
AGA114 Principles of Agronomy	3
AGA154 Fundamentals of Soil Science	3
AGA211 Grain and Forage Crops	3
AGC103 Ag Computers	3
AGC907 Coop Field Experience	8
AGM330 Fundamentals of Electricity	3
AGM336 Agriculture Electronic Devices & Sys	3
AGP333 Precision Farming Systems	3
AGP435 Advanced Precision Farming: Software	3
AGP436 Advanced Precision Farming: Hardware	3
GIS111 Introduction to Geographic Information Systems	3
GIS128 Intro to UAV Systems & Flights	3
GIS130 Remote Sensing	3
Total	46
Electives (must select 12 credit hours)	
AGA284 Pesticide Application Certification	3
AGB235 Introduction to Agriculture Markets	3
AGB330 Farm Business Management	3
AGB336 Agricultural Selling	3
AGB437 Commodity Marketing	3
AGC240 Global Agriculture	3
AGM114 Hydraulics I	2
AGS113 Survey of the Animal Industry	3
AGS225 Swine Science	3
AGS226 Beef Cattle Science	3
AGS305 Livestock Evaluation	3
BCA167 Comprehensive Databases	3
BUS102 Introduction to Business	3
BUS130 Introduction to Entrepreneurship	3
CNS160 Apps. of Global Positioning Systems	2
DSL837 Commercial Driver's License & Tools	1.5
GIS211 Mapping for Decision Making	4
GIS213 Intermediate GIS	4
GIS240 GIS Projects	3
MAT156 Statistics	3
MKT110 Principles of Marketing	3
Total	12
Total Required Hours	71

Agriculture (Swine Management Track)

Diploma

Offered at ECC (Code: EVSWC)

Upon completion, students are awarded the Swine Management diploma. Upon completion of 18 credit hours, students are awarded the Certificate of Agricultural Science. This track may be transferred within the Agricultural Science Department for completion of an AAS degree.

General Education (must select 3 credit hours)	Credit Hours
ENG105 Composition I	3
or	
ENG111 Technical Writing	(3)
SDV108 The College Experience	1
Total	4
Program Requirements	
AGA159 Livestock Nutrient Management	2
AGC103 Ag Computers	3
AGC216 Career Seminar	2
AGS225 Swine Science	3
AGS242 Animal Health	3
AGS319 Animal Nutrition	3
AGS331 Animal Reproduction	3
AGS505 Swine Unit Maintenance	1
AGS510 Swine Confinement Systems	2
AGS515 Swine Management Skills	1
AGS520 Swine Records and Analysis	3
AGS907 Co-op Field Experience	4
AGS946 Swine Management Seminar	1
BUS161 Human Relations	3
or	
PEH142 First Aid	(3)
Total	34
Total Required Hours	38

Automotive Repair Technology

Associate of Applied Science Degree

Offered at MCC in Grinnell (Code: MVAUT)

The United States automotive industry employs approximately 7 million workers. It is an ever-changing field due to advancement of technology and increasing awareness of global and energy issues. Automotive technicians can earn between the mid \$30's to the low \$50's in Iowa.

Iowa Valley Grinnell's automotive repair technology program is a great way to train for a career in the automotive industry. IVG graduates high quality technicians who are trained to maintain, diagnose, and repair today's dynamic vehicles. Salaries and benefit packages reflect this growing need as independent repair shops, dealerships, and franchised shops are employing technicians who specialize in one-day repair.

Course work and credits earned in automotive repair can be articulated into advanced studies in automotive repair at other institutions.

2 year program that prepares the student to become ASE certified Automotive Maintenance Technicians working in local dealerships.

General Education		Credit Hours
ECN115	Personal Finance	3
ENG111	Technical Writing	3
MAT743	Technical Math	3
SPC112	Public Speaking	3
	or	
SPC122	Interpersonal Communication	(3)
Total		12
Humanities Elective (must select 3 credit hours)		
DRA110	Introduction to Film	3
LIT101	Introduction to Literature	3
LIT120	American Novel	3
LIT133	Minority Voices in U.S. Literature	3
LIT180	Mythology	3
Total		3
Program Requirements		
AUT115	Automotive Shop Safety	1
AUT164	Automotive Engine Repair	4
AUT242	Basic Automotive Powertrain	6
AUT304	Auto Man Dr Trn and Axles	4
AUT404	Automotive Suspension and Steering	4
AUT503	Automotive Brake Systems	3
AUT603	Basic Automotive Electricity	3
AUT610	Automotive Electrical I	4
AUT652	Advanced Automotive Electricity	3
AUT704	Automotive Heating and Air Conditioning	4
AUT802	Engine Performance I	3
AUT811	Engine Performance II	4
AUT858	Advanced Engine Performance	4
AUT882	Automotive Lab II	3
BUS130	Introduction to Entrepreneurship	3
Total		53
Optional Elective		
BUS141*	Small Business Startup	3
Total		3
Total Required Hours		68-71

*BUS141 is recommended for students whose goal is to run their own automotive shop.

Automotive Repair Technology Practitioner

Diploma

Offered at MCC in Grinnell (Code: MVAUP)

The United States automotive industry employs approximately 7 million workers. It is an ever-changing field due to advancement of technology and increasing awareness of global and energy issues. Automotive technicians can earn between the mid \$30's to the low \$50's in Iowa.

Iowa Valley Grinnell's automotive repair technology program is a great way to train for a career in the automotive industry. IVG graduates high quality technicians who are trained to maintain, diagnose, and repair today's dynamic vehicles. Salaries and benefit packages reflect this growing need as independent repair shops, dealerships, and franchised shops are employing technicians who specialize in one-day repair.

First-year automotive repair students study automotive electrical circuits, brakes, suspensions, alignment, air conditioning and heating systems, and basic power train. Advanced course work leading toward the associate of applied science degree includes instruction in the diagnosis, maintenance, and repair of fuel systems, engine repair, electronic engine controls, and advanced techniques in the service and repair of brake and suspension systems.

1 year program that prepares the student to work in a variety of small repair shops in the community. Positions include Light Mechanical Repair Technician, Parts Technician, and business owner.

General Education		Credit Hours
ENG111	Technical Writing	3
Total		3
Program Requirements		
AUT115	Automotive Shop Safety	1
AUT164	Automotive Engine Repair	4
AUT242	Basic Automotive Powertrain	6
AUT404	Automotive Suspension and Steering	4
AUT503	Automotive Brake Systems	3
AUT603	Basic Automotive Electricity	3
AUT704	Automotive Heating and Air Conditioning	4
AUT802	Engine Performance I	3
Total		28
Total Required Hours		31

Broadcasting/Digital Media

Associate of Applied Science Degree

Offered at MCC (Code: MVBRD)

For students interested in broadcasting and digital media careers, the Broadcasting curriculum provides skills in radio, television, corporate video and creating digital content for the social media. The program combines classes, internships, and hands-on training with state-of-the-art equipment. These elements provide essential experience and knowledge in the Broadcasting and Digital Media field.

The program facilities include a large television studio, control room, radio studio, and edit suites. In addition the program houses a local cable TV station (McTV) that allows students to create content for television as well as content for the internet. Equipment in the program includes high definition video cameras, post production editing systems, TV switchers, audio consoles, and digital mixers.

There are two major emphases in the curriculum:

Radio/Television

Students interested in radio or television broadcasting will get valuable training and experience in producing news content, and sports programming. Students will produce a local TV newscast and produce "live" multi-camera sports productions which include opportunities for announcing, directing, camera operation, computer graphics, and editing. Students will also write, produce, direct, and edit programs for radio and television using Marshalltown Community Television (McTV) and streaming radio broadcasts over the internet.

Digital Media

The other emphasis in the program deals with Digital Media content. Students will produce audio and video content for the internet and social media sites. Students will also produce content for businesses and organizations as part of a "client approach" to learning. Students work with clients to produce content for the internet. Writing for the digital media is another important area in this discipline as students will learn the art of blogging and writing for a variety of social media industries.

General Education

	Credit Hours
Communications (courses approved for AA)	9
Humanities (courses approved for AA)	6
Social/Behavioral Science (courses approved for AA)	6
Math (courses approved for AA)	3
Lab Science (courses approved for AA)	4
Total	28

Program Requirements

CSC110	Introduction to Computers	3
JOU110	Introduction to Mass Media	3
MMS105	Audio Production	3
MMS126	Introduction to Digital Media	3
MMS127	Digital Film Production	3
MMS136	Writing for Digital Media	3
MMS147	TV Sports Production	1
MMS205	Advanced Audio Production	3
MMS207	Post Production Editing	1
MMS225	Advanced Television Production	3
MMS932	Internship	4
Total		30

Program Electives (must select 6 credit hours)

ART184	Photography	3
CIS207	Fundamentals of Web Programming	3
DRA102	Elements of Theatre	3
DRA110	Introduction to Film	3
DRA130	Acting I	3
ENG221	Creative Writing	3
MKT110	Principles of Marketing	3
Total		6
Total Required Hours		64

Business Administration

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVBSA & MVBSA)

The Business Administration program is designed to prepare students who wish to fully explore the field of business. The program is also designed to prepare students who plan to seek employment in sales, management training, small business operations, or a related field. It represents a program of business education for the student who may not continue in a four-year college or university.

	Credit Hours	
Communications (courses approved for AA)	9	
Humanities (courses approved for AA)	6	
Social/Behavioral Science (courses approved for AA)	3	
ECN120	Principles of Macroeconomics	3
MAT156	Statistics	3
Lab Science (courses approved for AA)	4	
PEH110	Personal Wellness	2
SDV108	The College Experience	1
Total	31	

Program Requirements

ACC121	Principles of Accounting I	3
ACC122	Principles of Accounting II	3
BUS102	Introduction to Business	3
BUS185	Business Law I	3
BUS230	Quant Methods for Business Decmknng	3
CSC110	Introduction to Computers	3
MGT101	Principles of Management	3
	or	
MGT130	Principles of Supervision	(3)
MKT110	Principles of Marketing	3
Electives	(choose from ACC, ADM, BCA, BUS, CIS, CSC, GRA, MKT)	6
Total		30

Computer Elective (must select 3 credit hours)

ADM112	Keyboarding	3
BCA134	Word Processing	3
BCA178	Presentation Software	3
CIS125	Introduction to Programming Logic with Language	3
CIS207	Fundamentals of Web Programming	3
CSC119	Computer Systems & Apps II	3
GRA110	Graphic Arts Principles	3
GRA127	Illustrator I	3
GRA140	Digital Imaging	3
GRA141	Digital Imaging II	3
Total		3
Total Required Hours		64

Business Administration (Entrepreneurship)

Diploma

Offered at MCC (Code: MVENP)

Students will attain a diploma in a specific subject area of business administration (entrepreneurship).

General Education		Credit Hours
ENG105	Composition I	3
Total		3
Program Requirements		
ACC121	Principles of Accounting I	3
ACC311	Computer Accounting	3
BUS130	Introduction to Entrepreneurship	3
BUS141	Small Business Startup	3
BUS185	Business Law I	3
CSC110	Introduction to Computers	3
MGT101	Principles of Management	3
	or	
MGT130	Principles of Supervision	(3)
MKT110	Principles of Marketing	3
Electives	ACC, BUS, MGT, MKT Prefixes	3
Total		27
Program Electives (must select 6 credit hours)		
BUS230	Quantitative Methods for Business Decision Making	3
ECN115	Personal Finance	3
ECN120	Principles of Macroeconomics	3
MAT156	Statistics	3
PHI105	Introduction to Ethics	3
PSY111	Introduction to Psychology	3
SOC110	Introduction to Sociology	3
SPC112	Public Speaking	3
Total		6
Total Required Hours		36

Business Administration (Entrepreneurship)

Certificate

Offered at MCC (Code: MVENT)

Gain the knowledge and skills to become successful entrepreneurs. Learn tested marketing skills, proven strategies and employee development skills to gain the knowledge needed to have a competitive advantage in the marketplace.

Program Requirements		Credit Hours
ACC311	Computer Accounting	3
BUS130	Introduction to Entrepreneurship	3
BUS141	Small Business Startup	3
BUS150	E-Commerce	3
BUS220	Introduction to International Business	3
MGT101	Principles of Management	3
	or	
MGT130	Principles of Supervision	(3)
MKT110	Principles of Marketing	3
Total		21
Total Required Hours		21

Business Administration (Small Business Practitioner Track)

Diploma

Offered at ECC & MCC (Codes: EVBSM & MVBSM)

One-year diploma program available to students wanting specialized skills in working in a small business environment. This program could be completed as an evening program in two semesters and two summer sessions.

The diploma program requires 33 hours of coursework concentrating on business classes (courses in accounting, business, computers, management, marketing and general education). Suggested coursework will be developed with the aid of a business faculty advisor.

General Education		Credit Hours
ENG105	Composition I	3
ENG106	Composition II	3
Total		6
Program Requirements		
ACC121	Principles of Accounting I	3
ACC122	Principles of Accounting II	3
BUS185	Business Law I	3
BUS230	Quantitative Methods for Business Decision Making	3
CSC110	Introduction to Computers	3
MGT101	Principles of Management	3
	or	
MGT130	Principles of Supervision	(3)
MKT110	Principles of Marketing	3
Total		21
Program Elective (must select 6 credit hours)		
ACC161	Payroll Accounting	3
ACC311	Computer Accounting	3
BUS102	Introduction to Business	3
BUS130	Introduction to Entrepreneurship	3
BUS141	Small Business Startup	3
BUS150	E-Commerce	3
BUS161	Human Relations	3
BUS220	Introduction to International Business	3
CSC119	Computer Systems & Apps II	3
MKT140	Principles of Selling	3
MKT150	Principles of Advertising	3
MKT160	Principles of Retailing	3
Total		6
Total Required Hours		33

Business Administrative and Information Services Assistant

Diploma

Offered at ECC and MCC (Code: EVBAI and MVBAI)

Program prepares students to provide administrative, information services, and technical assistance to clients in a business office or remotely as a virtual assistant from a home office. Tasks include bookkeeping; online research; presentations; travel planning, scheduling; database, e-mail, and social-media management; and industry-specific responsibilities. Preparation includes fundamental skills in keyboarding, communications, and finance, along with training in computer hardware, computer applications, and web-design skills in an information technology context. Test-out options and Microsoft certifications are available.

General Education	Credit Hours
ECN115 Personal Finance	3
Total	3
Program Requirements	
ACC121 Principles of Accounting I	3
ACC311 Computer Accounting	3
ADM112 Keyboarding	3
or	
ADM105 Introduction to Keyboarding	(1)
ADM154 Business Communication	3
ADM161 Office Management	3
BCA134 Word Processing	3
CSC110 Introduction to Computers	3
CSC119 Computer Systems and Applications II	3
or	
BCA152 Comprehensive Spreadsheets	(3)
CSC120 Computer Systems and Applications III	3
or	
BCA167 Comprehensive Databases	(3)
CIS207 Fundamentals of Web Programming	3
NET123 Computer Hardware Basics	4
Total	34
Total Required Hours	35-37

Business Computer Applications

Diploma

Offered at ECC and MCC (Code: EVBCA and MVBCA)

Gain computer skills through this short diploma or add any of the classes as electives to an AA degree. Due to the innovative nature of the program, courses must be completed within 5 years to earn diploma. Test-out options and Microsoft certifications are available.

General Education	Credit Hours
ENG111 Technical Writing	3
Total	3
Program Requirements	
ADM112 Keyboarding	3
BCA134 Word Processing	3
CSC110 Introduction to Computers	3
CSC119 Computer Systems and Applications II	3
or	
BCA152 Comprehensive Spreadsheets	(3)
CSC120 Computer Systems and Applications III	3
or	
BCA167 Comprehensive Databases	(3)
Total	15
Total Required Hours	18

Computer Applications in Business

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVCBU & MCVBU)

Students learn computer and technical skills required of today's workers. May take the program completely online or opt for classroom training. Learn to solve business problems utilizing computer software, manage data to make data-driven decisions, and prepare statistical reports, spreadsheets, presentations, publications, web pages, and information requests. Flexibility is built into the program so that students have the opportunity to take medical, legal, accounting, or a variety of specialty electives, such as foreign language, to enhance credentials or prepare for further study.

General Education	Credit Hours
CSC110 Introduction to Computers	3
ENG105 Composition I	3
SPC112 Public Speaking	3
Social/Behavioral Science/Humanities (courses approved for AA)	3
Electives (courses approved for AA)	9
Must select 3 credit hours	
MAT110 Math for Liberal Arts	3
BUS230 Quantitative Methods for Business Decision Making	3
MAT156 Statistics	3
Total	24
Program Requirements	
ACC111 Introduction to Accounting	3
or	
ACC121 Principles of Accounting I	(3)
ADM112 Keyboarding	3
or	
ADM116 Keyboarding II	(3)
ADM154 Business Communication	3
or	
ENG111 Technical Writing	(3)
ADM161 Office Management	3
or	
MGT130 Principles of Supervision	(3)
BCA134 Word Processing	3
BCA152 Comprehensive Spreadsheets	3
BCA178 Presentation Software	3
CSC119 Computer Systems and Applications II	3
CSC120 Computer Systems and Applications III	3
Total	27
Electives (must select 13 credit hours)	
Electives ACC, BCA, BUS, CSC, MAP, PRL Prefixes	13
or choose from list below:	
ACC311 Computer Accounting	(3)
BCA768 Adobe for Business	(3)
BUS291 Employment Portfolio and Career Develop.	(2)
CIS207 Fundamentals of Web Programming	(3)
ECN115 Personal Finance	(3)
GRA140 Digital Imaging	(3)
NET123 Computer Hardware Basics	(4)
Total	13
Total Required Hours	64

Computer Applications in Business Practitioner

Diploma

Offered at ECC (Code: EVCBP)

Students learn computer and technical skills required of today's workers. May take the program completely online or opt for classroom training. Learn to solve business problems utilizing computer software, manage data to make data-driven decisions, and prepare statistical reports, spreadsheets, presentations, publications, web pages, and information requests.

General Education		Credit Hours
CSC110	Introduction to Computers	3
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
Total		6
Program Requirements		
ADM112	Keyboarding	3
	or	
ADM116	Keyboarding II	(3)
ADM161	Office Management	3
	or	
MGT130	Principles of Supervision	(3)
BCA134	Word Processing	3
BCA152	Comprehensive Spreadsheets	3
BCA178	Presentation Software	3
CSC119	Computer Systems and Applications II	3
CSC120	Computer Systems and Applications III	3
Total		21
Electives (must select 9 credit hours)		
ACC111	Introduction to Accounting	3
ACC121	Principles of Accounting I	3
ACC311	Computer Accounting	3
ADM154	Business Communication	3
BCA768	Adobe for Business	3
BUS291	Employment Portfolio and Career Develop.	2
CIS207	Fundamentals of Web Programming	3
GRA140	Digital Imaging	3
NET123	Computer Hardware Basics	4
Total		9
Total Required Hours		36

Computer Network Management & Technology

Associate of Applied Science Degree

Offered at MCC (Code: MVCNM)

Computer Network Management & Technology is designed to provide the technical training necessary to install and maintain a computer networking environment, as well as the interpersonal skills necessary to "interface" with the people within a company or organization. A high degree of hands-on experience is stressed with a networking lab dedicated to this program.

Students are encouraged to take the industry standard certification exams.

General Education		Credit Hours
CSC110	Introduction to Computers	3
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
MAT110	Math for Liberal Arts	3
	or	
MAT156	Statistics	(3)
PSY111	Introduction to Psychology	3
SPC112	Public Speaking	3
Total		15
Program Requirements		
CIS281	Mobile Development	3
NET123	Computer Hardware Basics	4
NET235	CCNA Cisco 1	3
NET236	CCNA Cisco 2	3
NET237	CCNA Cisco 3	3
NET238	CCNA Cisco 4	3
NET303	Window Workstation Operating Systems	3
NET313	Windows Server	3
NET453	UNIX	3
NET612	Fundamentals of Network Security	3
NET616	VMware VCP	3
NET686	Cybersecurity Management	3
NET785	Fundamentals of Desktop Support	3
Total		40
Electives (must select 9 credit hours)		
ACC, ART, BUS, CIS, CSC, ECN, MGT, MMS, NET Prefixes		9
Total		9
Total Required Hours		64

Computer Network Management & Technology Practitioner

Diploma

Offered at MCC (Code: MVCNP)

This program provides students with the expertise in computer network management used in business and industry.

These classes will allow someone who already has a degree or working in the computer technology field, to update their knowledge and complete the classes needed for Microsoft & Cisco certification.

General Education (must select 3 credit hours)		Credit Hours
ENG105	Composition I	3
ENG111	Technical Writing	3
SPC112	Public Speaking	3
Total		3
Program Requirements		
CSC110	Introduction to Computers	3
CSC119	Computer Systems and Applications II	3
NET123	Computer Hardware Basics	4
NET235	CCNA Cisco 1	3
NET236	CCNA Cisco 2	3
NET303	Window Workstation Operating Systems	3
NET313	Windows Server	3
NET453	UNIX	3
NET612	Fundamentals of Network Security	3
NET616	VMware VCP	3
NET785	Fundamentals of Desktop Support	3
Total		34
Total Required Hours		37

Conservation Technology

Associate of Applied Science Degree

Offered at ECC (Code: EVCST)

The Conservation Technology program is designed to prepare students for immediate employment associated with conservation, agriculture, or environmental science. Graduates are now working as park rangers, conservationists, naturalists, and teachers.

General Education		Credit Hours
ENG105	Composition I or	3
ENG111	Technical Writing	(3)
SPC112	Public Speaking or	3
SPC122	Interpersonal Communication	(3)
SDV108	The College Experience	1
Humanities (courses approved for AA)		3
Social/Behavioral Science (courses approved for AA)		3
MAT156	Statistics	3
BIO112	General Biology I	4
Total		20
Program Requirements		
AGA154	Fundamentals of Soil Science	3
BIO113	General Biology II	4
BIO144	Field Biology: Spring Flowers	1
BIO145	Ecology of Iowa	3
BIO171	Iowa Vertebrate Ecology I: Fish, Amph, and Rept	3
BIO271	Iowa Vertebrate Ecology II: Mammals and Birds	3
CNS140	Parks, Planning and Maintenance	3
CNS150	Occupations in Conservation	1
CNS907	Co-op Field Experience	5
CSC110	Introduction to Computers	3
ENV122	Environmental Biology	4
Total		33
Must select 9 credit hours		
AGA284	Pesticide Application Certification	3
BIO132	Animal Care and Rehabilitation	2
CNS160	Apps. of Global Positioning Systems	2
CNS170	Wildland Firefighting	3
CNS929	Individual Projects	1-3
DSL837	Commercial Driver's License & Tools	1.5
CRJ251	Firearms	3
CHM122	Introduction to General Chemistry	4
GIS111	Introduction to Geographic Information Systems	3
GIS128	Intro to UAV Systems & Flights	3
PEH142	First Aid	3
Total		9
Total Required Hours		62

Construction Technology

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVCRT & MVCRT)

The Construction Technology degree is designed to train students interested in entering the field of residential and commercial construction. The two-year program equips graduates to enter the job market after graduation or work toward a Master Carpenter Certification and/or bachelor or master's degree. This program also offers a one-year Carpentry Practitioner diploma option.

Students will develop knowledge of the tools, equipment, techniques, building styles and materials utilized in residential and commercial construction. This knowledge is then applied to skill development in the actual construction of a residential project, as well as hands-on commercial applications.

General Education		Credit Hours
ENG105	Composition I or	3
ENG111	Technical Writing	(3)
MAT790	Shop Mathematics	(3)
PEH142	First Aid	3
SOC110	Introduction to Sociology	3
Total		15
Program Requirements		
ACC111	Intro to Accounting	3
CON108	Construction Safety	1
CON155	Carpentry Level I	3
CON157	Carpentry Level II	6
CON185	Construction Lab I	10
CON186	Construction Lab II	10
CON210	Fundamentals of Carpentry	3
CON264	Commercial Construction	6
CON265	Commercial Construction Lab	4
CON268	Commercial/Heavy Construction	6
CON269	Commercial/Heavy Construction Lab	4
Total		53
Electives (must select 3 credit hours)		
CON421	On-the-Job Training	4
ENG106	Composition II	3
Total		3
Total Required Hours		71-72

Construction Residential Practitioner

Diploma

Offered at ECC & MCC (Codes: EVCRP & MVCRP)

The Carpentry Practitioner diploma is designed to train students interested in entering the field of residential and light commercial construction. This program transfers easily into the two-year Construction Technology Associate of Applied Science Degree.

Students will develop knowledge of the tools, equipment, techniques, building styles and materials utilized in residential and light commercial construction. This knowledge is then applied to skill development in the actual construction of a residential project.

General Education		Credit Hours
MAT790	Shop Mathematics	3
PEH142	First Aid	3
SDV135	Job Seeking Skills	1
Total		7
Program Requirements		
CON108	Construction Safety	1
CON155	Carpentry Level I	3
CON157	Carpentry Level II	6
CON185	Construction Lab I	10
CON186	Construction Lab II	10
CON210	Fundamentals of Carpentry	3
Total		33
Electives (must select 3 credit hours)		
CON421	On-the-Job Training	4
ENG105	Composition I	3
ENG111	Technical Writing	3
Total		3
Total Required Hours		43-44

Construction Commercial Practitioner

Diploma

Offered at ECC & MCC (Codes: EVCCP & MVCCP)

This Carpentry Practitioner diploma is designed to train students interested in entering the field of commercial construction. This program transfers easily into the two-year Construction Technology Associate of Applied Science Degree.

Students will develop knowledge of the tools, equipment, techniques, building styles and materials utilized in commercial construction.

General Education		Credit Hours
ACC111	Intro to Accounting	3
MAT790	Shop Mathematics	3
PEH142	First Aid	3
SDV135	Job Seeking Skills	1
Total		10
Program Requirements		
CON108	Construction Safety	1
CON210	Fundamentals of Carpentry	3
CON264	Commercial Construction	6
CON265	Commercial Construction Lab	4
CON268	Commercial/Heavy Construction	6
CON269	Commercial/Heavy Construction Lab	4
Total		24
Electives (must select 3 credit hours)		
CON421	On-the-Job Training	4
ENG105	Composition I	3
ENG111	Technical Writing	3
Total		3
Total Required Hours		37-38

Construction Technology Retail

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVCRR & MVCRR)

This program is for persons who wish to enter management in the retail related aspect of the construction industry. This program is geared to enhance the opportunities at both the entry level and advancement stages of employment.

Students will be provided internships in area retail construction businesses.

General Education		Credit Hours
ACC111	Intro to Accounting	3
ENG105	Composition I	3
ENG106	Composition II	3
MAT790	Shop Mathematics	3
SOC110	Introduction to Sociology	3
SPC112	Public Speaking	3
Total		18
Program Requirements		
CON108	Construction Safety	1
CON155	Carpentry Level I	3
CON157	Carpentry Level II	6
CON185	Construction Lab I	10
CON186	Construction Lab II	10
CON210	Fundamentals of Carpentry	3
CON264	Commercial Construction	6
CON265	Commercial Construction Lab	4
	or	
CON421	On-the-Job Training	(4)
CSC110	Introduction to Computers	3
Total		46
Business Electives (must select 3 credit hours)		
BUS102	Introduction to Business	3
MKT110	Principles in Marketing	3
MKT140	Principles of Selling	3
MKT160	Principles of Retailing	3
Total		3
Total Required Hours		67

Heavy Construction

Associate of Applied Science Degree

Offered at MCC (Code: MVHCT)

This Carpentry AAS is designed to train students interested in entering the field of heavy construction.

Students will develop knowledge of the tools, equipment, techniques, structures, and materials utilized in heavy construction.

General Education		Credit Hours
ACC111	Intro to Accounting	3
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
MAT790	Shop Mathematics	3
PEH142	First Aid	3
SOC110	Introduction to Sociology	3
Total		15
Program Requirements		
CON108	Construction Safety	1
CON155	Carpentry Level I	3
CON157	Carpentry Level II	6
CON185	Construction Lab I	10
CON186	Construction Lab II	10
CON210	Fundamentals of Carpentry	3
CON268	Commercial/Heavy Construction	6
CON269	Commercial/Heavy Construction Lab	4
HEQ125	Heavy Construction	6
HEQ126	Heavy Construction Lab	4
Total		53
Electives (must select 3 credit hours)		
CON421	On-the-Job Training	4
ENG106	Composition II	3
Total		3
Total Required Hours		71-72

Heavy Construction Practitioner

Diploma

Offered at MCC (Code: MVHCP)

This Carpentry Practitioner diploma is designed to train students interested in entering the field of heavy construction.

Students will develop knowledge of the tools, equipment, techniques, structures and materials utilized in heavy construction.

General Education		Credit Hours
MAT790	Shop Mathematics	3
PEH142	First Aid	3
SDV135	Job Seeking Skills	1
Total		7
Program Requirements		
CON108	Construction Safety	1
CON210	Fundamentals of Carpentry	3
CON268	Commercial/Heavy Construction	6
CON269	Commercial/Heavy Construction Lab	4
HEQ125	Heavy Construction	6
HEQ126	Heavy Construction Lab	4
Total		24
Electives (must select 3 credit hours)		
CON421	On-the-Job Training	4
ENG105	Composition I	3
ENG111	Technical Writing	3
Total		3
Total Required Hours		34-35

Criminal Justice - Corrections

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVCJC & MVCJC)

This program is designed to prepare students for immediate employment in field including corrections, probation and parole, juvenile justice, and county jails.

General Education	Credit Hours
Communications (courses approved for AA)	9
Humanities (courses approved for AA)	6
Social/Behavioral Science (courses approved for AA)	6
Math (courses approved for AA)	3
Lab Science (courses approved for AA)	4
SDV108 The College Experience	1
Total	29

Program Requirements

CRJ100 Intro to Criminal Justice	3
CRJ101 Ethics in Criminal Justice	3
CRJ120 Introduction to Corrections	3
CRJ133 Constitutional Criminal Procedure	3
CRJ200 Criminology	3
CRJ201 Juvenile Delinquency	3
CSC110 Introduction to Computers	3
Total	21

Electives (must select 15 credit hours)

CRJ110 Patrol Procedures	3
CRJ141 Criminal Investigation	3
CRJ145 Police Photography	3
CRJ160 Introduction to Forensic Investigation	3
CRJ183 Terrorism and Homeland Security	3
CRJ210 Law Enforcement Management	3
CRJ211 Multicultural Policing	3
CRJ212 Community-Oriented Policing	3
CRJ251 Firearms	3
CRJ907 Coop Field Experience	3
PEH142 First Aid	3
Total	15

Total Required Hours

65

NOTE: Students should be advised that law enforcement agencies and corrections facilities conduct criminal background checks prior to hiring.

Criminal Justice - Law Enforcement

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVCJL & MVCJL)

This program is designed to prepare students for immediate employment in the field including law enforcement, security, loss prevention, and social work.

General Education	Credit Hours
Communications (courses approved for AA)	9
Humanities (courses approved for AA)	6
Social/Behavioral Science (courses approved for AA)	6
Math (courses approved for AA)	3
Lab Science (courses approved for AA)	4
SDV108 The College Experience	1
Total	29

Program Requirements

CRJ100 Intro to Criminal Justice	3
CRJ101 Ethics in Criminal Justice	3
CRJ133 Constitutional Criminal Procedure	3
CRJ211 Multicultural Policing	3
CSC110 Introduction to Computers	3
Total	15

Electives (must select 21 credit hours)

CRJ110 Patrol Procedures	3
CRJ130 Criminal Law	3
CRJ141 Criminal Investigation	3
CRJ145 Police Photography	3
CRJ160 Introduction to Forensic Investigation	3
CRJ183 Terrorism and Homeland Security	3
CRJ200 Criminology	3
CRJ201 Juvenile Delinquency	3
CRJ210 Law Enforcement Management	3
CRJ212 Community-Oriented Policing	3
CRJ251 Firearms	3
CRJ907 Coop Field Experience	3
Total	21

Total Required Hours

65

NOTE: Students should be advised that law enforcement agencies and corrections facilities conduct criminal background checks prior to hiring.

Culinary Apprenticeship

Associate of Applied Science Degree

Offered at MCC in Grinnell (Codes: MVCLA)

This Associate of Applied Science degree is a part-time training program, offered over a three-year period, to accommodate a 6,000 hour registered apprenticeship with the US Department of Labor to prepare students for the professional world of culinary arts. This program reflects part-time training hours matched with full-time paid work in the industry.

General Education	Credit Hours
ART101 Art Appreciation	3
or	
HIS254 American Indian History	(3)
SPC112 Public Speaking	3
or	
SPC122 Interpersonal Communication	(3)
MAT743 Technical Math	3
Must select 3 credit hours	
ECN115 Personal Finance	3
GEO121 World Regional Geography	3
PHI105 Introduction to Ethics	3
Total	12

Program Requirements

CSC110 Introduction to Computers	3
HCM100 Sanitation and Safety	2
HCM116 Fundamentals of Baking	3
HCM154 Basic Food Preparation	2
HCM155 Garde Manger	3
HCM156 Intermediate Food Prep	3
HCM160 Advanced Food Preparation	3
HCM180 Food Fundamentals	2
HCM212 Industry Management	3
HCM233 Menu Planning & Nutrition	3
HCM241 Menu Planning and Sales Promotion	3
HCM255 Purchasing	3
HCM280 Food Cost Accounting	3
HCM301 Beverage Control	3
HCM501 Culinary Practicum	3
HCM502 Culinary Practicum II	3
HCM503 Culinary Practicum III	1.5
HCM504 Culinary Practicum IV	3
HCM505 Culinary Practicum V	3
HCM506 Culinary Practicum VI	1.5
HCM507 Culinary Practicum VII	3
HCM508 Culinary Practicum VIII	3
HCM509 Culinary Practicum IX	1.5
Total	61.5

Total Required Hours

73.5

Culinary Arts

Associate of Applied Science Degree

Offered at MCC in Grinnell (Codes: MVCUL)

This Associate of Applied Science degree is designed in the traditional classroom-based model with ample laboratory opportunities during the program and some real-life experiences.

General Education		Credit Hours
DRA110	Introduction to Film	3
ECN115	Personal Finance	3
ENG111	Technical Writing	3
MAT743	Technical Math	3
SPC112	Public Speaking	3
	or	
SPC122	Interpersonal Communication	(3)
Total		15
Program Requirements		
BCA122	Basic Word Processing	1
BCA146	Basic Spreadsheets	1
HCM100	Sanitation and Safety	2
HCM116	Fundamentals of Baking	3
HCM118	Advanced Baking	2
HCM119	Advanced Baking Lab	4
HCM154	Basic Food Preparation	2
HCM155	Garde Manger	3
HCM156	Intermediate Food Prep	3
HCM160	Advanced Food Preparation	3
HCM180	Food Fundamentals	2
HCM212	Industry Management	3
HCM233	Menu Planning & Nutrition	3
HCM241	Menu Planning and Sales Promotion	3
HCM255	Purchasing	3
HCM263	International Cuisine	3
HCM280	Food Cost Accounting	3
HCM298	Knife Skills	2
HCM341	Catering and Banqueting	2
MGT101	Principles of Management	3
MKT110	Principles of Marketing	3
Total		54
Total Required Hours		69

Dental Assisting

Diploma

Offered at MCC (Code: MVDNT)

The 11-month Dental Assisting program provides training in the skills and knowledge necessary for successful employment in a modern dental facility. The program is accredited by the American Dental Association Commission on Dental Accreditation. Graduates are eligible to write examinations for Certified Dental Assistants, Infection Control, and Dental Radiation Health and Safety.

Six basic areas in the Dental Assisting curriculum are:

- chair side assisting (seating/preparing patients, implementing infection control, preparing instruments/materials, charting, and passing and receiving instruments)
- infection control (universal precautions, OSHA and HazMat standards, office asepsis)
- radiographic techniques (exposing, developing and mounting dental x-rays)
- office management (keeping schedules, receiving patients on the telephone and in person, keeping clinical and financial records, computerized recordkeeping, filing insurance claims, ordering supplies)
- laboratory techniques (preparing dental amalgam and cements, pouring and trimming models)
- patient education (teaching preventive dentistry)

A grade point average of 2.00 or above is required for each program requirement. For successful completion of this program no course failures are allowed.

General Education		Credit Hours
CSC110	Introduction to Computers	3
ENG105	Composition I	3
PSY111	Introduction to Psychology	3
SPC112	Public Speaking	3
Total		12
Program Requirements		
DEA103	Orientation to Dental Assisting	2
DEA252	Dental Science	3
DEA263	Dental Science II	2
DEA294	Microbiology & Infection Control	3
DEA312	Dental Radiography I	3
DEA321	Dental Radiography II	2
DEA402	Dental Materials	2.5
DEA428	Laboratory Procedures	2
DEA503	Principles of Dental Assisting	4.5
DEA550	Assisting Clinic I	3
DEA551	Assisting Clinic II	2
DEA552	Assisting Clinic III	3
DEA603	Dental Specialties	2
DEA702	Dental Office Procedures	2
Total		36
Total Required Hours		48

NOTE: Students should be advised that most health care facilities conduct criminal background checks prior to hiring dental assistants.

Early Childhood Education

Associate of Applied Science Degree

Offered at MCC (Code: MVCHE)

Graduates of the two-year Child Development program will be able to develop a program that will take into consideration all facets of the preschool child's behavior and development including interaction with peers, parents, and community. In addition, graduates will be able to manage the business aspects of a child care center; maintain high nutritional and health standards; supervise assistants, student observers and helpers/volunteers; work closely with parents and families; and continue their professional growth.

A grade point of 2.00 or above is required for each program requirement for successful completion.

General Education	Credit Hours
Communications (courses approved for AA)	9
Humanities (courses approved for AA)	6
Social/Behavioral Science (courses approved for AA)	6
MAT117 Math for Elementary Teachers	3
or	
Math (courses approved for AA)	(3)
Lab Science (courses approved for AA)	4
Physical Education (courses approved for AA)	2
Total	30
Program Requirements	
ECE103 Introduction to Early Childhood Education	3
ECE133 Child Health, Safety, and Nutrition	3
ECE158 Early Childhood Curriculum I	3
ECE159 Early Childhood Curriculum II	3
ECE170 Child Growth and Development	3
ECE221 Infant/Toddler Care and Education	3
ECE243 Early Childhood Guidance	3
ECE270 Practicum in Child Care I	3
ECE271 Practicum in Child Care II	3
ECE290 Early Childhood Program Administration	3
ECE929 Individual Projects	1
EDU235 Children's Literature	3
Total	34
Total Required Hours	64

NOTE: Students should be advised that all child care centers conduct criminal background checks prior to hiring new employees.

Early Childhood Education Practitioner

Diploma

Offered at MCC (Code: MVCHD)

Graduates of the one-year Child Development Practitioner program will be qualified to work under the direction of a supervisor in carrying out the goals of a child care center. Specific competencies include supervising children, assisting with developmentally appropriate activities, maintaining a sanitary environment, recognizing health care problems, recognizing and dealing with behavior problems, and assisting in the preparation of snacks and meals.

A grade point of 2.00 or above is required for each program requirement for successful completion.

General Education	Credit Hours
ENG105 Composition I	3
Social/Behavioral Science (courses approved for AA)	3
or	
CSC118 Computer Systems and Applications	(3)
Total	6
Program Requirements	
ECE103 Introduction to Early Childhood Education	3
ECE133 Child Health, Safety, and Nutrition	3
ECE158 Early Childhood Curriculum I	3
ECE159 Early Childhood Curriculum II	3
ECE170 Child Growth and Development	3
ECE221 Infant/Toddler Care and Education	3
ECE243 Early Childhood Guidance	3
ECE270 Practicum in Child Care I	3
ECE271 Practicum in Child Care II	3
EDU235 Children's Literature	3
ECE929 Individual Projects	1
Total	31
Total Required Hours	37

NOTE: Students should be advised that all child care centers conduct criminal background checks prior to hiring new employees.

Electro-Mechanical Systems Technologist

Associate of Applied Science Degree

Offered at MCC (Code: MVELM)

This program is designed to train students to troubleshoot, repair and maintain electrical and mechanical equipment and instruments through data analysis. Students will obtain a background in OSHA, process control, electrical circuits, print reading, machining, hydraulics/pneumatics, and other areas tended by field service technicians. Students will get hands on training in inspecting, installing, calibrating, and servicing various instruments that measure and record changes in industrial environments.

General Education	Credit Hours
CSC110 Introduction to Computers	3
ENG105 Composition I	3
ENG111 Technical Writing	3
MAT156 Statistics	3
MAT790 Shop Mathematics	3
MAT791 Shop Mathematics II	1
Social/Behavioral Science (courses approved for AA) (recommend PSY212)	3
Total	19
Program Requirements	
EGT141 Fluid Power	3
ELT111 Introduction to Electronics	3
ELT170 Introduction to PLCs	3
ELT220 AC-DC Motors and Controls	5
ELT241 PLCs II	3
ELT395 Advanced Electrical Circuits	5
IND115 Occupational Safety, Health & Environmental Concerns	1
IND125 Introduction to Process Control	3
MFG121 Machine Trade Printreading I	2
MFG209 Machine Shop Practices	3
MFG506 Quality Assurance	1
MKT181 Customer Service Strategies	2
WEL116 General Welding	1
Total	35
Electives (must select 10 credit hours)	
ELE151 National Electrical Code I	3
HCR101 Basic Heat/Air Conditioning/Refrig	4
IND153 Industrial Mechanics	3
IND169 Basic Plumbing and Pipework	2
IND189 Introduction to Mechatronics	5
IND193 Introduction to Pumps	4
IND250 Fundamentals/Maintenance Management	3
IND911 On-the-job Training	1-2
MAT158 Statistics II	3
MFG262 Mill Operations Theory	3
MFG280 Drill Presses	1.5
PHY121 Elements of Physics	4
WEL186 GMAW	4
Total	10
Total Required Hours	64

Electrical Maintenance Mechanic

Diploma

Offered at MCC (Code: MVEMM)

This program is designed to train students to maintain, repair and service electrical and electronic equipment found in industry. Students will get a background in electricity, solid state electronics, motors and controls, programmable logic controllers, automated manufacturing systems, process control systems, and general welding. Upon satisfactory completion of the program and a GPA of 2.0, the student will be awarded a diploma. If the student wishes to transfer into one of the two Industrial AAS degree programs that are offered by the college a number of credits earned in the diploma program can be transferred towards completion of these programs.

General Education		Credit Hours
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
MAT790	Shop Mathematics	3
Total		6
Program Requirements		
ELE151	National Electrical Code I	3
ELT111	Introduction to Electronics	3
ELT170	Introduction to PLCs	3
ELT220	AC-DC Motors and Controls	5
ELT241	PLCs II	3
ELT395	Advanced Electrical Circuits	5
IND189	Introduction to Mechatronics	5
IND115	Occupational Safety, Health & Environmental Concerns	1
IND125	Introduction to Process Control	3
IND153	Industrial Mechanics	3
WEL116	General Welding	1
Total		35
Total Required Hours		41

Entrepreneurial & Diversified Agriculture

Associate of Applied Science Degree

Offered at MCC (Code: MVSEA)

This program offers the chance to learn sustainable farming techniques and effective small business strategies. It provides practical knowledge in local food production, environmental stewardship, small business planning and hands-on experience with Central Iowa farmers practicing sustainable agriculture, vegetable production, and/or certified organic farming.

General Education		Credit Hours
BUS230	Quantitative Methods for Business Decision Making	3
	or	
MAT156	Statistics	(3)
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
SOC110	Introduction to Sociology	3
SPC112	Public Speaking	3
Total		12
Program Requirements		
ACC121	Principles of Accounting I	3
AGA154	Fundamentals of Soil Science	3
AGA220	Perennial Crops	3
	or	
AGA455	Organic Crop Production	(3)
AGA211	Grain and Forage Crops	3
	or	
AGA334	Forage Production	3
AGA378	Sustainable Pest Management	3
AGA450	Issues in Sustainable Agriculture	3
AGB225	Farmstead Planning and Technology	3
AGB334	Applied Systems Thinking	3
AGB933	Practicum/Apprenticeship	3
AGH265	Horticultural Crops	3
AGS308	Livestock Management	3
BIO186	Microbiology	4
	or	
AGA470	Safety in the Food Systems	(3)
BUS130	Introduction to Entrepreneurship	3
	or	
BUS150	E-Commerce	(3)
ECN115	Personal Finance	3
ENV120	Environmental Biology	3
MGT101	Principles of Management	3
	or	
MGT130	Principles of Supervision	3
Total		52
Total Required Hours		63-64

Entrepreneurial & Diversified Agriculture

Certificate

Offered at MCC (Code: MVSAP)

Students will gain some basic business skills and basic agricultural practices through both coursework and participation in a practicum/ apprenticeship in the Central Iowa Area to achieve a certificate in sustainable agricultural practices.

Program Requirements		Credit Hours
AGA450	Issues in Sustainable Agriculture	3
AGB334	Applied Systems Thinking	3
AGB933	Practicum/Apprenticeship	4
Total		10
Agriculture Electives (must select 3 credit hours)		
AGA154	Fundamentals of Soil Science	3
AGH265	Horticultural Crops	3
ENV120	Environmental Biology	3
Total		3
Business Electives (must select 3 credit hours)		
BUS130	Introduction to Entrepreneurship	3
BUS141	Small Business Startup	3
BUS150	E-Commerce	3
ECN115	Personal Finance	3
Total		3
Total Required Hours		16

Entrepreneurial & Diversified Horticulture

Certificate

Offered at MCC (Code: MVEDH)

Students will gain knowledge and experience in a range of horticultural practices such as propagation, cultivation, pruning, and other skills through work in a high tunnel, and greenhouse and through landscaping projects in the community. A practicum experience in the Central Iowa area will complete their requirements for a certificate in horticultural practices.

Program Requirements

AGA154	Fundamentals of Soil Science	3
AGA378	Sustainable Pest Management	3
AGB933	Practicum/Apprenticeship	4
AGH265	Horticultural Crops	3
Total		13
Electives (must select 3 credit hours)		
AGA220	Perennial Crops	3
AGA455	Organic Crop Production	3
ENV120	Environmental Biology	3
Total		3
Total Required Hours		16

Equine Management

Associate of Applied Science Degree

Offered at ECC (Code: EVEQM)

This program prepares students for employment in the equine industry. Graduates manage their own equine businesses or are employed as trainers, stable managers, riding instructors, equine reproduction specialists, veterinarian assistants, retail sales associates, marketing assistants, nutrition specialists, horse transportation operators or obtain employment in other equine industry related fields.

Entrance requirements: Application and acceptance for college admission completed and signed at least 5 business days prior to the Equine Placement Testing Day. Complete Equine Placement Testing and receive a cumulative score of 85% or higher. Equine Placement Testing consists of three phases: Equine Riding, Personal Interview, and Written Exam. Upon acceptance into the Equine Management program, students must maintain a cumulative GPA of 2.0 or higher. All required documents must be completed and returned to the Equine Office no later than the required submission dates. Any questions regarding admission into the Equine Program should be directed to Equine Faculty. There is a prescribed schedule for progression through the Equine Program; students will register with their advisor according to the schedule of courses.

	Credit Hours
Communications (courses approved for AA)	6
Humanities/Social/Behavioral Science (courses approved for AA)	3
Math (courses approved for AA)	3
AGC102 Computers in Agriculture	2
SDV108 The College Experience	1
Total	15
Program Requirements	
ACC111 Intro to Accounting or	3
AGB330 Farm Business Management	(3)
AGE115 Light Horse Management	2
AGE121 Horse Evaluation	3
AGE145 Fundamentals of Riding	3
AGE160 Instructing Horsemanship	2
AGE165 Horse Husbandry	2
AGE175 Equitation I	3
AGE200 Stable Management	2
AGE208 Breeding Management	3
AGE214 Horse Operation Management	4
AGE220 Young Horse Care and Handling	2
AGE225 Young Horse Training I	2
AGE226 Young Horse Training II	2
AGE227 Young Horse Training III	2
AGE235 Advanced Horse Training I	2
AGE236 Advanced Horse Training II	2
AGE237 Advanced Horse Training III	2
AGE260 Introduction to Farrier Science	1
AGE907 Co-op Field Experience	4
AGE945 Seminar	1
PEH142 First Aid	3
Total	50
Electives (must select 9 credit hours)	
AGA154 Fundamentals of Soil Science	3
AGA334 Forage Production	3
AGB235 Introduction to Agriculture Markets	3
AGB320 Farm Machinery Management	3
AGB330 Farm Business Management	3
AGB331 Entrepreneurship in Agriculture	3
AGE122 Horse Evaluation II	3
AGE151 Equitation II	1
AGE204 Equine Anatomy and Physiology	3
AGE207 Introduction to Veterinary Tech.	2
AGE215 Equine Reproduction Techniques	3
AGE228 Equine Training Theory I	1
AGE229 Equine Training Theory II	1
AGE245 Equine Driving Skills and Techniques	2
AGE272 Intercollegiate Horse Show Assoc.	1
AGE929 Individual Projects	1-3
AGS113 Survey of the Animal Industry	3
AGS242 Animal Health	3
AGS319 Animal Nutrition	3
Total	9
Total Required Hours	74

Equine Management Practitioner

Diploma

Offered at ECC (Code: EVEQP)

This program prepares students for employment in the equine industry. Students may continue their education by seeking an Associate of Applied Science (AAS) Degree.

Entrance requirements: Application and acceptance for college admission completed and signed at least 5 business days prior to the Equine Placement Testing Day. Complete Equine Placement Testing and receive a cumulative score of 85% or higher. Equine Placement Testing consists of three phases: Equine Riding, Personal Interview, and Written Exam. Upon acceptance into the Equine Management Practitioner program, students must maintain a cumulative GPA of 2.0 or higher. All required documents must be completed and returned to the Equine Office no later than the required submission dates. Any questions regarding admission into the Equine Program should be directed to Equine Faculty. There is a prescribed schedule for progression through the Equine Program; students will register with their advisor according to the schedule of courses.

General Education	Credit Hours
Communications (courses approved for AA)	3
Math (courses approved for AA)	3
SDV108 The College Experience	1
Total	7
Program Requirements	
AGE115 Light Horse Management	2
AGE121 Horse Evaluation	3
AGE145 Fundamentals of Riding	3
AGE165 Horse Husbandry	2
AGE175 Equitation I	3
AGE200 Stable Management	2
AGE208 Breeding Management	3
AGE214 Horse Operation Management	2
AGE220 Young Horse Care and Handling	2
AGE225 Young Horse Training I	2
AGE226 Young Horse Training II	2
AGE227 Young Horse Training III	2
AGE260 Introduction to Farrier Science	1
Total	29
Total Required Hours	36

Equine Science

Associate of Applied Science Degree

Offered at ECC (Code: EVEQS)

This program prepares students for employment in the equine industry or prepares students to continue their education by seeking an advanced degree. Graduates manage their own equine businesses, continue their education, or are employed as stable managers, riding instructors, equine reproduction specialists, veterinarian assistants, retail sales associates, marketing assistants, nutrition specialists, horse transportation operators, or other equine industry related fields.

Entrance requirements: Application and acceptance for college admission completed and signed at least 5 business days prior to the Equine Placement Testing Day. Complete Equine Placement Testing and receive a cumulative score of 70% or higher. Equine Placement Testing consists of three phases: Equine Riding, Personal Interview, and Written Exam. Upon acceptance into the Equine Management program, students must maintain a cumulative GPA of 2.0 or higher. All required documents must be completed and returned to the Equine Office no later than the required submission dates. Any questions regarding admission into the Equine Program should be directed to Equine Faculty. There is a prescribed schedule for progression through the Equine Program; students will register with their advisor according to the schedule of courses.

General Education	Credit Hours
Communications (courses approved for AA)	6
Humanities/Social/Behavioral Science (courses approved for AA)	3
Math (courses approved for AA)	3
Electives (courses approved for AA)	5
SDV108 The College Experience	1
Total	18
Program Requirements	
ACC111 Intro to Accounting	3
AGC102 Computers in Agriculture	2
AGE115 Light Horse Management	2
AGE121 Horse Evaluation	3
AGE145 Fundamentals of Riding	3
AGE160 Instructing Horsemanship	2
AGE165 Horse Husbandry	2
AGE175 Equitation I	3
AGE200 Stable Management	2
AGE204 Equine Anatomy & Physiology	3
AGE207 Introduction to Veterinary Technology	2
AGE208 Breeding Management	3
AGE214 Horse Operation Management	4
AGE220 Young Horse Care and Handling	2
AGE225 Young Horse Training I	2
AGE260 Introduction to Farrier Science	1
AGE907 Co-op Field Experience	4
AGE945 Seminar	1
PEH142 First Aid	3
Total	47
Electives (must select 9 credit hours)	
AGA154 Fundamentals of Soil Science	3
AGA334 Forage Production	3
AGB235 Introduction to Agriculture Markets	3
AGB320 Farm Machinery Management	3
AGB330 Farm Business Management	3
AGB331 Entrepreneurship in Agriculture	3
AGE122 Horse Evaluation II	3
AGE151 Equitation II	1
AGE215 Equine Reproduction Techniques	3
AGE228 Equine Training Theory I	1
AGE229 Equine Training Theory II	1
AGE245 Equine Driving Skills and Techniques	2
AGE272 Intercollegiate Horse Show Assoc.	1
AGE929 Individual Projects	1-3
AGS113 Survey of the Animal Industry	3
AGS242 Animal Health	3
AGS319 Animal Nutrition	3
Total	9
Total Required Hours	74

Gunsmith Technology

Associate of Applied Science Degree

Offered at MCC in Grinnell (Code: MVGSM)

Gunsmith Technology is a program that prepares individuals to apply technical knowledge and skills to make, repair, maintain, and modify firearms according to blueprints or customer specifications, using specialized hand tools and machines. Hunters, sportsmen, collectors, and firearms enthusiasts around the nation all need the services of experienced Gunsmiths to repair and customize their favorite firearms. Millions of dollars a year are spent on guns in the U.S. alone—that means there's a big demand for skilled professionals to keep the weapons working well! Salaries of gunsmiths vary by employment setting. HigherSalary.com lists the range of \$25,470 to \$48,605 a year, with the average salary of \$36,267 annually. Successful self-employed gunsmiths earn the highest income, though like many entrepreneurs, they may lack the benefits provided by employment within a larger company. Gunsmiths who are longtime employees in gunsmithing shops also earn income on the higher end of that range.

This is a 2 year program that prepares the student to become a gunsmith working in a variety of gun shops, sporting goods stores, gun manufacturers, and their own business.

General Education		Credit Hours
ART101	Art Appreciation or	3
ECN115	Personal Finance or	(3)
LIT101	Introduction to Literature or	(3)
PHI105	Introduction to Ethics	(3)
ENG111	Technical Writing	3
MAT790	Shop Math	3
PEH110	Personal Wellness or	2
DRA110	Introduction to Film	(3)
SPC112	Public Speaking or	3
SPC122	Interpersonal Communication	(3)
Total		14-15

Program Requirements		
BUS130	Introduction to Entrepreneurship	3
BUS141	Small Business Startup	3
GUS105	Gunsmith Machining I	3
GUS110	Firearms Bench Metal I	4
GUS114	Bench Metal II	3
GUS118	Firearms History & Development	2
GUS119	Stockmaking I	3
GUS123	Firearms Repair I	5
GUS135	Firearm Conversions	3
GUS140	Checkering I	4
GUS154	Gun Shop Records	1
GUS205	Firearms Machining II	3
GUS220	Machine Advanced Practice	2
GUS245	Stockmaking II	5
GUS248	Firearms Repair II	5
GUS293	Firearm Repair Workshop	3
GUS932	Practicum or	3
GUS929	Individual Projects	(3)
Total		55-56
Total Required Hours		69-70

Industrial Maintenance Mechanic

Diploma

Offered at MCC (Code: MVIMM)

This program is designed to train students to maintain, repair and service mechanical systems found in industry. The student will receive a background in industrial mechanical drives, fluid power, basic machining and print reading, general welding, operation and maintenance of pumps, HVAC (Heating, Ventilation, and Air Conditioning), basic industrial electricity, automated manufacturing systems, and process control system. Upon satisfactory completion of the program and a GPA of 2.0, the student will be awarded a diploma. If the student wishes to transfer into one of the two Industrial AAS degree programs that are offered by the college a number of credits earned in the diploma program can be transferred towards completion of these programs.

General Education		Credit Hours
ENG105	Composition I or	3
ENG111	Technical Writing	(3)
MAT790	Shop Mathematics	3
Total		6
Program Requirements		
EGT141	Fluid Power	3
ELT111	Introduction to Electronics	3
HCR101	Basic Heat/Air Conditioning/Refrig	4
IND115	Occupational Safety, Health & Environmental Concerns	1
IND125	Introduction to Process Control	3
IND153	Industrial Mechanics	3
IND169	Basic Plumbing and Pipework	2
IND189	Introduction to Mechatronics	5
IND193	Introduction to Pumps	4
MFG121	Machine Trade Printreading I	2
MFG209	Machine Shop Practices	3
WEL116	General Welding	1
Total		34
Total Required Hours		40

Machine Tool Technology Tool & Die

Associate of Applied Science Degree

Offered at MCC (Code: MVTL D)

A student who has completed the 10-month Machine Trades Practitioner program (or who has adequate past work experience or educational background) may elect to continue in the Tool & Die Option program for an additional two semesters. This additional training will provide skills for working in the tool and die field.

Upon satisfactory completion of coursework and a minimum GPA of 2.0, graduates of this program may transfer up to 64 credits from MCC toward a BA degree from the University of Northern Iowa; also, 16 hours of vocational credit already transfer to the Iowa Regent schools.

General Education		Credit Hours
CHM103	Metallurgy	2
ENG111	Technical Writing	3
MAT790	Shop Mathematics	3
MAT791	Shop Mathematics II	1
	Social/Behavioral Science/Humanities (courses approved for AA)	3
	or	
PSY212	Psych. of Human and Work Relations	(3)
Total		12
Program Requirements		
IND110	CPR, First Aid and Safety	1
MFG101	Measuring Tools	1.5
MFG121	Machine Trade Printreading I	2
MFG131	Machine Trade Printreading II	2
MFG200	Electric Discharge Machine (EDM)	1
MFG255	Engine Lathe Operations	5
MFG262	Mill Operations Theory	3
MFG270	Grinders Theory	1
MFG275	Hand and Bench Machine Tools	1
MFG280	Drill Presses	1.5
MFG282	CNC Plasma Table	1
MFG322	Introduction to CAD/CAM	3
MFG353	CNC Lathe Fundamentals	2.5
MFG357	CNC Mill	3.5
MFG407	Basic Die Making	7
MFG418	Advanced Die Making	9
MFG425	Jig and Fixtures	6
MFG456	Injection Mold Making	6
WEL116	General Welding	1
Total		58
Total Required Hours		70

Machine Tool Technology Trades Practitioner

Diploma

Offered at MCC (Code: MVMCH)

Machine Trades Practitioner prepares students for employment as machinists. Individuals who desire may continue their training by taking the second year Tool & Die Option program to become a tool and die maker.

The program consists of 10 months of training with a new class beginning each fall. Applicants must be at least 17 years of age and will be evaluated on the basis of their application form, personal interview, past educational experience, and pre-entrance tests as needed. Like all dynamic curricula, requirements may be changed from date of publication; before registering for Machine Trades or Tool and Die classes, students should visit with the instructor.

General Education		Credit Hours
ENG111	Technical Writing	3
MAT790	Shop Mathematics	3
MAT791	Shop Mathematics II	1
Total		7
Program Requirements		
IND110	CPR, First Aid and Safety	1
MFG101	Measuring Tools	1.5
MFG121	Machine Trade Printreading I	2
MFG131	Machine Trade Printreading II	2
MFG200	Electric Discharge Machine (EDM)	1
MFG255	Engine Lathe Operations	5
MFG262	Mill Operations Theory	3
MFG275	Hand & Bench Machine Tools	1
MFG270	Grinders Theory	1
MFG280	Drill Presses	1.5
MFG282	CNC Plasma Table	1
MFG322	Introduction to CAD/CAM	3
MFG353	CNC Lathe Fundamentals	2.5
MFG357	CNC Mill	3.5
WEL116	General Welding	1
Total		30
Total Required Hours		37

Advanced Manufacturing Technology

Associate of Applied Science Degree

Offered at MCC (Code: MVAMT)

The Advanced Manufacturing Technology program at MCC prepares students for a career in manufacturing positions. These skills are in demand across Iowa and the country. Students will learn the basic elements of welding, fabrication, manual and CNC machining skills, CAD/CAM (computer aided drafting / computer aided machining), and workplace skills.

At completion of this two-year Associate in Applied Science degree, graduates will be prepared for a large number of skilled trade or skilled production careers in the manufacturing industry.

General Education		Credit Hours
CHM103	Metallurgy	2
ENG111	Technical Writing	3
MAT790	Shop Mathematics	3
	or	
MAT765	Welding Mathematics	(3)
MAT791	Shop Mathematics II	1
CSC110	Introduction to Computers	3
	Social/Behavioral Science (courses approved for AA)	3
Total		15
Program Requirements		
IND110	CPR, First Aid and Safety	1
MFG101	Measuring Tools	1.5
MFG121	Machine Trade Printreading I	2
MFG200	Electric Discharge Machine (EDM)	1
MFG255	Engine Lathe Operations	5
MFG262	Mill Operations Theory	3
MFG270	Grinders Theory	1
MFG275	Hand and Bench Machine Tools	1
MFG280	Drill Presses	1.5
MFG282	CNC Plasma Table	1
MFG322	Introduction to CAD/CAM	3
MFG353	CNC Lathe Fundamentals	2.5
MFG357	CNC Mill	3.5
SDV135	Job Seeking Skills	1
WEL103	Oxy-Acetylene Welding & Brazing	1
WEL116	General Welding	1
WEL228	Welding Safety/Heath: SENSE1	1
WEL233	Print Read/Sym Interp: SENSE1	3
WEL244	GMAW Short Circuit Transfer: SENSE1	2
WEL245	GMAW-Spray: SENSE1	2
WEL251	GTAW Carbon Steel: SENSE1	2
WEL252	GTAW Aluminum: SENSE1	1
WEL253	GTAW Stainless: SENSE1	1
WEL254	Inspection/Test Princ: SENSE1	1
WEL262	OFC-I Manual & Mech: SENSE1	2
WEL263	PAC/CAC: SENSE1	2
WEL274	SMAW I: SENSE1	3
WEL275	SMAW II: SENSE1	3
WEL280	FCAW Self-Shielded: SENSE1	2
WEL281	FCAW (Gas Shielded): SENSE1	2
Total		57
Total Required Hours		72

Manufacturing Welding Practitioner

Diploma

Offered at MCC (Code: MVWEL)

The welding diploma prepares students in gas metal arc welding and shielded metal arc welding techniques. The program includes several courses with laboratory components where students will practice their skills and lab procedures. In addition, the program is being built with the expectation that after taking these welding courses, students will test for the proper certifications with qualified trainers to establish their competencies for local businesses wanting a track record of qualifications. These competencies have been aligned with The American Welding Society Level 1 SENSE program. SENSE: Schools Excelling through National Skills Education.

General Education		Credit Hours
ENG111	Technical Writing	3
MAT765	Welding Mathematics	3
Total		6
Program Requirements (select 29 credit hours)		
SDV135	Job Seeking Skills	1
WEL103	Oxy-Acetylene Welding & Brazing	1
WEL228	Welding Safety/Heath: SENSE1	1
WEL233	Print Read/Sym Interp: SENSE1	3
WEL244	GMAW Short Circuit Transfer: SENSE1	2
WEL245	GMAW-Spray: SENSE1	2
WEL251	GTAW Carbon Steel: SENSE1	2
WEL252	GTAW Aluminum: SENSE1	1
WEL253	GTAW Stainless: SENSE1	1
WEL254	Inspection/Test Princ: SENSE1	1
WEL262	OFC-I Manual & Mech: SENSE1	2
WEL263	PAC/CAC: SENSE1	2
WEL274	SMAW I: SENSE1	3
WEL275	SMAW II: SENSE1	3
WEL280	FCAW Self-Shielded: SENSE1	2
WEL281	FCAW (Gas Shielded): SENSE1	2
Total		29
Total Required Hours		35

Manufacturing Welding

Certificate

Offered at MCC (Code: MVWEM)

The manufacturing welding certificate prepares students for skills and careers in the central Iowa region. Gas metal arc welding and flux cored arc welding techniques are emphasized. These competencies have been aligned with the American Welding Society Level 1 SENSE program. SENSE: Schools Excelling through National Skills Education.

General Education		Credit Hours
MAT765	Welding Mathematics	3
Total		3
Program Requirements		
SDV135	Job Seeking Skills	1
WEL228	Welding Safety/Heath: SENSE1	1
WEL233	Print Read/Sym Interp: SENSE1	3
WEL244	GMAW Short Circuit Transfer: SENSE1	2
WEL245	GMAW-Spray: SENSE1	2
WEL262	OFC-I Manual & Mech: SENSE1	2
WEL263	PAC/CAC: SENSE1	2
WEL281	FCAW (Gas Shielded): SENSE1	2
Total		15
Total Required Hours		18

Manufacturing Welding – Construction

Certificate

Offered at MCC (Code: MVWEC)

The construction welding certificate prepares students for skills and careers in the central Iowa region. Gas metal arc welding and flux cored arc welding techniques are emphasized. These competencies have been aligned with the American Welding Society Level 1 SENSE program. SENSE: Schools Excelling through National Skills Education.

General Education	Credit Hours
MAT765 Welding Mathematics	3
Total	3
Program Requirements	
SDV135 Job Seeking Skills	1
WEL228 Welding Safety/Health: SENSE1	1
WEL233 Print Read/Sym Interp: SENSE1	3
WEL262 OFC-I Manual & Mech: SENSE1	2
WEL274 SMAW I: SENSE1	3
WEL275 SMAW II: SENSE1	3
WEL280 FCAW Self-Shielded: SENSE1	2
Total	15
Total Required Hours	18

Marketing

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVMKT & MVMKT)

The Marketing curriculum has been planned for students who wish to become store managers, department store buyers, or retail, wholesale or industrial salespersons. The courses listed here may be combined to develop a program meeting each individual student needs.

General Education	Credit Hours
ENG105 Composition I	3
ENG106 Composition II	3
SPC112 Public Speaking	3
Humanities (courses approved for AA)	6
Social/Behavioral Science (courses approved for AA)	6
Lab Science (courses approved for AA)	4
Physical Education (courses approved for AA)	2
SDV108 The College Experience	1
Total	28
Program Requirements	
ACC121 Principles of Accounting I	3
ACC122 Principles of Accounting II	3
BUS230 Quantitative Methods for Business Decision Making	3
CSC110 Introduction to Computers	3
MGT101 Principles of Management	3
or	
MGT130 Principles of Supervision	(3)
MKT110 Principles of Marketing	3
MKT140 Principles of Selling	3
Total	21
Program Elective (select 12 credit hours)	
ACC161 Payroll Accounting	3
ACC221 Cost Accounting	3
ACC261 Income Tax Accounting	3
ACC311 Computer Accounting	3
BUS102 Introduction to Business	3
BUS130 Introduction to Entrepreneurship	3
BUS141 Small Business Startup	3
BUS150 E-Commerce	3
BUS182 Intro to Law	3
BUS185 Business Law I	3
BUS220 Introduction to International Business	3
MKT150 Principles of Advertising	3
MKT160 Principles of Retailing	3
MKT181 Customer Service Strategies	2
Total	12
Computer Elective (select 3 credits hours)	
ADM105 Introduction to Keyboarding	1
ADM112 Keyboarding	3
ADM116 Keyboarding II	3
ADM154 Business Communication	3
ADM161 Office Management	3
BCA134 Word Processing	3
BCA178 Presentation Software	3
CIS125 Introduction to Programming Logic with Language	3
CIS207 Fundamentals of Web Programming	3
CSC119 Computer Systems & Apps II	3
GRA110 Graphic Arts Principles	3
GRA127 Illustrator I	3
GRA140 Digital Imaging	3
GRA141 Digital Imaging II	3
Total	3
Total Required Hours	64

Mechanical Design/CAD Technology Track

Associate of Applied Science Degree

Offered at MCC (Code: MVDFT)

The two-year Mechanical Design/CAD Technology program is designed to train students to translate the ideas and calculations of engineers into complete and accurate working plans to be used by skilled craft persons. The program offers a background in engineering and science so that a design can be accurately represented in drawings. Graduates of this program are prepared to make calculations concerning the strength, reliability, and cost of materials as well as other design considerations.

The curriculum includes a strong emphasis on Computer-Aided Design (CAD). This program is certified by the American Design Drafting Association.

Upon satisfactory completion of coursework and a minimum GPA of 2.0, graduates can transfer up to 64 credit hours toward a baccalaureate degree from the University of Northern Iowa. Also 16 hours of vocational credit already transfers to the Iowa Regent schools.

General Education		Credit Hours
Humanities (courses approved for AA)		3
CSC110	Introduction to Computers	3
	or	
MFG133	Machine Trade Print Reading III	(3)
ENG105	Composition I (transfer)	3
	or	
ENG111	Technical Writing	(3)
MAT132	Algebra, Geometry and Trigonometry	4
MAT786	Mechanical Design Math	1
MAT790	Shop Mathematics	3
PHY121	Elements of Physics	4
	or	
PHY162	College Physics I (transfer)	(4)
SPC112	Public Speaking	3
Social/Behavioral Science (PSY or SOC courses)		3
Total		27
Program Requirements		
CAD105	CAD I	2
CAD185	2-D CAD IA	3.5
CAD186	2-D CAD IB	3.5
CAD187	2-D CAD IIA	3.5
CAD188	3-D CAD IIB	3.5
CAD189	3-D CAD IIIA	3.5
CAD190	3-D CAD IIIB	3.5
CAD191	3-D Automation IA	3.5
CAD192	3-D Automation IB	3.5
EGT141	Fluids Power	3
EGT182	Engineering Technology Problems and	3
EGT183	Engineering Technology Lab or	1
PHY172	College Physics II (transfer)	(4)
MFG204	Manufacturing Processes	4
MFG322	Introduction to CAD/CAM	3
MFG505	Lean Manufacturing	1
Total		45
Total Required Hours		72

Mechanical Design/CAD Technology Practitioner

Diploma

Offered at MCC (Code: MVCAD)

Students enrolled in the one-year Mechanical Design/CAD Technology Practitioner will learn basic drafting and CAD practices with emphasis on entry-level drafting job skills. Students completing the program will be prepared for entry into industrial and commercial firms, municipal agencies, and other organizations employing drafters. Program graduates receive a Mechanical Design/CAD Technology Practitioner diploma. Those who satisfactorily complete this program may also apply their credits to the two-year Associate of Applied Science degree program in Mechanical Design/CAD Technology.

General Education		Credit Hours
ENG111	Technical Writing	3
Total		3
Program Requirements		
CAD105	CAD I	2
CAD185	2-D CAD IA	3.5
CAD186	2-D CAD IB	3.5
CAD187	2-D CAD IIA	3.5
CAD188	3-D CAD IIB	3.5
MFG204	Manufacturing Processes	4
MFG505	Lean Manufacturing	1
MFG322	Introduction to CAD/CAM	3
MAT790	Shop Mathematics	3
MAT786	Mechanical Design Math	1
MAT132	Algebra, Geometry and Trigonometry	4
Total		32
Total Required Hours		35

Mechanical Design/Virtual Reality Technology Career Track

Associate of Applied Science Degree

Offered at MCC (Code: MVVIR)

The field of Virtual Reality Technology centers around developing computer interfaces that integrate virtual environments, wireless networking, pervasive computing, and third generation user interface devices to amplify the creativity and productivity of people. The Associate of Applied Science Degree program prepares students in the area of 3D CAD and Computer Science for entry into virtual reality occupations with drafting and programming skills.

General Education		Credit Hours
ENG105	Composition I	3
ENG111	Technical Writing	3
SPC112	Public Speaking	3
Total		9
Program Requirements		
ART120	2-D Design	3
ART124	Computer Art	3
CAD105	CAD I	2
CAD189	3-D Computer-Aided Design IIIA	3.5
CAD190	3-D CAD IIIB	3.5
CAD191	3-D Automation IA	3.5
CAD192	3-D Automation IB	3.5
CIS161	C++	3
CSC110	Introduction to Computers	3
EGT182	Engineering Technology Problems	3
EGT183	Engineering Technology Lab	1
MAT132	Algebra, Geometry and Trigonometry	4
MAT786	Mechanical Design Math	1
MAT790	Shop Mathematics	3
MFG121	Machine Trade Printreading	2
MFG204	Manufacturing Processes	4
MFG505	Lean Manufacturing	1
PHY121	Elements of Physics	4
Total		51
Electives (must select 3 credit hours)		
CIS152	Data Structures	3
ECN130	Principles of Microeconomics	3
Electives	Social/Behavioral Science (courses approved for AA)	3
Total		3
Total Required Hours		63

Medical Assistant

Diploma

Offered at ECC & MCC (Code: EVMED & VMED)

The Medical Assistant Program will prepare individuals to provide medical office administrative services and perform clinical duties. This diploma program includes instruction in basic anatomy and physiology, medical terminology, medical law ethics, patient psychology & communications, medical office procedures, clinical dx examination testing & treatment procedures. Program accredited, graduates of the diploma program are eligible to sit for the National Certified Medical Assistant (CMA) exam upon completion of the summer externship. Students must maintain a 2.0 GPA for all required courses.

Medical Assistant Entrance Requirements:

1. Application for college admission completed and signed.
2. Official high school transcript or GED equivalency required.
3. Official transcripts from other colleges you have attended (if applicable).
4. FAFSA/Financial Aid Paperwork completed.
5. Test Score or Course requirements:
 - a. ACCUPLACER test completed with scores of 250 or higher in Reading and 250 or higher in Writing.
OR
 - b. Successful completion of ENG060 College Preparatory Writing I or ENG061 College Preparatory Writing II with a 75% (C grade) or higher.
6. Successful Completion of BCA134 Word Processing or CSC110 Introduction to Computers with a 75% (C grade) or higher.
7. A minimum grade of 75% (C grade) or higher is needed for any pre-requisite courses to transfer into the program.
8. General education courses must be completed no more than five (5) years prior to be accepted as transferable credit for the program.
9. All MAP courses must be taken in the acceptance year.

Program Requirements

ADM154	Business Communication	3
BCA134	Word Processing	3
	or	
CSC110	Introduction to Computers	(3)
BIO532	Human Body: Health and Disease	3
HSC129	Anatomy and Physiology	5
	or	
BIO168	Human Anatomy and Physiology I	(4)
BIO173	Human Anatomy and Physiology II	(4)
MAP111	Medical Office Management I	3
MAP118	Medical Office Management II	4
MAP141	Medical Insurance	3
MAP225	Medical Lab Procedures I	4
MAP229	Medical Lab Procedures II	6
MAP512	Medical Assisting Pharmacology	2
MAP602	Clinical Experience Seminar	1
MAP616	Medical Assistant Externship	6

Total Required Hours 43-46

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP website](#)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350

Medical Office Practitioner

Diploma

Offered at ECC & MCC (Codes: EVMDP & VMMDP)

The Medical Office program prepares individuals for administrative service careers in the health care field. Instruction includes office, computer applications, and medical training.

General Education		Credit Hours
BIO532	Human Body: Health and Disease	3
CSC110	Introduction to Computers	3
HSC129	Anatomy & Physiology for Health Sciences	5
	or	
BIO168	Human Anatomy and Physiology I	(4)
	and	
HSC113	Medical Terminology	(2)
Must select 3 credit hours		
ENG105	Composition I	3
ENG111	Technical Writing	3
ADM154	Business Communication	3
Total		14-15
Program Requirements		
ADM112	Keyboarding	3
BCA134	Word Processing	3
CSC119	Computer Systems and Applications II	3
MAP111	Medical Office Management I	3
MAP118	Medical Office Management II	4
MAP141	Medical Insurance	3
CSC120	Computer Systems and Applications III (MCC requirement)	3
	or	
BUS291	Employment Portfolio and Career Dev. (ECC requirements)	2
	and	
MAP510	Medical Office Pharmacology	1
Total		22
Total Required Hours		36-37

Merchandising & Retail Management

Associate of Applied Science Degree

Offered at ECC (Code: EVRTM)

Retailing, one of America's most progressive fields, is the final stage in the distribution of products from the producer to the consumer. Retail Management is a program of occupational training designed to prepare students for careers in marketing, retail merchandising, store management, and related areas.

The opening of major retail stores and the expansion of existing stores has greatly increased the need for trained personnel in this field. Advancement is relatively fast and individual performance is highly measured in this field, so an aggressive graduate should find promotion opportunities readily. Students may choose from the following specialized areas: Customer Service and Retail Management.

General Education		Credit Hours
ENG105	Composition I	3
ENG106	Composition II	3
Math and Science (courses approved for AA)		3
SOC110	Introduction to Sociology	3
SPC112	Public Speaking	3
SDV108	The College Experience	1
Total		16

Program Requirements

ACC121	Principles of Accounting I	3
ACC122	Principles of Accounting II	3
BUS102	Introduction to Business	3
BUS150	E-Commerce	3
or		
MKT150	Principles of Advertising	(3)
BUS161	Human Relations	3
BUS185	Business Law I	3
BUS230	Quantitative Methods for Business Decision Making	(3)
CSC110	Introduction to Computers	3
ECN120	Principles of Macroeconomics	3
MGT101	Principles of Management	3
or		
MGT130	Principles of Supervision	3
MKT110	Principles of Marketing	3
MKT140	Principles of Selling	3
MKT160	Principles of Retailing	3
MKT181	Customer Service Strategies	2
MKT907	Co-op Field Experience	3
MKT945	Seminar in Business I	1
Electives	(courses approved for AA)	6
Total		51
Total Required Hours		67

Customer Service

Diploma

Offered at ECC (Code: EVCSS)

One-year diploma available to students wanting specialized skills in customer service. This diploma could be completed in one full-time semester or two part-time semesters.

The diploma requires 18 hours of coursework concentrating in marketing, management, and general education.

Program Requirements

MGT101	Principles of Management	3
MKT110	Principles of Marketing	3
MKT140	Principles of Selling	3
MKT181	Customer Service Strategies	2
MKT907	Co-op Field Experience	4
SOC110	Introduction to Sociology	3
Total		18
Total Required Hours		18

Retail Management

Diploma

Offered at ECC (Code: EVRMG)

One-year diploma available to students wanting specialized skills in management. This diploma could be completed in one full-time semester or two part-time semesters.

The diploma requires 18 hours of coursework concentrating in business, marketing, management, and general education.

Program Requirements

BUS102	Introduction to Business	3
MGT101	Principles of Management	3
or		
MGT130	Principles of Supervision	(3)
MKT110	Principles of Marketing	3
MKT140	Principles of Selling	3
MKT907	Co-op Field Experience	3
SOC110	Introduction to Sociology	3
Total		18
Total Required Hours		18

Mobile Service Technician

Associate of Applied Science Degree

Offered at ECC (Code: EVMST)

The Mobile Service Technician AAS is a program that will prepare students to diagnose, repair, and service agricultural equipment in rural locations using a specially equipped service truck. As the size of the equipment increases, it has become harder to load and transport the equipment to the dealer's location which has required dealers to provide services at the customer's location. The equipment industry has moved to where they use specialized trucks that are capable of performing most service repairs. However, the agricultural equipment industry is having a difficult time finding qualified candidates that can effectively travel and service various components. The courses in this program will prepare students to be successful as a mobile service technician. This program will train students on how to operate a service truck and repair and/or service various types of agricultural equipment and machinery.

Students will also possess effective skills in communication, customer service, and problem solving. These skills will allow students to communicate effectively with customers, handle customer service issues, and will include knowledge in sales and selling skills. Graduates will also possess hi-tech skills such as the ability to download apps in the field, wireless computer and communication operations, upgrade unit's software in the field, and be in communication with the store and company through various electronic means.

Since this a new field of opportunity in agriculture, it has the ability to become one of the fastest growing sectors of modern agriculture. This program is different from existing ag machinery technician programs in that the curriculum will spend considerable time on various components that are not typically covered or addressed by existing programs. For example, graduates from this program will be traveling around for a dealer and at one stop, may be fixing a sprayer. The next stop they may be calibrating a monitor and advising the customer on a potential upgrade in equipment. The stop after that will be servicing a skid steer loader. The mobile service technician will also have the ability to not only repair a unit, but is also capable of operating and train operation the unit; playing the role of a product specialist.

The Mobile Service Technician AAS degree program is geared to assist today's ag equipment dealers and service providers to meet the demands of providing quality service and meeting the needs of the agricultural producer.

General Education		Credit Hours
ENG105	Composition I	3
or		
ENG111	Technical Writing	(3)
SPC112	Public Speaking	3
or		
SPC122	Interpersonal Communication	(3)
MAT772	Applied Math	3

Must select 3 credit hours

EDU160	Human Growth and Development	3
PSY111	Introduction to Psychology	3
SOC110	Introduction to Sociology	3
SOC115	Social Problems	3
Total		12

Program Requirements

AGA290	Spring Field Operations	1
AGB336	Agricultural Selling	3
AGC102	Computers in Agriculture	2
AGC216	Career Seminar	2
AGC907	Co-op Field Experience	3

AGM110	Ag Mach. Safety & Operation	3
AGM114	Hydraulics I	2
AGM121	Machinery Repair & Maintenance	4
AGM250	Harvesting Ops & Service	3
AGM251	Tractor Ops & Servicing	3
AGM252	Planting Operations & Service	1
AGM253	Application Ops & Servicing	1
AGM254	Forage Operations & Service	1
AGM260	Service Truck Operations	1
AGM261	Basic Problem Solving	3
AGM330	Fundamentals of Electricity	3
AGM336	Agriculture Electronic Devices & Sys	3
AGM414	Fundamentals of Air Conditioning	2
AGP436	Advanced Precision Farming: Hardware	3
DSL837	Commercial Driver's License & Tools	1.5
PEH142	First Aid	3
SDV108	The College Experience	1
Total		49.5
Electives (must select 3 credit hours)		
AGA114	Principles of Agronomy	3
AGA154	Fundamentals of Soil Science	3
AGA211	Grain and Forage Crops	3
AGA284	Pesticide Application Certification	3
AGB330	Farm Business Management	3
AGB331	Entrepreneurship in Agriculture	3
AGP333	Precision Farming Systems	3
AGP435	Advanced Precision Farming: Software	3
BUS102	Introduction to Business	3
MKT110	Principles of Marketing	3
Total		3
Total Required Hours		64.5

Natural Gas Advanced Fundamentals

Certificate

Offered at MCC (Code: MVNGF)

The Natural Gas Basics Certificate teaches students about the physical and chemical properties of natural gas as well as the basic components of the natural gas delivery system. A high level overview of the regulatory bodies that influence the natural gas industry is emphasized. Common safety concerns of the industry including a Ten Hour OSHA class is also emphasized. This certificate program is ninety percent class room and ten percent site visits and hands on.

Program Requirements

DSL837	Commercial Driver's License & Tools	1.5
IND125	Introduction to Process Control	3
IND173	Adv. Gas Technical Skills	5
Total		9.5
Total Required Hours		9.5

Natural Gas Basics

Certificate

Offered at MCC (Code: MVNGB)

The Natural Gas Basics Certificate teaches students about the physical and chemical properties of natural gas as well as the basic components of the natural gas delivery system. A high level overview of the regulatory bodies that influence the natural gas industry is emphasized. Common safety concerns of the industry including a Ten Hour OSHA class is also emphasized. This certificate program is ninety percent class room and ten percent site visits and hands on.

Program Requirements

IND112	OSHA 10 Hour Utility Industry	1
IND113	Utility Industry Orientation	1
IND133	Occupational Safety	1
IND171	General Utility Technical Skills	4
IND172	Adv. Gas Theory & Principles	3
Total		10
Total Required Hours		10

Natural Gas Construction Skills

Certificate

Offered at MCC (Code: MVNGC)

The Natural Gas Advanced Fundamentals Certificate involves an in depth view of the physical and chemical properties of natural gas and how they affect the daily safe operation of the natural gas systems. In addition, this program teaches students an in depth view of the natural gas delivery system and the regulatory requirements for installation and maintenance of the delivery system. Another aspect of the certificate that is emphasized is a detailed review of Pipeline Safety Regulations Part 192 to include Operator Qualification requirements and a more detailed presentation of safety concerns and regulations including individual OSHA regulations. This certificate involves seventy-five percent classroom and twenty-five percent site visits, demonstrations, and hands on.

Program Requirements

IND361	Gas Utility Field Training 1	8
IND362	Gas Utility Field Training 2	8
Total		16
Total Required Hours		16

Natural Gas Customer Service Skills

Certificate

Offered at MCC (Code: MVNGS)

The Natural Gas Construction Skills Certificate teaches students about the skills required for installation, operation, and maintenance of the natural gas delivery system and also includes regulatory requirements that apply to the skills and hands on demonstration and practice. In addition, safety concerns and any OSHA requirements presented relative to each skill are emphasized. This certificate program is fifty percent classroom and fifty percent demonstrations and hands on.

Program Requirements

IND131	Interpret UT Maps and Drawings	3
IND363	Gas Utility Field Training 3	8
Total		11
Total Required Hours		11

Natural Gas Technician

Associate of Applied Science Degree

Offered at MCC (Code: MVNGT)

The Natural Gas Technician program prepares students to work in and around gas line utilities and students will be involved with the generation, distribution or use measurement of energy in the form of gas utilities. Hands on activities in natural gas lab settings are emphasized.

General Education	Credit Hours	
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
MAT790	Shop Mathematics	3
PSY111	Introduction to Psychology	3
	or	
SOC110	Introduction to Sociology	(3)
SPC112	Public Speaking	3
Total		12
Program Requirements		
BUS291	Employment Portfolio and Career Dev	2
CSC110	Introduction to Computers	3
DSL837	Commercial Driver's License & Tools	1.5
IND112	OSHA 10 Hour Utility Industry	1
IND113	Utility Industry Orientation	1
IND125	Introduction to Process Control	3
IND131	Interpret UT Maps and Drawings	3
IND133	Occupational Safety	1
IND171	General Utility Technical Skills	4
IND172	Adv. Gas Theory & Principles	3
IND173	Adv. Gas Technical Skills	5
IND361	Gas Utility Field Training 1	8
IND362	Gas Utility Field Training 2	8
IND363	Gas Utility Field Training 3	8
MKT181	Customer Service Strategies	2
Total		53.5
Total Required Hours		65.5

Nursing: Associate Degree Nursing

Associate of Applied Science Degree

Offered at ECC & MCC (Codes: EVADN & MVADN)

The Associate Degree Nursing program is for Practical Nurses who wish to prepare for nursing positions involving comprehensive patient care. Graduates are eligible to write the professional nurse licensing examination. Individuals who successfully complete that examination receive Registered Nurse status in the state of Iowa.

Associate Degree Nursing entrance requirements:

1. Application for College admission completed and signed.
 2. Application for the Associate Degree Nursing program completed and signed.
 3. Official high school transcript or GED equivalency required.
 4. Official transcripts from other colleges you have attended (if applicable). Transcript from your successfully completed Practical Nursing program also required.
 5. This is an advanced standing program. A copy of current Practical Nursing license is required. (NOTE: Summer graduates must submit copy of PN license no later than the start of the fall semester Associate Degree Nursing program classes. Failure to do so will be grounds for administrative withdrawal from the program. Extenuating circumstances will be subject to approval by the nursing program director.
 6. The Iowa Core Performance Standards for Health Career Programs form must be reviewed, signed, and returned to the Admissions Office. Applicants unable to meet the core performance standards must discuss the possibility of reasonable accommodations with the nursing program director at (641) 648-8648 (ECC) or (641) 844-5731 (MCC).
 7. Must complete these general education courses with a "C-" or higher prior to entry:
 - BIO151* Nutrition – 3 credit hours
 - BIO168* Human Anatomy & Physiology I – 4 credit hours
 - BIO173* Human Anatomy & Physiology II – 4 credit hours
 - BIO186* Microbiology – 4 credit hours
 - EDU160 Human Growth and Development – 3 credit hours
- *All science courses must have been completed within 10 years.
8. Must complete these general education courses with a "C-" or higher prior to graduation (it is HIGHLY RECOMMENDED to have them completed prior to program entry):
 - ENG105 Composition I – 3 credit hours
 - PSY111 Introduction to Psychology – 3 credit hours
 - SOC110 Introduction to Sociology – 3 credit hours
 9. A minimum grade point average (GPA) of 2.7000 in all nursing prerequisites and general education courses is required for entry.
 10. As an applicant for the nursing program, you are responsible for turning in all of the required documentation to the Admissions Office.

Applications for the program are accepted throughout the year, with a new class beginning each fall. Your Nursing Admissions folder must be completed by March 15 for full consideration.

NOTE: Students should be advised that they will need to pass a criminal background check.

Successful completion of the Associate Degree Nursing Program:

1. There is a prescribed schedule for progression through the nursing program. Students will register for their nursing courses according to the schedule of courses on their campus.
2. Students must earn an 80% (B-) grade and satisfactorily complete clinical and lab requirements in each class to progress.
3. Students must satisfactorily complete both the academic, laboratory and clinical hours for each course to receive credit for that particular course.

General Education		Credit Hours
BIO151	Nutrition	3
BIO168	Human Anatomy and Physiology I	4
BIO173	Human Anatomy and Physiology II	4
BIO186	Microbiology	4
EDU160	Human Growth and Development	3
ENG105	Composition I	3
PSY111	Introduction to Psychology	3
SOC110	Introduction to Sociology	3
Total		27
Program Requirements		Credit Hours
ADN114	Foundations of Prof. Nursing	2.5
ADN431	Family-Centered Mat/NewbornNrg	3.5
ADN441	Pediatric Nursing Concepts	3.5
ADN471	Psychiatric Mental Health Nrsng	3.5
ADN555	Medical Surgical Nursing I	3
ADN556	Medical Surgical Nursing II	3
ADN557	Medical Surgical Nursing III	3
ADN558	Medical Surgical Nursing IV	3

ADN559	Medical Surgical Nursing V	3
ADN815	Transition to Prof.NrsngPractic	1.5
Total		29.5
Total Required Hours		56.5

Nursing: Practical Nursing

Diploma

Offered at ECC & MCC (Codes: EVLPN & MVLPN)

Upon completion of the Practical Nursing program, the student is qualified to write the national examination in Practical Nursing (NCLEX), receive a License, and enter the profession as a Practical Nurse.

Practical Nurses care for patients of all ages and with all types of illnesses and are employed in doctors' offices, long-term care facilities, public agencies, the Iowa Veteran's Administration home, and residences.

Practical Nursing entrance requirements:

1. Application for college admission completed.
 2. Application for the Nursing Program completed.
 3. Official high school transcript or GED equivalency required.
 4. Official transcripts from other colleges you have attended (if applicable).
 5. The Iowa Core Performance Standards for Health Career Programs form must be reviewed, signed, and returned to the nursing advisor. Applicants unable to meet the core performance standards must discuss the possibility of reasonable accommodations with the program coordinator at (641)648-8648 (ECC) or (641)844-5731 (MCC).
 6. All students must earn a minimum ACT composite score of 18 OR pass the Test of Essential Academic Skills (TEAS) prior to acceptance into the Practical Nursing Program. It is required students wait until they have completed and passed BIO168 to take the TEAS exam. To register for the TEAS Exam please contact the nursing advisor (ECC) 641-648-8647; (MCC) 641-844-5710. The minimum required TEAS test scores are: Reading 47.6% Mathematics 46.7% Science 33.3% English and Language Usage 40% Note: If you have earned a Bachelor's degree the TEAS requirement will be waived.
 7. Applicants must complete the following five general education courses with a "C-" or higher and must have a cumulative grade point average (GPA) of 2.7000 prior to entry.
 - BIO151* Nutrition 3 credit hours
 - BIO168* Human Anatomy & Physiology I 4 credit hours
 - BIO173* Human Anatomy & Physiology II 4 credit hours
 - BIO186* Microbiology 4 credit hours
 - EDU160 Human Growth and Development 3 credit hours
- *Science courses must have been completed in the last 10 years.

8. Documentation to verify the successful passage of the Iowa CNA Written and Skills Certification Exams are required for entrance into the nursing program.
9. As an applicant for the nursing program, you are responsible for turning in all of the required documentation to the nursing advisor.

Applications for the Practical Nursing Program are accepted throughout the year with a new class beginning each fall. Your Nursing Admissions folder must be completed by March 15 for full consideration. However, qualified applicants with completed admissions folders will be considered based on seat availability. If selected, applicants will need to pass a criminal background check.

Successful completion of the Practical Nursing Program:

1. There is a prescribed schedule for the nursing program.
2. In order to progress and receive credit for PNN program courses students must earn an 80% (B-) grade and satisfactorily complete academic, clinical and lab requirements.

General Education		Credit Hours
BIO151	Nutrition	3
BIO168	Human Anatomy and Physiology I	4
BIO173	Human Anatomy and Physiology II	4
BIO186	Microbiology	4
EDU160	Human Growth and Development	3
Total		18
Program Requirements		Credit Hours
PNN110	Fundamentals of Nursing I	3
PNN111	Fundamentals of Nursing II	3.5
PNN231	Pharmacology	3
PNN403	Mental Health Concepts	2
PNN412	Introduction to Pediatrics	2.5
PNN424	Introduction to Obstetrics	2
PNN500	Leadership & Professional Nsg	1
PNN520	Nursing Care of the Adult Client I	4
PNN525	Nursing Care of the Adult II	4
PNN530	Nursing Care of the Adult III	3.5
PNN540	Leadership Clinical Experience	1
Total		29.5
Total Required Hours		47.5

Paralegal

Associate of Applied Science Degree

Offered at MCC in Grinnell (Code: MVPAR)

The Paralegal Program prepares students to enter employment at law offices and legal departments in industry to research and provide documentation for attorneys' use in a variety of legal areas.

General Education		Credit Hours
CSC118	Computer Systems and Applications	3
ECN115	Personal Finance	3
ECN120	Principles of Macroeconomics	3
	or	
ECN130	Principles of Microeconomics	(3)
ENG105	Composition I	3
ENG106	Composition II	3
ENG111	Technical Writing	3
MAT110	Math for Liberal Arts	3
SPC112	Public Speaking	3
	Humanities (courses approved for AA)	6
	Social/Behavioral Science (courses approved for AA)	3
Total		33

Program Requirements

CSC119	Computer Systems & Apps II	3
	or	
BCA152	Comprehensive Spreadsheets	(3)
PRL101	Paralegal Studies Orientation	3
PRL109	Introduction to Legal Research	1
PRL114	Advanced Legal Research and Writing	3
PRL161	Family Law	3
PRL283	Legal Ethics/Office Management	3
Total		16

Program Electives (must select 15 credits)

ACC261	Income Tax Accounting	3
BUS185	Business Law	3
CRJ130	Criminal Law	3
PRL131	Torts and Litigation I	3
PRL132	Torts and Litigation II	3
PRL151	Real Estate Law	3
PRL165	Estate Planning and Probate Law	3
PRL172	Administrative and Bankruptcy Law	3
PRL183	Employment Law	3
PRL184	Alternative Dispute Resolution	3
PRL934	Legal Practicum	6
Total		15

Total Required Hours 64

Powerline Advanced Skills Training

Certificate

Offered at MCC (Code: MVPLA)

Students obtaining this credential will get their Class A Commercial Driver's License (with the air brake endorsement) which is key to anyone pursuing a career in the utility industry. Students will continue to improve their climbing skills, learn how to perform various activities associated with climbing as well as gain experience using hand tools, using fiberglass sticks, and operating hydraulic equipment. The majority of the time involves activities performed at the training field.

Program Requirements

DSL837	Commercial Driver's License & Tools	1.5
ELE360	Adv. Electrical Technical Skills	5

Total 6.5

Total Required Hours 6.5

Powerline Basics

Certificate

Offered at MCC (Code: MVPLB)

Students obtaining this credential will receive OSHA training that provides an awareness of common job-related safety and health hazards. Students will also learn how to safely climb wooden poles and how electricity is created and transmitted. A basic understanding of the components of an electric utility infrastructure, how they function and the potential hazards associated is also provided. Students will receive a mix of classroom instruction as well as getting hands-on experience at the training field.

Program Requirements

ELE359	Adv. Electrical Theory & Principles	3
ELT111	Introduction to Electronics	3
IND112	OSHA 10 Hour Utility Industry	1
IND113	Utility Industry Orientation	1
IND133	Occupational Safety	1
IND171	General Utility Technical Skills	4

Total 13

Total Required Hours 13

Powerline Construction Skills

Certificate

Offered at MCC (Code: MVPLC)

The Powerline Construction Skills certificate will teach students how to install/remove, operate and maintain various components found in an electric utility infrastructure. Students will learn how to become more proficient in the use of hand and power tools and will learn the safety concerns associated with various activities while continuing to improve their climbing skills. The majority of the time involves activities performed at the training field.

Program Requirements

ELE361	Line Utility Field Training 1	8
ELE362	Line Utility Field Training 2	8

Total 16

Total Required Hours 16

Powerline Technician

Associate of Applied Science Degree

Offered at MCC (Code: MVPLT)

The Powerline Technician program prepares students to work in and around electrical line utilities and students will be involved with the generation, distribution or use measurement of energy in the form of electricity. Hands on activities in powerline lab settings are emphasized.

General Education

General Education		Credit Hours
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
MAT790	Shop Mathematics	3
PSY111	Introduction to Psychology	3
	or	
SOC110	Introduction to Sociology	(3)
SPC112	Public Speaking	3

Total 12

Program Requirements

BUS291	Employment Portfolio and Career Dev	2
CSC110	Introduction to Computers	3
DSL837	Commercial Driver's License & Tools	1.5
ELE359	Adv. Electrical Theory & Principles	3
ELE360	Adv. Electrical Technical Skills	5
ELE361	Line Utility Field Training 1	8
ELE362	Line Utility Field Training 2	8
ELE363	Line Utility Field Training 3	8
ELT111	Introduction to Electronics	3
IND112	OSHA 10 Hour Utility Industry	1
IND113	Utility Industry Orientation	1
IND131	Interpret UT Maps and Drawings	3
IND133	Occupational Safety	1
IND171	General Utility Technical Skills	4
MKT181	Customer Service Strategies	2

Total 53.5

Total Required Hours 65.5

Powerline Troubleshooting Analysis

Certificate

Offered at MCC (Code: MVPLR)

The Powerline Troubleshooting Analysis certificate will teach students how to analyze problems associated with the electric system such as outages, partial power, low voltage, etc. Students will become familiar with voltmeters as well as other equipment used in troubleshooting scenarios. Students will learn how to read and understand maps and drawings as well as map symbols and how to apply this information when conducting switching operations or troubleshooting a problem. Students obtaining this credential will encounter a blend of classroom and field activities.

Program Requirements

ELE363	Line Utility Field Training 3	8
IND131	Interpret UT Maps and Drawings	3
Total		11
Total Required Hours		11

Utility Technician

Diploma

Offered at MCC (Code: MVUTI)

The Utility Technician program prepares students to work in and around electrical or gas utilities and students will be involved with the generation, distribution or use of measurement of energy in the form of electricity or gas.

General Education

	Credit Hours	
ENG105	Composition I	3
	or	
ENG111	Technical Writing	(3)
MAT790	Shop Mathematics	3

Total **6**

Program Requirements

BUS291	Employment Portfolio and Career Dev	2
CSC110	Introduction to Computers	3
DSL837	Commercial Driver's License & Tools	1.5
IND112	OSHA 10 Hour Utility Industry	1
IND113	Utility Industry Orientation	1
IND125	Introduction to Process Control	3
	or	
ELT111	Introduction to Electronics	(3)
IND133	Occupational Safety	1
IND171	General Utility Technical Skills	4
IND172	Adv. Gas Theory & Principles	3
	or	
ELE359	Adv. Electrical Theory & Principles	(3)
IND173	Adv. Gas Technical Skills	5
	or	
ELE360	Adv. Electrical Technical Skills	(5)
MKT181	Customer Service Strategies	2

Total **26.5**

Total Required Hours **32.5**

Transfer Degree Requirements

IVCCD's transfer degree, the Associate of Arts (AA), is designed to meet the requirements of colleges and universities to which students may wish to transfer for completion of baccalaureate (BA or BS) degrees. In many instances, transfer colleges accept this degree as equivalent to their own general education requirements.

Because the requirements for an Associate of Arts degree changes periodically, students should check with their advisor or the Admissions Office to confirm that they have the most current information. Students are responsible for knowing the requirements for the degree they hope to obtain and for planning their schedule accordingly.

Students planning to transfer ECC/MCC credits to a four-year college should select courses to conform to requirements of that particular four-year college.

Continuous Progress

Students with interrupted enrollment over a year (missing more than 2 full semesters) will need to fulfill the requirements of the most current catalog.

Associate of Arts

Purposes of this degree include:

1. Provide a degree for students who choose to follow a course of study specifically designed for transfer to a baccalaureate degree program.
2. Provide freshman and sophomore general education and semester hour requirements leading to upper division status at most four-year colleges and universities.

Requirements for the AA degree include:

1. Minimum cumulative grade point average of 2.00.
2. Minimum of 64 semester credit hours earned, 58 of which must be academic (non-activity) credits. Earned credits are courses with passing grades.
3. A minimum of 16 of the final 32 credit hours must be completed in residence (completed at an IVCCD College).
4. Semester hours must correspond to the distribution requirements listed below. Specific courses fulfilling these requirements are listed on page 45.
5. See the page listed after the title for the AA Degree requirements.
6. A limit of 16 vocational including the possibility of 4 military credits may be applied toward the degree.
7. Developmental courses do not apply towards degree requirements.

Communications	9 Credit Hours
Humanities	9 Credit Hours
Social/Behavioral Science	9 Credit Hours
Math and Science	10 Credit Hours
Computer Education	3 Credit Hours
Physical Education.....	2 Credit Hours
Electives.....	21 Credit Hours
Student Development	1 Credit Hour
Total	64 Credit Hours

Communications – 9 credit hours

Courses	Credit Hours
ENG105 Composition I	3
ENG106 Composition II	3
SPC112 Public Speaking	3

Humanities – 9 credit hours (No more than 6 credits from one prefix. LIT courses not on this list will satisfy this requirement and transfer to all three Iowa Regent Universities as Humanities electives.)

Courses	Credit Hours
ART101 Art Appreciation	3
ART203 Art History I	3
ART204 Art History II	3
ASL131 American Sign Language I	3
ASL161 American Sign Language II	3
CLS150 Latin American History & Culture	3
CLS163 Thai Culture	3
DRA102 Elements of Theater	3
DRA110 Introduction to Film	3
FLS241 Intermediate Spanish I	4
FLS242 Intermediate Spanish II	4
HIS112 Western Civ: Ancient to Early Modern	4
HIS113 Western Civ: Early Modern to Present	4
HIS142 Middle Eastern Studies	3
HIS145 Modern East Asian Cultures	3
HIS214 Russian History and Culture	3
LIT101 Introduction to Literature	3
LIT110 American Literature to Mid 1880's	3
LIT111 American Literature Since Mid 1880's	3
LIT120 American Novel	3
LIT133 Minority Voices in U.S. Literature	3

LIT150 World Literature I	3
LIT151 World Literature II	3
LIT164 Modern Short Novel	3
LIT180 Mythology	3
LIT188 Detective Fiction	3
LIT199 Literature of the Fantastic	3
MUS100 Music Appreciation	3
MUS205 Jazz History and Appreciation	3
PHI101 Introduction to Philosophy	3
PHI105 Introduction to Ethics	3
REL101 Survey of World Religions	3

Social/Behavioral Science – 9 credit hours (No more than 6 credits from one prefix.)

Courses	Credit Hours
ANT105 Cultural Anthropology	3
ECN115 Personal Finance	3
ECN120 Principles of Macroeconomics	3
ECN130 Principles of Microeconomics	3
EDU160 Human Growth and Development	3
GEO121 World Regional Geography	3
HIS151 U.S. History to 1877	3
HIS152 U.S. History since 1877	3
HIS254 American Indian History	3
POL111 American National Government	3
PSY111 Introduction to Psychology	3
PSY241 Abnormal Psychology	3
PSY251 Social Psychology	3
SOC110 Introduction to Sociology	3
SOC115 Social Problems	3
SOC120 Marriage and Family	3

Math and Science – 10 credit hours (must include at least one math and one lab science course)

Courses	Credit Hours
BIO105 Introductory Biology	4
BIO112 General Biology I	4
BIO113 General Biology II	4
BIO146 Genetics	3
BIO148 Human Genetics	3
BIO151 Nutrition	3
BIO168 Human Anatomy and Physiology I	4
BIO173 Human Anatomy and Physiology II	4
BIO186 Microbiology	4
BUS230 Quantitative Methods for Business Decision Making	3
BUS235 Calculus for Business & Social Sciences	3
CHM122 Introduction to General Chemistry	4
CHM165 General Chemistry I	4
CHM175 General Chemistry II	4
CHM261 Organic Chemistry I	4
CHM271 Organic Chemistry II	4
ENV120 Environmental Biology	3
ENV122 Environmental Biology	3
MAT110 Math for Liberal Arts	4
MAT129 Precalculus	5
MAT156 Statistics	3
MAT158 Statistics I	3
MAT210 Calculus I	4
MAT216 Calculus II	4
MAT219 Calculus III	4
MAT267 Differential Equations	4
PHS120 Exploring Physical Science	4
PHS142 Principles of Astronomy	3
PHY106 Survey of Physics	4
PHY121 Elements of Physics	4
PHY162 College Physics I	4
PHY172 College Physics II	4
PHY212 Classical Physics I	5
PHY222 Classical Physics II	5

Computer Education – 3 credit hours

CSC110 Introduction to Computers	3
----------------------------------	---

Physical Education – 2 credit hours

Two credit hours PE activity	
or	
PEH110 Personal Wellness	(2)

Student Development – 1 credit hour

SDV108 The College Experience	1
-------------------------------	---

(Continued on next page)

Electives – 21 credit hours

All transfer courses may be used here including courses listed above (if additional are taken beyond requirements). Students should plan their elective courses according to their college major if they are planning to transfer on for a four year degree.

A maximum of 16 hours of vocational-technical credits may apply toward elective credit with a maximum of 9 of the 16 being independent projects or experimental courses. No more than 6 activity credits (those having prefixes of PEA, MUA, and some MUS courses) may be applied to elective credits.

Course Descriptions

To find and select courses, it is important to understand IVCCD's Course Numbering System. All courses are numbered in the same format with a three-letter prefix and a three-digit suffix. The prefix indicates the discipline; the suffix indicates the particular course. The letter disciplines are below.

Prefixes – Descriptions	Page Number
ACC – Accounting	48
ADM – Administrative Assistant	48
ADN – Associate Degree Nursing	48
AGA – Agriculture – Agronomy	49
AGB – Agriculture – Farm Mgt	50
AGC – Agriculture – Comprehensive	51
AGE – Agriculture – Equine	51
AGH – Agriculture – Horticulture	53
AGM – Agriculture – Mechanics	53
AGP – Agriculture – Precision Ag	53
AGS – Agriculture – Animal Science	54
ANT – Anthropology	55
APP – Apparel Merchandising	55
ART – Art	55
ASL – American Sign Language	56
AUT – Automotive Technology	56
BCA – Business Computer Application	57
BIO – Biology	57
BPT – Bioprocess Technology	59
BUS – Business	60
CAD – Computer Aided Drafting	60
CHM – Chemistry	61
CIS – Computer Programming	61
CLS – Cultural Studies	62
CNS – Conservation Technology	62
COM – Communication	62
CON – Construction	62
CRJ – Criminal Justice	64
CSC – Computer Science	65
DEA – Dental Assistant	65
DRA – Film and Theatre	66
DSL – Diesel	67
ECE – Early Childhood Education	67
ECN – Economics	67
EDU – Education	67
EGT – Engineering Technology	68
ELE – Electrical Technology	69
ELT – Electronics	69
ENG – English Composition	69
ENV – Environmental Science	70
ESL – Non-intensive ESL	70
FIN – Finance	71
FLR – Foreign Language – Russian	71
FLS – Foreign Language – Spanish	71
GEO – Geography	72

GIS – Geographic Information Systems	72
GRA – Graphic Communications	72
GUS – Gunsmithing	72
HCM – Hospitality, Culinary & Mgt	74
HCR – Heating and Air Conditioning	75
HEQ – Heavy Equipment	75
HIS – History	75
HSC – Health Sciences	76
HUM – Humanities	76
IND – Industrial Technology	77
JOU – Journalism	78
LIT – Literature	78
MAP – Medical Assistant	78
MAT – Mathematics	79
MFG – Manufacturing	81
MGT – Management	82
MKT – Marketing	82
MMS – Mass Media Studies	83
MUA – Music – applied	83
MUS – General Music	83
NET – Computer Networking	84
PEA – Physical Education Activities	85
PEC – Coaching Officiating	85
PEH – General Physical Education & Health	85
PET – Physical Education Training	86
PEV – Intercollegiate Physical Education	87
PHI – Philosophy	87
PHS – Physical Science	87
PHT – Commercial Photography	87
PHY – Physics	87
PNN – Practical Nursing	87
POL – Political Science	88
PRL – Paralegal	89
PSY – Psychology	89
RDG – Reading	90
REL – Religion	90
SCI – Science	90
SDV – Student Development	90
SOC – Sociology	91
SPC – Speech	92
WEL – Welding	92

Career and Technical Credit Type – Career and technical education prepares students for a wide range of careers that require varying levels of education—from one-year diplomas to two-year AAS and AS college degrees. Up to 16 of these credits can be applied to an AA degree as electives.

Developmental Credit Type – Developmental credit classes do not apply towards any degree and are not calculated into the GPA.

Nursing Credit Type - Nursing classes have a requirement of 'C' or higher for successful completion of the course.

Standard Credit Type – These courses are transfer level courses. See advisors for how they will work for the student's program.

ACC – Accounting

ACC111 Introduction to Accounting

STANDARD CREDIT TYPE 3
Fundamental accounting principles, cash control, payroll accounting, notes and interest, accruals, financial records, and end-of-the-accounting-period procedures.

ACC121 Principles of Accounting I

STANDARD CREDIT TYPE 3
An introduction to accounting terminology, accounting concepts, and accepted accounting practices of analyzing, recording, summarizing, presenting, and interpreting business financial transactions.

ACC122 Principles of Accounting II

Prerequisite: ACC121
STANDARD CREDIT TYPE 3
Managerial accounting based on analysis and reports; cost procedures; departmental accounting; financial reporting analysis; planning and control; decision-making.

ACC161 Payroll Accounting

STANDARD CREDIT TYPE 3
Numerous federal, state, and local laws affecting the payroll system of business firms. Students will complete the necessary payroll forms and deal with federal income taxes.

ACC221 Cost Accounting

Prerequisite: ACC122
STANDARD CREDIT TYPE 3
Process cost; job-order cost; activity base costing; materials, labor and manufacturing expenses; and application of costs to the product.

ACC261 Income Tax Accounting

Prerequisite: ACC122
STANDARD CREDIT TYPE 3
Primarily individual taxes on the federal level, general review of tax theory for individuals, income tax calculations, and limited form preparation.

ACC311 Computer Accounting

Prerequisite: ACC121 or instructor's approval
STANDARD CREDIT TYPE 3
Integrated accounting on microcomputers. Manual versus computerized accounting. Initial start-up and system selection. Computerized: General ledger, accounts payable, accounts receivable, depreciation, payroll, financial statement analysis, and inventory.

ACC907 Co-op Field Experience

STANDARD CREDIT TYPE Varied Credit
Individually designed job experience/related assignment.

ACC917 Experimental Course

STANDARD CREDIT TYPE Varied Credit
New courses as student interests demand.

ACC929 Individual Projects

STANDARD CREDIT TYPE Varied Credit
Special topics as arranged with instructor.

ACC946 Accounting Career Seminar

STANDARD CREDIT TYPE Varied Credit
Involves student-faculty exchange of ideas related to curriculum, course content, and on-the-job training experiences. Educational and placement opportunities are discussed. Accounting majors only.

ADM – Administrative Assistant

ADM105 Introduction to Keyboarding

CAREER AND TECHNICAL CREDIT TYPE 1
Beginning short course for students with no previous keyboarding instruction. Emphasis is on mastery of the keyboard, including speed and accuracy development. Helps student reach college-level ability.

ADM112 Keyboarding

CAREER AND TECHNICAL CREDIT TYPE 3
Learn computer basics and keyboarding skills including how to work with Windows, how to manage files, how to create Word documents, how to key proficiently, and how to be successful in further computer training.

ADM116 Keyboarding II

CAREER AND TECHNICAL CREDIT TYPE 3
This course continues to develop the computer skills acquired in ADM112 Keyboarding. Students will prepare professional documents using word processing software.

ADM154 Business Communication

Cross listed with COM712
CAREER AND TECHNICAL CREDIT TYPE 3
Basic written communication development through emphasis on writing skills used in business documents; incorporates skills in listening and oral communications.

ADM161 Office Management

CAREER AND TECHNICAL CREDIT TYPE 3
Prepares the office manager to function in an expanding and global marketplace using information management software and emerging technologies in a diversified workforce.

ADM254 Business Professionalism

CAREER AND TECHNICAL CREDIT TYPE 1
This course is designed to provide opportunities for professional growth in the areas of leadership, service, cooperation, and knowledge through participation in Business Professionals of America, a national organization for students enrolled in business courses.

ADM907 Co-op Field Experience

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
First-hand experience through placement in an actual situation in the office occupation of choice. The student gains an understanding of the competencies needed and develops the skills necessary for success in an office occupation. Required for students in the Office Automation Specialist diploma program and the Office Careers: Administrative Assistant AAS Program.

ADM917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

ADM929 Individual Projects

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
Special assignment of approximately 30 hours designed by student/instructor.

ADN – Associate Degree Nursing

****Note:** Students must be accepted into the program to take ADN courses.

ADN114 Foundations of Prof. Nursing

Prerequisite: BIO151, BIO168, BIO173, BIO186 and EDU160
NURSING CREDIT TYPE 2.5
Examines the role of the professional nurse and contemporary theories of nursing. Reviews the history of nursing and nursing education and compares education routes that prepare for NCLEX. Identifies current issues and trends in nursing. Reviews legal and ethical aspects of nursing and initiates the associate degree study of bioethics and nursing informatics. A developmental approach is used to study nursing care of adults, and students get an opportunity to compare and contrast the nurse's role in health and illness.

ADN431 Family-Centered Mat/NewbornNrg

Prerequisite: BIO151, BIO168, BIO173, BIO186 and EDU160
NURSING CREDIT TYPE 3.5
Contemporary nursing of the childbearing family through normal antepartum, labor, delivery, and postpartum experiences. Overview of common health problems and high-risk complications for mother and newborn. Includes a clinical inpatient component.

ADN441 Pediatric Nursing Concepts

Prerequisite: BIO151, BIO168, BIO173, BIO186 and EDU160
NURSING CREDIT TYPE 3.5
Students apply principles of growth and development to provide nursing care for families with infants, children or adolescents. Students study the role of families, pediatric health promotion, children with special needs, and acute and chronic childhood illnesses. The associated clinical components are in an acute pediatric care setting and a precepted school nurse experience.

ADN471 Psychiatric Mental Health Nrsng**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

3.5

Explores the associate degree study of psychiatric mental health nursing, including mental health concepts, nursing interventions, psychiatric disorders, and nursing of special populations. The associated clinical component includes experiences in acute and outpatient mental health settings. Clinical specialties also include an observational experience in a chemical dependency center.

ADN553 Medical Surgical Nursing of Adult I**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

6

Examines the associate degree study of medical-surgical nursing, including concepts relating to fluid and electrolytes, acid base balance, intravenous therapy, peri-operative care, pain, shock, nutrition, and immune, endocrine, bowel, and kidney disorders. Course work develops the skills for the nursing process, and comprehensive nursing interventions for maintenance and health promotion for complex health deviations. The associated clinical components are in public health/community nursing preceptor sites and an acute medical-surgical care setting.

ADN554 Medical Surgical Nursing of Adult 2**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

6

Examines the associate degree study of medical-surgical nursing with a focus on leadership in the management for care of patients with cardiac disorders; respiratory disorders; oncological disorders; neurological disorders; visual and auditory disorders; and peripheral vascular disorders. Course work develops the skills for the nursing process, and comprehensive nursing interventions for maintenance and health promotion of complex health deviations. The associated clinical components include acute medical-surgical care settings, a preceptor experience in leadership/management on acute care medical-surgical units and clinical simulation with a focus on course content.

ADN555 Medical Surgical Nursing I**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

3

The Adult Client I course initiates the associate degree study of medical/surgical nursing, including concepts relating to fluid and electrolytes; acid base balance; intravenous therapy; pre-op, intra-op, and post-op care; pain; and immune disorders. The course includes foundation in infusion therapy and clinical orientation for infusion-related skills. The associated clinical component is in an acute care medical-surgical setting.

ADN556 Medical Surgical Nursing II**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

3

Examines the associate degree study of medical-surgical nursing, including concepts relating to nutrition; endocrine disorders; bowel disorders; and kidney disorders. Course work develops the skills for client assessment, the nursing process, and comprehensive nursing interventions for maintenance and health promotion for complex health deviations. The associated clinical component is in public health/community nursing preceptor sites and an acute medical-surgical care setting.

ADN557 Medical Surgical Nursing III**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

3

Examines the associate degree study of medical-surgical nursing, including concepts relating to cardiac disorders and cardiac rhythm analysis; respiratory disorders; leadership and management. Course work develops the skills for client assessment, the nursing process, and comprehensive nursing interventions for maintenance and health promotion of complex health deviations. The associated clinical component includes acute medical-surgical care settings and focused clinically simulated cardiac and respiratory scenarios.

ADN558 Medical Surgical Nursing IV**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

3

Examines the associate degree study of medical-surgical nursing, including concepts relating to oncology; neurological disorders; visual and auditory disorders; and peripheral vascular disorders.

Course work develops the skills for client assessment, the nursing process, and comprehensive nursing interventions for maintenance and health promotion of complex health deviations. The associated clinical component includes an acute medical-surgical settings and a preceptor experience in leadership/management on acute care medical-surgical units.

ADN559 Medical Surgical Nursing V**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

3

Examines the associate degree study of medical-surgical nursing, including concepts relating to emergency and trauma nursing; skin and burn disorders; reproductive disorders; sexual and musculoskeletal disorders. Course work develops the skills for the nursing process, and comprehensive nursing interventions for maintenance and health promotion of complex health deviations. The associated clinical component includes an acute medical-surgical care setting and a preceptor clinical experience in critical care, including intensive and emergency care nursing.

ADN815 Transition to Prof.NrsngPractic**Prerequisite:** BIO151, BIO168, BIO173, BIO186 and EDU160*NURSING CREDIT TYPE*

1.5

The course work develops skills needed to prepare ADN students for entry into nursing practice including interviewing skills, setting career goals, managing reality shock, burnout, and conflict in the workplace. A required preceptorship experience is designed to promote independent critical thinking skills and to facilitate transition to professional nursing practice. A clinical preceptor will serve as a role model and a clinical resource person for 45 hours.

ADN917 Experimental Course*NURSING CREDIT TYPE**Varied Credit*

New courses as student interests demand.

AGA – Agriculture – Agronomy**AGA114 Principles of Agronomy***CAREER AND TECHNICAL CREDIT TYPE*

3

A foundation course in agronomy applying crop, soil, and environmental sciences in understanding agricultural systems in the world. Includes introductory concepts of plant, soil, tillage, pest, environmental, and sustainable aspects of crop production. The course will consist of hands-on learning experiences.

AGA154 Fundamentals of Soil Science*CAREER AND TECHNICAL CREDIT TYPE*

3

Introduction to physical, chemical, and biological properties of soils, their formation, classification, and distribution. Use of soil survey and other information sources in balancing agronomic, economic, and environmental concerns in soil management.

AGA159 Livestock Nutrient Management*CAREER AND TECHNICAL CREDIT TYPE*

2

Proper management and utilization of livestock nutrients (by-products). Odor control, collection and storage alternatives, nutrient values, application rates and techniques. Construction and size requirements of storage facilities will be explored through facility planning and design projects.

AGA211 Grain and Forage Crops**Prerequisite:** AGA114*CAREER AND TECHNICAL CREDIT TYPE*

3

Acquaints the student with advanced practiced row crop management with primary focus on corn and soybeans. Areas of study include forage production, plant development, variety selection, seedbed preparation and planting, pest management, harvesting, and storage.

AGA220 Perennial Crops		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Provides a basic understanding of the perennial crops that can be produced in the Midwest. Common culture techniques, pruning, disease identification, and variety selection are among the topics covered.		
AGA284 Pesticide Application Certification		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Approved and legal use of crop pesticides, integrated pest management, pest identification, current pesticides marketed, and proper application of pesticides are areas of study. Environmental safety, worker protection, plus federal, state, and employer requirements and licensing are studied. Students are prepared for state exams.		
AGA290 Spring Field Operations		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	1	
Students will gain practical hands-on experience operating modern farm machinery on the college's learning farm. Students will learn how to properly operate tractors and implements typically used in the spring planting season. Topics will cover tractor operations, planting operations, spraying operations and all areas will emphasize proper management and maintenance.		
AGA334 Forage Production		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
The practical production practices of pastures, other forages, and silage production and storage.		
AGA378 Sustainable Pest Management		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Examines the health of soil and crops as well as insect cycling in pest management and weed control. Environmentally sound control options will be covered for common pest problems.		
AGA450 Issues in Sustainable Agriculture		
<i>STANDARD CREDIT TYPE</i>	3	
Provides an understanding of the major components of sustainable agriculture; environment, community and economic sustainability. It provides a history and current status of sustainable practices and their potential as a viable form of agriculture.		
AGA455 Organic Crop Production		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Covers techniques and value of organic crop production. Critical components of the certification process are examined.		
AGA460 Production Problem Solving		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Typical farming problems are examined and problem solving techniques offered. Common production problems are identified, examined and available resources are recognized. Case studies are examined.		
AGA470 Safety in the Food Systems		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Overview of food safety laws and practices regarding food production, handling, storage, and sales.		
AGA917 Experimental Course		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>		<i>Varied Credit</i>
New courses as student interests demand.		
AGB – Agriculture – Farm Mgt		
<hr/>		
AGB212 Agriculture Law and Taxation		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Agriculture Law and Taxation covers local, state, and federal laws and regulations including property transfers, easements, liens, and other legal responsibilities. Included also are the studies of personal and business income tax preparation and ways to use this information in the decision-making process.		
AGB220 Property Ownership and Financing		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Covers the financing options, land purchase protocols, tax laws, and overcoming land ownership barriers.		
AGB225 Farmstead Planning and Technology		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Examines the maintenance and repair of equipment and buildings on the farm. Hands-on use of equipment is required. A plan for initiating and maintaining a farmstead is developed.		
AGB235 Introduction to Agriculture Markets		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Basic concepts and economics principles related to markets for agricultural inputs and products. Overview of current marketing problems faced by farms and agribusinesses, farm and retail price behavior, structure of markets, food marketing channels, food quality and food safety, and the role of agriculture in the general economy. The implications of consumer preferences at the farm level. Introduction to hedging, futures, and other risk management tools.		
AGB320 Farm Machinery Management		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Physical and financial management of agricultural machines, owning or leasing, leased and operating costs, and field efficiency are studied. Projects are utilized.		
AGB322 Buildings and Equipment		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Designed to acquaint students with the types of buildings and equipment used on farmsteads: Livestock facilities, grain handling and storage, machinery storage, and waste management. Costs and differences in construction, evaluation of existing facilities, field trips, and guest speakers.		
AGB330 Farm Business Management		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Business and economic principles applied to decision making and problem solving in the management of a farm business. Cash flow, partial, enterprise, and whole farm budgeting. Information systems for farm accounting, analysis, and control. Obtaining and managing land, capital, and labor resources. Alternatives for farm business organization and risk management.		
AGB331 Entrepreneurship in Agriculture		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Using projects, the student gains an understanding of the requirements of establishing a small agricultural business. Focus on organization, operation, location, layout, financing, pricing, marketing, entrepreneurship, and planning.		
AGB334 Applied Systems Thinking		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Farm systems are examined as whole integrated systems. Resources that aid in the whole farm planning process, including record-keeping and business management, are examined.		
AGB336 Agricultural Selling		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Principles of selling with application to agricultural and food related businesses. Attitudes, value systems, and behavioral patterns that relate to agricultural sales. Marketing, selling strategies, preparing for sales calls, making sales presentations, handling objections, and closing sales. Analysis of the buying or purchasing process. Evaluation of the agri-selling profession.		
AGB437 Commodity Marketing		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Marketing alternatives utilized in reducing price risk in the marketing of agricultural production. Primary interests are hedging, options, and utilizing basis in setting the net price for the producer.		
AGB470 Farm Records, Accounts, Analysis		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	3	
Fundamentals essential in keeping and using farm records. Instruction includes constructing, completing, and analyzing a model record system.		
AGB933 Practicum/Apprenticeship		
<i>CAREER AND TECHNICAL CREDIT TYPE</i>		<i>Varied Credit</i>
Offers practical knowledge in the student's own area of interest. May involve field work or apprenticeship with working farm or local business. A presentation of experience gained is required.		

AGC – Agriculture – Comprehensive - M

AGC102 Computers in Agriculture

CAREER AND TECHNICAL CREDIT TYPE 2
Provides student awareness of word processing, database operations, spreadsheet design and operation, plus mail merge for letters, labels, and envelopes. Emphasis on agricultural applications and cross-discipline project coordination.

AGC103 Ag Computers

CAREER AND TECHNICAL CREDIT TYPE 3
This course is designed for students seeking an Associate in Applied Science Degree in Agriculture or for students transferring on to a four-year institution pursuing a degree in agriculture. Students will be involved in techniques that make the personal computer a more productive tool in agriculture. Students will also have the opportunity to see how computers enable better management decision-making and improved economic efficiency of agricultural operations. Major topic area of instruction is the Microsoft Office 2000 package.

AGC216 Career Seminar

CAREER AND TECHNICAL CREDIT TYPE 2
Course has a three-fold mission: College orientation, career awareness, and career orientation. Covers job-seeking skills and job-keeping skills, making a successful transition from employee to employer, working effectively with people at all levels, and college orientation and leadership development.

AGC240 Global Agriculture

CAREER AND TECHNICAL CREDIT TYPE 3
Overview of global relationships in agriculture and natural resources that affect Iowa, the United States, and the world. Emphasis on gaining perspectives of the social, technological, economic, environmental, and political issues impacting the world food system.

AGC907 Co-op Field Experience

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
Practical experience through work in modern production of agribusiness. Work arranged with employer is contracted with specific goals and objectives for education.

AGC917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

AGC929 Individual Projects

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
Intensive, independent study on a problem or topic in agriculture chosen by the student. The course may be repeated, providing different subject matter is covered, for a maximum of 8 hours of credit.

AGE – Agriculture – Equine

AGE115 Light Horse Management

CAREER AND TECHNICAL CREDIT TYPE 2
A study of the many aspects of the horse industry. Evolution and development of the species and different breeds, digestive system, skeletal system, circulatory system, respiratory system, and muscular system of the horse.

AGE121 Horse Evaluation

CAREER AND TECHNICAL CREDIT TYPE 3
Evaluation of the common breeds of pleasure horses, breed standards, and recognition of conformation strengths and weaknesses. Methods of delivering oral reasons and written reasons when judging classes of horses. Students will learn introductory skills in judging Western Pleasure, Hunter Under Saddle, English Equitation, Hunter Hack, Trail, Horsemanship, Reining, Western Riding, Roping, Halter, and other disciplines.

AGE122 Horse Evaluation II

Prerequisite: AGE121
CAREER AND TECHNICAL CREDIT TYPE 3
In this course, students will be able to recognize advanced conformational strengths and weaknesses in different horses. Students will learn more advanced concepts of how to judge over ten different classes in equine competition. Students will judge classes of horses giving written or oral reasons based on their placing. Students will compete at collegiate horse judging competitions as a team member on the Ellsworth Horse Judging Team.

AGE140 Introduction to Equine Riding

CAREER AND TECHNICAL CREDIT TYPE 3
This course is designed to help prepare students for AGE145, Fundamentals of Riding. Students will demonstrate riding skills enabling them to be able to control a horse, at a walk, trot and canter in English, Western and Bareback Seats without assistance. Students must also demonstrate the ability to complete both English Equitation and Western Horsemanship patterns upon completion of this course.

AGE145 Fundamentals of Riding

Prerequisite: Grade of C- or better in AGE140 or instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 3
Introduction to the principles of horsemanship, both English and Western styles and the rider's role in attaining horse control and movement. Students will work to develop proper riding skills and develop a firm foundation in the beginning stages of horsemanship. Main goals for the rider are to achieve a balanced seat and confidence while riding and handling a horse.

AGE151 Equitation II

Prerequisite: Grade of C- or better in AGE175, a grade of C- or better in AGE214, and instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 1
Utilize performance objectives from Fundamentals of Riding and Equitation I. Improve riding skills in both Western and English disciplines emphasizing proper equitation as it applies to both showing and training situations. Learn how to use various aids to achieve desired results in riding and training. Apply rider skills which will help control specific body parts of the horse incorporating basic flexing and lateral maneuvers. Develop techniques to improve horse behavioral problems while under saddle.

AGE160 Instructing Horsemanship

Prerequisite: Grade of C- or better in AGE145 and AGE175 or instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 2
Training in giving riding instruction to others. The students will assist and observe the instructor and then design a lesson plan in order to instruct an actual class session.

AGE165 Horse Husbandry

CAREER AND TECHNICAL CREDIT TYPE 2
Emphasis on the practical skills needed to work with horses day to day. Students are assigned horses to care for and are taught basic first aid, diseases, leg wrapping, clipping and mane care.

AGE175 Equitation I

Prerequisite: Grade of C- or better in AGE145 and AGE214
CAREER AND TECHNICAL CREDIT TYPE 2
Review and demonstrate performance objectives from AGE145. Students will refine their riding skills in both Western and English styles. Emphasis will be placed on basic riding in the following disciplines: Jumping, Dressage, and English Equitation along with Western Horsemanship, Western Pleasure, Reining, Trail, and Western Riding.

AGE200 Stable Management

Prerequisite: Grade of C- or better in AGE175 and AGE214 or instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 2
Record systems, management calendars, breeding schedules, feeding regimens, parasite control, vaccinations, stable design, and the legalities of stable management.

AGE204 Equine Anatomy and Physiology**Prerequisite: Grade of C- or better in AGE115**

CAREER AND TECHNICAL CREDIT TYPE 3
 Study the nine main anatomical systems of the horse. The anatomy and physiology of the horse will be studied at the cellular, organ, and anatomical system levels, along with the interrelationships between them. This course will focus on the location of the anatomical structures and how they carry out their normal processes.

AGE207 Introduction to Veterinary Tech.

CAREER AND TECHNICAL CREDIT TYPE 2
 Learn and demonstrate basic clinical procedures including restraint and handling of animals, history taking and physical examination, diagnostic sampling and treatment techniques, and wound healing and management. Learn basic clinical sciences including clinical pathology and parasitology, and basic patient management such as preventative health programs and neonatal care. Learn common medical and surgical nursing procedures for large and small animals, as well as basic pharmacology and pharmacy.

AGE208 Breeding Management

CAREER AND TECHNICAL CREDIT TYPE 3
 Different types of breeding techniques analyzed in class and on-site. Both mare and stallion reproductive systems included, along with care and maintenance of horses on a breeding farm.

AGE214 Horse Operation Management

CAREER AND TECHNICAL CREDIT TYPE 1
 Students will learn the day to day operations and management of an equine facility. Demonstrations and directions will be given on feeding, cleaning, horse care, records, and maintenance of the facility. Each student will demonstrate their abilities daily, by putting into practice the operations taught.

AGE215 Equine Reproduction Techniques

Prerequisite: AGE208 or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 3
 This practical course is designed to provide students with hands-on experience in the field of equine reproduction. The reproductive management of stallions, broodmares, foaling mares and neonatal foals will be covered. Reproductive physiology of the stallion and mare will be studied. Advanced techniques used in equine reproduction such as artificial insemination with cooled semen, ultrasound, and manipulation of the mare's estrous cycle will also be performed.

AGE220 Young Horse Care and Handling

Prerequisite: Grade of C- or better in AGE175 and AGE214 or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 2
 Provides the skills necessary to start a weanling in its training, including handling, grooming, training, and showmanship methods. All students participate in a showmanship class at the end of the course.

AGE225 Young Horse Training I

Prerequisite: Grade of C- or better in AGE220, grade of C- or better at midterm for AGE145 and AGE214
CAREER AND TECHNICAL CREDIT TYPE 2
 Learn to safely start a yearling utilizing lunging, ground driving, and showmanship techniques prior to actual mounting and riding. The yearling will become accustomed to being handled, groomed, clipped, and led into a trailer.

AGE226 Young Horse Training II

Prerequisite: Grade of C- or better in AGE145, AGE214 and AGE225 and instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 2
 Learn to safely green break a young horse, utilizing all the ground training skills and adding to them the actual mounting and riding at the walk, trot, and lope. Horse will become controlled at the different gaits and respond to directional cues.

AGE227 Young Horse Training III

Prerequisite: Grade of C- or better in AGE226, grade of C- or better at midterm for AGE175 and AGE214
CAREER AND TECHNICAL CREDIT TYPE 2
 The student will green break a horse utilizing handling, grooming, and training methods learned in previous courses. The student will teach the horse beginning elements of self-carriage and the horse will be started over basic trail obstacles.

AGE228 Equine Training Theory I

CAREER AND TECHNICAL CREDIT TYPE 1
 Explores the theory behind horse training. Will look at the training theories needed in order to train horses when faced with complex tasks.

AGE229 Equine Training Theory II

Prerequisite: AGE228
CAREER AND TECHNICAL CREDIT TYPE 1
 Explore the theory behind training horses. Theorize how to apply principles of psychology to horse training. Will look at the training theories needed in order to ride and train horses correctly when faced with complex tasks.

AGE235 Advanced Horse Training I

Prerequisite: Grade of C- or better in AGE175, AGE214, and AGE227
CAREER AND TECHNICAL CREDIT TYPE 2
 This course concentrates on training a green horse and advancing the horse's skills. Students will have the horse review previous course objectives. In addition they will learn to teach more advanced maneuvers, as well as adding more difficult trail work and begin pattern work.

AGE236 Advanced Horse Training II

Prerequisite: Grade of C- or better at midterm for AGE214 and grade of C- or better in AGE235
CAREER AND TECHNICAL CREDIT TYPE 2
 Students in this course will advance the maneuvers learned in AGE235. They will learn to safely and effectively apply more technical training techniques to produce a finer tuned horse.

AGE237 Advanced Horse Training III

Prerequisite: Grade of C- or better in AGE214 and AGE236
CAREER AND TECHNICAL CREDIT TYPE 2
 This final training class will continue to work on more advanced training techniques. These techniques will prepare the horse to go on in any direction for finishing in a wide variety of disciplines.

AGE245 Equine Driving Skills & Technology

CAREER AND TECHNICAL CREDIT TYPE 2
 Students will learn the basics of driving. They will practice driving many different horses, and learn the many styles of driving. In addition, students will learn the equipment used for each style of driving covered.

AGE250 Training and Showing

CAREER AND TECHNICAL CREDIT TYPE 2
 Offered as a summer elective. Students acquire broader experience in preparing and showing their animals.

AGE260 Introduction to Farrier Science

CAREER AND TECHNICAL CREDIT TYPE 1
 Introduces hoof and leg care with demonstrations of proper trimming and fitting.

AGE272 Intercollegiate Horse Show Assoc.

CAREER AND TECHNICAL CREDIT TYPE 1
 The IHSA (Intercollegiate Horse Show Association) course promotes horse show competition for riders of all skill levels, who compete individually and/or as teams at regional, zone, and national levels.

AGE907 Co-op Field Experience

Prerequisite: Grade of C- or better in AGE945 and instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 On-the-job training at a working horse operation, under qualified supervision.

AGE917 Experimental Course
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

AGE929 Individual Projects
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
Special topics as arranged with instructor.

AGE945 Seminar
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
Prepares students for an individual cooperative field experience, helps them prepare a resume and cover letter to find and secure employment or to pursue higher education in the equine field.

AGH – Agriculture – Horticulture

AGH265 Horticultural Crops
CAREER AND TECHNICAL CREDIT TYPE 3
Provides a basic understanding of the annual crops that can be produced in the Midwest. Common culture techniques, disease identification, and variety selection are among the topics covered.

AGM – Agriculture – Mechanics

AGM110 Ag Mach. Safety & Operation
CAREER AND TECHNICAL CREDIT TYPE 3
This course will cover all facets of working safely in a service industry. Time will be spent learning proper safety protocols, communication, and how to properly operate service tools. Upon successful completion, students will receive a 10 Hour General Industry Certification card through the Occupational Safety & Health Organization (OSHA).

AGM114 Hydraulics I
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 2
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.

AGM121 Machinery Repair & Maintenance
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 4
This course will provide an in-depth knowledge and skill set to learn basic machinery repair processes and proper maintenance procedures. Emphasis will be on major types of agricultural equipment such as tractors, harvesters, and combines. Students will also learn what tools are needed and how to use them safely and properly.

AGM250 Harvesting Ops & Service
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 3
This course provides an in-depth knowledge into proper operation and maintenance of agricultural harvesters such as self-propelled combines and forage harvesters.

AGM251 Tractor Ops & Servicing
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 3
This course provides an in-depth knowledge into proper operation and maintenance of agricultural tractors of all sizes.

AGM252 Planting Operations & Service
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 1
This course provides an in-depth knowledge into proper operation and maintenance of agricultural planters.

AGM253 Application Ops & Servicing
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 1
This course provides an in-depth knowledge into proper operation and maintenance of agricultural application equipment such as self-propelled and pull-type sprayers, and fertilizer applicators.

AGM254 Forage Operations & Service
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 1
This course provides an in-depth knowledge into proper operation and maintenance of agricultural hay & forage equipment such as self-propelled conditioners, round balers, and square balers.

AGM260 Service Truck Operations
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 1
Provides an in-depth and hands-on knowledge on how to properly operate and maintain a service truck. Topics will include: crane operations, organizing tools and equipment, proper location and staging while on site, maintenance, and proper parts inventory.

AGM261 Basic Problem Solving Skills
CAREER AND TECHNICAL CREDIT TYPE 3
Introduces the basic components of problem solving, case management, written documentation, and the coordination of services for a customer. Students develop assessment, testing and solving, record keeping skills, and learn how to develop solutions to solve a problem.

AGM330 Fundamentals of Electricity
CAREER AND TECHNICAL CREDIT TYPE 3
This course offers instruction in basic concepts associated with agriculture electronic devices. Skills regarding the uses of electronic diagnostic instruments, repair tools and other basic electronic skills necessary to troubleshoot, repair and install agriculture electronic and mechanical control devices associated with applications of Precision Agriculture will be emphasized.

AGM336 Agriculture Electronic Devices & Sys
Prerequisite: AGM330
CAREER AND TECHNICAL CREDIT TYPE 3
This course offers instruction on control and instrument systems including sensor and actuator principles, interface electronics, system identification, installation and set-up. Applications within the context of precision agriculture to include GPS, auto-steer, auto-guidance system, spray controller systems, and optical sensors applications will be stressed.

AGM414 Fundamentals of Air Conditioning
Prerequisite: AGM110
CAREER AND TECHNICAL CREDIT TYPE 2
Provides a comprehensive introduction to air conditioning and heating systems that are used in various types of agricultural equipment. Students will have a basic understanding of how heating and cooling systems operate, servicing, and diagnostic practices and repair procedures.

AGP – Agriculture – Precision Ag

AGP333 Precision Farming Systems
CAREER AND TECHNICAL CREDIT TYPE 3
This course provides an overview of precision farming concepts and the tools of precision farming (GPS, GIS and VRT). Introductory use of each of these tools within the processes of a precision farming system is covered. Hands-on activities will provide an initial experience in the use of these tools. Economic and environmental benefits are also discussed.

AGP435 Advanced Precision Farming: Software
Prerequisite: AGP333
CAREER AND TECHNICAL CREDIT TYPE 3
This course provides a hands-on application of several precision agriculture software systems. Students will learn how to create field boundaries, import imagery, import soil and yield data and then learn how to run complex analysis from inputs. Students will also learn to create guidelines, prescription maps, and multi-year analysis using software systems from AgLeader, FarmWorks, and ESRI as well as several other systems.

AGP436 Advanced Precision Farming: Hardware
CAREER AND TECHNICAL CREDIT TYPE 3
 This course will focus on the installation, operation and troubleshooting precision farming hardware components. Students will learn how to install displays, GPS units and various other control components. Students will also learn how to properly operate various precision ag hardware systems such as displays, light bars, variable rate controllers, and GPS receivers. Considerable time will be spent training students to troubleshoot problems and learn how to develop cognitive problem solving skills.

AGP917 Experimental Course
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 New courses as student interests demand.

AGS – Agriculture – Animal Science

AGS113 Survey of the Animal Industry
CAREER AND TECHNICAL CREDIT TYPE 3
 Introduces students to various species and breeds of domestic animals and to create an understanding of the principles of food animal production, product marketing and issues confronting the animal industry.

AGS216 Equine Science
CAREER AND TECHNICAL CREDIT TYPE 3
 Horsemanship, management and production of horses, and decision-making about horses desired for different purposes as related to breeds.

AGS225 Swine Science
CAREER AND TECHNICAL CREDIT TYPE 3
 Introduction to principles, practices and decisions impacting swine production.

AGS226 Beef Cattle Science
CAREER AND TECHNICAL CREDIT TYPE 3
 Introduction to principles, practices and decisions impacting beef cattle production.

AGS242 Animal Health
CAREER AND TECHNICAL CREDIT TYPE 3
 Provides a general knowledge of disease conditions affecting major livestock species: Prevention of disease, herd health planning, responsible drug use, and use of veterinary expertise. Course project is required.

AGS270 Foods of Animal Origin
CAREER AND TECHNICAL CREDIT TYPE 3
 An introduction to the principles, practices and issues affecting farm practices, production, processing and distribution of beef, dairy, poultry, sheep and swine products. Proper documentation, sanitation, treatment and handling of livestock products will be emphasized.

AGS305 Livestock Evaluation
CAREER AND TECHNICAL CREDIT TYPE 3
 Breeding animal and market animal evaluation of beef, swine and sheep using contemporary techniques and tools. Communication and decision-making skills are practiced in the context of making selection decisions.

AGS308 Livestock Management
CAREER AND TECHNICAL CREDIT TYPE 3
 Examines the use of livestock as part of the sustainable farm system. Techniques in rotational grazing, animal nutrition breed selection, and living requirements for livestock are covered.

AGS319 Animal Nutrition
CAREER AND TECHNICAL CREDIT TYPE 3
 Examination of nutritional principles, digestive systems, composition and nutritional characteristics of common feedstuffs, ration formulation and recommended animal feeding programs.

AGS331 Animal Reproduction
CAREER AND TECHNICAL CREDIT TYPE 3
 Anatomy and physiology of the reproductive systems of farm animals, the hormones and the cycles involved in animal reproduction, genetics, and breeding. Artificial insemination, ova transplant, and genetic engineering are also discussed.

AGS505 Swine Unit Maintenance
CAREER AND TECHNICAL CREDIT TYPE 1
 Skills and knowledge necessary for maintenance of swine equipment and buildings: Ventilation equipment, feed systems, emergency backups, heaters, water mediator maintenance and adjustment, power washer safety and operation, and manure handling equipment.

AGS510 Swine Confinement Systems
CAREER AND TECHNICAL CREDIT TYPE 2
 Different types of swine housing systems. Open-air and mechanically ventilated systems will be explored and evaluated for all stages of pig production. Different systems will be analyzed in class and on site. Environmental considerations such as space allotment, temperature control, ventilation and other aspects of pig comfort are studied.

AGS515 Swine Management Skills
CAREER AND TECHNICAL CREDIT TYPE 1
 Hands-on instruction of skills necessary in swine handling and management. Includes baby pig processing, health assessment, farrowing management, breeding management, feeding methods, loading, unloading, sorting, grading and handling techniques.

AGS520 Swine Records and Analysis
CAREER AND TECHNICAL CREDIT TYPE 3
 Keeping specialized swine records, calculating swine efficiency records, analyzing of records, using records for planning purposes, analytical tools for evaluating profitability and feasibility of swine operations.

AGS525 Swine Complex Management
CAREER AND TECHNICAL CREDIT TYPE 4
 Specialized swine management course: Day-to-day operation, management and scheduling, production and management decisions; employer/employee relations.

AGS552 Beef Feedlot Production
CAREER AND TECHNICAL CREDIT TYPE 3
 Course will provide an in-depth, intense, and hands-on approach to feeding cattle in a feedlot operation. Topics will include buying, selling, nutrition, and health of feedlot cattle. Other topics will cover facility design, equipment, and management of a feedlot operation. Students will also perform various management skills related to feedlot operations such as vaccinations, processing, and implanting. Students will have the opportunity to also obtain BQA certification.

AGS555 Beef/Cow Calf Production
CAREER AND TECHNICAL CREDIT TYPE 3
 Presents an in-depth, hands-on approach to managing a purebred and/or commercial cow/calf herd. This course will cover calving management, nutrition, health, records, breeding, and pasture management.

AGS907 Co-op Field Experience
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 Gain practical knowledge through training in a unit of swine related industry; required skills training list to be completed. Work under direction of supervisor.

AGS917 Experimental Course
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 New courses as student interests demand.

AGS929 Individual Projects
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 Special topics as arranged with instructor. May be repeated.

AGS946 Swine Management Seminar
CAREER AND TECHNICAL CREDIT TYPE 1
 Bring together the knowledge and skills students have obtained for application in future positions in the swine industry. Discuss cooperative field experiences and view slide presentations on swine complex operations.

ANT – Anthropology

ANT105 Cultural Anthropology *AA Approved*
STANDARD CREDIT TYPE 3
 Survey of physical and cultural development of human beings. Elements of genetics, human variation, natural selection, and cultural development are included.

APP – Apparel Merchandising

APP105 Introduction to Fashion Marketing
CAREER AND TECHNICAL CREDIT TYPE 3
 The course examines the fundamentals of fashion and the basic principles that govern all fashion movement and change; the history and development, organization and operation, merchandising and marketing activities, and trends in industries engaged in producing fashion; and foreign and domestic markets, as well as the distribution and promotion of fashion.

APP150 Clothing Selection
CAREER AND TECHNICAL CREDIT TYPE 3
 Examine the psychological and sociological influences of dress, as well as the principles of design and the relationship of these factors to personal and consumer buying decisions; wardrobe strategies.

APP160 Sewn Products Analysis
CAREER AND TECHNICAL CREDIT TYPE 3
 Examine the quality of manufactured garments and the relationship of garment quality, product performance, and pricing. Examine issues regarding cost, pricing, and profit including garment analysis, materials management, and production.

APP210 Apparel Textiles
CAREER AND TECHNICAL CREDIT TYPE 3
 Develop a basic understanding of textiles; examine fibers, fabrics, and finishes and their relationship to product performance and consumer satisfaction.

APP245 Fashion Computer Design
CAREER AND TECHNICAL CREDIT TYPE 3
 The student will develop drawing skills to communicate with employers and the fashion industry. The course will include basic fashion illustration principles and guide the student through a series of exercises using Adobe Photoshop and Illustrator to create fashion designs. The student will be able to create fashion flats, illustrations, textile designs, and merchandise presentations.

APP800 Professional Development
CAREER AND TECHNICAL CREDIT TYPE 1
 Designed to assist students in developing an understanding of business and marketing trends. Problems encountered in training stations are reviewed. Includes job interviewing techniques, resumes, letters of application, application forms, and interview follow-up.

APP907 Co-op Field Experience
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
 Designed to give the student actual work experience at an approved training center under the supervision of a program coordinator. The experience must be in an approved career occupation.

APP917 Experimental Course
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

APP918 Experimental Course: Fashion
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

APP929 Individual Projects: Home Economics
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
 Special topics as arranged with instructor.

APP930 Individual Projects: Fashion
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
 Special topics as arranged with instructor.

ART – Art

ART101 Art Appreciation *AA Approved*
STANDARD CREDIT TYPE 3
 Introduces the arts of many cultures from prehistoric times to the present and the elements of art and principles of design. Emphasizes the continuity and variety of artistic expression by mankind.

ART102 Art for Elementary Education
STANDARD CREDIT TYPE 3
 Teaching art to elementary students. Includes history, aesthetics, appreciation, and studio work as part of an elementary art curriculum. Introduces appropriate studio methods and materials for the range of student levels. Recommended for elementary education majors.

ART120 2-D Design
STANDARD CREDIT TYPE 3
 Introduces the elements of art and the principles of design with a focus on creatively solving problems in two-dimensional design. Emphasizes use of appropriate craftsmanship with a variety of tools and materials.

ART123 3-D Design
Prerequisite: ART120 or instructor's approval
STANDARD CREDIT TYPE 3
 An exploration of 3-D concepts and materials.

ART124 Computer Art
STANDARD CREDIT TYPE 3
 Introduces the use of computers for the creation of graphic images as a form of artistic expression. Includes the use of image creation and manipulation software and page layout software.

ART133 Drawing
STANDARD CREDIT TYPE 3
 Drawing with charcoal, pencil, and ink. Emphasizes development of observational skills. Introduces composition, value, perspective, and content using still life, landscape and figure drawing.

ART134 Drawing II
Prerequisite: ART133
STANDARD CREDIT TYPE 3
 Continues skills from ART133 with greater emphasis on responsive drawing and personal expression. Introduces experimental media.

ART135 Drawing III
Prerequisite: ART134
STANDARD CREDIT TYPE 3
 Continues skills from ART134. Introduces student-directed research and drawing with color.

ART143 Painting
STANDARD CREDIT TYPE 3
 Painting in oil and/or water media. Emphasizes pragmatic understanding of the characteristics of paints, pigments, and painting surfaces and explores visual expression with color.

ART144 Painting II
Prerequisite: ART143
STANDARD CREDIT TYPE 3
 Students will continue to develop painting skills and will plan and resolve studio research problems.

ART163 Sculpture
STANDARD CREDIT TYPE 3
 Sculpting various materials using several techniques: Modeling, carving, casting and assemblage. Emphasizes developing skills and aesthetics for personal expression in sculpture.

ART164 Sculpture II
Prerequisite: ART163
STANDARD CREDIT TYPE 3
 Continues skills from ART163. Emphasizes further exploration of materials and technique, developing personal artistic vision, and student-directed work.

ART173 Ceramics

STANDARD CREDIT TYPE 3
Working with clay: Hand building and wheel work, glazing and other surface finishing techniques, and kiln operation. Emphasizes aesthetics of both functional and non-functional ceramics.

ART174 Ceramics II

Prerequisite: ART173
STANDARD CREDIT TYPE 3
Continues skills from ART173. Emphasizes further development of technique, personal expression, and student-directed work.

ART184 Photography

STANDARD CREDIT TYPE 3
Introduction to digital and/or film photography. Explores the practical aspects of using the camera as a creative tool and means of expression. Includes an emphasis on composition, subject matter, lighting, and working in color and monochrome.

ART185 Photography II

Prerequisite: ART184 or instructor's approval
STANDARD CREDIT TYPE 3
Extension of ART184 Photography. Advanced topics in composition and print quality, culminating in submissions for gallery showing. Special topics to be determined by class needs and interests.

ART187 Creative Photography

STANDARD CREDIT TYPE 3
Investigates basic photography and darkroom techniques as well as beginning digital photographic processes. Introduces the importance of design, composition, as well as value and color in photography. Emphasizes photography as an art form.

ART203 Art History I *AA Approved*

STANDARD CREDIT TYPE 3
Introduction to the history of art and its creators, from pre-history through the medieval period.

ART204 Art History II *AA Approved*

STANDARD CREDIT TYPE 3
Introduction to the history of art and artists from the Renaissance through modern times.

ART907 Co-op Field Experience

STANDARD CREDIT TYPE *Varied Credit*
Designed to give the student actual work experience at an approved training center under the supervision of a program coordinator. The experience must be in an approved career occupation.

ART917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

ART929 Individual Projects

STANDARD CREDIT TYPE *Varied Credit*
Special topics as arranged with instructor.

ASL – American Sign Language

ASL131 American Sign Language I *AA Approved*

STANDARD CREDIT TYPE 3
This course is a level one course in American Sign Language that examines gestured and visual bodies of a diversified cultural, where linguistical language is used to communicate with deaf and hard of hearing individuals.

ASL161 American Sign Language II *AA Approved*

STANDARD CREDIT TYPE 3
This course is a level two course in American Sign Language that uses gestured and visual bodies of a diversified cultural, where linguistical language is used to communicate with deaf and hard of hearing individuals.

ASL917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

AUT – Automotive Technology

AUT115 Automotive Shop Safety

Prerequisite: Equivalent COMPASS reading score of 57 or higher; writing score of 38 or higher, equivalent ACCUPLACER score on both writing and reading, or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 1

Emphasizes the safety techniques and proper organization of automotive repair shop techniques for an efficient and safe operation.

AUT164 Automotive Engine Repair

Corequisite: AUT115
CAREER AND TECHNICAL CREDIT TYPE 4
Instruction/laboratory procedures for engine repair diagnosis, removal, disassembly, inspection, overhaul and reassembly of automotive and/or light truck engines according to manufacturer's specifications.

AUT242 Basic Automotive Powertrain

Prerequisite: AUT115
CAREER AND TECHNICAL CREDIT TYPE 6
This course is designed to introduce the student to hydraulics and mechanical systems used in automotive transmissions. Theory and operating principles of powertrain components such as engines, clutches, transmission, differentials, transfer cases, transaxles and drive axles will be presented. General diagnosis procedures and basic repair operations will be a part of the lab experience.

AUT304 Automotive Manual Drive Train and Axles

Prerequisite: AUT115
CAREER AND TECHNICAL CREDIT TYPE 4
This course provides basic knowledge in automotive clutches, standard transmissions, transaxles and differentials. Basic theory, diagnosis and service procedures are covered. Students will be able to correctly disassemble and reassemble standard transmissions, transaxles and differentials in accordance with manufacturers' guidelines.

AUT404 Automotive Suspension and Steering

Prerequisite: AUT115
CAREER AND TECHNICAL CREDIT TYPE 4
This course will provide introduction and instruction in the theory of operation, diagnosis principles, and service procedures of automotive suspension and steering systems. It will also introduce the student to wheel alignment terminology diagnosis principles, and basic service procedures.

AUT503 Automotive Brake Systems

Prerequisite: AUT115, AUT603 or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 3
This course will provide introduction and instruction in the theory of operation, diagnosis principles, and service procedures of automotive braking systems.

AUT603 Basic Automotive Electricity

Corequisite: AUT115
CAREER AND TECHNICAL CREDIT TYPE 3
This course will provide introduction and instruction in electrical theory and basic electrical circuits. The student will be introduced into the safe handling and operating techniques using electrical diagnostic equipment. Safety, meters, and service information will be emphasized.

AUT610 Automotive Electrical I

Prerequisite: AUT115 and AUT603
CAREER AND TECHNICAL CREDIT TYPE 4
This course provides basic knowledge in automotive clutches, standard transmissions, transaxles and differentials. Basic theory, diagnosis and service procedures are covered. Students will be able to correctly disassemble and reassemble standard transmissions, transaxles and differentials in accordance with manufacturers' guidelines.

AUT652 Advanced Automotive Electricity

Prerequisite: AUT115, AUT603 and AUT610
CAREER AND TECHNICAL CREDIT TYPE 3
This course is designed to provide further instruction in diagnosis, repair, and service of electrical and electronic components found in all automotive systems.

AUT704 Automotive Heating and Air Conditioning

Prerequisite: AUT115 and AUT603

CAREER AND TECHNICAL CREDIT TYPE 4
This course will provide introduction and instruction in the theory of design and operation of automotive heating, ventilation, and air conditioning systems. Students will learn how to diagnose, service, and repair automotive heating, ventilation and air conditioning systems. Students will have the opportunity to receive air conditioning service certification with a satisfactory completion of this course.

AUT802 Engine Performance I

Prerequisite: AUT115, AUT164 and AUT603

CAREER AND TECHNICAL CREDIT TYPE 3
This course is designed to train the student in engine mechanical testing and ignition testing. Basic ignition system theory, operation, and diagnosis will be covered. Electronic (EI) and distributor (DI) ignition systems will be discussed. Lab time will be used to learn the use of diagnostic equipment in troubleshooting and repair of engine mechanical and ignition systems as they relate to drivability.

AUT811 Engine Performance II

Prerequisite: AUT115, AUT164, AUT603 and AUT802

CAREER AND TECHNICAL CREDIT TYPE 4
This course is designed to give students an understanding of electronic fuel injection and the use of computer controls in today's automobiles. The course will present Electronic Fuel Injection theory and component operation as well as automotive computer operation, sensor inputs and actuator outputs. Diagnosis and testing of these systems will be discussed and practiced. Similarities and differences of various Original Equipment Manufacturer systems will be discussed.

AUT858 Advanced Engine Performance

Prerequisite: AUT115, AUT242, AUT603, AUT802 and AUT811

CAREER AND TECHNICAL CREDIT TYPE 4
Instruction in the theory and operating principles of automotive computerized engine control systems and other advanced electronic systems with emphasis on utilizing relevant vehicle data and service information, lab and oscilloscopes, DVOMs, and scan tools to test/diagnose/repair system malfunctions.

AUT882 Automotive Lab II

Prerequisite: AUT115, AUT164, AUT242, AUT404 or instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 3
This course allows the student time in the automotive lab to work on curriculum requirements and lab projects.

AUT870 Automotive Service Management

CAREER AND TECHNICAL CREDIT TYPE 2
This course is designed to acquaint the student with the day-to-day operations of the automotive service industry. Instruction will be provided for customer relations, shop management, service write-ups, warranty procedures, and flat rate time guides. Students will practice procedures in live lab setting.

AUT917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

BCA – Business Computer Application

BCA100 Computer Literacy

CAREER AND TECHNICAL CREDIT TYPE 1
Introduction to the basic functions and operations performed by and with digital computers. The following are developed: A basic understanding of the operation, function, and capacities of modern computer systems; elementary skill in the use of operating system commands and utilities; a familiarity with the structure, entry, storage, and retrieval of computer data; and an exposure to application programs which are available for and widely used on modern computer systems. Offered on demand.

BCA122 Basic Word Processing

CAREER AND TECHNICAL CREDIT TYPE 1
Originating, formatting and designing documents using Microsoft Word.

BCA134 Word Processing

CAREER AND TECHNICAL CREDIT TYPE 3
Use word processing software to create and format text in various communication forms. Topics covered include formatting, writing tools, tables, columns, templates, graphics, charts, workgroup sharing, desktop publishing, forms, mail merge, macros, long document tools, and web pages.

BCA146 Basic Spreadsheets

CAREER AND TECHNICAL CREDIT TYPE 1
Create spreadsheets, calculate totals, format, copy, graph, and utilize various print options.

BCA152 Comprehensive Spreadsheets

CAREER AND TECHNICAL CREDIT TYPE 3
Use spreadsheet software to create electronic workbooks; work with formulas and functions; create charts and add design elements; work with range names; templates, and macros; use analysis, linking, auditing, pivot tables, databases and workgroup features.

BCA164 Basic Databases

CAREER AND TECHNICAL CREDIT TYPE 1
Creation and use of databases, queries, forms, and reports; customizing fields and tables; and managing data and files.

BCA167 Comprehensive Databases

CAREER AND TECHNICAL CREDIT TYPE 3
Features of database software to include adding and editing data; finding and sorting records; creating databases, tables, forms, and reports; managing data integrity; designing queries and advanced queries; using joins and relationships; working with sub reports; and integrating with other programs.

BCA174 Basic Presentation Software

CAREER AND TECHNICAL CREDIT TYPE 1
Learn presentation software in order to prepare effective presentations.

BCA178 Presentation Software

CAREER AND TECHNICAL CREDIT TYPE 3
Creating presentations from scratch; working with text, fills, colors, outlines, hyperlinks, and objects; customizing templates and toolbars; advanced text and graphics features; animation and slide show effects; and creating charts, tables, flowcharts, organization charts, and diagrams.

BCA768 Adobe for Business

CAREER AND TECHNICAL CREDIT TYPE 3
Students will learn basic application and integration of Adobe Acrobat Pro, Photoshop, InDesign, and Dreamweaver software, including how to manipulate PDFs, create interactive PDF forms, create and work with graphics, write (X)HTML code, and layout and design print and web-based business materials.

BCA917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

BIO – Biology

BIO105 Introductory Biology *AA Approved*

STANDARD CREDIT TYPE 4
Basic principles of biology, a survey of how living things are organized and how they function. Special emphasis is given to the human perspective on biology. Topics include human physiology, genetics, genetic engineering, digestion and nutrition, disease and immunology, and basic principles of plant biology as it applies to agriculture.

BIO111 General Biology *AA Approved*

STANDARD CREDIT TYPE 4
Structure and function of living organisms from the cell level through the population level. Emphasis is on cell structure, genetics, evolution, ecology and animal and plant systems.

BIO112 General Biology I <i>AA Approved</i>	
<i>STANDARD CREDIT TYPE</i>	4
An introduction to the nature of living organisms; diversity of microbes, animals, and plants; genetics and inheritance; reproduction; evolution; population, community, and ecosystem ecology. Intended for science majors.	
BIO113 General Biology II <i>AA Approved</i>	
Prerequisite: BIO112	
<i>STANDARD CREDIT TYPE</i>	4
An introduction to life processes at the cellular, tissue, and organ levels; genetic control, metabolism, energy production, respiration, photosynthesis; plant growth, transport, and reproduction; animal growth, organ systems, and reproduction. Intended for science majors.	
BIO132 Animal Care and Rehabilitation	
<i>STANDARD CREDIT TYPE</i>	2
Principles of wild animal maintenance and care, with emphasis on handling and rearing animals and treatment of injuries during rehabilitation. Lecture and lab at "Calkins Campus" Nature Area and work with live animals housed there.	
BIO138 Field Ecology	
<i>STANDARD CREDIT TYPE</i>	3
Recognizing and understanding organisms in their natural communities. Emphasis on native trees and shrubs, fishes and the aquatic environment, and native amphibians and reptiles. Laboratory includes field collection and identification, interpretation, and behavioral roles.	
BIO140 Field Ecology II	
<i>STANDARD CREDIT TYPE</i>	2
Study of habitat requirements, identification, and behavior of native mammals and birds. Emphasis on game species but includes aesthetic as well as economic impacts. Lecture and lab experiences include field trips, use of "Calkins Campus" Nature Area and ECC natural science museum, as well as lab studies.	
BIO142 Ecological Concepts	
<i>STANDARD CREDIT TYPE</i>	3
Provides an overview of ecological concepts including nutrient cycling, water cycling, energy pathways, and the interactions of living things with each other and the nonliving environment.	
BIO144 Field Biology: Spring Flowers	
<i>STANDARD CREDIT TYPE</i>	1
Examination of plant communities as they develop from early spring to summer. Attention given to marsh, prairie, and forest environments. Field study will include identification and natural history of common spring flowers.	
BIO145 Ecology of Iowa	
<i>STANDARD CREDIT TYPE</i>	3
Surveys the major landforms of Iowa, including the Mississippi River Valley, Northern Prairie Lakes Region, Loess Hills and Southern Hills Area. Landforms are emphasized from the standpoint of climate, soils, geology, water resources, forestry, wildlife and environmental concerns.	
BIO146 Genetics <i>AA Approved</i>	
<i>STANDARD CREDIT TYPE</i>	3
Study of classical transmission genetics, principles of human genetics with special emphasis on genetically controlled malformations and diseases, microbial genetics, radiation biology, and current observations and concepts of the nature, organization, and action of the genetic material. Not recommended for students with credit in BIO148.	
BIO148 Human Genetics <i>AA Approved</i>	
<i>STANDARD CREDIT TYPE</i>	3
Principles of genetics as applied to human families and population, including sex determination, sex linkage, Mendelian characteristics, population genetics, inborn errors of metabolism, chromosome behavior, effects of radiation and drugs. Not recommended for students with credit in BIO146.	
BIO151 Nutrition <i>AA Approved</i>	
<i>STANDARD CREDIT TYPE</i>	3
Identifies nutrients, food sources, and their role in human physiological functions. Examines dietary adequacy and nutrient needs throughout the life cycle. Employs critical thinking activities with a focus on current nutritional issues and consumerism with application to nutritional status, disease/disorder risk factors, and well-being.	
BIO168 Human Anatomy and Physiology I <i>AA Approved</i>	
Prerequisite: Background in either a high school level or introductory college level biology course and a high school level chemistry course are strongly recommended	
<i>STANDARD CREDIT TYPE</i>	4
The first of a two-semester sequence providing a comprehensive study of the structure and function of the human body for college transfer and/or allied health prerequisites. Topics include body organization, homeostasis, cells, tissues, integumentary system, skeletal system, muscular system, nervous system, and others. Laboratory component includes anatomical studies using microscopy and dissection as well as the study of physiological concepts via experimentation.	
BIO171 Iowa Vertebrate Ecology I: Fish, Amphibians, and Reptiles	
<i>STANDARD CREDIT TYPE</i>	3
Ecology, behavior, conservation biology, and taxonomy of Iowa fish, amphibians, and reptiles with emphasis on their anatomy and morphology; temperature and water regulation; locomotion; life history; reproduction; population and community ecology; taxonomy and identification; and conservation.	
BIO173 Human Anatomy and Physiology II <i>AA Approved</i>	
Prerequisite: BIO168	
<i>STANDARD CREDIT TYPE</i>	4
A continuation of BIO168 with a focus on the cardiovascular system, pulmonary system, urinary system, digestive system, and reproductive systems. Laboratory component includes anatomical studies using microscopy and dissection as well as the study of physiological concepts via experimentation.	
BIO186 Microbiology <i>AA Approved</i>	
<i>STANDARD CREDIT TYPE</i>	4
This course presents a survey of microorganisms, their structure, metabolism, growth characteristics, and replication. It will also emphasize their importance to the health sciences, biotechnology, and the environment. The lab will include procedures for manipulating, identifying, counting, and culturing microorganisms.	
BIO190 Introductory Biotechnology	
<i>STANDARD CREDIT TYPE</i>	3
Introduction to the application and issues of modern molecular biology in medicine and agriculture. Information on recombinant DNA technology, monoclonal antibodies, cell culture techniques, and embryo manipulation methods are presented. Topics also include medical diagnostics and treatments, environment, agriculture, and food.	
BIO192 Laboratory Technology I	
<i>STANDARD CREDIT TYPE</i>	1
Relates the student's field experience with classroom instruction. Includes career information, field trips, and discussions of current topics in the field of laboratory technology.	
BIO193 Laboratory Technology 2	
<i>STANDARD CREDIT TYPE</i>	1
Involves student-faculty exchange of ideas as they relate to curriculum, course content, and the cooperative field experience.	
BIO194 Government Regulations	
<i>STANDARD CREDIT TYPE</i>	2
Coverage of federal, state, and local government agencies responsible for determining and enforcing rules and regulations affecting pollution of the environment; laboratory work; and health and safety of people in the laboratory and industry. Offered on demand.	

BIO238 Field Ecology II	3
<i>STANDARD CREDIT TYPE</i>	
Study of habitat requirements, identification, and behavior of native mammals and birds. Emphasis on game species but includes aesthetic as well as economic impacts. Lecture and lab experience include field trips, use of "Calkins Campus" Nature Area and ECC natural science museum, as well as lab studies.	
BIO244 Application of Biotechnology	4
Prerequisite: BIO190	
<i>STANDARD CREDIT TYPE</i>	
This course provides hands on experience in Biotechnology topics. This course is a second semester course for biotechnology majors. Emphasis will be on major biotechnology basic laboratory techniques. Laboratory work complements each of these areas of study. Lecture and lab must be taken concurrently	
BIO245 Genetic Engineering	3
<i>STANDARD CREDIT TYPE</i>	
Current studies involving recombinant DNA technology and its application to analysis of biological processes. Concepts underlying recombinant DNA technology together with strategies for cloning genes, applications of recombinant DNA technology to research and biotechnology (including screening for genetic diseases, gene therapy, animal and plant improvement, and production of proteins useful in medicine, agriculture, and industry).	
BIO271 Iowa Vertebrate Ecology II: Mammals and Birds	3
<i>STANDARD CREDIT TYPE</i>	
Ecology, behavior, and conservation biology of Iowa's mammals and birds. Emphasis on structure, physiological adaptation to different environments, behavior, reproduction, roles within ecosystems, conservation, and taxonomy.	
BIO290 Tissue Culture	4
<i>STANDARD CREDIT TYPE</i>	
Lecture and laboratory experiments involving cells, tissues, and organs as systems of modern experimental biology. Principal methods of tissue explanation and of tissue and cell maintenance and propagation in artificial environments, the genetic cytological and biochemical characteristics of normal and malignant cells in culture; fundamental and applied use of tissue culture systems. Offered on demand.	
BIO532 Human Body: Health and Disease	3
<i>STANDARD CREDIT TYPE</i>	
Concepts and characteristics of human diseases, focusing on etiology, epidemiology, health promotion and education. Emphasis on understanding the relationship between clinical signs/symptoms and the disease process.	
BIO741 PLTW Principles of Biomedical Science	3
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	
This course provides an introduction to the biomedical sciences through exciting hands-on projects and problems. Students investigate concepts of biology and medicine as they explore health conditions including heart disease, diabetes, sickle-cell disease, hypercholesterolemia, and infectious diseases. They will determine the factors that led to the death of a fictional woman as they piece together evidence found in her medical history and autopsy report. Students will investigate lifestyle choices and medical treatments that might have prolonged the woman's life and demonstrate how the development of disease is related to changes in human body systems.	
BIO742 PLTW Human Body System	3
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	
Students examine the interactions of human body systems as they explore identity, power, movement, protection, and homeostasis. Students design experiments, investigate the structures and functions of the human body, and use data acquisition software to monitor body functions such as muscle movement, reflex and voluntary action, and respiration. Exploring science in action, students build organs and tissues on a skeletal manikin, work through interesting real world cases and often play the roles of biomedical professionals to solve medical mysteries.	
BIO743 PLTW: Medical Interventions	3
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	
Students follow the life of a fictitious family as they investigate how to prevent, diagnose, and treat disease. Students explore how to detect and fight infection; screen and evaluate the code in human DNA; evaluate cancer treatment options; and prevail when the organs of the body begin to fail. Through real-world cases, students are exposed to a range of interventions related to immunology, surgery, genetics, pharmacology, medical devices, and diagnostics.	
BIO744 PLTW: Biomedical Innovations	3
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	
In the final course of the PLTW Biomedical Science sequence, students build on the knowledge and skills gained from previous courses to design innovative solutions for the most pressing health challenges of the 21st century. Students address topics ranging from public health and biomedical engineering to clinical medicine and physiology. They have the opportunity to work on an independent design project with a mentor or advisor from a university, medical facility, or research institution.	
BIO907 Co-op Field Experience	
Prerequisite: Instructor's approval	
<i>STANDARD CREDIT TYPE</i>	Varied Credit
Supervised on-the-job training in student's area of emphasis.	
BIO917 Experimental Course	
<i>STANDARD CREDIT TYPE</i>	Varied Credit
New courses as student interests demand.	
BIO927 Honors Study	
<i>STANDARD CREDIT TYPE</i>	Varied Credit
This course is designated as an honors course in biology as a special project.	
BIO943 Iowa Habitats: Ecology & Management	
<i>STANDARD CREDIT TYPE</i>	Varied Credit
An introduction to the natural history, settlement and development, and major habitats of Central Iowa. Students will learn the common plant, animal and soil characteristics of prairies, woodlands and wetlands. Course includes techniques of management and restoration.	
BIO929 Individual Projects	
<i>STANDARD CREDIT TYPE</i>	Varied Credit
Special topics as arranged with instructor.	
BPT – Bioprocess Technology	
BPT160 Intro to Renewable Energy Tech.	3
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	
Overview of various renewable energy technologies and their current applications. Emphasis will be placed on Biomass renewable energy i.e. ethanol and bio-diesel production, wind and to some extent on solar and geothermal energy. Topics include principles of energy conversion, processes involved in converting biomass into fuels, energy storage and delivery and government standards/regulations for fuels.	
BPT161 Processes in Renewable Energy Techn	4
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	
In depth understanding in the processes in ethanol and Bio-diesel production from biomass. Introduction to renewable energy, rationale, economics, principles, and techniques used both ethanol and bio-diesel production, analytical methods used in process control and specifications for the final product. The laboratory exercises included will provide hands on experiences and the vocational skills needed for entry into renewable energy industry employment.	
BPT168 Introduction to OSHA	1
<i>CAREER AND TECHNICAL CREDIT TYPE</i>	
This OSHA-16 hour course has been designed for ethanol and biodiesel plant employees, labors and anyone involved in the biofuels industry. Course addresses jobsite conditions and personal safety issues as well as employer safety responsibilities regarding OSHA Standards CFR1926. Students will gain knowledge of employee and employer responsibilities to ensure and maintain a jobsite free of recognized hazards.	

BPT917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE

Varied Credit

New courses as student interests demand.

BUS – Business**BUS102 Introduction to Business**

STANDARD CREDIT TYPE

3

A general survey study of the functions of business past, present and future. Special emphasis on applying current business events, the importance of customer service and social responsibility.

BUS130 Introduction to Entrepreneurship

STANDARD CREDIT TYPE

3

Designed to introduce students to the entire process of owning and managing a small business. Students will learn about risk versus reward in business. They will learn about strategies for starting and maintaining a business. This course will focus on the skills required by the entrepreneur to help them succeed. The students will learn about types of ownership and what their options are. The students will learn the importance of setting goals and objectives. Students will learn about meeting a market need and work through the marketing process. Students will learn the importance of developing a working business plan.

BUS141 Small Business Startup**Prerequisite: BUS130**

STANDARD CREDIT TYPE

3

Emphasis is on writing an effective business plan. A well written business plan takes time and the student will be working through the process step by step learning proven business planning techniques to move their business in the right direction. Students will be working to develop a polished, professional and results oriented plan from beginning to end. Some topics the students will be studying include: market research, assessment, location, determining asset needs, forecasting sales, identifying job tasks and determining human resource needs. Prerequisite: BUS130.

BUS150 E-Commerce

STANDARD CREDIT TYPE

3

Introduction to electronic commerce activities on the world wide web. E-commerce covers the unique aspects of creating a business strategy in the e-commerce environment and focuses on the internet as a medium for promotion and distribution. This course will address the new technological environment that marketers are facing in the business world of today. Students will explore the basics of marketing and business arenas and how they can be transformed in this environment.

BUS161 Human Relations

CAREER AND TECHNICAL CREDIT TYPE

3

Examine basic aspects of human relationships as they apply to the individual and his/her total world - occupation, society, home, and interpersonal relationships.

BUS182 Intro to Law

STANDARD CREDIT TYPE

3

General history and structure of law; law's action in guiding and changing economic and social patterns. Prerequisite for UI transfers: ECN120.

BUS185 Business Law I

STANDARD CREDIT TYPE

3

History of the legal system, legal rights and social effects of laws. Topics include contracts, agency, commercial paper, personal property, and bailment.

BUS220 Introduction to International Business

STANDARD CREDIT TYPE

3

An overview of how to be successful in the global environment and how it differs from the national business environment. Specifically covered are the organizational, cultural, environmental variables that constantly change in the international marketplace. Up-to-date/current topics will be used to apply the material.

BUS230 Quantitative Methods for Business Decision Making *AA Approved*

Prerequisite: COMPASS algebra score of 55 or better, COMPASS college algebra score of 25 or better, ACT math score of 20 or better, midterm grade of A- or better in MAT074*, or grade of C- or better in MAT062, MAT077, or MAT156; Cross listed with MAT140

STANDARD CREDIT TYPE

3

Linear programming. Critical path method and PERT techniques for project management. Computer programming to solve linear programming problems. Transportation and inventory techniques. Time value of money, curve fitting, and forecasting.

BUS235 Calculus for Business and Soc Science *AA Approved*

Prerequisite: COMPASS college algebra score of 51 or better, ACT math score of 25 or better, or grade of C- or better in either MAT121 or MAT129, or BUS230; Cross listed with MAT165

STANDARD CREDIT TYPE

3

Differential calculus, integral calculus, linear algebra and introduction to max-min theory for functions of two variables.

BUS291 Employment Portfolio and Career Dev.

STANDARD CREDIT TYPE

2

Develop employment portfolio including resumes, application letters and forms, and follow-up letters. Set career goals, develop prospective employer lists, explore employment tests, learn interviewing strategies, and discuss job etiquette and professional conduct.

BUS917 Experimental Course

STANDARD CREDIT TYPE

Varied Credit

New courses as student interests demand.

BUS927 Honors Study

STANDARD CREDIT TYPE

Varied Credit

This course is designated as an honors course in business as a special project.

BUS929 Individual Projects**Prerequisite: Instructor's approval**

STANDARD CREDIT TYPE

Varied Credit

Special topics as arranged with instructor.

BUS932 Internship**Prerequisite: One semester in business courses**

CAREER AND TECHNICAL CREDIT TYPE

Varied Credit

Experience gained on-the-job with cooperating business firms. Maximum of 3 hours credit per semester. May be repeated for a maximum of 6 (six) credit hours.

CAD – Computer Aided Drafting**CAD105 CAD I**

CAREER AND TECHNICAL CREDIT TYPE

2

CAD uses in industry. CAD equipment functions, system set-up, and operation. Methods of data input to create working drawings. Output methods to produce finished drawings.

CAD185 2-D CAD IA

CAREER AND TECHNICAL CREDIT TYPE

3.5

Engineering graphics as a language, the drafting office, drawing media and filing, basic drawing requirements, theory of shape description, and applied geometry. Covers chapters 1, 2, 3, 4, 5, 6.

CAD186 2-D CAD IB

CAREER AND TECHNICAL CREDIT TYPE

3.5

Basic dimensioning, detail and assembly drawings, and sections and conventions. Covers chapters 7, 8, 9, 13.

CAD187 2-D CAD IIA

CAREER AND TECHNICAL CREDIT TYPE

3.5

The drawing of threaded fasteners, auxiliary views, construction of pictorial drawings, construction of miscellaneous fasteners, drawing for numerical control, and the development of sheet metal intersections. Covers chapters 10, 15, 16, 18, 25.

CAD188 3-D CAD IIB

CAREER AND TECHNICAL CREDIT TYPE 3.5
Construction of computer-aided detail drawings using 3D and solid modeling techniques. Additional review of solid modeling primitives and extruding profiles of complicated images. Application of CAD dimensioning processes and dimension variables.

CAD189 3-D CAD IIIA

CAREER AND TECHNICAL CREDIT TYPE 3.5
Theory of limits and fits dimensioning using the basic hole system. Review of geometric dimensioning and tolerancing and the construction of detailed and assembly drawings using solid modeling techniques. Advanced dimensioning practices and the application of geometric dimensioning and tolerancing.

CAD190 3-D CAD IIIB

CAREER AND TECHNICAL CREDIT TYPE 3.5
Construction of detailed and assembly drawings of a hydraulic cylinder using solid modeling techniques. The application of limits and fits, geometric dimensioning and tolerancing, plus advanced dimensioning practices.

CAD191 3-D Automation IA

CAREER AND TECHNICAL CREDIT TYPE 3.5
This hands-on course covers Autodesk Inventor® features used to create, edit, constrain, document, and print part assemblies using Inventor techniques. The class will become familiar with basic functions and toolbars that Inventor offers. The course will feature real world projects as well as projects from the textbook.

CAD192 3-D Automation IB

CAREER AND TECHNICAL CREDIT TYPE 3.5
Construction of detailed and assembly drawings along with animation and part interferences with constraints. Internet features will be covered. Final presentations are required. An assembly drawing will be constrained to show how to put assembly together. Additional topics will cover the different drawing file types that Inventor offers.

CAD917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

CHM – Chemistry

CHM103 Metallurgy

CAREER AND TECHNICAL CREDIT TYPE 2
Understand metal properties to better manage your materials, understand what metals are, how chemical composition and microstructure influences mechanical properties.

CHM122 Introduction to General Chemistry *AA Approved*

Prerequisite: 1 year of high school algebra
STANDARD CREDIT TYPE 4
Basic principles and materials of inorganic chemistry, atomic theory, chemical bonding, formulas and equations, metric system, periodic table and basic laboratory techniques. Designed for pre-nursing, home economics and agricultural science students.

CHM165 General Chemistry I *AA Approved*

Prerequisite: High school chemistry or CHM101 within the past 5 years (with B or above) and 2 years high school algebra or equivalent college math
STANDARD CREDIT TYPE 4

A systematic study of the principles of inorganic chemistry with emphasis on scientific measurement, atomic structure, chemical bonding, nomenclature, stoichiometry and chemical reactions. Primarily for chemistry and biology majors (or minors) pre-med, pre-vet, pre-dental and others who need science-related background.

CHM175 General Chemistry II *AA Approved*

Prerequisite: CHM165
STANDARD CREDIT TYPE 4
A continuation of CHM165 with emphasis on thermodynamics, kinetics, equilibrium, electrochemistry, solubility products, pH, buffers, metal complexation, and acid-base theory.

CHM210 Analytical Instrumentation

Prerequisite: CHM165
STANDARD CREDIT TYPE 4
Addresses the operational theory and principles of instruments used in qualitative and quantitative analysis. Spectrophotometry: UV, VIS, IR, AA, and Chromatography: GC, HPLC.

CHM261 Organic Chemistry I *AA Approved*

Prerequisite: CHM175 or instructor's approval
STANDARD CREDIT TYPE 4
A study of the synthesis, properties and uses of common classes of organic compounds with emphasis on nomenclature, structural principles, and reaction mechanisms. Alkanes, alkenes, alkynes, alcohols, ethers, polymers, stereo-chemistry and benzene are covered.

CHM271 Organic Chemistry II *AA Approved*

Prerequisite: CHM261 or instructor's approval
STANDARD CREDIT TYPE 4
A continuation of CHM261 covering aromatic substitution arenas, carbonyls, carboxylic acids and their derivatives, amines, phenols, and physiologically active molecules. Some topics of biochemistry are introduced.

CHM290 Survey of Biochemistry

Prerequisite: CHM165
STANDARD CREDIT TYPE 3
Survey of biochemistry that will include topics such as structure and function of amino acids, proteins, carbohydrates, lipids, and nucleic acids; enzymology; metabolism; biosynthesis; and selected topics.

CHM917 Experimental Course

STANDARD CREDIT TYPE Varied Credit
New courses as student interests demand.

CHM929 Individual Projects

Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
Special topics as arranged with instructor.

CIS – Computer Programming

CIS125 Introduction to Programming Logic with Language

STANDARD CREDIT TYPE 3
Introduction to computer programming with structured program development and module designs emphasized. Write programs related to several areas, including input/output, numerical computation, iteration, recursion, data manipulation, and interactive processing.

CIS161 C++

STANDARD CREDIT TYPE 3
Advanced structured programming techniques. Comparison of popular languages, structured approach to sorting, arrays, databases, and file manipulation.

CIS207 Fundamentals of Web Programming

STANDARD CREDIT TYPE 3
Elementary design concepts for pages on the World Wide Web. Programming techniques for linking and thread support. Development of Java applets.

CIS281 Mobile Development

CAREER AND TECHNICAL CREDIT TYPE 3
This course will cover design, development and deployment of mobile applications. Students will explore tools used to develop mobile applications for a variety of platforms.

CIS284 Advanced Mobile Development

CAREER AND TECHNICAL CREDIT TYPE 3
This course will cover advanced topics in the theory and design of mobile applications. Students will apply responsive design concepts to create applications for the latest mobile platforms, and the deployment to the mobile marketplace.

CIS450 PLTW Computer Science Principles
CAREER AND TECHNICAL CREDIT TYPE 3
 This course is designed to be the first computer science course for students who have never programmed before. ICS is an optional starting point for the PLTW Computer Science program. In this course, students will create interactive stories in Scratch™ (an easy-to-use programming language); work in teams to create simple apps for mobile devices using App Inventor; and analyze data about students' health, social habits, and interests using functions in Excel®. Students will learn the impact of computing in society and the application of computing across career paths. They will also transfer the understanding of programming gained in App Inventor to a third language, Python®, in which they learn introductory elements of text-based programming. The course aligns with the Computer Science Teachers Association (CSTA) 3A standards.

CIS917 Experimental Course
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

CIS929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 Special topics as arranged with instructor.

CIS952 Topics
STANDARD CREDIT TYPE Varied Credit
 Varied topics to serve the needs of the community.

CLS – Cultural Studies

CLS150 Latin American History and Culture ^{AA Approved}
STANDARD CREDIT TYPE 3
 Study of diverse cultural topics (literature, film, fine arts, history, politics, popular culture) to explore the ethnic and cultural diversity of Latin American societies from pre-Columbian time to the present, and the Latino presence in the United States. Conducted in English.

CLS163 Thai Culture ^{AA Approved}
STANDARD CREDIT TYPE 3
 Examines the country and people of Thailand, including history, government, culture, religion, geography, economy, language, music, and art.

CLS917 Experimental Course
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

CNS – Conservation Technology

CNS140 Parks, Planning and Maintenance
STANDARD CREDIT TYPE 3
 Study of the planning process used in development and evaluation of maintenance programs for recreational buildings and grounds in conservation areas. Field trips, including visits to municipal, county, state and private facilities, will identify proper management procedures. Offered on demand.

CNS150 Occupations in Conservation
STANDARD CREDIT TYPE 1
 Survey opportunities in the field of conservation at the various levels of government and private enterprise. Methods, techniques and skills involved in job seeking will be covered. Some guest speakers utilized.

CNS160 Apps. of Global Positioning Systems
STANDARD CREDIT TYPE 2
 Fundamental processes of global positioning system (GPS) with emphasis on application to conservation, agriculture, and recreation. General technical aspects of the GPS satellites, differential correction, and hardware. The specific application of this technology for mapping, navigation, and data collection will be discussed and demonstrated.

CNS170 Wildland Firefighting
STANDARD CREDIT TYPE 3
 This course consists of three National Wildlife Coordinating Group (NWCG) courses: S130-Firefighter Training (L180-Human Factors on the Fireline is included in the S130 course); S190-Introduction to Wildland Fire Behavior; and, I100-Incident Command System Orientation. Completing these three courses plus a physical fitness test (Pack Test) will qualify students for a red card certification. This course will be taught to NWCG standards.

CNS917 Experimental Course
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

CNS907 Co-op Field Experience
STANDARD CREDIT TYPE Varied Credit
 Supervised on-the-job training in student's area of emphasis.

CNS929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 In-depth experiences in conservation. Projects developed in cooperation with and supervised by the instructor dealing with construction, habitat maintenance, wildlife census, habitat mapping, trail development, observation of conservation boards, etc. Includes paper describing the project from start to finish. Hours of credit depend on the scope and depth of the project.

COM – Communication

COM712 Business Communication
Cross listed with ADM154
CAREER AND TECHNICAL CREDIT TYPE 3
 Basic written communication development through emphasis on writing skills used in business documents; incorporates skills in listening and oral communications.

CON – Construction

CON105 Industrial Relations
CAREER AND TECHNICAL CREDIT TYPE 1
 Basic theory and knowledge of human relations in business and industry. Special emphasis is placed on understanding of the causes of behavior and its effects on the employee in industry.

CON108 Construction Safety
CAREER AND TECHNICAL CREDIT TYPE 1
 An introduction to OSHA safety rules designed to familiarize students with national safety standards for residential and commercial construction. Students receive OSHA certification upon successful completion of this 10-hour safety course.

CON127 Construction Safety II
CAREER AND TECHNICAL CREDIT TYPE 2
 A comprehensive safety program designed for construction foremen, field managers, supervisors, safety directors, trainers, and instructors.

CON155 Carpentry Level I
CAREER AND TECHNICAL CREDIT TYPE 3
 An introduction to the materials used in the construction industry and methods involved in the application of those materials. Students will learn the proper use and selection of hand and power tools with an emphasis on maintenance and safety. Students will become familiar with and develop skills in concrete foundation, concrete flatwork, rough framing, roofing and insulation (blown in and fiberglass). Students will demonstrate a working knowledge of cranes and similar equipment and hand signals. Students will also learn to locate symbols and interpret general information from blueprint drawings.

CON157 Carpentry Level II

CAREER AND TECHNICAL CREDIT TYPE 6
 Students continue the learning sequence as it relates to Carpentry Level I. Students will continue to develop knowledge and skills in advanced blueprint reading, site layout, stair construction and code applications, exterior finish, drywall installation/finish/texture, interior doors and trim, cabinet installation and countertop applications, introduction to concrete and reinforcing materials, and finish up with the study of foundations and flatwork concrete applications. The students will gain additional skills necessary to complete the house project as well.

CON185 Construction Lab I

CAREER AND TECHNICAL CREDIT TYPE 10
 Introduction to rough framing, which may include floor, wall, roof framing, and some interior work after the house is enclosed.

CON186 Construction Lab II

CAREER AND TECHNICAL CREDIT TYPE 10
 This sequence follows Construction Lab I and is a continuation of learning applied to hands-on knowledge and skill development. This phase is devoted to the finish aspects of residential construction. Includes installation of insulation, vapor barrier, drywall and finishing drywall, interior wood finish trim materials, cabinets and countertops, etc. Students will learn as they test theories, develop knowledge and skill and techniques in applying finish materials to complete the house project.

CON210 Fundamentals of Carpentry

CAREER AND TECHNICAL CREDIT TYPE 3
 Introduction to basic skills in construction and provide a comprehensive overview of OSHA safety rules, use of tools in the construction trade, and exposure to different trades in construction.

CON260 Commercial Carpentry I

CAREER AND TECHNICAL CREDIT TYPE 6
 Apply residential construction principles as they relate towards commercial applications. Equipment, tool usage as well as development of knowledge and skills involved in commercial construction will be explored. Areas of instruction will include commercial concrete forming, reinforcement and placement methods, stair construction, metal framing, interior finishes, suspended ceiling systems, metal framing and drywall applications, commercial roofing methods and systems. Students will be exposed to the installations methods of various suspended ceiling systems. CON261 Commercial Construction Lab I is a required class in order to meet the requirements of the school-to-work apprenticeship competencies.

CON261 Commercial Construction Lab I

CAREER AND TECHNICAL CREDIT TYPE 4
 Participate in lab exercises in order to demonstrate competencies required or at times take the positions of lead carpenter at the lab site, supervising freshmen in the construction of the lab project or participate on commercial job sites in the form of paid OJT (on-the-job-training). Students will expand knowledge obtained from CON260 Commercial Carpentry I to hands-on skills in lab project demonstrations or partnering in actual job site construction industry. The instructor will monitor optional OJT sites at regular intervals to access student experiences.

CON262 Commercial Carpentry II

CAREER AND TECHNICAL CREDIT TYPE 6
 A continuation of CON260 Commercial Carpentry I and is the final phase of the carpentry program. Introduced to supervision skills, motivation and peer relations, planning, scheduling, and working with other trades. Students will identify components, operation and assembly techniques for commercial stair, roof, floor, and wall systems as well as metal building assembly. Various suspended ceilings including their components and applications are discussed. Light equipment and welding are introduced and applied to facilitate the safe usage of each in various worksite applications. Students also further their knowledge in site layout, gaining utilization and application techniques for total stations and transits in horizontal and vertical layout control.

CON263 Commercial Construction Lab II

CAREER AND TECHNICAL CREDIT TYPE 4
 The National Center for Construction Education and Research has developed a "Wheels of Learning" accredited craft training program. The Associated Builders and Contractors, Inc. (Iowa) endorses and applies the curriculum toward an "ABC Certificate of Completion of Apprenticeship Training." CON262 Commercial Carpentry II offers the Iowa Custom Carpentry version of the Wheels of Learning. The student receives instructional modules on supervision, mechanical and laser site layout instruments, commercial wall, floor, roofing, stair, suspended ceiling and metal buildings. The student will receive hand-on applications working with light equipment and welding to facilitate the safe usage of each in various worksite applications.

CON264 Commercial Construction

CAREER AND TECHNICAL CREDIT TYPE 6
 A continuation of Commercial/Heavy Construction and is the final phase of the commercial carpentry program. Identify components, operations and assembly techniques for commercial stair, roof, floor, and wall systems as well as metal building assembly. Further knowledge of interior finish metal frames and metal studs. Various suspended ceiling including their components and applications are discussed.

CON265 Commercial Construction Lab**Corequisite: CON264**

CAREER AND TECHNICAL CREDIT TYPE 4
 A continuation of Commercial/Heavy Construction and is the final phase of the commercial carpentry program. Identify components, operations and assembly techniques for commercial stair, roof, floor, and wall systems as well as metal building assembly. Further knowledge of interior finish metal frames and metal studs. Various suspended ceiling including their components and applications are discussed.

CON268 Commercial/Heavy Construction**Prerequisite: CON108**

CAREER AND TECHNICAL CREDIT TYPE 6
 Apply residential construction principles as they relate towards commercial and heavy construction applications. Equipment, tool usage as well as development of knowledge and skills involved in commercial and heavy construction will be explored. Areas of instruction will include concrete forming, reinforcement and placement, basic rigging, concrete placement, manufactured forms, tilt-up walls, site layout II, intro to project management, welding and light equipment.

CON269 Commercial/Heavy Construction Lab**Corequisite: CON268**

CAREER AND TECHNICAL CREDIT TYPE 4
 Apply residential construction principles in a lab setting as they relate towards commercial and heavy construction applications. Equipment, tool usage as well as development of knowledge and skills involved in commercial and heavy construction will be explored. Areas of instruction will include concrete forming, reinforcement and placement, basic rigging, concrete placement, manufactured forms, tilt-up walls, site layout II, intro to project management, welding and light equipment.

CON293 Cabinet Making I

CAREER AND TECHNICAL CREDIT TYPE 3
 Practical knowledge and skills of cabinetry and basic furniture making and skills associated with common joinery, construction and finishing techniques for fine cabinetry. Students will work on assigned projects and instructor approved projects in lab.

CON421 On-the-job Training

Prerequisite: CON155 and CON157

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*

Students will be placed in the workforce as an apprentice. Having completed the first year curriculum, students will participate in industry learning from various journeymen and supervisory personnel. Students are encouraged to work in the commercial construction areas with local contractors as part of the partnering process the program has developed. This is a paid OJT experience of 320 hours. The hourly rate of pay will be determined by the field of work and the student's negotiations with the contractor. Students will be required to meet employment requirements as any standard employee.

CON800 Construction Lab I A

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*

A portion of the construction lab course including an introduction to the materials used in the construction industry and methods involved in the application of those materials. Students will learn the proper use and selection of hand and power tools with an emphasis on maintenance and safety. Students will become familiar with and develop skills in concrete foundation, concrete flatwork, rough framing, roofing and insulation (blown in and fiberglass). Students will demonstrate a working knowledge of cranes and similar equipment and hand signals. Students will also learn to locate symbols and interpret general information from blueprint drawings.

CON801 Construction Lab II A

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*

Developed to assist the career academy student to participate in the lab portion of the first year residential program. The variable credit hour aspect of this class reflects the Career Academy student's option to take either 6 or 4.5 credit hours depending upon their participation in extracurricular activities at their High School. This part of the program is devoted to the interior finish aspects of residential construction. This includes but is not limited to installation of Insulation, Vapor Barriers, Hanging and Finishing Drywall, Interior Wood Finish trim materials, Cabinets and Countertops, Advanced Blueprint Reading, Concrete and Reinforcing Materials and Concrete Formwork as related to Foundations and Flatwork. This lab allows students to learn as they test theories, develop knowledge and problem solving skills and techniques in applying finish materials to complete the lab projects.

CON802 Construction Lab I B

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*

A portion of the construction lab course including an introduction to the materials used in the construction industry and methods involved in the application of those materials. Students will learn the proper use and selection of hand and power tools with an emphasis on maintenance and safety. Students will become familiar with and develop skills in concrete foundation, concrete flatwork, rough framing, roofing and insulation (blown in and fiberglass). Students will demonstrate a working knowledge of cranes and similar equipment and hand signals. Students will also learn to locate symbols and interpret general information from blueprint drawings.

CON803 Construction Lab II B

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*

Developed to assist the career academy student to complete the lab portion of the first year residential program upon returning for the fall semester after his High School Career Academy participation. The variable credit hour aspect of this class reflects the Career Academy student's option to take either 6 or 4.5 credit hours depending upon their participation in extracurricular activities. This part of the program is devoted to the interior finish aspects of residential construction. This includes but is not limited to installation of Insulation, Vapor Barriers, Hanging and Finishing Drywall, Interior Wood Finish trim materials, Cabinets and Countertops, Advanced Blueprint Reading, Concrete and Reinforcing Materials and Concrete Formwork as related to Foundations and Flatwork. This lab allows students to learn as they test theories, develop knowledge and problem solving skills and techniques in applying finish materials to complete the lab projects.

CON917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*

New courses as student interests demand.

CON929 Individual Projects

Prerequisite: Instructor's approval

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*

Special topics as arranged with instructor.

CRJ – Criminal Justice

CRJ100 Introduction to Criminal Justice

STANDARD CREDIT TYPE 3

Examine and compare the philosophies and operations of the three social control agencies that deal with crime and delinquency: Police, courts, and corrections.

CRJ101 Ethics in Criminal Justice

STANDARD CREDIT TYPE 3

A straightforward presentation of the major ethical systems followed by a discussion of moral development and the ideal of justice. Information will be provided to enable students to solve complex moral dilemmas within the complicated criminal justice system.

CRJ110 Patrol Procedures

STANDARD CREDIT TYPE 3

Will teach the basic concepts and skills used in the day to day duties of the average street officer. Includes explanations and demonstrations of the proper way to respond to various calls for service including domestic disturbances, intoxicated persons, missing children, stalking, harassment, and medical problems. Other topics covered will include basic criminal investigation, police communications, traffic enforcement, crimes in progress, interview & interrogation, arrest, use of force, officer survival and stress response, and report writing.

CRJ120 Introduction to Corrections

STANDARD CREDIT TYPE 3

Introduces a wide range of topics, including the development and purposes of corrections and an explanation of how correctional operations relate to the overall system of criminal/juvenile justice. Other topics: Jails and detention centers, the sentencing process, long-term institutions for adults and juveniles, and community-based corrections such as probation, parole, half-way houses, fines, restitution, etc.

CRJ130 Criminal Law

STANDARD CREDIT TYPE 3

Designed to furnish students in Criminal Justice and Prelaw a concise yet comprehensive introduction to American criminal law, and provide an appropriate reference for the criminal justice professional who needs to understand the legal environment in which he/she functions.

CRJ133 Constitutional Criminal Procedure

STANDARD CREDIT TYPE 3

Explore the U.S. Constitution. Principles of constitutional law emphasized through a study of the Bill of Rights, the 14th Amendment, U.S. Supreme Court cases, and court decisions regarding equal protection of the laws, due process, legal rights of the accused, and other aspects of criminal and juvenile justice.

CRJ141 Criminal Investigation

STANDARD CREDIT TYPE 3

Includes fundamental methods of investigating crime: Crime scene search and sketching; recording, collecting and preserving evidence; interview and interrogation techniques; methods of search and seizure; and rules of evidence.

CRJ145 Police Photography

STANDARD CREDIT TYPE 3

Fundamentals of photography for police work. Topics include description of the police photographer requirements, advanced cameras, techniques of exposure in crime photography, evidence photography, and identification. Students will operate a 35mm camera, develop film, and make prints.

CRJ160 Introduction to Forensic Investigation
 STANDARD CREDIT TYPE 3
 This course introduces the non-science student to various disciplines and techniques in forensic investigation. Topics include Forensic Anthropology, Forensic Odontology, Forensic Entomology, Forensic Serology, and Criminalistics.

CRJ183 Terrorism and Homeland Security
 STANDARD CREDIT TYPE 3
 This course seeks to theoretically and analytically examine the concept of terrorism presently and historically and identify some of the problems with identification of terrorism, general tactics and concepts of terrorism, and some of the major implications of the "war on terror," the Patriot Act, and immigration.

CRJ200 Criminology
 STANDARD CREDIT TYPE 3
 Study crime and criminals; causes of criminal behavior; theories of punishment, correction, and rehabilitation; police and court procedures; the disposition of offenders; "penal" institutions; and prevention.

CRJ201 Juvenile Delinquency
 STANDARD CREDIT TYPE 3
 A comprehensive and balanced treatment of juvenile justice that traces history, development, and current practices of the system that deals with juvenile behavior, its control and treatment. Concentration is on processes that make the juvenile justice system work, people involved in the system, and programs aimed at meeting the needs of children in trouble.

CRJ210 Law Enforcement Management
 STANDARD CREDIT TYPE 3
 An understanding of contemporary law enforcement principles and practices, including accepted administrative methods for supervision of regular staff, special operational units, and auxiliary/technical units.

CRJ211 Multicultural Policing
 STANDARD CREDIT TYPE 3
 Focus will be on cross-cultural contact that police officers and civilian employees in criminal justice have with citizens, victims, suspects, and co-workers from diverse backgrounds. This course will explore the pervasive influence of culture, race, and gender in the workplace and the community served by law enforcement professionals.

CRJ212 Community-Oriented Policing
 STANDARD CREDIT TYPE 3
 An in-depth study of the development of the police in partnerships with the community they serve in order to increase effectiveness in crime response and prevention. Methods of deployment, organizational change, and police officer development will be studied. Implementation strategies and obstacles will be examined. The building of relationships with the majority as well as the minority community, youth, elderly, and disabled will be studied. Interaction with churches, schools, businesses, and the media will be included.

CRJ251 Firearms
Prerequisite: Criminal Justice Majors only or instructor's approval
 STANDARD CREDIT TYPE 3
 Includes the legal and moral aspects of firearms use, safety, nomenclature and care of weapons and firing principles of handguns and shotguns. Students must obtain qualifying scores according to the Iowa Law Enforcement Academy - Tactical Revolver course standard.

CRJ907 Co-op Field Experience
 STANDARD CREDIT TYPE Varied Credit
 A one-half semester on-the-job training experience in one of many areas of criminal justice and/or juvenile justice, including law enforcement; the courts or corrections (adult and juvenile) at the federal, state, county, or local level; or private security. May be repeated one time.

CRJ917 Experimental Course
 STANDARD CREDIT TYPE Varied Credit
 New courses as students interests demand.

CRJ929 Individual Projects
 STANDARD CREDIT TYPE Varied Credit
 Special topics as arranged with instructor.

CSC – Computer Science

CSC110 Introduction to Computers ^{AA Approved}
 STANDARD CREDIT TYPE 3
 CSC110 is an introductory course that surveys a variety of topics to include history, hardware, software, terminology, communications, computer ethics, and societal impact of computers. In addition to computer literacy, students will complete hands-on modules using operating systems, word processing, database, presentation, and spreadsheet software; such as Microsoft Office programs.

CSC119 Computer Systems & Apps II
Prerequisite: CSC118
 STANDARD CREDIT TYPE 3
 Continuation of CSC118 studying computers and advanced applications as used in business today including relevant business applications such as database, spreadsheet, word processing and presentation software.

CSC120 Computer Systems & Apps III
 STANDARD CREDIT TYPE 3
 Application and integration of technology and advanced computer software in business.

DEA – Dental Assistant

DEA103 Orientation to Dental Assisting
 CAREER AND TECHNICAL CREDIT TYPE 2
 This course introduces students to dentistry, certification, dental terminology, and legal and ethical aspects of dental practice. Concepts and procedures of preventative dentistry and oral health education are also included.

DEA252 Dental Science
 CAREER AND TECHNICAL CREDIT TYPE 3
 Includes anatomical identification and discussion of function of the structures of the oral cavity and the surrounding landmarks of the face, head, and neck. Development and nomenclature of the teeth as well as application pertaining to occlusion, anesthesia, mastication, radiographic interpretation, and identification of variations in anatomy and charting are incorporated in this course.

DEA263 Dental Science II
 CAREER AND TECHNICAL CREDIT TYPE 2
 This course provides students with a basic understanding of biomedical and dental sciences including: oral pathology and disease processes, pharmacology and therapeutics, including emergency treatment.

DEA294 Microbiology and Infection Control
 CAREER AND TECHNICAL CREDIT TYPE 3
 Focuses on scientifically accepted principles and practices of infection control with emphasis on the characteristics of micro-organisms, production and transmission of disease, and occupational safety hazards. Also, includes methods and practical application of infection control and barrier precautions for both laboratory and clinical proficiency.

DEA312 Dental Radiography I
 CAREER AND TECHNICAL CREDIT TYPE 3
 An introduction to the physics and biology of radiation, radiation hygiene, and dental x-ray equipment and care. Includes theory and application of intraoral film exposure utilizing the paralleling technique and processing chemistry and techniques. Attention to infection control methods is emphasized.

DEA321 Dental Radiography II
Prerequisite: DEA312
 CAREER AND TECHNICAL CREDIT TYPE 2
 Utilizes foundations established in DEA312 expanding to theories and application of intraoral bisecting angle and occlusal techniques, identification and correction of dental radiographic errors, introduction to extra oral and digital radiographic techniques, and clinical application of the intraoral paralleling and bisecting techniques.

DEA402 Dental Materials

CAREER AND TECHNICAL CREDIT TYPE 2.5
Studies the materials utilized in the laboratory aspect of dentistry along with the support materials utilized in treatment. Emphasis is on the characteristics, manipulation, economical control, storage, and delivery of materials.

DEA428 Laboratory Procedures

Prerequisites: DEA252, DEA402, and DEA503
CAREER AND TECHNICAL CREDIT TYPE 2
Applies laboratory and selected clinical application of dental specialties. Includes identification of armamentarium, coronal polish techniques, application of fluoride, fabrication of specialty appliances and temporaries, as well as the basic principles of denture repair.

DEA503 Principles of Dental Assisting

CAREER AND TECHNICAL CREDIT TYPE 4.5
Provides instruction on the principles of clinical chair side dental assisting: dental equipment use, care, maintenance, and safety; oral evacuation and instrument transfer; instrument identification; and tray set-ups by procedures for oral diagnosis, operative dentistry, and anesthesia. Emphasis is on patient management during restorative procedures, including applied infection control methods.

DEA550 Assisting Clinic I

Prerequisite: Completion of all first semester courses; completion of or enrollment in second semester courses
CAREER AND TECHNICAL CREDIT TYPE 3
One day per week clinical application of dental assisting skills in the MCC dental clinic working with two licensed dentists providing quality dentistry to the public. Includes recording and sharing clinical experiences with classmates in a seminar setting. Also encompasses CPR training, job-seeking skills, and preparation for state and national boards.

DEA551 Assisting Clinic II

Prerequisite: DEA550
CAREER AND TECHNICAL CREDIT TYPE 2
One day per week clinical application of dental assisting skills in a contracted extramural general dental office or clinic. Includes recording and sharing clinical experiences with classmates in a seminar setting.

DEA552 Assisting Clinic III

Prerequisite: DEA551
CAREER AND TECHNICAL CREDIT TYPE 3
Six week, five days per week clinical application of dental assisting skills in one or more contracted extramural dental offices or clinics. May include specialty dental practice assignments as well as general dental practice assignments. Includes final preparation for Dental Assisting National Board Exam (CDA) as well as Iowa Board of Dental Examiners Registered Dental Assistant (RDA) exams.

DEA603 Dental Specialties

Prerequisite: DEA503
CAREER AND TECHNICAL CREDIT TYPE 2
Introduction to dental specialties. Examines the essential components, clinical procedures performed, and armamentarium (instruments/equipment) used in various dental specialties. Students will learn the interactive roles of each dental team member in the practice of dental specialties. Includes an introduction to clinical advances and new trends in dentistry.

DEA702 Dental Office Procedures

CAREER AND TECHNICAL CREDIT TYPE 2
Reception procedures: appointment book control; filing; clinical and financial record keeping; patient financial arrangements; third-party claims; recall systems; office equipment; collection procedures; office disbursement and payroll records; tax reports; mailing procedures; supplies and inventory. Instruction is all provided in computer applications relating to these office management procedures.

DRA – Film and Theatre

DRA102 Elements of Theatre ^{AA Approved}
STANDARD CREDIT TYPE 3
An exploration into all elements of theater with emphasis on the audience as receptive and perceptive participants.

DRA110 Introduction to Film

^{AA Approved}
STANDARD CREDIT TYPE 3
This class focuses on the history, development, and art of motion pictures and the movie industry. It is designed to develop an appreciative and critical understanding of storytelling through the motion picture. The course emphasizes the component parts of a film, including directing, acting, editing, cinematography, visual design, special effects, color and sound, the film industry, and the cultural importance of cinema as art. Students will explore the above aspects by viewing, analyzing, and responding to selected movies and clips which demonstrate the various filmmaking aspects.

DRA120 Introduction to Stage Management

STANDARD CREDIT TYPE 3
The student will learn the processes and procedures of backstage organization and management in order to be a stage manager for theater and film production.

DRA130 Acting I

STANDARD CREDIT TYPE 3
An introduction to the basic elements of acting based on the Stanislavski System. Students will learn script and character analysis through both monologues and scene work. Vocal and physical exercises will be emphasized to help students control both voice and body while on stage or on camera.

DRA150 Play Production

STANDARD CREDIT TYPE *Varied Credit*
Join our play production team onstage as an actor or behind the scenes. Actors need to attend auditions. All other students interested in working behind the scenes in stage management and assistant to directors and designers also need to sign up at auditions.

DRA160 Production Studio

STANDARD CREDIT TYPE *Varied Credit*
Join a running crew backstage to build and operate all the technical elements of a production. No experience necessary – we will teach you all you need to know.

DRA164 Drafting Scenery

STANDARD CREDIT TYPE 3
If you can dream it, you can draft it! Join us to explore pencil and computer drafting for the entertainment industry. Emphasis will be placed on drawings required for theatrical set design.

DRA165 Stagecraft

STANDARD CREDIT TYPE 3
The student will develop hands on knowledge of methods and principles of backstage production by way of lab and lecture periods. As an introductory level course, the student will gain basic skills and a working vocabulary in scenery, costume, lighting, sound, property construction, scene painting, and stage management.

DRA169 Drafting Light Plots

STANDARD CREDIT TYPE 2
Learn how to map out a light plot for television and theater production. Pencil drafting and computer aided drafting instruction for Vectorworks Spotlight and Lightwrite software.

DRA190 Lighting Design Technology I

STANDARD CREDIT TYPE 3
If you have ever wanted to design lighting for a rock concert, a play or for television join us for an introduction to lighting history, the lighting chain, instrumentation, dimming and control systems, lighting maintenance and safety, lighting rig and focus.

DRA195 Scene Design Technology I

Prerequisite: DRA165
STANDARD CREDIT TYPE 3
Learn how to build those fantastic sets you see for a Broadway show or a community theater production. This class will teach you all the basics to the mechanics and principles of set design for box sets and scenery for the proscenium stage.

DRA917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

DRA929 Individual Projects

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE

Varied Credit

Specialized assignment designed by student/instructor.

DRA932 Summer Repertory Internship

Prerequisite: DRA165 and DRA190, DRA193, DRA195, or DRA197

STANDARD CREDIT TYPE

3

The student will fulfill a crew head position in technical theater for the summer repertory program and be a member of the production build team for the summer program. This is a summer intensive program.

DRA953 Theater Practicum

STANDARD CREDIT TYPE

Varied Credit

Production Assignment credit for a production position with the local high school, local community theater, regional professional theater or film company.

DSL – Diesel

DSL837 Commercial Driver's License & Tools

STANDARD CREDIT TYPE

1.5

Covers certification for Commercial Driver's License concepts. Students will learn concepts that may lead to obtaining a CDL license, as well as learn how to operate heavy equipment and utilize common hand tools related to the job.

ECE – Early Childhood Education

ECE103 Introduction to Early Childhood Education

STANDARD CREDIT TYPE

3

Gives students a historical and philosophical foundation of the field of early childhood education. Includes an overview of assessment and trends that influence best practices. Explores careers in the field. Addresses influences of families and diversity.

ECE133 Child Health, Safety, and Nutrition

STANDARD CREDIT TYPE

3

Focuses on current 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 practical applications and assessments. Includes the influences of families and diversity on health, safety, and nutrition in early childhood settings.

ECE158 Early Childhood Curriculum I

STANDARD CREDIT TYPE

3

Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments in the following area: dramatic play, art, music, fine and gross motor play.

ECE159 Early Childhood Curriculum II

STANDARD CREDIT TYPE

3

Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments in the following areas: emergent literacy, math, science, technology and social studies.

ECE221 Infant/Toddler Care and Education

Prerequisite: ECE170

STANDARD CREDIT TYPE

3

Focuses on care, education and assessment of children ages birth to 3. Prepares student for evidence-based practices, including responsive caregiving, routines as curriculum as well as collaborative relationships with diverse children and their families.

ECE243 Early Childhood Guidance

STANDARD CREDIT TYPE

3

Focuses on effective approaches and positive guidance strategies for supporting the development of all children. Emphasizes supportive interactions and developmentally appropriate environments. Uses assessment to analyze and guide behaviors. Studies impact of families and diversity on child guidance.

ECE280 Student Teaching in Child Care

Prerequisite: ECE271; **Corequisite:** ECE290

STANDARD CREDIT TYPE

5

Directed experience in a child care center involving planning and overall operation of a center. Exposure to parent programming, special needs programs and curriculum development is included.

ECE917 Experimental Course

STANDARD CREDIT TYPE

Varied Credit

New courses as student interests demand.

ECN – Economics

ECN115 Personal Finance

STANDARD CREDIT TYPE

3

A brief introduction to demand, supply and price analysis; factor market with emphasis on the labor market. Personal financial decision making (budgeting, taxes, insurance, financial services, estate planning).

ECN120 Principles of Macroeconomics *AA Approved*

STANDARD CREDIT TYPE

3

Introduction to resource allocation, demand and supply, national income and employment, inflation and price levels, fiscal policy, monetary policy and operation of the U.S. banking system, and international economics.

ECN130 Principles of Microeconomics *AA Approved*

STANDARD CREDIT TYPE

3

Theories of production and consumption, pricing and the market system, perfect and imperfect competition, factor markets (emphasis on the labor market). Issues within the capitalistic system such as problems of poverty, housing, and the environment. International trade.

ECN907 Co-op Field Experience

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE

Varied Credit

Individually designed job experience/related assignments.

ECN917 Experimental Course

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE

Varied Credit

New courses as student interests demand.

ECN929 Individual Projects

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE

Varied Credit

Specialized assignment designed by student/instructor.

EDU – Education

EDU126 Observation and Management of Behavior

STANDARD CREDIT TYPE

3

Basic behavioral teaching methods with an emphasis on the application of behavioral principles. Students will observe, practice, and demonstrate competence on required skills, including reinforcement, prompting, fading, extinction, and overcorrection.

EDU160 Human Growth and Development *AA Approved*

STANDARD CREDIT TYPE

3

Examines physical, social, and cognitive development from conception to death, utilizing current research.

EDU213 Introduction to Education

STANDARD CREDIT TYPE

3

Survey of the aims, organization, politics, history and leaders in European and American education.

EDU235 Children's Literature
STANDARD CREDIT TYPE 3
 Introduction to selection principles, evaluation criteria, and utilization of book and non-book media for the child (early childhood through sixth grade).

EDU240 Educational Psychology
Prerequisite: PSY111
STANDARD CREDIT TYPE 3
 Includes the learning process, theories of motivation, psychology in the classroom, and research pertinent to teaching and learning.

EDU245 Exceptional Learner
STANDARD CREDIT TYPE 3
 Etiology, diagnosis, treatment prognosis, and vocational implications of physical/mental disabilities.

EDU255 Technology in the Classroom
Prerequisite: CSC118
STANDARD CREDIT TYPE 3
 Explores the utilization of technology for teaching and learning. The course focuses on both reviewing the current theory and the use of instructional technology, and on providing experiences that will enable the student to select and evaluate software and hardware for the classroom.

EDU282 Field Experience: Exploring Teaching
Prerequisite: Grade of C or better in EDU160 and PSY111 or instructor approval; Corequisite: EDU240
STANDARD CREDIT TYPE 1
 This course offers students the opportunity to observe and familiarize themselves with roles and responsibilities of classroom teachers in the school environment. This 34-hour field experience course will take place in an area K-12 school under the guidance of a mentor classroom teacher. Students must complete, and successfully pass, a criminal background check prior to beginning their field experience.

EDU917 Experimental Course
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

EDU927 Honors Study
STANDARD CREDIT TYPE Varied Credit
 This course is designated as an honors course in education as a special project.

EDU929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 Special topics as arranged with instructor.

EGT – Engineering Technology

EGT127 Statics and Strength
Prerequisite: PHY121 or PHY162
CAREER AND TECHNICAL CREDIT TYPE 4
 The study of static force systems, centroids and moments of inertia, shear and moment diagrams, properties of materials, and the stress and strain of materials when loaded in tension, compression, shear, torsion and bending. This is an algebra-based course designed for vocational-technical students; it could be good preparation for a university level statics course.

EGT128 Statics
Prerequisite: MAT210, MAT216, and PHY212
STANDARD CREDIT TYPE 3
 Vector and scalar treatment of coplanar and noncoplanar force systems. Resultants, equilibrium, friction, centroids, moments and products of inertia of areas.

EGT141 Fluid Power
CAREER AND TECHNICAL CREDIT TYPE 3
 Construction and operation of the basic components of hydraulic systems; valves, cylinders, pumps, motors, fluid preparation devices, and fluid storage devices. Symbolic construction. Fluid power systems for power transmission and control purposes.

EGT182 Engineering Technology Problems
Prerequisite: C- or better in MAT129 or MAT132; or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 3
 The development of skills necessary for the technician to communicate with the engineer. Orderly methods of solving problems using paper, calculator, and spreadsheets.

EGT183 Engineering Technology Lab
Prerequisite: C- or better in MAT129 or MAT132; or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 1
 The development of skills necessary to work in a technical or engineering field. Research, testing, and documentation of an engineering project. Laboratory measurement, analysis, and documentation.

EGT186 Engineering Problems with Prgrmmng
Prerequisite: COMPASS college algebra score of 55 or better, ACT math score of 26 or better, MAT121
STANDARD CREDIT TYPE 3
 Solving engineering problems and presenting solutions through technical reports. Graphing and curve-fitting. Use of SI units and significant figures. Introduction of engineering statistics. Solution of engineering problems using the VBA programming language.

EGT192 Engineering Graphics and Design
Prerequisite: COMPASS college algebra score of 55 or better, ACT math score of 26 or better, or MAT121
STANDARD CREDIT TYPE 3
 Integration of fundamental graphics, computer modeling, and engineering design. Applications of multi-view drawings and dimensioning. Techniques for visualizing, analyzing and communicating 3D geometries. Application of the design process. Freehand and computer methods.

EGT400 PLTW-Introduction to Engineering Design
Prerequisite or Corequisite: One year of high school algebra
CAREER AND TECHNICAL CREDIT TYPE 3
 This course uses a design development process while enriching technical and engineering problem-solving skills; students create and analyze models using specialized computer software (AutoCAD Inventor).

EGT410 PLTW-Principles of Engineering
Prerequisite: EGT400
CAREER AND TECHNICAL CREDIT TYPE 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.

EGT420 PLTW-Digital Electronics
Prerequisite: EGT400
CAREER AND TECHNICAL CREDIT TYPE 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.

EGT430 PLTW-Aerospace Engineering
Prerequisite: EGT400
CAREER AND TECHNICAL CREDIT TYPE 3
 This course exposes students to the world of aeronautics, flight, and engineering. Students will be introduced to the Project Lead The Way® activity-based, project-based, and problem-based learning through exploring the world of aerospace engineering. Students should have experience in physics, mathematics, and technology education. They will employ engineering and scientific concepts in the solution of aerospace problems.

EGT440 PLTW-Biotechnical Engineering
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE 3
 Using activities, projects and problems, students learn first-hand how engineers and technicians operate in the worlds of bio-technology and bio-engineering.

EGT450 PLTW-Computer Integrated Manufacturing

Prerequisite: EGT400

CAREER AND TECHNICAL CREDIT TYPE 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.

EGT460 PLTW-Civil Engineering and Architecture

Prerequisite: EGT400

CAREER AND TECHNICAL CREDIT TYPE 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.

EGT470 PLTW-Engineering Design and Development

Prerequisite: EGT400

CAREER AND TECHNICAL CREDIT TYPE 3
An engineering research course in which students work in teams to research, design and construct a solution to an open-ended engineering problem. Students apply principles developed in the four preceding courses and are guided by a community mentor. They must present progress reports, submit a final written report and defend their solutions to a panel of outside reviewers at the end of the school year.

EGT917 Experimental Course

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE Varied Credit
New courses as student interests demand.

EGT929 Individual Projects

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE Varied Credit
Special topics as arranged with instructor.

ELE – Electrical Technology

ELE151 National Electrical Code I

CAREER AND TECHNICAL CREDIT TYPE 3
The study of the NEC to prepare the students to layout, plan and install wiring systems in commercial and industrial complexes.

ELE359 Adv. Electrical Theory & Principles

Prerequisite: IND113

CAREER AND TECHNICAL CREDIT TYPE 3
The student will improve and further their wood structure climbing skills. Powerline hardware and apparatus such as insulators, surge arresters, and transformers will be introduced. Job site safety and hazard mitigation will be emphasized.

ELE360 Adv. Electrical Technical Skills

Prerequisite: IND112, IND133, IND171, ELT111 and ELE359

CAREER AND TECHNICAL CREDIT TYPE 5
This course will require that the student successfully completes a pole top rescue and earns a wood structure climbing certificate. Transformer, regulator, and capacitor installation and connections will be taught.

ELE361 Line Utility Field Training 1

Prerequisite: IND171 and ELE360

CAREER AND TECHNICAL CREDIT TYPE 8
The student will further their knowledge of electrical distribution systems. These includes the switching required to restore power on a faulted circuit, setting a pole in an existing pole line, and install apparatus on an existing three phase underground system. The student will improve on their climbing skills.

ELE362 Line Utility Field Training 2

Prerequisite: IND171 and ELE360

CAREER AND TECHNICAL CREDIT TYPE 8
The student will expand their power line knowledge of how overhead and underground electrical systems are constructed and function.

ELE363 Line Utility Field Training 3

Prerequisite: IND171, ELE361 and ELE362

CAREER AND TECHNICAL CREDIT TYPE 8
The student will expand their powerline knowledge by getting into activities that management and design techs address. These include crew make up and tooling, work assignments and time lines. Trouble shooting and designing an electrical system will be covered in this course.

ELE917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE

Varied Credit

New courses as student interests demand.

ELT – Electronics

ELT111 Introduction to Electronics

Prerequisite: IND113

CAREER AND TECHNICAL CREDIT TYPE 3
Use of lab equipment, measuring techniques, familiarization with circuit components, basic electronic circuits.

ELT170 Introduction to PLCs

Corequisite: ELT220 or instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 3
The principles of control circuits in industrial equipment, how PLCs are programmed, and trouble-shooting.

ELT220 AC-DC Motors and Controls

CAREER AND TECHNICAL CREDIT TYPE 5
A study of the construction, operation, maintenance, and troubleshooting of AC and DC motors and generators. The class also allows students to identify electric symbols as they apply to motor controls and to interpret and draw various electrical diagrams. The course gives hands on experience in wiring and troubleshooting motor control circuits.

ELT241 PLCs II

Prerequisite: ELT170 or instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 3
Study of using a PC to program and troubleshoot PLCs.

ELT395 Advanced Electrical Circuits

Prerequisite: ELT111 or instructor's approval

CAREER AND TECHNICAL CREDIT TYPE 5
Complete circuit analysis for typical electronic circuits. Study of small-signal amplifiers, operational amplifiers, oscillators, filters, and voltage regulators.

ELT815 Electronic Troubleshooting

CAREER AND TECHNICAL CREDIT TYPE 3
Self-paced course/interactive video. A series of lessons to develop an understanding of the fundamental principles, concepts, types, methods, and approaches to troubleshooting electronic components.

ENG – English Composition

ENG002 Spelling

DEVELOPMENTAL CREDIT TYPE 2
Self-paced course to teach and/or review the basic rules of spelling as well as offer practice in their application.

ENG005 Vocabulary

DEVELOPMENTAL CREDIT TYPE 2
Self-paced course to help students develop the vocabulary necessary for academic success and effective communications.

ENG017 Experimental Course

DEVELOPMENTAL CREDIT TYPE 1
This experimental course will be developed by a faculty member as student interests demand. This course may not duplicate any existing course already in the catalog. Course descriptions vary.

ENG048 Communication through Reading & Wrt

DEVELOPMENTAL CREDIT TYPE 4
Development of basic composition and critical reading skills needed to assist students in becoming successful college students. Focuses on generating well-developed and well organized essays; using proper grammar, punctuation, and spelling; expanding college-level vocabulary; and interpreting and analyzing text.

ENG060 College Preparatory Writing I

DEVELOPMENTAL CREDIT TYPE 3
Designed to help students gain fluency and confidence in writing, generating well-developed and well-organized essays, and learning college-level writing. Topics include rules of grammar, punctuation, and spelling.

ENG061 College Preparatory Writing II

Prerequisite: COMPASS writing score of 38 or better, ACT English score of 13 or better, or grade of C or better in ENG060
DEVELOPMENTAL CREDIT TYPE 3

Designed for students whose writing skills fall between the College Prep Writing I and Composition I levels. The course will prepare students for Composition I and will emphasize the transition from effective paragraphs to effective college essays, as well as review the necessary grammar basics.

ENG073 Academic Transitions Writing III

DEVELOPMENTAL CREDIT TYPE 3
This course is designed to introduce students with a high beginner to low-intermediate English proficiency to the written language skills needed to be successful in college classes and in the community. It will strengthen essential grammar skills as well as expand vocabulary and syntax knowledge.

ENG074 Academic Transitions Writing IV

Prerequisite: Grade of C- or better in ENG073 or instructor's approval
DEVELOPMENTAL CREDIT TYPE 3

This course is designed to continue a students' development of intermediate English skills needed to be successful in college classes and in the community. It will expand students' vocabulary, grammar and syntax knowledge.

ENG105 Composition I *AA Approved*

Prerequisite: ACCUPLACER writing score of 250 or better, or ACT English score of 18 or better, or COMPASS writing score of 60 or better, or grade of A- or better in ENG060, or grade of C or better in ENG061
STANDARD CREDIT TYPE 3

This course is an exploration of writing as a process with attention to audience, purpose, and patterns of exposition. Instruction will also include basic research and documentation skills.

ENG106 Composition II *AA Approved*

Prerequisite: ENG105
STANDARD CREDIT TYPE 3

This course extends writing principles learned in ENG105 to research-based argument, analysis, and persuasion. Students will design academic research projects adapted to various audiences and writing tasks.

ENG111 Technical Writing

STANDARD CREDIT TYPE 3
Introduces students to technical and business communications. It includes correspondence, mechanical description, procedure, informal and formal reports.

ENG221 Creative Writing

Prerequisite: ENG105
STANDARD CREDIT TYPE 3
An introduction to writing poetry, short fiction, and creative nonfiction. A writer's workshop is conducted throughout the term. Emphasis on revision.

ENG917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

ENG927 Honors Study

STANDARD CREDIT TYPE *Varied Credit*
This course is designated as an honors course in English composition as a special project.

ENG929 Individual Projects

Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
Special topics as arranged with instructor.

ENV – Environmental Science

ENV115 Environmental Science

STANDARD CREDIT TYPE 3
Current energy and environmental topics present reality of concerns, dangers, necessities, cost and procedures to effect a needed balance. Content flexible to include current developments and meet student interests/needs. Includes practicality of man's dependence and impact on environment.

ENV120 Environmental Biology *AA Approved*

STANDARD CREDIT TYPE 3
Exploration of environmental science from a biological perspective, emphasis on ecology. Participants will learn basic biological concepts of ecology, including adaptation and evolution of species, ecology of soils, aquatic and marine systems, nutrient and energy cycles (including renewable and non-renewable energy), biodiversity, conservation practices, species population cycles (including human population growth), global climate behavior, toxicology, and more. The course goal is to provide basic training in the process of science and equip students with the skills and information they need to make informed decisions about the increasing amount of science and technology in their lives. There will be many opportunities to apply knowledge to daily life and current issues. Students will acquire skills to enable them to participate in research – both experimental and observational.

ENV122 Environmental Biology *AA Approved*

STANDARD CREDIT TYPE 4
Exploration of environmental science from a biological perspective. Participants will learn basic biological concepts of ecology, including adaptation and evolution of species, ecology of soils, aquatic and marine systems, nutrient and energy cycles (including renewable and non-renewable energy), biodiversity, conservation practices, species population cycles (including human population growth), global climate behavior, some toxicology, and more. The course goal is to provide basic training in the process of science and equip students with the skills and information they need to make informed decisions about the increasing amount of science and technology in their lives. There will be many opportunities to apply knowledge to daily life and current issues. Students will acquire skills to enable them to participate in research - both experimental and observational.

ENV917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

ESL – Non-intensive ESL

ESL003 Vocabulary

DEVELOPMENTAL CREDIT TYPE 2
Course is designed to help the non-English speaking student develop the vocabulary necessary for academic success and effective communications.

ESL045 ESL Reading III

Prerequisite: COMPASS/ESL reading usage score of 50 or better
DEVELOPMENTAL CREDIT TYPE 3
Designed to introduce students with limited English proficiency to the reading skills that will be needed to be successful in academic classes and in the community.

ESL051 ESL Writing III

Prerequisite: COMPASS/ESL grammar usage score of 50 or better
DEVELOPMENTAL CREDIT TYPE 3
Designed to introduce students with limited English proficiency to the written language skills that will be needed to be successful in academic classes and in the community.

ESL065 ESL Reading IV

Prerequisite: COMPASS/ESL reading score of 71 or better, or ESL045
DEVELOPMENTAL CREDIT TYPE 3
Designed to continue an ESL student's development of the Cognitive Academic Language Proficiency (CALP) skills required for college reading success. Not a transfer course.

ESL071 ESL Writing IV

Prerequisite: COMPASS/ESL grammar usage score of 71 or better, or ESL051

DEVELOPMENTAL CREDIT TYPE 3
Designed to continue an ESL student's development of the Cognitive Academic Language Proficiency (CALP) skills required for college writing success. Requires a COMPASS/ESL Grammar Usage score is between 84-93. Not a transfer course.

ESL074 ESL Listening/Speaking IV

Prerequisite: COMPASS/ESL listening score of 50 or better
DEVELOPMENTAL CREDIT TYPE 3
Designed to introduce students with limited English proficiency to the oral language skills that will be needed to communicate successfully in academic classes and in the community.

ESL076 Introduction to US Culture

DEVELOPMENTAL CREDIT TYPE 3
This course introduces students with a beginner to intermediate English level to different aspects of culture in the United States. By exploring US culture through listening, speaking, reading, and writing tasks, students can better acclimate to life in the US while simultaneously improving their English language skills.

ESL085 ESL Reading V

Prerequisite: COMPASS/ESL reading score of 81 or better, or ESL065
DEVELOPMENTAL CREDIT TYPE 3
Designed to introduce students with advanced English proficiency to the reading skills that will be needed to be successful in academic classes and in the community.

ESL086 ESL Writing V

Prerequisite: COMPASS/ESL grammar usage score of 81 or better, or ESL071
DEVELOPMENTAL CREDIT TYPE 3
Designed to introduce students with advanced English proficiency to the written language skills that will be needed to be successful in academic classes and in the community.

ESL087 ESL Listening/Speaking V

DEVELOPMENTAL CREDIT TYPE 3
Designed to prepare non-native speakers for all levels of oral communication in academic settings. The primary emphasis is on individual and group presentations.

ESL917 Experimental Course

STANDARD CREDIT TYPE Varied Credit
New courses as student interests demand.

FIN – Finance

FIN101 Principles of Banking

STANDARD CREDIT TYPE 3
An overview of money and banking institution and their role and functions in the economy. Includes study of Federal Reserve System, characteristics of financial intermediaries, and regulatory institutions. Topics include principles of monetary and fiscal policy, commercial banking structures, and financial markets.

FIN180 Intro to Investments

STANDARD CREDIT TYPE 3
Investments, security markets and security valuation. Development of investment strategies based on efficient markets, asset pricing and portfolio theory.

FIN917 Experimental Course

STANDARD CREDIT TYPE Varied Credit
New courses as student interests demand.

FIN929 Individual Projects

STANDARD CREDIT TYPE Varied Credit
Special projects as arranged with instructor.

FLR – Foreign Language – Russian

FLR141 Elementary Russian I

STANDARD CREDIT TYPE 4
An introductory course that takes a contemporary and authentic approach to developing functional competence in reading, speaking, writing, and listening. Students will expand their cultural knowledge of this populous and intriguing society.

FLR142 Elementary Russian II

Prerequisite: FLR141
STANDARD CREDIT TYPE 4
A continuation of FLR141. Students continue to develop proficiency in reading, speaking, writing, and listening.

FLR917 Experimental Course

STANDARD CREDIT TYPE Varied Credit
New student courses as student interests demand.

FLR929 Individual Projects

STANDARD CREDIT TYPE Varied Credit
Specialized assignment designed by student/instructor.

FLS – Foreign Language – Spanish

FLS030 Occupational Spanish: Swine Mgmt

CAREER AND TECHNICAL CREDIT TYPE 1
Introduces and explains common terms, commands and everyday Spanish words that swine management workers and employers might use on the job. Course focuses on the practice of useful language techniques and phrases.

FLS128 Conversational Spanish

DEVELOPMENTAL CREDIT TYPE 3
This course introduces the basic components of Spanish grammar and how to use them in basic conversations related to specific vocational fields.

FLS141 Elementary Spanish I

STANDARD CREDIT TYPE 4
A beginning-level course in the Spanish language that takes a communicative approach to developing proficiency in listening, speaking, reading, and writing. Students also develop an awareness of Hispanic culture in other countries and in the United States.

FLS142 Elementary Spanish II

Prerequisite: FLS141
STANDARD CREDIT TYPE 4
A continuation of FLS141 that takes a communicative approach to further developing proficiency in listening, speaking, reading, and writing in Spanish. Students also expand their awareness of Hispanic culture in other countries and in the United States.

FLS241 Intermediate Spanish I *AA Approved*

Prerequisite: FLS142 or instructor's approval
STANDARD CREDIT TYPE 4
An intermediate-level course in the Spanish language that takes a communicative approach to increasing proficiency in listening, speaking, reading and writing. Students strengthen their awareness of Hispanic culture in other countries and in the United States.

FLS242 Intermediate Spanish II *AA Approved*

Prerequisite: FLS241 or instructor's approval
STANDARD CREDIT TYPE 4
A continuation of FLS241 that takes a communicative approach to deepening proficiency in listening, speaking, reading, and writing in Spanish. Students continue to strengthen their awareness of Hispanic culture in other countries and in the United States.

FLS917 Experimental Course

STANDARD CREDIT TYPE Varied Credit
New student courses as student interests demand.

FLS929 Individual Projects

STANDARD CREDIT TYPE Varied Credit
Specialized assignment designed by student/instructor.

GEO – Geography

GEO121 World Regional Geography AA Approved

STANDARD CREDIT TYPE 3
Introduction to elements of cultural, physical and political geography; includes land forms, climate, soils, population, maps, globes, charts, and statistical materials of major areas of the world.

GEO917 Experimental Course

Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

GEO929 Individual Projects

Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
Special topics as arranged with instructor.

GIS – Geographic Information Systems

GIS111 Introduction to Geographic Information Systems

STANDARD CREDIT TYPE 3
Geographic Information System (GIS) has revolutionized transportation systems, urban and rural planning, and agricultural management by making them more efficient. If you have ever looked up driving directions online or used Google Earth; you have used a GIS system. The objective of the course is to help you understand what is GIS, object representation, data structure, and GIS capabilities. Data structure will introduce vector and raster data, and how these data structure work. The GIS capabilities section will introduce different methods for analyzing and manipulating mapped (spatial) data such as querying data, creating buffer zones, and joining spatial data. At the conclusion of this course, you will have an understanding of GIS and its capabilities.

GIS128 Intro to UAV Systems & Flights

CAREER AND TECHNICAL CREDIT TYPE 3
This introductory course is designed to give students knowledge of Unmanned Aerial Systems (UAS) operations. Topics include an overview of the different types of Unmanned Aerial Vehicles (UAVs) or Systems, FAA rules and regulations, National Air Space, data collection, safety measures and best practices, risk management, roles and responsibilities, operational planning, and a basic understanding of flight controls. Upon successful completion of this course, students should be able to successfully pass the FAA's Part 107 exam.

GIS130 Remote Sensing

Prerequisite: GIS111
STANDARD CREDIT TYPE 3
Will introduce students to working with remotely sensed data. Students will develop skills necessary for basic interpretation of aerial photography data, how it is collected, and the ability to analyze maps created from the data collected. Course will also cover sensors operating in the visible, infrared, and microwave range of the electromagnetic spectrum. The use of imaging GIS software for manipulation and image processing of digital satellite data is also emphasized.

GIS211 Mapping for Decision Making

Prerequisite: GIS111 or AGP333; and GIS213
STANDARD CREDIT TYPE 4
Builds on the skills developed in GIS111 and GIS213. The course will utilize case studies and applications to examine real-world situations and evaluate and incorporate data into a GIS project using common ArcGIS extensions. The course will give students an understanding of how to apply the skills and knowledge learned in GIS111 and GIS213 classes to aid in evaluating problems in a wide range of areas.

GIS213 Intermediate GIS

Prerequisite: GIS111
STANDARD CREDIT TYPE 4
Builds upon basic GIS applications skills with more advanced skill sets. Topics in this course include mapping densities, overlays, mapping changes, geographic distributions, and analyzing patterns. Students will complete a project in the course using actual local community involved endeavors. Students should have a basic working knowledge of GIS before enrolling.

GIS240 GIS Projects

Prerequisite: GIS130 and GIS211
STANDARD CREDIT TYPE 3
This is a capstone course designed for students to develop the skills necessary for the design and implementation of GIS. The student will present his/her project to a client and train the client in the system that they developed. The student will also develop skills in project management and system documentation.

GIS907 Cooperative Field Experience

STANDARD CREDIT TYPE 4
Will gain practical applied work experience in production and business related directly to GIS applications. Will be employed by a firm or individual selected by the student and agreed upon by the instructor. A signed contract between the student, college, and employer is required unless strictly prohibited by company policy of the cooperator. The student will gain operational, teamwork skills, and applied skills in all phases of the business operation. The student is not to be an extra menial laborer.

GIS917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

GRA – Graphic Communications

GRA110 Graphic Arts Principles

CAREER AND TECHNICAL CREDIT TYPE 3
This is a studio course that introduces tools, their usage and the design type, space and imagery. Layout of 2-D graphic design for print-based media. It is about the theory and practice of graphic design.

GRA127 Illustrator I

CAREER AND TECHNICAL CREDIT TYPE 3
This studio course introduces Illustrator and other digital software. The course is the use of digital tools for digital and print-based output of vector-based illustration. Computer animation is also explored.

GRA140 Digital Imaging

CAREER AND TECHNICAL CREDIT TYPE 3
This studio course introduces Photoshop and other design and Web-based software tools. This is a basic course in computer design in digital input and manipulation, software filters, dpi, rasterizing imagery for digital output.

GRA141 Digital Imaging II

Prerequisite: GRA140
CAREER AND TECHNICAL CREDIT TYPE 3
This studio course expands the use of Photoshop, Illustrator, and other digital software. Advanced techniques for digital output, refinement of Web-based output, and digital navigation will be addressed.

GRA917 Experimental Course

Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
New courses as student interests demand.

GUS – Gunsmithing

GUS102 Introduction to Firearms

CAREER AND TECHNICAL CREDIT TYPE 2
This course is an orientation and introduction to basic firearms safety, the history of firearms and ammunition, firearms design and function and the modern firearms. Students completing the course will receive an NRA Home Firearms Safety Certificate.

GUS105 Gunsmith Machining I

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 3
Learn the theory and practice of basic gunmetal lathe and milling machine operations. Also includes the use of precision measuring tools, bench grinders and other machine tools as needed. Projects involve making specialized gunsmithing tools. General machine shop safety practices are strongly emphasized.

GUS110 Firearms Bench Metal I

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 4
 This course emphasizes shop safety and hand work, including: the proper use of measuring and hand tools, layout, drilling, sawing, filing, soldering, silver soldering, forging, heat treatment, and hand polishing.

GUS114 Bench Metal II

Prerequisite: MVGSM Program Acceptance and GUS110
CAREER AND TECHNICAL CREDIT TYPE 3
 This course emphasizes safety in the shop with hand and machine tools, addressed the use of hand tools and welding equipment. Proper use of measuring tools are explained and demonstrated. Material covers layout and building of tools and gun parts, using common basic processes, including a study of basic metallurgy, heat treatment, soldering and brazing.

GUS118 Firearms History & Development

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 2
 Course provides an overview of firearms history and development. Includes history of firearms and ammunition, firearms parts nomenclature, cycles of operation, basic troubleshooting and repair procedures.

GUS119 Stockmaking

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 3
 Stockmaking for bolt action rifles from semi-inletted blanks will be the main focus of the course. The course will cover inletting the barrel and trigger guard, installing grip cap, steel butt plate or recoil pad, fore-end, swivels, shaping, sanding and finishing.

GUS123 Firearms Repair I

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 5
 This introductory course provides an overview of firearms repair. The following topics will be covered: design, function, takedown, troubleshooting, repair, and assembly. This course will cover various rifles, handguns and shotguns students may expect to encounter throughout their career.

GUS135 Firearm Conversions

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 3
 Learn the techniques of the conversion of military rifle actions into customized sportier rifle actions. Bolt handles, safeties, iron sights, scope mounts, adjustable triggers, and trigger guard contouring and other custom conversion and accessory will be included. This course deals with the miscellaneous jobs brought into the gun shop other than normal repairs related to the bolt action rifle.

GUS140 Checkering I

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 4
 Learn an overview of the building of a sporter style rifle stock from a stock blank. Study in stock design, wood cutting hand tools and their application, stock layout, wood selection, routing and inletting, forend tip and grip cap installation, shaping, recoil pad installation, sanding, finishing and refinishing with oil based finishes.

GUS154 Gun Shop Records

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 1
 Introduces BATF records and other general recordkeeping requirements for the smooth operation of a gunshop or gunsmithing business. Focuses on basic business practices and ethics.

GUS205 Firearms Machining II

Prerequisite: MVGSM Program Acceptance and GUS105
CAREER AND TECHNICAL CREDIT TYPE 3
 This course is an advanced study of machine tool operation with special emphasis on gunsmithing procedures. Course work includes safety, cutting speeds and feeds, rifle barrel lining, abrasive machining, carbide tooling, machine maintenance, spring winding, advanced barrel fitting and chambering.

GUS220 Advanced Machine Practice

Prerequisite: MVGSM Program Acceptance and GUS205
CAREER AND TECHNICAL CREDIT TYPE 2
 Focuses on continued theory and practice of machine tool operation with special emphasis on gunsmithing procedures. Projects include specialized gunsmithing tools and fixtures. Covers safety, milling cutters, cutting speeds and feeds, rifle barrel lining, abrasive machining, cutting tool materials, and machine maintenance. Shop safety is strongly emphasized.

GUS245 Stockmaking II

Prerequisite: MVGSM Program Acceptance and GUS119
CAREER AND TECHNICAL CREDIT TYPE 5
 Learn stockmaking techniques starting from a semi-inletted for one and two piece gunstocks of both wood and synthetics materials. Techniques in glass bedding, gun fitting, installation of custom hardware and finishing techniques will be studied.

GUS248 Firearms Repair II

Prerequisite: MVGSM Program Acceptance and GUS123
CAREER AND TECHNICAL CREDIT TYPE 5
 Serves as an advanced gunsmithing course in firearms repair theory. Includes design, function, takedown, troubleshooting, assembly and repair of selected shotguns, rifles, and handguns. Also covers the use of specialized tools and fixtures.

GUS257 Firearms Business Practices I

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 3
 This course is designed specifically for the individual who is opening a firearms (repair and/or retail) business. The student will select an ownership method, create a business plan, develop inventory controls, ensure compliance with regulatory agencies specific to firearms, apply basic accounting principles, develop pricing strategies, and be able to apply human resource management skills to ensure business success.

GUS272 Firearms Business Practices II

Prerequisite: MVGSM Program Acceptance and GUS257
CAREER AND TECHNICAL CREDIT TYPE 3
 This course is designed specifically for the individual who is opening a firearms business. The student continues to explore best business practices in the following areas: customer service, human resource management, time and motion studies, marketing and advertising, equipment purchase and maintenance, and managing growth.

GUS292 Firearms Repair III

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 5
 Focuses on nomenclature, cycle of operation, malfunctions and trouble shooting of revolvers and shotguns. Includes the study of action types and variations. Covers analysis or procuring, stocking and retailing new and used firearms as well as new and used parts. Emphasizes private enterprise.

GUS293 Firearms Repair Workshop

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 3
 Continues analysis for procuring, stocking new and used firearms as well as new and used parts. Emphasizes private enterprise.

GUS929 Individual Projects

CAREER AND TECHNICAL CREDIT TYPE varied credit
 This course allows student lab time to complete a capstone project in their second year of study for the completion of the degree.

GUS917 Experimental Course

STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

GUS932 Practicum

Prerequisite: MVGSM Program Acceptance
CAREER AND TECHNICAL CREDIT TYPE 3
 Experience gained on-the-job with cooperating firms. Maximum of 3 credits per semester. May be repeated for a maximum of 9 credit hours.

HCM – Hospitality, Culinary & Mgt

HCM100 Sanitation and Safety

CAREER AND TECHNICAL CREDIT TYPE 2
This course provides the student with a solid foundation in foodservice sanitation and safety. Students are required to pass the state sanitation exam for certification in order to continue in the culinary arts curriculum.

HCM116 Fundamentals Of Baking

Prerequisite: HCM100
CAREER AND TECHNICAL CREDIT TYPE 3
This course is for a student with very little baking/pastry experience. Students will cover the basics of theory and preparation of baked items. Science and math will play a large role in this course. Items the students will prepare include yeast bread, cookies, creams, puddings, pie crusts and filling, and quick breads. The focus of the course is on standard production methods for a successful product in small and large scale batches.

HCM118 Advanced Baking

Prerequisite: HCM116; **Corequisite** HCM119
CAREER AND TECHNICAL CREDIT TYPE 2
This course focuses on the study of baking with ingredients to develop a more profound understanding of baking methods. Information will be presented to the student in the making of unique and elegant creations.

HCM119 Advanced Baking Lab

Corequisite HCM118
CAREER AND TECHNICAL CREDIT TYPE 4
This course will introduce pastry and bread techniques for the more advanced baking professional. The student prepares advanced pastry and bread items under real life production conditions for demand and volume.

HCM154 Basic Food Preparation

Prerequisite: HCM100, HCM180, HCM501
CAREER AND TECHNICAL CREDIT TYPE 2
Upon completion of this course, students will have attained basic skills in grilling, frying, broiling, sautéing, vegetable cookery, recipe conversion/costing and soups/stocks.

HCM155 Garde Manger

Prerequisite: HCM100, HCM160, HCM241
CAREER AND TECHNICAL CREDIT TYPE 3
Students will prepare all foods associated with a true garde manger station in a restaurant including salads, pate, terrines, cold appetizers, showpieces, ice carvings, canapés and show platters.

HCM156 Intermediate Food Prep

Prerequisite: HCM100, HCM154, HCM180
CAREER AND TECHNICAL CREDIT TYPE 3
Upon completion of this course, students will have attained a medium level of skills in equipment usage, knife skills including mandolin, starches and vegetable cookery, protein fabrication, derivative sauces, fish and shell fish cookery, stone oven and Rational cooking, beginning sous vide cookery, and sanitation skills.

HCM160 Advanced Food Preparation

Prerequisite: HCM156 and MAT743
CAREER AND TECHNICAL CREDIT TYPE 3
Through this course students will develop food preparation and professional standards at an advanced level. Skill areas addressed include knife cuts, industry based equipment, mother sauces and their derivatives, culinary brigade, chef management, and the preparation of soups, starches, vegetables, protein, sushi, healthy alternatives and one-bit foods.

HCM180 Food Fundamentals

Prerequisite: HCM100
CAREER AND TECHNICAL CREDIT TYPE 2
This course is an overview of foodservice and culinary arts. Students look at industry structure, developing trends and influences of management. Students will develop their awareness of food products and the world of food.

HCM212 Industry Management

Prerequisite: HCM100, HCM255
CAREER AND TECHNICAL CREDIT TYPE 3
This course will expose students to theoretical concepts as well as practical applications to develop management skills related to the restaurant industry. The course is service-oriented with emphasis on staff and guest relations.

HCM233 Menu Planning & Nutrition

Prerequisite: HCM100, HCM160, HCM241
CAREER AND TECHNICAL CREDIT TYPE 3
Emphasis will be on basic food nutrients and their use in restaurant cooking. USDA guidelines and USRDA standards are covered. Students will calculate body energy requirements, and create a nutritionally sound menu using classical tools/preparation methods.

HCM241 Menu Planning and Sales Promotion

Prerequisite: HCM154, HCM280
CAREER AND TECHNICAL CREDIT TYPE 3
Students will learn what influences impact menus and how to target menus to specific needs. Menus from other cultures and menus for a variety of functions will be covered. The student will learn to prepare a cost-effective, seasonally oriented and overall aesthetic menu.

HCM255 Purchasing

Prerequisite: HCM180, MAT743
CAREER AND TECHNICAL CREDIT TYPE 3
This course will provide the student with a general understanding of purchasing in a professional food service setting and introduce the student to all aspects of obtaining goods: calculating quantities, costs, budgets, menu planning, choosing vendors, delivery schedules as well as storage needs. The student will apply culinary math calculations to analyze purchasing options.

HCM263 International Cuisine

CAREER AND TECHNICAL CREDIT TYPE 3
This course offers the students a greater range of ingredient knowledge, taking the fundamentals learnt in the first year and stretching their ability and talent with a much more diverse and varied mixture of cooking techniques and styles while incorporating modern restaurant skills and methods.

HCM280 Food Cost Accounting

CAREER AND TECHNICAL CREDIT TYPE 3
This course teaches students to effectively calculate and control costs in foodservice establishments. Students are provided with the basic concepts to yield a profit in the kitchen and manage effective control over income and expenses in the restaurant industry.

HCM298 Knife Skills

CAREER AND TECHNICAL CREDIT TYPE 2
This course offers instruction in the proper use of knives and other culinary equipment and allow gradual growth and confidence in ability with the tools of the trade and allow all students to become proficient in this most important of tasks.

HCM301 Beverage Control

CAREER AND TECHNICAL CREDIT TYPE 3
This course will provide an in-depth study of wines, beverages, spirits and beers. Topics covered include purchasing, storage and developing a wine list that is compatible with a variety of foods. Students must be 21 years of age to taste alcoholic beverages.

HCM341 Catering and Banqueting

CAREER AND TECHNICAL CREDIT TYPE 2
This course reinforces skills specific to banquet and catering preparation and service. Emphasis is on quality, quantity, setup, timing, service, event planning, and execution of catering and banquet techniques.

HCM501 Culinary Practicum I

Prerequisite: HCM100 or corequisite
CAREER AND TECHNICAL CREDIT TYPE 3
Students will complete a total of nine practicums (6000 hours total) in addition to classroom study. Practicums provide the students with on-the-job training following the work processes documented in the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. A focus of this practicum is for the student to develop and practice the skills of a kitchen steward.

HCM502 Culinary Practicum II

Prerequisite: HCM100, HCM501

CAREER AND TECHNICAL CREDIT TYPE 3
Students will complete a total of nine practicums (6000 hours total) in addition to classroom study. Practicums provide the students with on-the-job training following the work processes documented in the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. A focus of this practicum is for the student to develop and practice the skills of a breakfast cook.

HCM503 Culinary Practicum III

Prerequisite: HCM502

CAREER AND TECHNICAL CREDIT TYPE 1.5
Students will complete a total of nine practicums (6000 hours total) in addition to classroom study. Practicums provide the students with on-the-job training following the work processes documented in the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. A focus of this practicum is for the student to develop and practice the skills of vegetable cookery.

HCM504 Culinary Practicum IV

Prerequisite: HCM503

CAREER AND TECHNICAL CREDIT TYPE 3
Students will complete a total of nine practicums (6000 hours total) in addition to classroom study. Practicums provide the students with on-the-job training following the work processes documented in the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. A focus of this practicum is for the student to develop and practice the skills of protein fabrication.

HCM505 Culinary Practicum V

CAREER AND TECHNICAL CREDIT TYPE 3
Students will complete a total of nine practicums (6,000 hours total) in addition to classroom study. Practicums provide the students with on-the job training following the IVCCD's [MCC] Standard's and Practices for the Occupation of Cook.

HCM506 Culinary Practicum VI

CAREER AND TECHNICAL CREDIT TYPE 1.5
Students will complete a total of nine practicums (6,000 hours total) in addition to classroom study. Practicums provide the students with on-the job training following the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. A focus of this practicum is for the student to develop and practice the skills of a Soup & Sauce Cook.

HCM507 Culinary Practicum VII

CAREER AND TECHNICAL CREDIT TYPE 3
Students will complete a total of nine practicums (6,000 hours total) in addition to classroom study. Practicums provide the students with on-the job training following the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. A focus of this practicum is for development of the skills of a Pantry Cook and Garde Manger.

HCM508 Culinary Practicum VIII

Prerequisite: HCM507

CAREER AND TECHNICAL CREDIT TYPE 3
Students will complete a total of nine practicums (6,000 hours total) in addition to classroom study. Practicums provide the students with on-the job training following the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. The practicum is for the student to develop and practice the skills of saute cook.

HCM509 Culinary Practicum IX

Prerequisite: HCM508
CAREER AND TECHNICAL CREDIT TYPE 1.5
Students will complete a total of nine practicums (6000 hours total) in addition to classroom study. Practicums provide the students with on-the-job training following the work processes documented in the IVCCD's [MCC] Patterns & Standards for the Occupation of Cook. A focus of this practicum is for the student to develop and practice the skills of supervisor/lead cook.

HCM511 Work Experience

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
Work experience approved by instructor.

HCR – Heating and Air Conditioning

HCR101 Basic Heat/Air Conditioning/Refrig

CAREER AND TECHNICAL CREDIT TYPE 4
Basic heating and cooling equipment including gas, electric, heat pump, and standard air conditioning units. Study of function/operation of heating/cooling systems.

HEQ – Heavy Equipment

HEQ125 Heavy Construction

CAREER AND TECHNICAL CREDIT TYPE 6
Develop knowledge of the tools, equipment, building styles and materials utilized in heavy construction. Apply heavy construction and equipment principals as they relate towards heavy equipment applications. Areas of instruction will include Intro to earth moving, Principles of cranes, earth moving, structures, below grade const., plant operation, on site equipment, soils part 2, grades part 2, pumps, paving, planning and scheduling, and lift planning. Heavy construction lab is a required class in order to meet the requirements of the school to work apprenticeship competencies.

HEQ126 Heavy Construction Lab

CAREER AND TECHNICAL CREDIT TYPE 4
Develop knowledge of the tools, equipment, building styles and materials utilized in heavy construction in lab or on site. Apply heavy construction and equipment principals as they relate towards heavy equipment applications. Areas of instruction will include Intro to earth moving, Principles of cranes, earth moving, structures, below grade const., plant operation, on site equipment, soils part 2, grades part 2, pumps, paving, planning and scheduling, and lift planning. Heavy construction lab is a required class in order to meet the requirements of the school to work apprenticeship competencies.

HIS – History

HIS112 Western Civ: Ancient to Early Modern ^{AA Approved}

STANDARD CREDIT TYPE 4
Survey of social, political, intellectual, and cultural development of Western peoples from ancient times to the 1500s.

HIS113 Western Civ: Early Modern to Present ^{AA Approved}

STANDARD CREDIT TYPE 4
Survey of Western peoples from 1300s to the present.

HIS142 Middle Eastern Studies ^{AA Approved}

STANDARD CREDIT TYPE 3
This course will cover the historical foundations of ideologies, conflicts, and cultures in the Middle East. Though the histories of Egypt, Israel, Palestine, Iraq, and Iran will be the focus, other histories and cultures will be touched upon in the course. The course will explore the role of imperialism in shaping the modern Middle East, the impact of religion and politics on contemporary conflicts over space and resources, and examine how popular culture can influence political and social events. A Middle Eastern perspective will be used to teach the content and the course will include many contrasting Middle Eastern voices, to give students a wider sense of the variety of issues, ideas, and historical conclusions concerning this dynamic and influential region.

HIS145 Modern East Asian Cultures ^{AA Approved}

STANDARD CREDIT TYPE 3
Is focused on Asian cultures beginning in the 1600 to the present. East Asia Cultures focus on China, Japan, Korea and Vietnam and emphasizes on commonalities and differences among East Asian Countries.

HIS151 U.S. History to 1877 ^{AA Approved}

STANDARD CREDIT TYPE 3
Survey of major political, economic, and social developments in American history from the Age of Discovery through the Civil War.

HIS152 U.S. History since 1877 *AA Approved*
STANDARD CREDIT TYPE 3
 Survey of the development of modern America, 1865 to the present.

HIS214 Russian History and Culture *AA Approved*
STANDARD CREDIT TYPE 3
 This course covers the history and culture of Russia from its origins to the present. Topics include Ancient Russ, the rise of Kievan Rus, the Mongol invasions, and the expansion of Moscow, the Romanov Dynasty, the Russian Revolution, the Soviet Union, the cold war, and contemporary Russia. Additionally, this course will cover economics, demographics, and political conditions and factors.

HIS254 American Indian History *AA Approved*
STANDARD CREDIT TYPE 3
 Overview of the history and cultures of American Indians in the U.S. from pre-Columbian (pre-contact with Europeans) times until the present with a major focus on white/American Indian relations.

HIS257 African American History
STANDARD CREDIT TYPE 3
 An overview of African-American history from the 1600s to the present.

HIS261 American Civil War
STANDARD CREDIT TYPE 2
 Survey of causes, major events and individuals, economic, political and social factors, and consequences associated with the Civil War, 1861-1865.

HIS917 Experimental Course
STANDARD CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

HIS927 Honors Study
STANDARD CREDIT TYPE *Varied Credit*
 This course is designated as an honors course in history as a special project.

HIS929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
 Special topics as arranged with instructor.

HSC – Health Sciences

HSC110 Introduction to Health Occupations
CAREER AND TECHNICAL CREDIT TYPE 3
 This course covers issues and practices in the health care industry. Topics include an in-depth exploration of health careers and employment expectations to assist in career development decisions; basic medical communication; and common health care safety practices.

HSC113 Medical Terminology
CAREER AND TECHNICAL CREDIT TYPE 2
 Medical terms related to medical science (describing human body and functions). Emphasis on building a medical vocabulary through understanding root words, prefixes and suffixes, accurate spelling, and pronunciation.

HSC129 Anatomy & Phys for Health Sciences
CAREER AND TECHNICAL CREDIT TYPE 5
 For health occupations students. Human anatomy and physiology form simple structures to the more complex and the interrelationships between them. Basic concepts of medical terminology will be incorporated.

HSC134 First Aid/CPR
CAREER AND TECHNICAL CREDIT TYPE 1
 Knowledge and skills for the emergency care of the injured and prevention of accidents. Certification in CPR, victim assessment, basic life support procedures and techniques for adults and children, foreign body airway obstruction in adults and children.

HSC166 Health Occupations Preparation
CAREER AND TECHNICAL CREDIT TYPE 1
 This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. The course also prepares students to identify and report suspected child abuse and dependent adult abuse and it is a required course for mandatory reporters.

HSC172 Nurse Aide
Prerequisite: CPR Card
CAREER AND TECHNICAL CREDIT TYPE 3
 In this 75 hour course students will learn and obtain the basic level of knowledge and the demonstration and proficiency in skills to provide safe, effective resident care in a nursing facility that provides care for the elderly or chronically ill person. This course requires passing the background check, a minimum of 30 hours classroom, 15 hours lab and 30 hours clinical experience. Students will incur additional costs for obtaining up to date immunizations, two step TB tests, Mandatory Reporter Training of Dependent Adult Abuse, background check, clinical uniform, shoes, watch with a second hand, book, workbook, transportation to lab/clinical and state competency exams for the Nurse Aide Registry. Lab and clinical will take place outside of the regular class schedule and will occur on days, evenings, weekends, holidays, and in a variety of locations. At the conclusion of class students will be eligible to complete the Iowa State Nurse Aide Skills and Computer Competency Exams.

HSC175 Nurse Aide Phase II
Prerequisite: HSC166 and CPR Card
CAREER AND TECHNICAL CREDIT TYPE 3.5
 This course is for the person with a nurse aide certificate who wants to increase knowledge regarding basic nursing care for individuals receiving health care services. Upon successful completion the student is qualified to work as a nurse aide in an acute care setting. The course consists of classroom and clinical experiences.

HSC917 Experimental Course
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

HSC929 Individual Projects
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
 Special topics as arranged with instructor.

HUM – Humanities

HUM118 Humanities: Experience & Expression
STANDARD CREDIT TYPE *Varied Credit*
 An exploration of interdisciplinary humanities topics as they relate to the development of human understanding and creation of the arts.

HUM287 Leadership Development Studies
STANDARD CREDIT TYPE 3
 Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

HUM917 Experimental Course
STANDARD CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

HUM927 Honors Study
STANDARD CREDIT TYPE *Varied Credit*
 This course is designated as an honors course in humanities as a special project.

IND – Industrial Technology

IND105 Introduction to Mechatronics

CAREER AND TECHNICAL CREDIT TYPE 3
Hands-on class of industrial systems and maintenance techniques. Areas covered include mechanical systems, hydraulic and pneumatics, motor controls, automated manufacturing, simple robotics, equipment lubrication and equipment moving. Students will work in groups to learn about and disassemble gearboxes, pumps, cylinders and automated machinery to uncover the inner workings and understand how the unit works.

IND110 CPR, First Aid and Safety

CAREER AND TECHNICAL CREDIT TYPE 1
Demonstration of fire extinguishers. Knowledge and skills needed for emergency care of the injured and prevention of accidents. General safety rules of the shop.

IND112 OSHA 10 Hour Utility Industry

Prerequisite: IND113
CAREER AND TECHNICAL CREDIT TYPE 1
This course will give the students an understanding of the history of the Occupational Safety and Health Administration and how to identify safety and health hazards associated with the following areas: walking and working surfaces, exit routes, emergency action plans, fire protection, fire prevention, electrical safety, personal protective equipment, hazardous chemicals, material handling (Industrial trucks), machine guarding, fall protections, LOTO, and confined space.

IND113 Utility Industry Orientation

CAREER AND TECHNICAL CREDIT TYPE 1
This course is structured to give the student an overview of gas and power line utility work. The gas technology students will hand dig and power line students will perform basic pole climbing. The course will give the student the opportunity to decide if they want to continue in their chosen major.

IND125 Introduction to Process Control

Prerequisite: IND112, IND133, IND171 and IND172
CAREER AND TECHNICAL CREDIT TYPE 3
A study of control terminology and theory, control systems and controller circuit design, controller operation, maintenance, alignment, calibration, and tuning are covered. Application and operation of relays in the control circuit is covered.

IND131 Interpret UT Maps and Drawings

Prerequisite: IND113
CAREER AND TECHNICAL CREDIT TYPE 3
This course will instruct the student in interpreting maps and applying the knowledge in new construction, switching, repairing, and maintaining utility systems.

IND132 Mechanical Instruments

CAREER AND TECHNICAL CREDIT TYPE 3
A study of pneumatic instrumentation measurement and control equipment. Topics include calibration, calibration standards, documentation, maintenance and repair of manometers, pressure regulators, pressure gauges, recorders, D/P cell transmitters, pressure transmitters, level displacement instruments, valve positioners, and control valves.

IND133 Occupational Safety

Prerequisite: IND113
CAREER AND TECHNICAL CREDIT TYPE 1
The course gives an overview on work site safety. Emphasis will be on obtaining locates, proper personal protective equipment, and OSHA work place regulations.

IND153 Industrial Mechanics

CAREER AND TECHNICAL CREDIT TYPE 3
Teaches the knowledge and skills required to do the following: install and maintain mechanical power transmissions systems, install and align coupling and shafts, perform proper lubrication on these systems, perform maintenance on these systems will be demonstrated as part of the course.

IND160 Seals, Bearings and Lubrication

CAREER AND TECHNICAL CREDIT TYPE 3
Self-paced course/interactive video. Basic information about seals and bearings used in industrial applications; selection and application of lubrication to machinery.

IND169 Basic Plumbing and Pipework

CAREER AND TECHNICAL CREDIT TYPE 2
Study of typical in plant applications of piping and fittings in an industrial plant. Emphasis will be placed on basic skills of installing metal and plastic pipe. Course includes cutting, bonding, and joining pipe.

IND171 General Utility Technical Skills

Prerequisite: IND113
CAREER AND TECHNICAL CREDIT TYPE 4
This course introduces students to basic utility regulations, tools, and materials. Federal and state regulations will also be explained.

IND172 Adv. Gas Theory & Principles

Prerequisite: IND113
CAREER AND TECHNICAL CREDIT TYPE 3
This course defines the skills within utility technician gas theory including codes, programs, mathematics, tools and operations.

IND173 Adv. Gas Technical Skills

Prerequisite: IND112, IND133, IND171 and IND172
CAREER AND TECHNICAL CREDIT TYPE 5
Implements the skills within utility technician gas theory including communications, programs, mathematics, tools and operations.

IND177 Adv. Mechanical Theory & Principles

CAREER AND TECHNICAL CREDIT TYPE 3
Defines the principles within utility technician mechanical drives theory including communications, programs, mathematics, tools and operations.

IND178 Adv. Mechanical Technical Skills

CAREER AND TECHNICAL CREDIT TYPE 5
Implements the skills within utility technician mechanical drives theory including communications, programs, mathematics, tools and operations.

IND189 Introduction to Mechatronics

CAREER AND TECHNICAL CREDIT TYPE 5
Is designed to give the student an understanding of the operation, adjustment, and troubleshooting of an automated manufacturing system components including the programmable logic controller.

IND193 Introduction to Pumps

CAREER AND TECHNICAL CREDIT TYPE 4
This course introduces the student to the different types of pumps, their construction, and operation. It gives the students the ability to troubleshoot and then the hands on experience in disassembling, replacing parts, and reassembling various types of pumps found in industry.

IND194 Pole Climbing Certification

CAREER AND TECHNICAL CREDIT TYPE 2.5
Covers the basics of pole climbing techniques leading to certification in the utility technician industry.

IND250 Fundamentals/Maintenance Management

CAREER AND TECHNICAL CREDIT TYPE 3
Methods of planning, organizing, and supervising maintenance technicians.

IND270 Valve Maintenance DVC Mounting

CAREER AND TECHNICAL CREDIT TYPE 3
Basics of control valve body and actuator maintenance in conjunction with the latest in digital instrumentation. Basic hardware (valve body, bonnet, and actuator) of the control valve assembly. Topics include valve and actuator setup, maintenance, repair and troubleshooting. State of the art control valve instrumentation; i.e., the Fisher DVC (Digital Valve Controller) family (DVC2000, DVC5000, and DVC6000). DVC mounting, configuration, calibration, diagnostics, and troubleshooting are key subjects. The 275/375 handheld communicator and AMS ValveLink software are used as configurators. This course teaches only those instruments that are based on the HART protocol.

IND271 Valve Technician I
CAREER AND TECHNICAL CREDIT TYPE 3
 Broad overview to control valve operation and maintenance from the technician's perspective. How control valves, actuators, and related instruments function and how they are installed and calibrated. It emphasizes installation, troubleshooting, parts replacement, and calibration. A broad range of instrumentation is covered - from legacy pneumatic devices through modern digital valve controllers (DVC's). Students spend 50% of their time in hands-on workshops.

IND361 Gas Utility Field Training 1
Prerequisite: IND171, IND125 and IND173
CAREER AND TECHNICAL CREDIT TYPE 8
 Students continue study of gas and combustion properties, locating and mapping, detection of leaks, and various equipment operation in the field (backhoe, trencher, skid loader, etc). General DOT192 regulations and O&M surveys are also covered.

IND362 Gas Utility Field Training 2
Prerequisite: IND171, IND125 and IND173
CAREER AND TECHNICAL CREDIT TYPE 8
 Students will work with customer meters and regulations. Joining techniques and other construction hands on experiences in the gas field are explored including general construction, steel construction, plastic construction, coatings and corrosion control are handled in lab settings.

IND363 Gas Utility Field Training 3
Prerequisite: IND171, IND361 and IND362
CAREER AND TECHNICAL CREDIT TYPE 8
 Students continue lab experiences in metering, pressure regulation and protection, working with regulator stations, valves and gauges, tapping/stopping, review of plastic fusion and pipeline coatings and experience labs in odorization, cathodic protection, mechanical fittings, pigging, pressure testing, purging and leak surveying. Transmission line special requirements and National Fuel Gas code requirements are also covered.

IND911 On-the-job Training
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 Will provide an opportunity for students to have experience in the process industry.

IND917 Experimental Course
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 New courses as student interests demand.

JOU – Journalism

JOU110 Introduction to Mass Media
STANDARD CREDIT TYPE 3
 Discussion of the mass communication process, the characteristics and responsibilities of the mass media, and the relationship of the mass media to society.

JOU146 Publications Staff
STANDARD CREDIT TYPE 1
 Supervised writing, design and photography work on the college publications. May be repeated four times.

JOU917 Experimental Course
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

JOU929 Individual Projects
STANDARD CREDIT TYPE Varied Credit
 Specialized assignment designed by student/instructor.

LIT – Literature

LIT101 Introduction to Literature *AA Approved*
STANDARD CREDIT TYPE 3
 Critical analysis of various types of fiction, poetry, and drama.

LIT110 American Literature to Mid-1800's *AA Approved*
STANDARD CREDIT TYPE 3
 A survey of American literature from its beginning through the Civil War and Whitman.

LIT111 American Literature Since Mid-1800's *AA Approved*
STANDARD CREDIT TYPE 3
 A survey of American literature from the post-Civil War era (Mark Twain) to the present.

LIT120 American Novel *AA Approved*
STANDARD CREDIT TYPE 3
 A survey of the American Novel with emphasis on 20th and 21st century works.

LIT133 Minority Voices in U.S. Literature *AA Approved*
STANDARD CREDIT TYPE 3
 A survey of literature of African-Americans, Hispanic-Americans, Native Americans and Asian-Americans. Special attention is also given to women authors.

LIT150 World Literature I *AA Approved*
STANDARD CREDIT TYPE 3
 Analysis of major literary works from origins to the Renaissance.

LIT151 World Literature II *AA Approved*
STANDARD CREDIT TYPE 3
 Analysis of major literary works from the Neoclassical period to the present. Continuation of material in LIT150; however, that course is not a prerequisite.

LIT164 Modern Short Novel *AA Approved*
STANDARD CREDIT TYPE 3
 Survey of short novels of the Modern period (1914-1965).

LIT180 Mythology *AA Approved*
STANDARD CREDIT TYPE 3
 This course emphasizes the historical development and the craft of mythology through the study of major, representative works from ancient to modern day. Students will explore how mythology contributes to an understanding of the world and universe, and critically examine its pertinence to contemporary society.

LIT188 Detective Fiction *AA Approved*
STANDARD CREDIT TYPE 3
 Survey of detective fiction in novels, stories, and film from its origins in the 19th century to the present, including classic, hard-boiled, police procedural, spy, and thriller fiction.

LIT199 Literature of the Fantastic *AA Approved*
STANDARD CREDIT TYPE 3
 Examines recurring themes and motifs in fantastic and popular literature, including science fiction, fantasy, and horror.

LIT917 Experimental Course
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

LIT927 Honors Study
STANDARD CREDIT TYPE Varied Credit
 This course is designated as an honors course in literature as a special project.

LIT929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 Specialized assignment designed by student/instructor.

MAP – Medical Assistant

****Note:** Students must be accepted into the E/MVMED program to take MAP courses. Must be in E/MVMDP to take MAP111, MAP118, MAP141, and MAP510.

MAP111 Medical Office Management I
CAREER AND TECHNICAL CREDIT TYPE 3
 Presents the principles of administration for the medical office including facility and supply management, telephone and appointment techniques, managing records and medical bookkeeping.

MAP118 Medical Office Management II

Prerequisite: MAP111

CAREER AND TECHNICAL CREDIT TYPE 4
Utilization of computer applications in the medical office. Maintain medical records, including appointment scheduling, record keeping, and medical transcription. Various medical management software programs will be demonstrated.

MAP141 Medical Insurance

Prerequisite: E/MVMD: HSC129 or BIO168 and BIO173;
E/MVMDP: HSC129 or BIO168 and HSC113

CAREER AND TECHNICAL CREDIT TYPE 3
Provides a practical approach in medical insurance billing. Emphasis will be placed on current procedures (CPT-4) and international classification of disease codes (ICD-9CM) used to facilitate proper coding in submitting electronic billing. Pertinent billing tips will be offered for each type of insurance.

MAP225 Medical Lab Procedures I

CAREER AND TECHNICAL CREDIT TYPE 4
Introduction to medical lab procedures, ethics, laboratory personnel and OSHA regulations. Includes use of equipment and application of basic microbiological principles. Routine urinalysis: physical, chemical and micro examination. Quality control is emphasized.

MAP229 Medical Lab Procedures II

Prerequisite: MAP225
CAREER AND TECHNICAL CREDIT TYPE 6
Techniques of assisting with examinations, diagnostic and testing procedures including EKG. Clinical skills include vital signs, sterile procedures and medical asepsis, pulmonary function.

MAP510 Medical Office Pharmacology

CAREER AND TECHNICAL CREDIT TYPE 1
This course provides a basic background in the classification of drugs, their sources, uses and legal implications. Discuss characteristics of topical drugs, side effects, precautions, interactions and patient education.

MAP512 Medical Assisting Pharmacology

Prerequisite: HSC129 or BIO168 and BIO173
CAREER AND TECHNICAL CREDIT TYPE 2
Provides a basic background in the classification of drugs, their sources, uses and legal implications. Discusses characteristics of topical drugs, side effects, precautions, interactions and patient education.

MAP602 Clinical Experience Seminar

CAREER AND TECHNICAL CREDIT TYPE 1
Provides an opportunity for the student to discuss situations that arise in the clinical experience.

MAP616 Medical Assistant Externship

CAREER AND TECHNICAL CREDIT TYPE 6
Provides an opportunity for the student to discuss situations that arise in the clinical experience.

MAP917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

MAT – Mathematics

MAT005 Math Refresher

DEVELOPMENTAL CREDIT TYPE 1
A refresher course for vocational-technical and nursing students that covers additions, subtraction, multiplication, division, fractions, decimals and ratio/proportion/percents. Can also be individualized to cover different math concepts to meet student needs.

MAT017 Experimental Development Math

DEVELOPMENTAL CREDIT TYPE Varied Credit
Experimental Developmental Math course.

MAT040 Basic Mathematics

Prerequisite: COMPASS pre-algebra score of less than 40, any NextGen ACCUPLACER arithmetic score or ACT math score of less than 12

DEVELOPMENTAL CREDIT TYPE 2
A review of the mathematical operations of whole numbers, fractions, decimals, proportions and percents in a manner that will prepare the student to continue to another developmental math class.

MAT052 Pre-Algebra

Prerequisite: COMPASS pre-algebra score of 40 or better, NextGen ACCUPLACER arithmetic score of 220 or more, ACT math score of 12 or better, or MAT040

DEVELOPMENTAL CREDIT TYPE 3
Designed for students with no background in algebra or for students who need a review before proceeding further. Covers topics basic to learning higher mathematics and basic problem-solving techniques using algebraic concepts. Not a transfer course.

MAT062 Elementary Algebra

Prerequisite: COMPASS algebra score of 41 or better, NextGen ACCUPLACER arithmetic score of 250 or more, ACT math score of 15 or better, COMPASS college algebra score of 24 or below, or MAT052

DEVELOPMENTAL CREDIT TYPE 3
Number systems, solutions of equations and inequalities, polynomials, rational expressions, exponents, radicals and complex numbers. Not a transfer course.

MAT074 College Preparatory Math 1

Prerequisite: COMPASS pre-algebra score of 40 or better, COMPASS algebra score less than 55, any NextGen ACCUPLACER arithmetic score, ACT math score less than 20, COMPASS college algebra score of 24 or below, or grade of C- or better in MAT040

DEVELOPMENTAL CREDIT TYPE Varied Credit
Provides students with the knowledge necessary for success in college-level mathematics courses. Students will work at their own pace through a sequence of modules. Using a computer-based delivery system, students will master objectives over whole numbers, integers, fractions, decimals, proportions, percents, real numbers and solutions to algebra based application problems. Completion of Module 1 - 4 is required to receive 3 hours of credit.

MAT075 College Prep Statistics

Prerequisite: Grade of C- or better in MAT074 or NextGen ACCUPLACER arithmetic score of 250 or more

DEVELOPMENTAL CREDIT TYPE Varied Credit
Preferably taken at the same time as Statistics, this course supports students in five ways: 1) Reviewing fundamental math concepts needed for Statistics material. 2) Introduce Statistical concepts. 3) Learning about effective note taking. 4) Critical thinking and problem solving techniques. 5) Statistics problem solving guidance.

MAT077 College Preparatory Math 2

Prerequisite: COMPASS algebra test score of 30 or more, NextGen ACCUPLACER arithmetic score of 250 or more, ACT math score of 15 or more or grade of C- or better in MAT074

DEVELOPMENTAL CREDIT TYPE Varied Credit
This course is a continuation of MAT074. It provides students with the knowledge necessary for success in college-level mathematics courses. Students will work at their own pace through a sequence of modules. Using a computer-based delivery system, students will master objectives over polynomials, factoring, linear and absolute value equations and inequalities, systems of linear equations and inequalities, complex numbers and quadratic equations. It is designed for students who did not complete Modules 1 - 8 when taking MAT074. Completion of Modules 5 - 8 is required for 3 hours of credit.

MAT078 College Prep Math/Liberal Arts

Prerequisite: Equivalent ACCUPLACER score, grade of C or better in MAT074 or instructor's approval

DEVELOPMENTAL CREDIT TYPE 3

This course acts as a replacement of College Prep Math 2 and as a supplement to Math for Liberal Arts. Students enrolled in this class should also be enrolled in Math for Liberal Arts (MAT110). Students in this class will be supported in Math for Liberal Arts by extra lectures and practice problems on current math content and will also be guided in study habits leading up to exams.

MAT098 College Preparatory Math 3

Prerequisite: Grade of C- or better in MAT077

DEVELOPMENTAL CREDIT TYPE

Varied Credit

This course is a continuation of MAT074 and MAT077. Students will work at their own pace through modules 9 and 10. Using a computer-based delivery system, students will master objectives over the topics of radical and rational expressions and equations. It is designed for students who have completed Modules 1 - 8 and need to prepare for Calculus level classes. Completion of Modules 9 and 10 is required for 2 hours of credit.

MAT110 Math for Liberal Arts *AA Approved*

Prerequisite: COMPASS algebra score of 55 or better, COMPASS college algebra score of 25 or better, NextGen ACCUPLACER arithmetic score of 265 or more, ACT math score of 20 or better, grade of C- or better in MAT062, midterm grade of A- or better in MAT074*, or grade of C- or better in MAT077

STANDARD CREDIT TYPE 3

An exploration of critical thinking, problem solving and decision making based on the study of various fields of mathematics. The emphasis is on understanding the usefulness of mathematics in everyday situations.

MAT117 Math for Elementary Teachers

Prerequisite: COMPASS algebra score of 55 or better, NextGen ACCUPLACER arithmetic score of 265 or more, ACT math score of 20 or better, grade of C- or better in MAT062, midterm grade of A- or better in MAT074*, grade of C- or better in MAT077, or grade of C- or better in MAT110

STANDARD CREDIT TYPE 3

Mathematics as problem solving, communication, connections, and reasoning with regard to tasks involving numeration, relationships, estimations. Also, number sense of whole and rational numbers, measurement, probability, statistics, geometry, and spatial sense. Activities and models appropriate to teaching elementary school mathematics are used to represent the topics.

MAT121 College Algebra

Prerequisite: COMPASS algebra score of 55 or better, COMPASS college algebra score of 25 or better, ACT math score of 20 or better, grade of C- or better in MAT062, midterm grade of A- or better in MAT074*, grade of C- or better in MAT077, or grade of C- or better in MAT110

STANDARD CREDIT TYPE 4

Coordinate geometry, complex numbers, quadratic and polynomial equations, functions, graphing, systems of equations, exponential and logarithmic functions determinants.

MAT129 Precalculus *AA Approved*

Prerequisite: COMPASS college algebra score of 51 or better, ACT math score of 25 or better, grade of C- or better in MAT098, MAT121, or MAT132

STANDARD CREDIT TYPE 5

Topics in algebra, trigonometry and analytical geometry: exponents, exponential functions, logarithmic functions, polynomial and rational functions, sequences and series, trigonometric functions, identities, complex numbers, lines in the plane, conic sections, polar coordinates, parametric equations.

MAT132 Algebra, Geometry and Trigonometry

Prerequisite: COMPASS algebra score of 55 or better, ACT math score of 20 or better, grade of C- or better in MAT062, midterm grade of A- or better in MAT074*, grade of C- or better in MAT077, or MAT790 and MAT786

STANDARD CREDIT TYPE 4

A problem solving approach to algebra, geometry and trigonometry. Topics include polynomial and rational functions, coordinate systems and graphing, systems of equations, angles, perimeter and area, trigonometric functions, inverses and identities, vectors, exponents, logarithms.

MAT140 Finite Math

Prerequisite: COMPASS algebra score of 55 or better, COMPASS college algebra score of 25 or better, ACT math score of 20 or better, or midterm grade of A- or better in MAT074*, or grade of C- or better in MAT062, MAT077, or MAT156; Cross listed with BUS230

STANDARD CREDIT TYPE 3

Linear programming. Critical path method and PERT techniques for project management. Computer programming to solve linear programming problems. Transportation and inventory techniques. Time value of money, curve fitting, and forecasting.

MAT156 Statistics *AA Approved*

Prerequisite: COMPASS algebra score of 55 or better, COMPASS college algebra score of 25 or better, NextGen ACCUPLACER arithmetic score of 265 or more, ACT math score of 20 or better, grade of C or better in MAT062, midterm grade of B- or better in MAT074*, grade of C or better in MAT077, or corequisite MAT075

STANDARD CREDIT TYPE 3

This course provides a foundation of statistical concepts and procedures that can aid the student as both a consumer and producer of statistical information. The course emphasizes descriptive and inferential statistical methods, probability, estimation, hypothesis testing and linear regression. Students are introduced to technology as it applies to introductory statistical methods.

MAT158 Statistics II *AA Approved*

Prerequisite: Grade C- or better in MAT156

STANDARD CREDIT TYPE 3

Probability, sampling distributions, inference, hypothesis testing, confidence intervals, linear regression, multiple regression, use of statistical software.

MAT165 Business Calculus

Prerequisite: COMPASS college algebra score of 51 or better, ACT math score of 25 or better, or grade of C- or better in either MAT121 or MAT129, or BUS230; Cross listed with BUS235

STANDARD CREDIT TYPE 3

Differential calculus, integral calculus, linear algebra and introduction to max-min theory for functions of two variables.

MAT210 Calculus I *AA Approved*

Prerequisite: COMPASS college algebra score greater than or equal to 60 and COMPASS trigonometry score greater than or equal to 51, ACT math score greater than or equal to 28, or grade of C- or better in MAT129

STANDARD CREDIT TYPE 4

Limits, continuity, derivatives, applications, integration.

MAT216 Calculus II *AA Approved*

Prerequisite: Grade of C- or better in MAT210

STANDARD CREDIT TYPE 4

Inverses; logarithmic, exponential and trigonometric functions; techniques of integration; infinite series.

MAT219 Calculus III *AA Approved*

Prerequisite: Grade of C- or better in MAT216

STANDARD CREDIT TYPE 4

Three-dimensional geometry and vectors; partial derivatives; gradient; multiple integration; vector fields. Offered on condition of sufficient enrollment.

MAT267 Differential Equations *AA Approved***Prerequisite:** Grade of C- or better in MAT216**STANDARD CREDIT TYPE**

4

Solution methods for ordinary differential equations. First order equations, linear equations, constant coefficient equations. Eigenvalue methods for systems of first order linear equations. Introduction to stability and phase plane analysis. Laplace transforms and series solutions to ordinary differential equations.

MAT743 Technical Math**CAREER AND TECHNICAL CREDIT TYPE**

3

Applied mathematics skills are reviewed and concepts in measurement, basic algebra, graphs, geometry, and trigonometry are covered.

MAT765 Welding Mathematics**CAREER AND TECHNICAL CREDIT TYPE**

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.

MAT772 Applied Math**CAREER AND TECHNICAL CREDIT TYPE**

3

Designed to accommodate carpentry, masonry, agriculture and also meet vocational general education needs. Students gain practical and working knowledge of mathematics used in carpentry, masonry and agriculture. Students will gain experience with supply estimating, including lineal, board, square, and angular measurements. Fractions, decimals, and measurements as applied to specified areas. This will enable students to become proficient and develop a foundation for applied mathematical calculations familiar to the trade.

MAT790 Shop Mathematics**CAREER AND TECHNICAL CREDIT TYPE**

3

Problem solving using a scientific calculator. Fractions to decimals and vice versa; calculation of volume, elementary geometrical concepts, numerical trigonometry of right triangles.

MAT791 Shop Mathematics II**Prerequisite:** Grade of C- or better in MAT790**CAREER AND TECHNICAL CREDIT TYPE**

1

Geometry and trigonometry for advanced shop problems; use of hand-held calculator.

MAT917 Experimental Course**Prerequisite:** Instructor's approval**STANDARD CREDIT TYPE***Varied Credit*

New courses as student interests demand.

MAT927 Honors Study**STANDARD CREDIT TYPE***Varied Credit*

This course is designated as an honors course in mathematics as a special project.

****Note: ***= This grade will be given when a student in MAT074 College Preparatory Math 1 is on track to finish all 8 modules in 1 semester.

MFG – Manufacturing**MFG101 Measuring Tools****CAREER AND TECHNICAL CREDIT TYPE**

1.5

Identification, use, and care of shop measuring tools.

MFG121 Machine Trade Printreading I**CAREER AND TECHNICAL CREDIT TYPE**

2

Study of lines, symbols, conventions and abbreviations of shop drawings. Orthographic projection, sections, conventional dimensioning. Intersections and development. The study of title blocks and related notes that may appear on shop drawings.

MFG131 Machine Trade Printreading II**Prerequisite:** MFG121**CAREER AND TECHNICAL CREDIT TYPE**

2

Study of screw thread terminology, computing, angles for locating part features. Study of computing, linear measurements in various units. Geometric dimensioning and tolerancing (GD&T) symbols and basic application.

MFG133 Machine Trade Print Reading III**CAREER AND TECHNICAL CREDIT TYPE**

3

Designed to cover the study of lines, symbols, conventions, abbreviations, title blocks, and drawing notes found on shop drawings. Also covered is the study of orthographic projection, reading multi-view drawings, section views, basic dimensional practices, along with thread specifications, screw thread terminology, and computing linear measurements and angles of various units for locating part features. Identify the differences between auxiliary views and primary views will also be covered.

MFG200 Electric Discharge Machine (EDM)**Prerequisite:** MFG101**CAREER AND TECHNICAL CREDIT TYPE**

1

Students will learn how wire EDM machines operate, the machines basic parts, and their functions. Be able to read and write programs using G and M codes, and set machine control parameters. They will learn to setup and operate the machine to make assigned projects.

MFG204 Manufacturing Processes**CAREER AND TECHNICAL CREDIT TYPE**

4

Study of manufacturing processes, including Lean Manufacturing principles, value stream mapping, and plant layout. Covers skills to map the current state of a product or process and how plant layout effects the cost and manufacture of a product. Learn to identify basic manufacturing processes such as drilling, milling, lathes, etc., and the cause and effect of prints/design on these processes. Proper use and care of measurement tools is covered, as well as understanding the interaction of people and materials in each stage of the manufacturing process.

MFG209 Machine Shop Practices**CAREER AND TECHNICAL CREDIT TYPE**

3

Classroom and hands on training will be provided in machine shop safety and the use of machine shop tools and machines. Training will include the proper use of hand tools, measuring tools, milling machines, grinders, lathes, drills and saws.

MFG255 Engine Lathe Operations**CAREER AND TECHNICAL CREDIT TYPE**

5

Safety precautions; types and construction; set-up and operation; attachments and maintenance; cutting tools. 3-jaws and Buch chuck turning; turning on centers, boring, tapping, threading, honing/grinding, tolerances/fits.

MFG262 Mill Operations Theory**CAREER AND TECHNICAL CREDIT TYPE**

3

Safety precautions, type and construction, attachments and accessories, milling cutters; set-up and operation. Speeds and feeds; gear cutters, indexing head. Selecting correct index plans.

MFG270 Grinders Theory**Prerequisite:** MFG101**CAREER AND TECHNICAL CREDIT TYPE**

1

Safety precautions; construction and applications of pedestal, universal tool cutter, and surface grinders.

MFG275 Hand & Bench Machine Tools**CAREER AND TECHNICAL CREDIT TYPE**

1

Use/care of shop bench, layout tools, power band saws.

MFG280 Drill Presses**CAREER AND TECHNICAL CREDIT TYPE**

1.5

Safety precautions. Types of drill presses, selection of drills and other cutters. Use of coolants. Set-ups, speeds, and feeds. Analyzing drilling difficulties.

MFG282 CNC Plasma Table**Prerequisite:** MFG101**CAREER AND TECHNICAL CREDIT TYPE**

1

Students will learn how a CNC plasma table operates, its basic parts and their functions. Be able to create programs using the machines software, and know to setup and operate the machine.

MFG314 Advanced Machining Operations**Prerequisite:** MFG101**CAREER AND TECHNICAL CREDIT TYPE**

5

Advanced projects are completed using a variety of manual and CNC equipment. Projects have tighter tolerances and need to be completed with minimal instruction.

MFG322 Introduction to CAD/CAM
CAREER AND TECHNICAL CREDIT TYPE 3
 Introduction to computer aided machining programming, to program projects by using the C.A.M. software on the computer.

MFG353 CNC Lathe
Prerequisite: MFG101
CAREER AND TECHNICAL CREDIT TYPE 2.5
 CNC programming concepts, operation of computer terminal to program projects and evaluate simulated machining. The operation, set-up, and cutting of parts on the CNC lathe.

MFG357 CNC Mill
Prerequisite: MFG101
CAREER AND TECHNICAL CREDIT TYPE 3.5
 CNC programming using G and M codes, and introduction of conversational programming using Hurco simulation software. Ability to load, edit, and evaluate created programs. The operation, set-up, and cutting of parts on the CNC mill.

MFG407 Basic Die Making
Prerequisite: MFG314 or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 7
 Selecting die set; building each component per print or sketch, assembling die; producing piece parts in punch press; fitting and adjusting die.

MFG418 Advanced Die Making
Prerequisite: MFG407 or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE 9
 Selecting die set; each die component; assembling die; fitting and adjusting of die unit. Producing piece part in press; measure and inspect part; die correction to product part "within print."

MFG425 Jig and Fixtures
CAREER AND TECHNICAL CREDIT TYPE 6
 Building mill, drill, and weld jigs and fixtures.

MFG456 Injection Mold Making
Prerequisite: MFG101
CAREER AND TECHNICAL CREDIT TYPE 6
 Machining of mold cavity; selecting the proper tools used in mold making; polishing of the mold cavity to remove all machine marks; fitting of the mold insert to the mold chase; cutting runners and air vents in the mold; producing molded parts; measuring and inspecting parts; mold correction and produce the desired part.

MFG505 Lean Manufacturing
CAREER AND TECHNICAL CREDIT TYPE 1
 Designed to teach the participants the principles of Lean Manufacturing through a live simulation of "Buzz Electronics". Lean principles concentrate on eliminating waste within the organization by eliminating non-value adding activities such as overproduction, excess inventory, material movement, motion, waiting, processing, and correction. Additionally this course will provide the participant the ability to read and create Operational Instruction Sheets (OIS) which are designed to provide work instructions and content as well as safety, quality and process information. Operational Instruction Sheets are placed strategically throughout the work environment to enhance production and eliminate errors and defects. Also this course is designed to teach the participants the concepts and techniques of 5S and Visual Controls (lines, signs and labels). Participants will learn the 5S's, sort, set in order, shine, standardize and sustain.

Finally this course will provide the participant the ability to create a Value Stream Map. Participants will begin the process by creating a current state map of "Buzz Electronics" that shows all of the current manufacturing steps to create the product. Then they will plan a future state map showing where they what to go with the processes to stream line the value stream and eliminate non-value added activities, which will reduce lead times and reduce operating costs. Students will learn through lecture presentation and factory simulations.

MFG506 Quality Assurance
CAREER AND TECHNICAL CREDIT TYPE 1
 Application of statistical process controls to a wide variety of industrial situations. Statistical process control, capability analysis, capability of measurement systems, introduction to designed experiments.

MFG917 Experimental Course
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 New courses as student interests demand.

MGT – Management

MGT101 Principles of Management
STANDARD CREDIT TYPE 3
 Examines decision-making, communication, policy formulation, scientific management, staffing and training, employee relations, and other areas of management responsibility.

MGT130 Principles of Supervision
STANDARD CREDIT TYPE 3
 A study of the practical side of management. Major topics include principles of employment supervision, styles of leadership, motivation, delegation and evaluation, handling complaints and grievances and group leadership techniques.

MKT – Marketing

MKT110 Principles of Marketing
STANDARD CREDIT TYPE 3
 Fundamental principles of the flow of goods and services from producer to consumer. Buying, selling, transportation, storage, risk-taking, financing, promotion, and marketing information are all studied to determine their importance in the marketing structure.

MKT140 Principles of Selling
STANDARD CREDIT TYPE 3
 Covers the three main areas of selling: specialty, wholesale, and retail. Selling principles and tactics developed for a wide variety of selling situations. Stresses personality development and practical steps in selling.

MKT150 Principles of Advertising
STANDARD CREDIT TYPE 3
 Decision-making in advertising and sales promotion, advertising and promotional techniques, establishing budgets, and evaluating the effectiveness of advertising and promotional endeavors.

MKT160 Principles of Retailing
STANDARD CREDIT TYPE 3
 Understanding of retail store organization and operation. Explores location and layout, retail buying techniques, franchising, pricing and merchandising, and careers.

MKT181 Customer Service Strategies
CAREER AND TECHNICAL CREDIT TYPE 2
 This course is designed to introduce students to the concepts of customer service and to help them learn the skills necessary to provide excellent service to the internal and external customers of the organization for which they work.

MKT907 Co-op Field Experience
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 Designed to give the student actual work experience at an approved training center under the supervision of a program coordinator.

MKT917 Experimental Course
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 New courses as student interests demand.

MKT929 Individual Projects
Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 Special topics as arranged with instructor.

MKT945 Seminar in Business I
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
 Designed to assist students in developing an understanding of business and marketing trends. Become familiar with developing resumes and job interviewing techniques. Problems encountered in training stations are reviewed.

MKT946 Seminar in Business II
CAREER AND TECHNICAL CREDIT TYPE 1
 Designed to assist the student in acquiring a position in a chosen career area. Includes job interviewing techniques, resumes, letters of application, application forms, and interview follow-up.

MMS – Mass Media Studies

MMS105 Audio Production

CAREER AND TECHNICAL CREDIT TYPE 3
Audio Production introduces students to state of the art audio equipment and software usage. Students learn basic skills in recording and editing of commercials and announcements, including use of the mixing console, microphones, editing software and recording skills. Students will learn proper voice techniques and other production skills.

MMS126 Introduction to Digital Media

CAREER AND TECHNICAL CREDIT TYPE 3
Students will learn the various elements of the digital media landscape. Students will produce a variety of projects and distribute them over social media platforms and understand how to market and advertise to an online audience.

MMS127 Digital Film Production

CAREER AND TECHNICAL CREDIT TYPE 3
This course is an introduction to independent film production. It provides a basic understanding of digital film production technology, equipment operation, terminology, and techniques. Students will be involved in camera operation, editing, lighting, audio and producing a short independent film.

MMS136 Writing for Digital Media

CAREER AND TECHNICAL CREDIT TYPE 3
Writing for digital media has evolved into many forms of online content. Students will learn how to write in many different forms, including blogging, marketing, radio, TV and advertising. Students will focus on how to write for social media and how to distribute their writing to various platforms.

MMS147 TV Sports Production

CAREER AND TECHNICAL CREDIT TYPE 1
Students will be introduced to the field of sports production which includes play by play/color commentary announcing, filming athletic events, interviewing and producing video sports segments.

MMS205 Advanced Audio Production

Prerequisite: MMS105
CAREER AND TECHNICAL CREDIT TYPE 3
This course offers students with advanced techniques in modern audio recording and mixing. Students are required to produce music and sound productions using the digital audio equipment. Students work with musicians to record and mix projects in the sound studio and learn how digital audio compliments video and film production, the music industry and other areas of the digital media industry.

MMS207 Post Production Editing

CAREER AND TECHNICAL CREDIT TYPE 1
Students will learn how to use post production editing software for editing video and multimedia projects. Students will create projects that include video, audio, pictures, special effects, graphics and other elements of video editing.

MMS225 Advanced Television Production

CAREER AND TECHNICAL CREDIT TYPE 3
Learn production techniques in television and video production. Students learn all aspects of studio and remote production including producing, camera, audio, lighting and directing of video and television programs.

MMS245 Intro to Virtual Reality

CAREER AND TECHNICAL CREDIT TYPE 3
Development of virtual reality technology. Topics covered include 3-D devices, 3-D sound, real-time software, projections systems, high definition television, and immersive displays.

MMS250 Multimedia Design

CAREER AND TECHNICAL CREDIT TYPE 3
Development and use of multimedia tools in corporate applications, including theoretical foundations of multimedia development, design principles, and effective use of multimedia in corporate scenarios.

MMS932 Internship

Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE Varied Credit
Students will gain work-related experience at area radio/TV stations or corporate media departments; gain valuable training in commercial broadcasting or corporate public relations/media. Additional opportunities to acquire media production skills, by working with the college cable TV station, and video production services.

MUA – Music – applied

Each of the applied courses offers half-hour lessons of private instruction, with a minimum of 30 minutes of practice per day. The goal is the development of both fundamental and advanced techniques. Each MUA course may be repeated four times.

MUA101 Applied Voice 1

MUA120 Applied Piano 1

MUS – General Music

MUS100 Music Appreciation *AA Approved*
STANDARD CREDIT TYPE 3
For students with no formal background in music. Includes historical information with an emphasis on developing the skills and tools of critical and appreciative listening. Covers specific musical periods, composers, styles, instruments, and social influences.

MUS120 Music Theory I

STANDARD CREDIT TYPE 3
Examines all the basic materials of music, which include notation, scales, intervals, chords, melody, harmony, rhythm, and texture. Other areas of analysis take in cadence types, chord inversions, figured bass harmonization, and principles of part writing based on 18th century models. Introduces fundamentals of the aural skills, ear training, and sight singing.

MUS121 Music Theory II

Prerequisite: MUS120
STANDARD CREDIT TYPE 3
A continuation of MUS120, this course will examine in more detail the harmonic element of music. Discussions will include the harmonic progression, modulation, and specific types of seventh chords as they relate to 18th century counterpoint. Further development of the aural skills, ear training, and sight singing are included.

MUS140 Concert Choir

STANDARD CREDIT TYPE 1
Chorus is open to all qualified students. Emphasis is placed on reading and singing standard and contemporary literature. Participation in all rehearsals and public performances is required.

MUS145 Concert Band

Prerequisite: Previous band experience
STANDARD CREDIT TYPE 1
Study and performance of quality band literature and jazz repertoire with emphasis on musicianship and interpretation. Participation in all rehearsals and public performances is required.

MUS148 College Community Band

STANDARD CREDIT TYPE 1
For all students; also open to non-students with band experience. No audition required. Weekly practices, four concerts/year. Some instruments available for students.

MUS149 Pep Band

Prerequisite: Previous band experience
STANDARD CREDIT TYPE 1
The Pep Band plays for athletic events and spirit events during the school year. Some instruments available for students.

MUS152 Vocal Ensemble

STANDARD CREDIT TYPE 1
Auditions will be held for small vocal ensembles; practices will be arranged following auditions. Ensembles will be decided according to interest and needs each year. The ensembles will perform before school, civic, and community groups. Offered on demand, or as needed.

MUS162 Instrumental Ensembles

STANDARD CREDIT TYPE 1
Auditions will be held for small instrumental ensembles; practices arranged following auditions. Ensembles will be decided according to interest and needs each year. The ensembles will perform before school, civic, and community groups. Offered on demand, or as needed.

MUS205 Jazz History and Appreciation *AA Approved*

STANDARD CREDIT TYPE 3
Survey of the development of American jazz from the late 19th century to the present, with emphasis on its ethnic origins, cities where jazz developed, styles that evolved, and the influential personalities.

MUS907 Co-op Field Experience

STANDARD CREDIT TYPE *Varied Credit*
Individually designed job experience/related assignment.

MUS917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

MUS929 Individual Projects

Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
Special topics as arranged with instructor.

NET – Computer Networking

NET123 Computer Hardware Basics

CAREER AND TECHNICAL CREDIT TYPE 4
This course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional.

NET235 CCNA Cisco 1

CAREER AND TECHNICAL CREDIT TYPE 3
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum.

NET236 CCNA Cisco 2

Prerequisite: NET235
CAREER AND TECHNICAL CREDIT TYPE 3
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality in both IPv4 and IPv6 networks.

NET237 CCNA Cisco 3

Prerequisite: NET236
CAREER AND TECHNICAL CREDIT TYPE 3
This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality.

NET238 CCNA Cisco 4

Prerequisite: NET236
CAREER AND TECHNICAL CREDIT TYPE 3
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements.

NET270 Mobile Applications Development

CAREER AND TECHNICAL CREDIT TYPE 3
In today's business environment, we have traveling sales forces, cottage industries, and integrated server platforms. Mobile apps are a large part of the digital economy. They are a growing trend in entertainment, network communications, and information management. Traditional media now has to fit on mobile platforms and be compatible with thousands of devices and configurations. This course will prepare students for multi-platform mobile applications development.

NET271 Mobile App Development 2

CAREER AND TECHNICAL CREDIT TYPE 3
This course allows students to create a variety of mobile applications for various Android devices. Students will learn how to implement Android design principles and best practices in real applications.

NET303 Windows Workstation Operating Systems

CAREER AND TECHNICAL CREDIT TYPE 3
This course will prepare the student for supporting and using Windows Operating System Platform in a business setting. Topics include: installation, administration of resources, troubleshooting, networking, optimization, and security.

NET313 Windows Server

CAREER AND TECHNICAL CREDIT TYPE 3
This course provides the core foundation for supporting network based servers. Students will learn the skills necessary to install, configure, customize, optimize, network, integrate and troubleshoot a server based operating system.

NET453 UNIX

CAREER AND TECHNICAL CREDIT TYPE 3
This course deals with the UNIX operating system and introduces the Common Desktop Environment (CDE). Students will learn fundamental command-line features of the UNIX environment including file system navigation, file permissions, the text editor, command shells, and basic network use.

NET612 Fundamentals of Network Security

CAREER AND TECHNICAL CREDIT TYPE 3
This course is designed to provide student with a fundamental understanding of network security principles and implementation. Students examine the technologies used and principles involved in creating a secure computer networking environment.

NET616 VMware VCP

CAREER AND TECHNICAL CREDIT TYPE 3
This course equips students with the knowledge, skills, and abilities to build and run a VMware vSphere environment. It focuses on the installation and configuration of VMware ESX/ESXi hosts and VMware vCenter Server and on the management of ESX/ESXi hosts and virtual machines with vCenter Server.

NET686 Cybersecurity Management

CAREER AND TECHNICAL CREDIT TYPE 3
This course studies the technologies of information security including policies, standards, and procedures. Explores introductory concepts of confidentiality, integrity, and availability.

NET785 Fundamentals of Desktop Support

CAREER AND TECHNICAL CREDIT TYPE 3
This course will introduce the student to the operations of the help desk industry. Students will master the role of help desk analysis, navigate the help desk environment, and learn crucial problem solving skills.

NET917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
New courses as student interests demand.

NET929 Individual Projects

Prerequisite: Instructor's approval
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
Specialized assignment as arranged with instructor.

PEA – Physical Education Activities

Activities that are basically individual in nature. The courses include skills, rules, and strategies required to participate in these activities. Aerobics and fitness classes include exercise activities which increase cardiovascular endurance, muscular strength, muscular endurance, and/or flexibility.

PEA102 Aerobic Fitness I	1
PEA104 Aquatrim I	1
PEA106 Archery I	1
PEA108 Archery/Badminton I	1
PEA114 Bicycling I	1
PEA117 Bowling I	1
PEA118 Bowling/Golf I	1
PEA120 Canoeing I	1
PEA134 Golf I	1
PEA138 Lifeguard Training I	1
PEA146 Physical Fitness I	1
PEA151 Racquet Sports I	1
PEA153 Racquet Sports II	1
PEA154 Racquetball I	1
PEA166 Swimming Red Cross Level I - III	1
PEA168 Swimming Red Cross Level IV - VI	1
PEA170 Tae Kwon Do I	1
PEA174 Tennis I	1
PEA187 Weight Training I	1
PEA190 Yoga/Stretching I	1
PEA214 Bicycling II	1
PEA253 Racquetball II	1
PEA160 Soccer I	1
PEA178 Volleyball/Softball I	1
PEA181 Water Safety Instruction I	1
Prerequisite: PEA138	
STANDARD CREDIT TYPE	1
Designed to train instructor candidates to teach American Red Cross Swimming and Water Safety Courses, and Community Water Safety. Develops understanding of course materials and methods of conducting training sessions and evaluating participants' progress. Additional training is available for qualified candidates.	
PEA183 Water Safety Instruction/Lifeguarding	2
Prerequisite: PEA138	
STANDARD CREDIT TYPE	2
Designed to train instructor candidates to teach American Red Cross Swimming and Water Safety Courses, American Red Cross Lifeguarding (including First Aid), CPR for the Professional Rescuer, Lifeguarding Instructor Aide, and Community Water Safety. Develops understanding of course materials and methods of conducting training sessions and evaluating participants' progress. Additional training is available for qualified candidates.	
PEA264 Advanced Swimming	1
STANDARD CREDIT TYPE	1
Activities that require a group of people or two teams for participation. These courses include skills, rules, and strategies required to participate in each activity.	
PEA917 Experimental Course	Varied Credit
Prerequisite: Instructor's approval	
STANDARD CREDIT TYPE	Varied Credit
New courses as student interests demand.	

PEC – Coaching Officiating

PEC102 Coaching Authorization	5
STANDARD CREDIT TYPE	5
Integrates critical concepts from human development, anatomy/physiology, physical education with coaching philosophy/techniques. Successful completion of 4 mini-courses qualifies for Iowa Coaching Endorsement.	

PEC105 Coaching Ethics	0.5
STANDARD CREDIT TYPE	0.5
Coaching ethics completes an aspect of renewing the Coaching Authorization certificate.	
PEC109 Coaching Ethics, Techniques & Theory	1.5
STANDARD CREDIT TYPE	1.5
Knowledge and understanding of the techniques and theory of coaching interscholastic athletics and also deals with professional ethics in coaching.	
PEC115 Athletic Development And Human Growth	1
STANDARD CREDIT TYPE	1
Knowledge and understanding of human growth and development of children in youth in relation to physical activity.	
PEC120 Body Structure and Function	1
STANDARD CREDIT TYPE	1
Knowledge and understanding of the structure and function of the human body in relation to physical activity.	
PEC130 Care and Prevention. Of Ath. Injuries	1.5
STANDARD CREDIT TYPE	1.5
Knowledge and understanding of the prevention and care of athletic injuries and medical and safety problems relation to physical activity.	
PEC151 Theory of Coaching Soccer	2
STANDARD CREDIT TYPE	2
Provides students with a background of the entire game of soccer. Students will also be equipped with the knowledge to be able to coach youth soccer and set up successful practices. Areas of instruction will include Laws of the Game, principles of play, Care & Prevention, team management, methods of soccer, designing practice sessions, and the abilities to analyze the game. The completion of this class there will be a final test to see if the individual will receive a National or State United States Soccer Federation (USSF) "D" license.	
PEC180 Sports Off:Ftball,Wrstng,Voll	2
STANDARD CREDIT TYPE	2
Principles and practice in officiating games and contests.	
PEC182 Sports Off:BsktblI,Sfttbl,Bsbl	2
STANDARD CREDIT TYPE	2
Principles and practices in officiating games and contests.	
PEC917 Experimental Course	Varied Credit
STANDARD CREDIT TYPE	Varied Credit
New courses as student interests demand.	

PEH – General Physical Education & Health

PEH102 Health	3
STANDARD CREDIT TYPE	3
Study of several of the dimensions of personal health with emphasis on the physical and emotional dimensions. Principles of a healthy lifestyle and how these principles apply to their own behavior.	
PEH110 Personal Wellness <small>AA Approved</small>	2
STANDARD CREDIT TYPE	2
Principles of physical fitness, good nutrition, stress management. Applications and practice of these principles in everyday life. Includes some physical activity.	
PEH142 First Aid	3
STANDARD CREDIT TYPE	3
Basic treatment: All types of injuries, accidents, wounds, sudden illnesses, and medical emergencies. Includes eight hours of CPR.	
PEH150 Basic Cardiac Life Support	1
STANDARD CREDIT TYPE	1
Provides information about prudent living, prevention of unnecessary heart disease, and early warning of heart attack. Includes extensive training in pulmonary resuscitation techniques. Certification in Basic Life Support.	

PEH161 Introduction to Physical Education
STANDARD CREDIT TYPE 2
 Designed to orient prospective physical education majors and minors in the field of physical education. Includes history, philosophy, trends, and developments of physical education. Observations of physical education programs and classes in the surrounding community, with opportunity for discussion and evaluation included.

PEH175 Sports Psychology
STANDARD CREDIT TYPE 2
 Study of the personality of the athlete, anxiety and arousal in sport, arousal adjustment strategies, cognitive-behavioral intervention in sport, motivation, and self-confidence in sport.

PEH210 Elementary Physical Education
STANDARD CREDIT TYPE 3
 Study of theory, practice, and methods for teaching physical education in the elementary school. Basic wellness, games and sports, rhythms, and student evaluation will be presented. Child health and safety, school policies and curriculum, and contemporary issues related to total child wellness as well as preparing unit plans, lesson plans, and self-testing activities for kindergarten through sixth grades.

PEH220 Lifestyle Management
STANDARD CREDIT TYPE 1
 Developing a healthy lifestyle through exercise and diet. Includes assessment of status, planning, and participating in a program based on individual needs.

PEH250 Swimming Pool Management
STANDARD CREDIT TYPE 1
 Designed to meet state health requirements for Certified Pool Operators. Topics include risk management, sanitation, and equipment purchase and operation.

PEH255 Principles of Sports Management
STANDARD CREDIT TYPE 3
 Introduction to the academic and professional field of sports management. An overview of sports management rather than detailed instructions about how to manage sport enterprises.

PEH256 Current Issues in Sports Management
STANDARD CREDIT TYPE 3
 Studies current issues, problems, and trends in sports management. Ethical, technological, and social issues will be discussed.

PEH260 Recreational Leadership
STANDARD CREDIT TYPE 3
 Provides students with a working proficiency in the area of recreation. Emphasis on coordinating practical lab experiences in which the student will have an opportunity to perform a wide variety of recreational skills, and classroom discussion of the principles of recreation leadership.

PEH917 Experimental Course
STANDARD CREDIT TYPE Varied Credit
 New course as student interests demand.

PEH929 Individual Projects
STANDARD CREDIT TYPE Varied Credit
 Specialized assignment designed by student/instructor.

PEH932 Internship
Prerequisite: PEH255
STANDARD CREDIT TYPE 3
 Experience applied in a professional setting in a sports management, fitness, or similar agency.

PET – Physical Education Training

PET105 Basic Athletic Training
STANDARD CREDIT TYPE 3
 Provides students with knowledge of the profession of the certified athletic trainer, factors associated with injury prevention, evaluation, treatment, emergency care of athletic injuries, protective equipment, basic organization, and administrative and legal concepts in the athletic training setting. Allows the student athletic trainers to gain a working knowledge of the basic skills required to become a certified athletic trainer.

PET115 Introduction to Taping
STANDARD CREDIT TYPE 2
 This is an entry level class that will introduce you to the taping aspects of the Athletic Training profession. The time spent in class will cover the most common taping and wrapping techniques needed to become a successful Athletic Training Student (ATS). Students will be tested during class and lab time.

PET140 Athletic Training Practicum I
STANDARD CREDIT TYPE 1
 Athletic training skills instruction for the beginning student athletic trainer. Practical examinations cover material taught during scheduled meeting times and observation hours. Observation of athletic training skills and techniques used concurrent with athletic events. The purpose of this class is to provide students with clinical rotations during their freshman year. The rotation will be at multiple sites and sports with supervision from the Certified Athletic Trainer. Students will be expected to attend practices and games as assigned. At this time they will practice and demonstrate skills taught in the classroom. They will be in charge of a daily journal of activities and hours.

PET150 Athletic Training Practicum II
STANDARD CREDIT TYPE 1
 Athletic training skills instruction for the beginning student athletic trainer. Practical examinations cover material taught during scheduled meeting times and observation hours. Observation of athletic training skills and techniques used concurrent with athletic events. The purpose of this class is to provide students with clinical rotations during their freshman year. The rotation will be at multiple sites and sports with supervision from the Certified Athletic Trainer. Students will be expected to attend practices and games as assigned. At this time they will practice and demonstrate skills taught in the classroom. They will be in charge of a daily journal of activities and hours.

PET170 Athletic Training Practicum III
STANDARD CREDIT TYPE 3
 The purpose of this class is to provide students with clinical rotation during their sophomore year. Students will be expected to attend practices and events for their assigned sport. In addition, they will be involved in making treatment plans and maintaining good record keeping. During this time, each student will provide, demonstrate and refine the skills taught in the classroom. The student will be responsible for the professional duties of communication between the athlete, coach and the Certified Athletic Trainer. The sophomore students will have more responsibilities and duties than previously, to prepare them for a smooth transfer to a four-year college.

PET180 Athletic Training Practicum IV
STANDARD CREDIT TYPE 3
 The purpose of this class is to provide students with clinical rotation during their sophomore year. Students will be expected to attend practices and events for their assigned sport. In addition, they will be involved in making treatment plans and maintaining good record keeping. During this time, each student will provide, demonstrate and refine the skills taught in the classroom. The student will be responsible for the professional duties of communication between the athlete, coach and the Certified Athletic Trainer. The sophomore students will have more responsibilities and duties than previously, to prepare them for a smooth transfer to a four-year college.

PET189 Advanced Athletic Training
Prerequisite: PET105
STANDARD CREDIT TYPE 3
 Allow sophomore students to continue learning the basics of athletic training by focusing more about anatomy and physiology of the human body. Students will also be learning how to accomplish an injury evaluation, assessment, and also treatment plans. Therefore, each student should feel confident to cover practices/games as an athletic training student, with supervision of the Certified Athletic Trainer.

PET191 Advanced Athletic Training II

Prerequisite: PET105 and PET189

STANDARD CREDIT TYPE 3
This class will allow sophomore students to continue learning the basics of athletic training by focusing more about anatomy and physiology of the human body. Students will also be learning how to accomplish an injury evaluation, assessment, and also treatment plans. Therefore, each student should feel confident to cover practices/games as an athletic training students, with supervision of the Certified Athletic Trainer.

PET917 Experimental Course

STANDARD CREDIT TYPE *Varied Credit*
New course as student interests demand.

PEV – Intercollegiate Physical Education

Participation at an intercollegiate level with emphasis on perfecting skills during practice, learning strategies, and competing successfully during games.

PEV115 Varsity Baseball	1
PEV120 Varsity Basketball	1
PEV130 Varsity Cross Country	1
PEV135 Varsity Football	1
PEV140 Varsity Golf	1
PEV150 Varsity Soccer	1
PEV156 Drill Team	1
PEV160 Varsity Softball	1
PEV170 Varsity Volleyball	1
PEV180 Varsity Wrestling	1
PEV190 Varsity Spirit Squad	1

PHI – Philosophy

PHI101 Introduction to Philosophy *AA Approved*
STANDARD CREDIT TYPE 3
Reasons for existence. Problem of science and religion, social and political life. Methods of study. Approaches to search for truth.

PHI105 Introduction to Ethics *AA Approved*
STANDARD CREDIT TYPE 3
Concepts of "right" and "wrong." Historical development of ethical systems from Greek civilization to present.

PHI917 Experimental Course *Varied Credit*
STANDARD CREDIT TYPE
New courses as student interests demand.

PHI927 Honors Study *Varied Credit*
STANDARD CREDIT TYPE
This course is designated as an honors course in philosophy as a special project.

PHS – Physical Science

PHS120 Exploring Physical Science *AA Approved*
Prerequisite: 1 year high school algebra or college equivalent
STANDARD CREDIT TYPE 4
Laboratory course designed to introduce the physical sciences to students with limited science background. Topics in chemistry, physics, and at least one of the following: geology, astronomy, or meteorology.

PHS142 Principles of Astronomy *AA Approved*
Prerequisite: High school algebra or equivalent
STANDARD CREDIT TYPE 3
Basic information for better understanding the nature of the universe, including the earth as a celestial body, the sun, the moon, our solar system, and the galaxies. Field experience in naked eye and telescopic observation techniques. Various types and construction of telescopes.

PHS917 Experimental Course *Varied Credit*
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE
New courses as student interests demand.

PHS929 Individual Projects

Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
Specialized assignment designed by instructor.

PHT – Commercial Photography

PHT929 Individual Projects *Varied Credit*
STANDARD CREDIT TYPE
Specialized assignment designed by student/instructor.

PHY – Physics

PHY106 Survey of Physics *AA Approved*
STANDARD CREDIT TYPE 4
An introduction to the basic concepts of physics. Includes elementary topics from mechanics, properties of matter, heat, sound, electricity, magnetism, and light. Emphasizes a conceptual understanding of basic principles in the everyday experience.

PHY121 Elements of Physics *AA Approved*
Prerequisites: COMPASS algebra score of 55 or better, ACT score of 20 or better, grade of A- or better in MAT052, grade of C- or better in MAT062, MAT121, MAT132, BUS230, MAT129, or MAT210.
STANDARD CREDIT TYPE 4

A quantitative course on the principles and applications of physics. Selected topics include mechanics, properties of matter, fluids, gases and thermodynamics.

PHY162 College Physics I *AA Approved*
Prerequisite: COMPASS college algebra score of 55 or better, ACT math score of 26 or better, or MAT121
STANDARD CREDIT TYPE 4

General physics for science majors; not intended for engineering majors. Algebra-based, topics include Newtonian mechanics, properties of matter, and waves.

PHY172 College Physics II *AA Approved*
Prerequisite: PHY162 or PHY212
STANDARD CREDIT TYPE 4
Continuation of PHY162. Topics include thermodynamics, electricity and magnetism, and optics.

PHY212 Classical Physics I *AA Approved*
Prerequisite: MAT210
STANDARD CREDIT TYPE 5
Physics for engineers and science majors. Calculus based, topics include Newtonian mechanics, properties of matter, and waves.

PHY222 Classical Physics II *AA Approved*
Prerequisite: MAT216 and PHY212
STANDARD CREDIT TYPE 5
Continuation of PHY212. Topics include thermodynamics, electricity and magnetism, and optics.

PHY917 Experimental Course *Varied Credit*
STANDARD CREDIT TYPE
New courses as student interests demand.

PHY929 Individual Projects *Varied Credit*
STANDARD CREDIT TYPE
Special topics as arranged with instructor.

PNN – Practical Nursing

PNN110 Fundamentals of Nursing I
Prerequisite: BIO151, BIO168, BIO173, BIO186, and EDU160
NURSING CREDIT TYPE 3
Orients the student to nursing and the nursing process. Develops technical skills used within the scope of practical nursing in Iowa and enhances knowledge and professionalism in the use of interpersonal communication and professional and medical ethics.

PNN111 Fundamentals of Nursing II
Prerequisite: BIO151, BIO168, BIO173, BIO186, and EDU160
NURSING CREDIT TYPE 3.5
Orients the student to nursing and the nursing process. Develops technical skills used within the scope of practical nursing in Iowa and enhances knowledge and professionalism in the use of interpersonal communication and professional and medical ethics.

PNN113 Fundamentals of Nursing**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 6.5
 Orients the student to nursing and the nursing process. Develops technical skills used within the scope of practical nursing in Iowa and enhances knowledge and professionalism in the use of interpersonal communication and professional and medical ethics.

PNN231 Pharmacology**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 3
 Introduction to the study of drugs which affect various body systems. Various pharmacological classifications, dose ranges, actions, side effects, and methods of administration of commonly-prescribed medications. Foundation for legal guidelines for safe and effective drug preparation and administration.

PNN403 Mental Health Concepts**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 2
 This course introduces the practical nursing student to basic concepts that deal with mental health and mental illness. It includes community resources, interpersonal communication and a beginning look at psychotropic medications.

PNN412 Introduction to Pediatrics**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 2.5
 This course includes health teaching related to the study of family centered nursing care. Pediatric focus: Emphasizes the application of principles of human growth and development to provide nursing care to families with infants, children, or adolescents. The study of nursing care for the prevention and treatment of common pediatric disorders is highlighted. The clinical component is in acute care obstetrical and a variety of pediatric settings.

PNN424 Introduction to Obstetrics**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 2
 This course includes health teaching related to the study of family centered nursing care. Maternity focus: The study of preconception; pregnancy and major complications; the birth process; postpartum nursing care; and newborn care. Students learn about contraception; infertility; common neonatal birth defects; and differentiate principles of newborn care for preterm infants, term infants, and post term infants.

PNN426 Introduction to Obstetrics and Pediatrics**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 4.5
 This course includes health teaching related to the study of family centered nursing care in obstetrics and pediatrics. The obstetrical portion includes the study of preconception; pregnancy and major complications; the birth process; postpartum nursing care; and newborn care. The pediatric portion includes the application of principles of human growth and development in the provision of nursing care to families with infants, children, or adolescents. The study of nursing care for the prevention and treatment of common pediatric disorders is highlighted. The clinical component for obstetrics and pediatrics will include the incorporation of lab simulation.

PNN500 Leadership & Professional Nsg**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 1
 This course is designed to assist students to assume their role as a member of the health care team. Concepts relating to leadership and management skills are included to facilitate the transition to professional nursing.

PNN520 Nursing Care of the Adult Client I**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 4
 Applies a systematic approach for the comprehensive coverage of the nursing care of adults with disorders requiring medical and surgical management. Each unit covers a body system and begins with assessment, age-related changes, diagnostic tests and procedures, and common therapeutic measures that are related to the body system discussed. Specific disorders and nursing care are then discussed. Students continue to develop skills using NANDA terminology and the nursing process. There is an associated clinical component in an acute care setting.

PNN525 Nursing Care of the Adult II**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 4
 Continues the systematic approach for the comprehensive coverage of the nursing care of adults with disorders requiring medical and surgical management covered in Nursing Care of the Adult Client I. There is an associated clinical component in the acute care setting.

PNN526 Nursing Care of the Adult Client 1**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 8
 PNN526 Nursing Care of the Adult Client 1 applies a systematic approach for the comprehensive coverage by the licensed practical nurse (LPN) of the care of adults with disorders requiring medical and surgical management. Each unit covers a body system and begins with assessment, age-related changes, diagnostic tests and procedures, and common therapeutic measures that are related to the body system discussed. Specific disorders and nursing care are then discussed. Students continue to develop skills using NANDA terminology and the nursing process. There is an associated clinical component required with this course.

PNN530 Nursing Care of the Adult III**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 3.5
 Applies a systematic approach for the comprehensive coverage of the nursing care of adults with disorders requiring medical and surgical management. Each unit covers a body system and begins with assessment, age-related changes, diagnostic tests and procedures, and common therapeutic measures that are related to the body system discussed. Specific disorders and nursing care are then discussed. Students continue to develop skills using NANDA terminology and the nursing process. There is an associated preceptorship component to this course in which a student completes a 45-hour, one to one situation with an LPN or RN in a health care setting.

PNN540 Leadership Clinical Experience**Prerequisite:** BIO151, BIO168, BIO173, BIO186, and EDU160

NURSING CREDIT TYPE 1
 Leadership clinical experience in a long term care facility.

PNN917 Experimental Course*NURSING CREDIT TYPE* Varied Credit

New courses as student interests demand.

Note: There is a prescribed schedule for progression through the nursing program. Students will register for their nursing courses according to the schedule of courses on their campus.

POL – Political Science**POL111 American National Government** AA Approved*STANDARD CREDIT TYPE* 3

Survey of national government with emphasis on power and politics; includes principles, structure and function of the government.

POL112 American State and Local Government*STANDARD CREDIT TYPE* 3

Study of state constitutions; the executive, legislative and judicial branches; taxes and finance; political parties; state and federal relationship; public schools; county and municipal governments.

POL907 Co-op Field Experience
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
Individually designed job experience and related assignment for students planning a career in government or a related area.

POL917 Experimental Course
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

POL927 Honors Study
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
Honors topic arranged with instructor.

POL929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
Special topics as arranged with instructor.

PRL – Paralegal

PRL101 Paralegal Studies Orientation
STANDARD CREDIT TYPE 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 courses. Examines the relationship between different kinds of legal systems and between social science and law.

PRL109 Introduction to Legal Research
STANDARD CREDIT TYPE 1
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.

PRL114 Advanced Legal Research and Writing
Prerequisite: PRL101 and PRL109
STANDARD CREDIT TYPE 3
Provides instruction in using computer based legal research methods to address complex legal research problems and in utilizing research results in briefs and other advocacy legal documents. Introduction to and utilization of office practice software.

PRL131 Torts and Litigation I
STANDARD CREDIT TYPE 3
A study of the basic law relating to personal and property damage. Topics include intentional tort, negligence, nuisance, strict liability and automobile law. Principles of trial practice including drafting basic pleadings and organization of materials for trial.

PRL132 Torts and Litigation II
Prerequisite: PRL131
STANDARD CREDIT TYPE 3
A continuation of PRL131. Areas of concentration will be premise liability, family torts, defamation, governmental immunity, malpractice and wrongful death. Advanced trial practice including drafting of pleadings and discovery documents.

PRL151 Real Estate Law
STANDARD CREDIT TYPE 3
A study of the law of real property and a survey of the more common types of real estate transactions. Emphasis is on the preparation of the instruments necessary to complete various real estate transactions.

PRL161 Family Law
STANDARD CREDIT TYPE 3
The legal aspects of the family relationship. The rights and duties of the parties in marriage, annulment, divorce, child custody and adoption. The course will emphasize the use of domestic law forms.

PRL165 Estate Planning and Probate Law
STANDARD CREDIT TYPE 3
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.

PRL172 Administrative and Bankruptcy Law
STANDARD CREDIT TYPE 3
Provides a working knowledge of administrative law and procedure, and the practical skills necessary for advocacy before an administrative agency. Teaches the Bankruptcy Act, applicable rules and selected case law and their application to the preparation of a bankruptcy filing.

PRL183 Employment Law
STANDARD CREDIT TYPE 3
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.

PRL184 Alternative Dispute Resolution
STANDARD CREDIT TYPE 3
Classroom study of arbitration, mediation, negotiation, and client contact in an ADR case. Students will study the purpose of ADR using "objective" criteria.

PRL283 Legal Ethics/Office Management
CAREER AND TECHNICAL CREDIT TYPE 3
An in-depth study of how a law office functions. The class will focus on the structure of firms/corporate legal departments, use of technology in administering a law office and various administrative and support roles performed by lawyers and non-lawyers in a law office setting. Additionally, the student will study the canons of professional ethics and disciplinary rules applicable to lawyers and legal assistants, together with applicable disciplinary proceedings and court decisions.

PRL934 Legal Practicum
Prerequisite: PRL101 or instructor's approval
CAREER AND TECHNICAL CREDIT TYPE *Varied Credit*
The practicum assists students in obtaining work experiences prior to graduation. Under the supervision of a person in the student's field of study, the student becomes involved through observation and exploratory experience in various areas of the law, such as clerical duties, client interviews, legal research, brief preparation, trial preparation, and post-trial documentation, depending on his/her selected intern site. The student will have an opportunity to be introduced to office practice and the skills involved in his/her chosen career. The student will receive one credit hour for every 60 hours of work completed.

PRL917 Experimental Course
STANDARD CREDIT TYPE *Varied Credit*
New courses as student interests demand.

PSY – Psychology

PSY111 Introduction to Psychology *AA Approved*
STANDARD CREDIT TYPE 3
A survey of the psychological concepts, methods and principles of behavior and mental processes.

PSY171 Health Psychology
Prerequisite: PSY111
STANDARD CREDIT TYPE 3
Overview of the contributions of psychology and its sub-fields to the understanding of the etiology, prevention, assessment, intervention, and treatment of physical illness and disease. Includes the reciprocal interaction of behavior and physical health, recovery from injury and illness, and adjustment to chronic illness.

PSY211 Psychology of Adjustment
STANDARD CREDIT TYPE 3
This course is intended to raise awareness of various factors inherent in human relationships and psychological adjustment patterns of individuals and groups.

PSY212 Psych. of Human and Work Relations
STANDARD CREDIT TYPE 3
 Application of the methodology and empirical findings of psychology to the industrial setting. Topics include organizational behavior, supervision, stress as it applies to the workforce, ADA, labor unions, motivation and workplace violence.

PSY224 Adolescent Psychology
STANDARD CREDIT TYPE 3
 Examines theoretical and empirical literature related to adolescents, emphasizing biological, psychological, and social aspects of maturation and development from puberty to young adulthood.

PSY241 Abnormal Psychology *AA Approved*
Prerequisite: PSY111
STANDARD CREDIT TYPE 3
 History, classification, diagnosis, and treatment of mental illness. Includes discussion of etiology, prevention, and legal/social issues.

PSY245 Introduction to Counseling Theories
STANDARD CREDIT TYPE 3
 Survey of the major counseling theories, including classical (e.g., psychoanalytic and Adlerian), historical (e.g., humanistic/existential), and contemporary (e.g., cognitive/behavioral and family systems).

PSY246 Introduction to Counseling Skills
STANDARD CREDIT TYPE 3
 Introduction to basic counseling techniques for students wishing to work with a variety of clients in various human services agencies, including self-help techniques such as assertiveness training and self-control.

PSY251 Social Psychology *AA Approved*
STANDARD CREDIT TYPE 3
 Examines theoretical and empirical approaches to understanding the individual as a member of society, including the development of attitudes, social behavior, group processes, motives, attitudes, norms, and the socialization process.

PSY292 Intro. to Experimental Psychology
Prerequisite: 6 hours in Psychology
STANDARD CREDIT TYPE 3
 Psychological phenomena studies through applied research in psychology. Statistics and computer used for data analysis. Field work required.

PSY917 Experimental Course
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

PSY920 Field Experience
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
 Supervised experience in a human services agency. Students will spend 200 hours in an agency mutually chosen by Human Services faculty and the student to explore interests and options in the field.

PSY927 Honors Study
STANDARD CREDIT TYPE *Varied Credit*
 This course is designated as an honors course in psychology as a special project.

PSY929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
 Special topics as arranged with instructor.

PSY941 Practicum
Prerequisite: PSY111 and instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
 An independent project involving on-site agency work experiencing psychology and its attending clinical intervention. May involve reading and research, and must meet specific academic goals.

RDG – Reading

RDG036 College Prep Reading
DEVELOPMENTAL CREDIT TYPE 3
 Development of the vocabulary, comprehension, and critical reading skills needed to assist students in becoming successful college students. Practical application in the content area and expository reading.

RDG038 College Preparatory Reading I
DEVELOPMENTAL CREDIT TYPE 3
 Designed to improve students' reading, vocabulary, and thinking skills, to assist the student whose present reading level is not sufficiently developed to meet the requirements of college level assignments. The course is for students whose assessment scores indicate a need for supplemental work in reading.

RDG039 College Preparatory Reading II
Prerequisite: COMPASS reading score of 57 or better, or RDG038
DEVELOPMENTAL CREDIT TYPE 3
 Designed to improve students' basic reading skills.

RDG053 Academic Transitions Reading III
Prerequisite: COMPASS reading score of 50-69
DEVELOPMENTAL CREDIT TYPE 3
 This course is designed to introduce students with limited English proficiency to the written language skills that will be needed in order to be successful in academic classes and in the community. While its focus will be primarily on the graphically related skills of reading and writing, it will also introduce students to basic speaking and listening skills as well as expand vocabulary, grammar, and syntax knowledge.

RDG054 Academic Transitions Reading IV
Prerequisite: COMPASS reading score of 70-79 or grade of C- or better in RDG053
DEVELOPMENTAL CREDIT TYPE 3
 This class continues a student's development of the Cognitive Academic Language Proficiency (CALP) skills required for college reading success.

RDG917 Experimental Course
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

RDG929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE *Varied Credit*
 Special topics as arranged with instructor.

REL – Religion

REL101 Survey of World Religions *AA Approved*
STANDARD CREDIT TYPE 3
 Contributions of religions to world culture. Includes Christianity, Confucianism, Buddhism, Hinduism, Islam, Taoism, Judaism.

REL917 Experimental Course
STANDARD CREDIT TYPE *Varied Credit*
 New courses as student interests demand.

SCI – Science

SCI005 Preparation for Science
DEVELOPMENTAL CREDIT TYPE 2
 Preparation of students lacking a science background for success in basic biology, chemistry, and physics courses. Investigation of methods, tools, and thought processes used by scientists.

SDV – Student Development

SDV022 Study Strategies
DEVELOPMENTAL CREDIT TYPE 2
 Strategies for improving textbook reading, note-taking, test-taking, and time management. Career choice guidance. Independent study or classroom setting.

SDV108 The College Experience
STANDARD CREDIT TYPE 1
 Designed to direct students' attention to the college academic culture, facilitate development of academic success skills and connect them to campus resources that will aid in their success. Students in this course will discuss issues important to college students, facilitate becoming actively involved in college life, act as a support group, encourage appreciation of cultural diversity, and provide insight into how to assure success at college.

SDV111 Success Seminar
STANDARD CREDIT TYPE 1
 Success seminar is taken to acclimate students to college life and responsibilities. Class meets twice weekly for a half-term to discuss issues important to college students, develop tools for academic success, facilitate becoming actively involved in college life, act as a support group, encourage appreciation of cultural diversity, and provide insight into how to assure success at college.

SDV113 Strategies for Academic Success
STANDARD CREDIT TYPE 2
 Strategies for improving textbook reading, note-taking, test-taking, and time management. Career choice guidance. Independent study or classroom setting.

SDV130 Career Exploration
STANDARD CREDIT TYPE 1
 To enable students to develop a systematic approach to career decision-making. Emphasis on the process of choosing a career, assessing employment opportunities, and marketing individual skills. Topics: self-assessment, decision-making, career exploration, job search strategies, resume development, and interviewing techniques.

SDV135 Job Seeking Skills
STANDARD CREDIT TYPE 1
 Effective techniques to secure work that matches skills, interests, and goals in a competitive job market.

SDV151 Leadership Training & Skill Dev.
STANDARD CREDIT TYPE 3
 Students will both learn about leadership theory and application and develop their own leadership skills by defining, building, and applying leadership skills.

SDV182 Human Potential Seminar
STANDARD CREDIT TYPE 2
 Positive-oriented group experience emphasizing and realizing potential, setting goals, and clarifying values.

SDV185 Advanced Human Potential Seminar
Prerequisite: SDV182
STANDARD CREDIT TYPE 2
 Techniques to identify, prevent, resolve, and manage conflict.

SDV194 Team Building
STANDARD CREDIT TYPE 2
 This course is designed so that those taking it learn how to be both good team members and good team leaders. The course emphasizes hands-on learning/learning-by-doing or what is referred to, commonly, as experiential learning.

SDV251 Service Learning Peer Mentoring
STANDARD CREDIT TYPE 1
 Offers a hands-on opportunity to explore professional and technical aspects within an organization. Through this service learning project, the student will be involved in the following: a meaningful activity with an academic connection and an opportunity to reflect on the experience.

SDV917 Experimental Course
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

SDV927 Honors Study
STANDARD CREDIT TYPE Varied Credit
 This course is designated as an honors course in student development as a special project.

SDV929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 Special topics as arranged by the instructor.

SOC – Sociology

SOC110 Introduction to Sociology *AA Approved*
STANDARD CREDIT TYPE 3
 This course is a beginning course in sociology with emphasis on terminology. This course examines the sociological research process, sociological theoretical perspectives, socialization, social structure, social interaction, group behavior, deviance, social inequality and social diversity (e.g., race, social class, gender), culture, social institutions (e.g., religion, family, education, government), and social change.

SOC115 Social Problems *AA Approved*
STANDARD CREDIT TYPE 3
 This course examines and applies sociological principles to contemporary social problems, such as, but not limited to, crime, violence, poverty, substance abuse, race-ethnic relations. This course also discusses future prospects for dealing with social problems.

SOC120 Marriage and Family *AA Approved*
STANDARD CREDIT TYPE 3
 This course examines and applies sociological principles to the life cycle of marriage and family. Topics include diverse family structures and contemporary social issues confronting families such as, but not limited to, dating, marriage, parenthood, family violence, divorce, and remarriage.

SOC160 Introduction to Social Work
STANDARD CREDIT TYPE 3
 Introduces the principles of social work practice. Emphasis is on social work careers, practice settings, description of methods, skills and standards of practice, definitions of the helping role, survey of agencies and institutions, and an overview of social issues and client needs relative to social work practice.

SOC210 Men, Women and Society
STANDARD CREDIT TYPE 3
 This course explores men's and women's experiences in American society and how ideas about gender differences have played in shaping those experiences. Areas of inquiry will include, but are not limited to the construction of gender roles; the relationship between gender and social institutions; and, how the intersection of gender and other social statuses (e.g. race, class, sexual orientation) shape expectations and experiences.

SOC917 Experimental Course
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 New courses as student interests demand.

SOC927 Honors Study
STANDARD CREDIT TYPE Varied Credit
 This course is designated as an honors course in sociology as a special project.

SOC929 Individual Projects
Prerequisite: Instructor's approval
STANDARD CREDIT TYPE Varied Credit
 Special assignment designed by student/instructor.

SPC – Speech

SPC064 Academic Transitions Speaking IV

Prerequisite: COMPASS listening score of 42-66

DEVELOPMENTAL CREDIT TYPE

3

This course is designed to introduce students with limited English proficiency to the oral language skills that will be needed in order to communicate successfully in academic classes and in the community. They will learn how to summarize, how to recognize important points, organize and outline information presented in audio and visual formats. They will also learn the basics of small group communication, including appropriate preparation, roles, small group dynamics, cultural variations, and small group facilitation and leadership. They will be exposed to a variety of dialects, speech patterns, idioms, and cultural forms of communication appropriate to the classroom/college experience.

SPC112 Public Speaking *AA Approved*

STANDARD CREDIT TYPE

3

Public Speaking develops oral communication skills. Students develop both speaking and listening skills, adjust to and audience, and prepare and deliver informative and persuasive speeches.

SPC122 Interpersonal Communication

STANDARD CREDIT TYPE

3

This course explores how humans communicate in one-on-one and group situations through personal and professional relationships. Special emphasis is placed on improving workplace communication in small and large group settings. Active listening skills and understanding how conversations influence our social environment are also highlighted.

SPC917 Experimental Course

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE

Varied Credit

New courses as student interests demand.

SPC929 Individual Projects

Prerequisite: Instructor's approval

STANDARD CREDIT TYPE

Varied Credit

Specialized assignment designed by student/instructor.

WEL – Welding

WEL103 Oxy-Acetylene Welding & Brazing

CAREER AND TECHNICAL CREDIT TYPE

1

Fillet welds and brazing in the flat and horizontal positions. Oxy-Acetylene equipment safety, storage and nomenclature.

WEL116 General Welding

CAREER AND TECHNICAL CREDIT TYPE

1

Studies welding heat, polarities, and electrodes for use in joining ferrous metal by arc, mig, tig, and gas welding processes.

WEL221 Flux Cored Arc Welding

Prerequisite: WEL186

CAREER AND TECHNICAL CREDIT TYPE

2

Fillet welds and groove welds on carbon steel and stainless steel in all positions using self-shielded and gas shielded electrodes. Practice geared to AWS D1.1 Structural Steel Welding Code standards. Opportunity for FCAW structural welder qualification/certification to AWS D1.1 Structural Steel Code for groove welds on 3/8" and 1" plate.

WEL228 Introduction to Welding, Safety & Health of

Welders: SENSE1

CAREER AND TECHNICAL CREDIT TYPE

1

This course will provide students with orientation to the welding profession and will cover the basics of safety & health within the welding profession. This course aligns to SENSE Level 1, Module 1 and Module 2 – Key Indicators 1-6.

WEL233 Print Reading and Welding Symbol

Interpretation: SENSE1

CAREER AND TECHNICAL CREDIT TYPE

3

Provides instruction in interpreting elements of welding prints (drawings or sketches), focusing on measurement, American Welding Society welding symbols, and fabrication requirements. Students will understand how to prepare, assemble and tack welding parts according to drawings or sketches, using proper materials and tools. This course aligns to SENSE Level 1 Module 3: Drawing and Welding Symbol Interpretation, Key Indicators 1 and 2.

WEL244 Gas Metal Arc Welding Short Circuit Transfer:

SENSE1

CAREER AND TECHNICAL CREDIT TYPE

2

Focuses on proper weld safety, machine setup and welding techniques of Gas Metal Arc Welding Short-Circuiting Transfer. Students perform American Welding Society compliant welds on carbon steel, in flat, horizontal, vertical and overhead positions. This course will prepare students to take an AWS welder certification test, which is recommended. This course aligns with SENSE Level 1 Module 5 Key Indicators 1-7.

WEL245 Gas Metal Arc Welding Spray Transfer: SENSE1

CAREER AND TECHNICAL CREDIT TYPE

2

Focuses on proper weld safety, machine setup and welding techniques of Gas Metal Arc Welding Spray Transfer. Students perform American Welding Society compliant welds on carbon steel in flat and horizontal positions. This course will prepare students to take an AWS welder certification test, which is recommended for its successful completion. It aligns with SENSE Level 1 Module 5 Key Indicators 1, 2 and 8-12, as well as Module 2 - Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.

WEL251 Gas Tungsten Arc Welding for Carbon Steel:

SENSE1

CAREER AND TECHNICAL CREDIT TYPE

2

Focuses on proper weld safety, machine setup and welding techniques for Gas Tungsten Arc Welding. Students perform American Welding Society compliant welds on carbon steel in flat, horizontal, vertical and overhead positions. This course will prepare students to take an AWS welder certification test, which is recommended for successful completion of this course. This course aligns to SENSE Level 1, Module 7 – Key Indicators 1-7, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.

WEL252 Gas Tungsten Arc Welding for Aluminum:

SENSE1

CAREER AND TECHNICAL CREDIT TYPE

1

Focuses on proper weld safety, machine setup and welding techniques for gas tungsten arc welding. Students perform American Welding Society compliant welds on aluminum in flat and horizontal positions. This course will prepare students to take an AWS welder certification test, which is recommended for successful completion of this course. This course aligns to SENSE Level 1, Module 7 Key Indicators 1, 2 and 13 – 17, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.

WEL253 Gas Tungsten Arc Welding for Austenitic

Stainless Steel: SENSE1

CAREER AND TECHNICAL CREDIT TYPE

1

Focuses on proper weld safety, machine setup and welding techniques for Gas Tungsten Arc Welding. Students perform American Welding Society compliant welds on austenitic stainless steel in flat, horizontal, and vertical positions. This course will prepare students to take an AWS welder certification test, which is recommended for successful completion of this course. This course aligns to SENSE Level 1, Module 7 Key Indicators 1, 2 and 8-12 as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.

WEL254 Welding Inspection and Testing Principles: SENSE1

CAREER AND TECHNICAL CREDIT TYPE 1
Students will visually examine test weldments and thermally cut surfaces per multiple welding codes, standards, and specifications. This course aligns to SENSE Level I, Module 9: Welding Inspection and Testing Principles.

WEL262 Thermal Cutting Processes I – Manual and Mechanized OxyFuel Cutting: SENSE1

CAREER AND TECHNICAL CREDIT TYPE 2
Focuses on proper safety, equipment setup and cutting techniques for manual and mechanized OxyFuel cutting on carbon steel. Students perform American Welding Society compliant cutting operations in the flat position. The student will also perform scarfing and gouging operations to remove base and weld metal in flat and horizontal positions on carbon steel. This course aligns to SENSE Level 1 Module 8 - Units 1 and 2, as well as Module 2 - Key Indicator 7 and Module 9 – Key Indicator 1.

WEL263 Thermal Cutting Processes II – Plasma and Carbon Steel Arc: SENSE1

CAREER AND TECHNICAL CREDIT TYPE 2
Focuses on proper safety, equipment setup and cutting techniques for Plasma and Carbon steel Arc cutting on carbon steel, austenitic stainless steel, and aluminum. Students perform American Welding Society compliant cutting operations in the flat position. The student will also perform scarfing and gouging operations to remove base and weld metal in flat and horizontal positions. This course aligns to SENSE Level 1 Module 8 - Units 3 and 4, as well as Module 2 - Key Indicator 7 and Module 9 – Key Indicator 1.

WEL274 Shielded Metal Arc Welding I: SENSE1

CAREER AND TECHNICAL CREDIT TYPE 3
Focuses on safety, amperage settings, polarity and the proper selection of electrodes for the shielded metal arc welding process. Students will perform American Welding Society compliant welds on carbon steel, using visual and destructive methods for determining weld quality. This course aligns to SENSE Level 1.

WEL275 Shielded Metal Arc Welding II: SENSE1

CAREER AND TECHNICAL CREDIT TYPE 3
Focuses on safety, amperage settings, polarity and the proper selection of electrodes for the Shielded Metal Arc Welding (informally known as stick welding) process. Students perform American Welding Society compliant welds on carbon steel, in vertical up and overhead configurations, using visual and destructive methods for determining weld quality. This course aligns to SENSE Level 1 Module 4: Shielded Metal Arc Welding Key Indicators 1-7 for the flat and horizontal positions, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.

WEL280 Flux Cored Arc Welding (Self-Shielded): SENSE1

CAREER AND TECHNICAL CREDIT TYPE 2
Focuses on proper weld safety, machine setup and welding techniques for Flux Cored Arc Welding Self-Shielded. Students perform American Welding Society compliant welds on carbon steel in flat, horizontal, vertical and overhead positions. This course will prepare students to take an AWS welder certification test, which is recommended for its successful completion. It aligns to SENSE Level 1 Module 6 - Key Indicators 1, 2 and 8-12, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.

WEL281 Flux Cored Arc Welding (Gas-Shielded): SENSE1

CAREER AND TECHNICAL CREDIT TYPE 2
Focuses on proper weld safety, machine setup and welding techniques for Flux Cored Arc Welding (Gas Shielded). Students perform American Welding Society compliant welds on carbon steel in flat, horizontal, vertical and overhead positions. This course will prepare students to take an AWS welder certification test, which is recommended for its successful completion. It aligns to SENSE Level 1, Module 6 - Key Indicators 1-7, as well as Module 2 - Key Indicator 7, Module 3- Key Indicator 3, and Module 9 – Key Indicator 2.

WEL300 Pipe Welding Basics

CAREER AND TECHNICAL CREDIT TYPE 1
Covers basics of pipe welding techniques unique to the utility technician industry. Students will perform stress tests and simple pressurized welding and some techniques in fusion of the plastic pipes.

WEL917 Experimental Course

CAREER AND TECHNICAL CREDIT TYPE Varied Credit
New courses as student interests demand.

Faculty, Administrators & Staff

Information provided by IVCCD Human Resources on
June 12, 2019.

Haitham Abdel Majid
Physics Faculty
PhD, Idaho State University
MA, Idaho State University

Nancy Adams
Social Science Faculty
MA, Eastern Illinois University
BA, Eastern Illinois University

Jesse Adkins
Evening Supervisor
High School Diploma

Brian Agnitsch
Social Science Faculty
MS, Central Missouri State University
BS, Central Missouri State University
AAS, Iowa Central Community College

Eveny Alvarez
Plant Services Custodian
High School Diploma

Jose Amaya
English Faculty
PhD, University of California
MA, University of California
BA, California State University

Robin Anctil
Director of Marketing
MA, Drake University
BA, Iowa State University

Laura Armstrong
English Faculty
MA, Iowa State University
MEd, Iowa State University
BS, Iowa State University

Burke Aschan
HVAC Technician
High School Diploma

Natasha Baier
Custodian
High School Diploma

Honorina Baloghova
English Faculty
MA, University of Constantine Philosopher
BA, University of Constantine Philosopher

Matt Bandstra
Anatomy & Physiology/Biology Faculty
DC, Palmer College of Chiropractic
BA, Central College

Kelsey Barhite
Academic Advising Financial Aid Specialist
BA, University of Northern Iowa
AA, North Iowa Area Community College

Kaitlyn Bartling
ECC Foundation Director
BA, Iowa State University

Ken Bell
Business/Marketing Faculty
MS, Winona State University
BA, University of Northern Iowa

Donna Beltrame
Physical Education Faculty
MS, Iowa State University
BS, Iowa State University

Kevin Benzing
Physical Education Faculty
MS, University of Wisconsin
BS, Western Kentucky University
AA, Indian Hills Community College

Jodi Blackford
Student Services Office Associate
BS, Buena Vista University
AA, Marshalltown Community College

Chris Bland
Campus Supervisor of Plant Services
High School Diploma

Amanda Bloomquist
Director of Business Services
BA, Iowa State University
AA, Marshalltown Community College

Travis Bloomquist
Programmer/System Administrator
BS, Iowa State University
AS, Marshalltown Community College

Amber Bolen
Student Finance Advisor
MS, Drake University
BA, Coe College

Jason Bolhuis
Floor Care Specialist
High School Diploma

Alex Brandt
Visual Media Specialist
BA, University of Northern Iowa
AA, Marshalltown Community College

Christopher Brees
Director of Student Engagement & Residence Life
BA, Clarke College

Lisa Breja
Institutional Researcher/AQIP Director
PhD, Iowa State University
MS, Iowa State University
BA, Iowa State University

Carolyn Briggs

English Faculty
 MA, University of Arkansas
 BA, University of Arkansas

Kimberly Brinkmeyer

Intermediary and Academic Support Specialist
 BS, Iowa State University

Kathleen Brown

Director of Athletics
 EdD, United States Sports Academy
 MS, Peru State College
 BS, Peru State College

Marnie Brown

College Transition Advisor/TRIO SSS Coordinator
 MEd, Iowa State University
 BLS, Iowa State University
 BS, Iowa State University

Mandy Brown

Database Administrator
 MEd, Iowa State University
 BA, Buena Vista University
 AAS, Marshalltown Community College

Brynjar Brynjarsson

Physical Education Faculty
 BA, Luther College
 AA, Iowa Lakes Community College

Chris Buls

Computer Support Specialist
 BS, Iowa State University
 AAS, Marshalltown Community College

Julaine Burchett

Equine Faculty
 BA, University of Findlay

Kevin Butt

Agriculture Faculty
 MS, Iowa State University
 BS, Iowa State University
 AS, Ellsworth Community College

Kevin Cartier

Computers/Business Faculty
 MEd, Iowa State University
 BS, Iowa State University

Tim Castle

Art Faculty
 MFA, Indiana State University
 MA, Eastern Illinois University
 BA, Portsmouth Polytechnic, England

Bill Chapman

Systems Administrator
 AAS, Marshalltown Community College

Jim Cheaney

Science Faculty
 PhD, Iowa State University
 MS, Mississippi State University
 BS, Mississippi State University

Nathaniel Chua

Dean of Students & Learning Services
 MA, St Edwards University
 BA, Creighton University

Daniel Clason

Powerline Technician Faculty
 BS, Iowa State University

Sheryl Clingerman

Systems Administrator
 BA, Buena Vista University
 AS, Marshalltown Community College

Pamela Colbert

English Faculty
 MA, Oklahoma State University
 BA, Southwestern Oklahoma State University

Kelly Davis

Academic Advising Specialist/Coordinator of NACEP
 BA, University of Dubuque
 AA, Kirkwood Community College

Aaron DeBoer

Bookstore Manager
 BA, Northwestern College

Anna Dent

Custodian
 High School Diploma

Jeffery Derby

Custodian
 High School Diploma

Tana Dixon

Office Associate
 AA, Marshalltown Community College

Aubrey Does

Student Accounts Clerk
 BA, Vennard College

Rick Dorsey

Natural Gas Technician Faculty
 High School Diploma

Ricarda Drummer

Tama Adult Literacy Instructor
 BS, University of the Philippines

Jesse Dudley

Plant Services Custodian
 High School Diploma

Lynn Duit

Human Resources and Payroll Coordinator
 MEd, Iowa State University
 BS, Kaplan University
 AAS, Roane State Community College

Matthew Edwards

Energy Specialist
 BA, University of Northern Iowa
 AA, Ellsworth Community College

Christine Eige

Adult Literacy Instructor/Curriculum Designer
 BA, Wartburg College

Bobby Elam

Math Faculty
 MA, University of Northern Iowa
 BS, Bethune-Cookman University

Nancy Ellis

Financial Aid Office Associate
AGS, Marshalltown Community College

Michael Emerson

Criminal Justice Faculty
MA, Concordia University
BA, Buena Vista University
AA, Ellsworth Community College

David Engel

Speech & Theater Faculty
MA, University of South Carolina
BA, University of Iowa

Kanishka Epa

Chemistry Faculty
PhD, Kansas State University
BS, University of Peradeniya

Amanda Estey

Dean of Academic Affairs
PhD, Iowa State University
MS, Kaplan University
MA, Minnesota State University - Mankato
BS, Black Hills State University

Anthony Everman

Coordinator of Events
BA, Loras College

Adam Fahs

Assistant Director of Residence Life
BA, Indiana Institute of Technology

Richard Fehrmann

Plant Services Technician
High School Diploma

Katherine Ferraro

Adult Literacy ESL/HSED Instructor
MA, University of Minnesota
BS, Grinnell College

Ryan Flack

Marshalltown Education Partnership Coordinator
MA, South Dakota State University
BS, Upper Iowa University
AA, Marshalltown Community College

Dianne Floyd

Office Associate
AA, Kirkwood Community College

Valerie Forrest

Accounting Clerk
AA, Marshalltown Community College

Nate Forsyth

Director of Athletics and Student Life
MA, Concordia University
BGS, Mt Saint Clare College

Amanda Fox

TRIO SSS Coordinator
MEd, University of Maine
BS, University of Wisconsin-River Falls

Stephanie Friedman

Accounting Clerk
BA, Buena Vista University
AA, Marshalltown Community College

Michelle Frost

Marketing Coordinator
BA, University of Northern Iowa

Steven Garber

Academic Advising Specialist
MEd, Stephen F Austin State University
BA, Monmouth College

Carol Geil

Executive Director, MCC Foundation
MBA, Drake University
BA, Simpson College
AA, Marshalltown Community College

Ed Geitz

Education Faculty
MA, Minnesota State University – Mankato
BA, Wartburg College

Callie Gitch

Marketing Coordinator
BS, Oklahoma State University
AA, Rogers State University

Erik Glass

Automotive Technology Faculty
AA, Universal Technical Institute
AA, Kirkwood Community College

Arcelia Gonzalez De Marquez

Custodian
High School Diploma

Amy Good

Admissions Office Associate
AA, Marshalltown Community College

Jacque Goodman

Vice Chancellor of Continuing Education
MA, Drake University
BA, Simpson College

April Graveman

Biology/Health Sciences Faculty
MA, University of Northern Iowa
BS, Upper Iowa University

Brian Gray

Floor Care Specialist
High School Diploma

Molly Greenfield

Assistant Director of Residence Life
BA, Crown College – St Bonifacius Minnesota
AA, Ellsworth Community College

Sandra Greufe

Library Services Manager
MA, University of Northern Iowa
BS, Iowa State University
AA, Iowa Lakes Community College

Barbara Hall

Social Science Faculty
MA, University of Northern Iowa
BA, University of Northern Iowa

Hashem Hashemi-Toroghi
Economics Faculty
MS, Iowa State University
BS, National University of Iran

Rebecca Hassett
Director of Student Support Services
BS, Buena Vista University
AA, Kirkwood Community College

Brenda Heitmeyer
Computer Networking Faculty
MA, University of Northern Iowa
BA, Buena Vista University
AS, Marshalltown Community College

David Henry
Campus Supervisor of Plant Services
High School Diploma

Molly Hippen
TRIO Director
MEd, Iowa State University
BS, Minnesota State University

Cecil Holland
Education Faculty
EdD (ABD), University of North Dakota
MA, University of North Texas
BA, University of North Texas

Beth Hotchkin
Campus Office Associate
AA, Marshalltown Community College

Tasia Hulin
Accounting Clerk
AA, Marshalltown Community College

Joseph Humphrey
Equine & Animal Science Faculty
MS, Western Kentucky University
BS, Western Kentucky University

Megan Humphrey
Equine Faculty
MS, Iowa State University
BS, Iowa State University

Theresa Hungerford
Intermediary Network Coordinator
MEd, Iowa State University
BA, Saint Mary's University

Heath Ibeling
Plant Services Technician
High School Diploma

Barb Jennings
Assistant to the Chancellor/Board Secretary
MEd, Iowa State University
BA, Buena Vista University
AA, Marshalltown Community College

Jodie Jensen
Custodian
AA, Ellsworth Community College

Sara Jesse
Student Engagement/Athletic Coordinator
BA, University of Northern Iowa
AA, Des Moines Area Community College

Beth Johanns
Associate Dean of Health Occupations
MSN, Indiana State University
BSN, Indiana State University
AA, Iowa Central Community College

George Johnson
Business Faculty
MBA, Nova University
MA, University of Northern Iowa
BA, University of Northern Iowa
AA, Marshalltown Community College

Edward Jorgensen
Business & Paralegal Faculty
JD, Northern Illinois University
BA, University of Iowa

Scott Kauzlarich
Social Science Faculty
MA, University of Northern Iowa
BA, University of Northern Iowa
AA, North Iowa Area Community College

Patrick Kennedy
Dean of Academic Affairs
PhD, University of Illinois, Urbana-Champaign
MA, Blowing Rock State University/University of Illinois
BS, Bowling Green State University

Dan Key
Senior Academic Advising Specialist
MEd, University of Northern Iowa
BA, University of Northern Iowa

Eric Kiesler
Gunsmith Technology Faculty
MA, University of Northern Iowa
BA, University of Northern Iowa

Barb Klein
Dean of Student Affairs
PhD, Iowa State University
MEd, Iowa State University
BA, Buena Vista University
AA, Iowa Lakes Community College

Mitchell Kleinschrodt
Athletic Academic Advisor
MA, University of New Mexico
MA, St Cloud State University
BA, Gustavus Adolphus College

Teresa Klostermann
IVRS Intermediary Network Coordinator
BA, University of Northern Iowa

Danielle Kness
Biology Faculty
DVM, Iowa State University
BS, Iowa State University

Rachael Koehler
Program Developer
MBA, Upper Iowa University
AA, Des Moines Area Community College

Wanda Koehrsen
TRIO Coordinator/Student Success Specialist
MEd, University of Missouri
BA, Upper Iowa University
BA, University of Iowa

Aaron Koenigsfeld

Barn Manager
High School Diploma

JoAnn Kruger

Payroll Specialist
MS, Amberton University
BA, Coe College

Liz Lacina

Foundation Office Associate
AAS, Marshalltown Community College

Alexandra Larsen

Receptionist
AA, Ellsworth Community College

Shelly Larson

Clinical/Nursing Faculty
MEd, Iowa State University
BSN, University of Iowa

Kristi Larson

Assistant Director of Residence Life
BA, University of Minnesota Crookston
AA, Iowa Lakes Community College

Megan Larson

Registrar Office Associate
High School Diploma

Michael Le

Business Faculty
DBA (ABD), Walden University
PhD, Walden University
MHA, Des Moines University
MBA, Upper Iowa University
MEd, Upper Iowa University
BS, Upper Iowa University

Ted Lewis

Business Faculty
MBA, University of Northern Iowa
BA, Central College
AA, Marshalltown Community College

Robin Lilienthal

Provost
PhD, Iowa State University
MS, Iowa State University
BA, Iowa State University

Ramona Linville

Social Science Faculty
PhD, Utah State University
MA, Idaho State University
BA, Idaho State University

Tammy Losing

Orpheum Office Associate
High School Diploma

Roger Lugo Baptista

Coordinator of International Multicultural Connections
MFA, Savannah College of Art and Design
BA, Judson University
AA, Ellsworth Community College

Denise Lynk

Medical Assisting Coordinator/Practicum Coordinator
AGS, Marshalltown Community College
Certificate, Marshalltown Community College

Jessica Mahoney

Conservation Technology Faculty
PhD, North Dakota State University
BS, Purdue University

Antonio Marquez

Custodian
High School Diploma

Kathi May

Clinical/Nursing Faculty
MEd, Iowa State University
BS, Mount Mercy College

Justin McGill

Electro-Mechanical Systems Technology Faculty
MA, Purdue University
BA, Iowa State University

Mary Means

Welding Faculty
Certificate, American Welding Society

Patricia Mendoza

Assessment Specialist
High School Diploma

Dana Merritt

Equine Facility/Event Coordinator
AAS, Ellsworth Community College

Greg Metzen

Art Faculty
MFA, University of Missouri/Columbia
BFA, University of Missouri/Columbia

Tara Miller

Financial Aid Administrator
BA, Buena Vista University
AA, Ellsworth Community College

Mark Monroe

Math Faculty
MS, Oklahoma State University
BA, St Olaf College

Kimberly Montgomery

Custodian
Diploma, Kirkwood Community College
Diploma, Penn Foster Online

Mike Mosher

Chief Information Officer
MEd, Iowa State University
Certified Public Accountant, State of Iowa
BA, University of Northern Iowa

Troy Muilenburg

Wellness Coordinator
MA, University of Northern Iowa
BA, University of Northern Iowa

Steve Muntz

Broadcasting/Digital Media Faculty
MA, University of Northern Iowa
BA, University of Northern Iowa

Kristen Murphy

Computer Applications/Computer Science Faculty
MA, University of Northern Iowa
BA, Central College

John Murray

Plant Services Technician
High School Diploma

Corey Nevenhoven

Plant Services Technician
High School Diploma

Kristine Nevenhoven

Foundation Office Associate/Manager of Pat Clark Collection
Diploma, Hawkeye Community College

Kevin Nevin

Custodian
High School Diploma

MaryAnne Nickle

Dean of IVCC Grinnell
MEd, Colorado State University
BA, Colorado State University

Amy Niedermann

Evaluation & Program Effectiveness Office Associate
High School Diploma

Jonathan Nunez

Director of Programming and Operations
BA, Buena Vista University

Charisse Off

Nursing Faculty
MSN, Walden University
BSN, University of Iowa

Theresa Orlovsky

ESL/Spanish Faculty
MA, Iowa State University
BA, Southeast Missouri State University

Carrie Osborn

WIOA Title 1 Office Associate
High School Diploma

Allison Osmundson

Academic Advising Specialist
MA, Concordia University
BS, Missouri State University

Angela Otto

Plant Services Custodian
High School Diploma

Allan Parks

Machine Trades Faculty
High School Diploma

Jeff Parrott

Help Desk Administrator
BS, Simpson College

Benita Petersen

Academics Affairs & Medical Assisting Office Associate
BA, Buena Vista University
AA, Marshalltown Community College

Rebecca Peterson

English/Communications Faculty
MA, Iowa State University
BA, Drake University

Kathy Pink

Vice Chancellor of District Finance/CFO
MBA, University of Iowa
Certified Public Accountant, State of Iowa
BA, Luther College

Jason Poock

Chemistry Faculty
PhD, Iowa State University
MS, Iowa State University
BA, Wartburg College

Rachel Porath

WIOA Career Development Advisor
High School Diploma

Autumn Rathjen

TRIO SSS Coordinator
BA, University of Northern Iowa
AA, Marshalltown Community College

Angie Redmond

Dean of Enrollment Services & Student Life
BA, University of Northern Iowa

Martin Reimer

ECC Provost
PhD, Capella University
MBA, Thunderbird School of Management
BA, Central College

Jennifer Rice

Pathway Navigator
BA, University of Northern Iowa

Brent Ries

Math Faculty
MA, University of Northern Iowa
BA, University of Northern Iowa

Joerg Rochlitzer

Social Science Faculty
MS, University of Chemnitz
BA, University of Chemnitz

Mike Rottink

English Faculty
MS, Florida State University
BS, Iowa State University

Tina Ruch-Wesselmann

Admissions & Registration Specialist
MEd, Iowa State University
BA, Buena Vista University
AAS, Ellsworth Community College

Valerie Ruiz

Academic Advising Specialist
MEd, Iowa State University
BA, Buena Vista University

Jan Sauerbrei

Health Occupations Office Associate
BA, Buena Vista University

Tracie Sawyer
Accounting Clerk
AA/AS, Marshalltown Community College

Cindy Schulte
Director of Governmental Affairs
MEd, Iowa State University
BA, Iowa State University

Martha Schwandt
Learning Services Specialist
BA, University of Northern Iowa

Craig Schwartz
McTV Assistant
AAS, Marshalltown Community College

Joe Schwenneker
Custodian
High School Diploma

Andrew Scott
Computer Support Specialist
BA, University of Northern Iowa
AA, Marshalltown Community College

Jan Seim
Assistant Registrar
BA, Buena Vista University
AA, Marshalltown Community College

Kathy Siebring
Educational Success Coach
BS, Colorado State University

Janet Siert
Business/Computer Applications Faculty
MA, Iowa State University
BS, University of Nebraska

Adriane Sietsema
Director of Admissions
MBA, Upper Iowa University
BA, Buena Vista University
AA, Ellsworth Community College

John Sly
Welding Faculty
High School Diploma

Cole Spree
Dale Howard Family Activity Center Director
MS, Minot State University
BA, Northwestern College
AA, Ellsworth Community College

Colleen Springer
Vice Chancellor of Administrative Services
MPA, Drake University
BS, Iowa State University
AAS, Des Moines Area Community College

Janet Stegmann
Career Development Advisor
BS, University of Northern Iowa
AA, Marshalltown Community College

Joe Struss
Distance Learning Coordinator
MS, Iowa State University
BS, Iowa State University

Jill Stufflebeam
Nursing Faculty
MSN, Allen College
BSN, University of Iowa

Julie Thomas
Conference Center Coordinator
BSN, University of Iowa

Donna Thompson
Student Success Center Office Associate
Certificate, Ellsworth Community College
Certificate, North Iowa Area Community College

Lara Thoms
Academic Advising Spec/Coord of HS Relations
BA, Grandview University

Uriah Tobey
Math Faculty
MA, Air Force Institute of Technology
MA, Arizona State University
BA, Embry-Riddle Aeronautical University

Cynthia Uhlenberg
Bookstore Coordinator/Financial Aid Specialist
AA, Hawkeye Community College

Vickie Unferth
Coordinator of International Students and Programs
PhD, Michigan State University
MS, University of Wisconsin – La Crosse
BS, University of Wisconsin – La Crosse

Jessica Unger
Custodian
AS, Ellsworth Community College

Robert Untiedt
Director of Orpheum Theater Center
BA, Coe College

Wendy Valentine
Psychology Faculty
MS, Walden University
BA, University of Northern Iowa

Christopher Vestal
Custodian
High School Diploma

Adam Vogeler
Plant Services Technician
AA/AAS, Marshalltown Community College

Abby Von Fumetti
Math Faculty
MS, University of Iowa
BA, University of Iowa
AA, Southeastern Community College

Pele Waddilove
Health Occupations Office Associate
BA, Buena Vista College
AA/AS, Marshalltown Community College

Monica Warburton
Clinical/Nursing Faculty
BSN, Grandview College

Mary Weaver
Executive Assistant, Finance
AA, Ellsworth Community College

Dave Wesselmann
Custodian
High School Diploma

Eric Weuve
Agriculture Faculty
MS, Northwest State University
BS, Northwest Missouri State
AS, Ellsworth Community College

Renae Whittington-Hudspith
Library Associate
High School Diploma

Sally Wilson
Biology Faculty
MS, Long Island University – Post
BS, Cornell University

Ryan Wood
Lead Custodian
AA Ellsworth Community College

Barb Wright
Assistant to the ECC Provost
High School Diploma

Dave Young
Network & Telecom Administrator
AAS, Southwestern Community College

INDEX

A

Academic Advising	6
Academic Standards & Records	9
Academic Termination	10
Accounting - AAS	17
Accounting Practitioner - Diploma	17
Accreditation	1
Admissions & Enrollment	6
Advanced Placement (AP) Program	8
Agriculture (Ag Practitioner Track) - Diploma	17
Agriculture (Ag Science Certificate Track) - Certificate	17
Agriculture (Animal Science Track) - AAS	19
Agriculture (Farm Management Track) - AAS	19
Agriculture (Precision Ag Track) - AAS	20
Agriculture (Swine Management Track) - Diploma	20
Agriculture, Food & Natural Resources	14
Appeal Process	13
Application for Graduation	10
Application Process	6
Application requirements	6
Arts and Communication	14
Associate of Applied Science	16
Associate of Arts Degree Requirements	45
Associate of General Studies	16
Associate of Professional Studies	16
Attendance for Financial Aid Recipients	13
Audit to Credit	7
Auditing Classes	7
Automotive Repair Technology - AAS	21
Automotive Repair Technology Practitioner - Diploma	21

B

Billing/Payment Plan	12
Broadcasting/Digital Media - AAS	22
Business Administration (Entrepreneurship) - Certificate	23
Business Administration (Entrepreneurship) - Diploma	23
Business Administration (Small Business Practitioner Track) - Diploma	23
Business, Management, Administration & Finance	14

C

Career and Technical Credit Type	47
Career Credits	9
Career-Technical Degree Requirements	16
Certificates	16
Changes in Registration	7
Class Load	8
Classification of Students	8
College Calendar	3
College Work Study	12
Commencement	10
Computer Applications in Business - AAS	24
Computer Applications in Business Practitioner - Diploma	25
Computer Network Management - AAS	15, 25
Computer Network Management Practitioner - Diploma	25
Confidentiality of Records	11
Conservation Technology - ASCO	26
Construction	14
Construction Commercial Practitioner - Diploma	27
Construction Residential Practitioner - Diploma	26
Construction Technology (Construction Technology Track) - AAS	26

Construction Technology Retail - AAS	27
Cooperative Education	8
Course Descriptions	47
Course repeated	10
Credit by Examination (CLEP Testing)	8
Criminal Justice - ASCO	28
Culinary Apprenticeship - AAS	28
Culinary Arts	29
Customer Service	40

D

Dean's List	10
Dental Assisting - Diploma	29
Department Examinations	8
Developmental Credit Type	47
Diplomas	16
Direct Loans	12
Disclaimer	13

E

Early Childhood Education - AAS	30
Early Childhood Education Practitioner - Diploma	30
Education	14
Educational Equity Policy	5
Electrical Maintenance Mechanic - Diploma	31
Electro-Mechanical Systems Technologist-AAS	30
Entrepreneurial & Diversified Agriculture - AAS	31
Entrepreneurial & Diversified Agriculture - Certificate	31
Entrepreneurial & Diversified Horticulture - Certificate	32
Equine Management - AAS	32
Equine Management Practitioner - Diploma	33
Equine Science - AAS	33

F

Federal Direct Parent Plus Loan	12
Federal Direct Student Loan	12
Federal Pell Grant	12
Federal Supplemental Educational Opportunity Grant (SEOG)	12
Financial Aid	12
Financial Aid Termination	13
Financial Aid Warning	13
Financial Information	11
Fresh Start Policy	9

G

Grade Reports	10
Grading System & Policies	10
Graduation Honors	10
Graduation Requirements	10
Gunsmith Technology - AAS	34

H

Health Sciences	14
Heavy Construction - AAS	27
Heavy Construction Practitioner - Diploma	27
Human Services	14

I

Incomplete.....	10
Industrial Maintenance Mechanic - Diploma	34
Information Technology	15
Iowa Grant.....	12

L

Late or Early Start Classes	7
Law, Public Safety & Corrections	15
Libraries.....	5

M

Machine Tool Technology Tool & Die - AAS	35
Machine Tool Technology Trades Practitioner - Diploma	35
Manufacturing & Industrial	15
Manufacturing Welding - Certificate	36
Manufacturing Welding - Construction - Certificate.....	37
Manufacturing Welding Practitioner - Diploma	36
Marketing - ASCO	37
Marketing & Sales	15
MCC Honors Program.....	10
Mechanical Design/CAD Technology Practitioner - Diploma	38
Mechanical Design/CAD Technology Track - AAS	38
Mechanical Design/Virtual Reality Technology Career Track - AAS.....	38
Medical Assistant - Diploma.....	39
Medical Office Practitioner - Diploma.....	39
Merchandising & Retail Management - AAS.....	40
Military Credit	9
Minimum Financial Aid Academic Progress Standards	12
Mobile Service Technician - AAS.....	40

N

Natural Gas Technician - AAS	41
New Student Registration	6
Notification	13
Nursing	
Associate Degree Nursing - AAS.....	42
Practical Nursing - Diploma	42
Nursing Credit Type	47

O

Other Student Honors	11
----------------------------	----

P

Pace/Maximum Timeframe for Degree Completion.....	13
Paralegal - AAS	43
Phi Theta Kappa	11
Physical Education Exemption	9
Placement Tests	6
Powerline Technician - AAS	43
Prerequisites.....	8
Program of Study by Career Interest.....	14

R

Refund Policy.....	12
Registration.....	7
Repeating a Course.....	10
Residency	8
Retail Management.....	40

S

Satisfactory Progress Standards for Financial Aid Recipients....	12
Science, Technology, Engineering & Mathematics	15
Semester Basis.....	1
Standard Credit Type	47
Standards of Academic Progress	10
Student Honors	10
Student Petition for Waiver to the Drop Policy – Due to Extenuating Circumstances	7
Student Records	11

T

Table of Contents	2
Transcripts	11
Transfer Applicants.....	9
Transfer Credit.....	9
Transfer of Credit.....	9
Transfer of Credit from the College	9
Tuition & Fees.....	11

U

Utility Technician - Diploma	44
------------------------------------	----

W

Withdrawal From All Classes.....	7
----------------------------------	---

Printed 6/2019